

INVITATION TO REQUEST FOR PROPOSAL

Date: 2 March 2026

Dear Sirs

RFP NO. 20260103

REQUEST FOR PROPOSAL FOR M365 LICENSES 01 JUNE 2026 to 31 MAY 2028

1. The National Kidney Foundation (NKF) invites vendors to submit proposals for the subject title.
2. This Invitation to Request for Proposal (RFP) incorporates the following documents enclosed herewith:
 - Annex A: Conditions of Request for Proposal
 - Annex B: Conditions of Contract
 - Annex C: Agreement to Terms and Conditions
 - Annex D: Requirements Specifications
 - Annex E: Price Schedule
 - Annex F: Form of Request for Proposal
 - Annex G: Information about Vendor
 - Annex H: Reference Check and Environmental Social and Governance
 - Annex I: NKF Vendor Code of Conduct
 - Annex J: 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, together with all supporting documents and materials (if any) referred to in the said documents (e.g. brochures, catalogues, product datasheets, technical specifications, and user manuals).
4. NKF requires **two (2)** copies of the documents referred to in paragraph 2 above, comprising one (1) original copy and one (1) duplicate copy. These documents shall be placed in a sealed envelope, which shall not bear any mark or indication identifying the Vendor (as defined in the Conditions of Contract). The sealed envelope shall be clearly endorsed with the words: "**RFP No. 20260103: RFP for M365 Licenses 01 June 2026 to 31 May 2028**" and hand-delivered to the following address:

ITQ Box C (Near Reception Area)
National Kidney Foundation
81 Kim Keat Road
Singapore 328836
Attn: Mr. William Chong

5. All RFP submissions must be received at the location specified above no later than **1500 hours on 23 March 2023** (the “**Closing Date**”). Any RFP submission received after the Closing Date shall not be considered.
6. Your RFP submission shall be irrevocable and open for acceptance by NKF for a period of **one hundred and eighty (180) days** from the Closing Date.
7. Please note that your RFP submission is subject to the terms and conditions set out in the Conditions of Request for Proposal.
8. If you have any enquiries relating to this RFP, please contact:

Mr. William Chong
Email: william.chong@nkfs.org

Yours faithfully



Ms Jacqueline Hoo
Head • Finance