

INVITATION TO REQUEST FOR PROPOSAL

Date: 10 September 2026

Dear Sirs

RFP NO. 20260901

REQUEST FOR PROPOSAL FOR THE SUPPLY AND DELIVERY OF ORAL NUTRITION SUPPLEMENT (ONS) PROGRAMME

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; **Annex A1 to Annex A5 and B**
 - e) Additional Requirements
 - f) Price Schedule;
 - g) Form of Request for Proposal
 - h) Information about Vendor
 - i) Vendor Business Model and Reference Check
 - j) Agreement to Terms and Conditions and
 - k) 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:-
 - **one (1)** copy of the documents referred to in paragraph 2 above.
 - **one (1)** 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. 20260901: Request For Proposal For The Supply and Delivery of Oral Nutrition Supplement (ONS) Programme**" 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 **01 October, Thursday** (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.
7. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
8. 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

A handwritten signature in black ink, appearing to be 'J. Hoo', is written above the printed name.

Ms Jacqueline Hoo
Head, Finance & Purchasing