

INVITATION TO REQUEST FOR PROPOSAL

Date: 15 September 2026

Dear Sirs

RFP NO. 20260902

REQUEST FOR PROPOSAL (RFP) FOR VENDOR MANAGED INVENTORY (VMI) SERVICES

1. The National Kidney Foundation ("NKF") invites interested and qualified vendors ("Vendors") to participate in the Request for Proposal ("RFP") for the provision of Vendor Managed Inventory ("VMI") services.

2. The RFP will be conducted through a **two-stage process** as follows:

Stage 1 - Compulsory Briefing and Non-Disclosure Agreement ("NDA")

Vendors are required to attend the compulsory briefing and duly execute the NDA.

Stage 2 - Release of Full RFP Documentation

The full RFP documentation, including the Requirement Specifications, Price Schedule and other relevant RFP documents, will only be released to Vendors who have:

- (a) attended the compulsory briefing; and
- (b) submitted a duly executed NDA to NKF.

Only Vendors who have completed the above requirements will be eligible to proceed with the RFP submission.

3. Vendors are required to attend the compulsory briefing through an authorised company representative, as follows:

Date: 22 September 2026

Time: 10.00 a.m. to 11.00 a.m.

Venue: The National Kidney Foundation. 81 Kim Keat Road, Singapore 328836, Boardroom Level 7

4. To register for the compulsory briefing, Vendors shall email the following information to **Mr William Chong** at **william.chong@nkfs.org** :

- Company name;
- Name and designation of attendee(s);
- Email address; and
- Contact number.

5. The NDA will be provided to registered Vendors for execution. Vendors shall submit the duly executed NDA to NKF before attending the compulsory briefing. The full RFP documentation will only be released upon completion of both requirements.

6. For any enquiries pertaining to this RFP, please contact **Mr William Chong** at **william.chong@nkfs.org** .

Yours faithfully



Ms Jacqueline Hoo
Head of Finance and Purchasing