

INVITATION TO REQUEST FOR PROPOSAL

Date: 21 August 2025

Dear Sirs

RFP NO. 20250801

**REQUEST FOR PROPOSAL FOR THE SUPPLY, DELIVERY AND INVENTORY
MANAGEMENT OF NURSING SCRUBS, NURSING ADMIN UNIFORMS AND JACKETS**

1. The National Kidney Foundation (NKF) invites vendors for the above requirement.
2. This invitation to Request for Proposal (RFP) incorporates the following documents enclosed herewith:
 - a) Conditions of Request for Proposal;
 - b) Conditions of Contract for Goods;
 - c) Additional Terms and Conditions
 - d) Requirement Specifications; **Annexes A1 to A11**
 - e) Scope of Service; **Annex B & Annex C**
 - f) Additional Requirements
 - g) Price Schedule; **Annex D**
 - h) Form of Request for Proposal;
 - i) Information about Vendor;
 - j) Vendor Business Model and Reference Check
 - k) Agreement to Terms and Conditions and
 - l) Other requirements/documents, if any: Specimen of Banker's Guarantee, Performance Bond & Performance Guarantee
3. If you wish to submit a proposal for the above requirement, you must complete and submit the documents mentioned in paragraph 2 above, and supporting documents and materials (if any) referred to in the above documents (e.g. brochures, catalogues, handbooks, artwork and samples).
4. NKF requires:-
 - **two (2)** copies of the documents referred to in paragraph 2 above that is, **one original copy** and one duplicate copy.
 - one softcopy of the document save in **thumb drive**

These are to be delivered in a sealed envelope which is not to bear any mark of identification of the Vendor (defined in the Conditions of Contract). The envelope is to be endorsed with the words "**RFP No. 20250801: Request For Proposal For The Supply, Delivery and Inventory Management of Nursing Scrubs, Nursing Admin Uniforms and Jackets**" and to be delivered by hand and deposit to :

RFP Box B
Security Counter
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Ms Mavis Tan

5. All RFP bids must be received at the location specified above, no later than **1500 hours on 12 September 2025, Friday** (the "**Closing Date**"). RFP bids received after this deadline shall not be considered.

6. Your RFP bid shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.

Compulsory Vendor Briefing

7. A briefing will be conducted at the date, time and place specified below:

Date: : 28 August 2025, Thursday
Venue : NKF Building, 81 Kim Keat Road Level 1, Singapore 328836
Time: : 09.30 am
Contact: : Ms Mavis Tan @ 6506 2152, email: mavis.tan@nkfs.org

8. **RFP submitted by Vendors who have not attended the session will not be considered.**
9. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
10. If you have any inquiries relating to this RFP, please contact Ms Mavis Tan at telephone no. 6506 2152 or email to mavis.tan@nkfs.org

Yours faithfully



Ms Jacqueline Hoo
Head, Finance & Risk Management