The National Kidney Foundation 全国肾脏基金会
81 Kim Keat Road, Singapore 328836 Tel: 1800-KIDNEYS (5436397) contact_us@nkfs.org www.nkfs.org

INVITATION TO REQUEST FOR PROPOSAL

Date: 18 November 2026

Dear Sir / Mdm,

RFP NO. 20261001

REQUEST FOR PROPOSAL FOR CONTRACTUAL CLEANING SERVICE WITH THE PROVISION OF TOILETRIES CONSUMABLES & SANITARY ITEMS FOR NKF CENTRE, NKF INTEGRATED RENAL CENTRE & NKF DIALYSIS CENTRES FOR A PERIOD OF 36 MONTHS FROM JULY 2027 TO JUNE 2030 WITH AN OPTION OF ANOTHER THIRTY-SIX (36) MONTHS

1. The National Kidney Foundation ("NKF") wishes to invite vendors for the above requirement.

2. This **REQUEST FOR PROPOSAL** incorporates the following documents:
   a. Conditions of Request for Proposal
   b. Conditions of Contract for Services
   c. Requirements Specifications: Annexures A to B, E, F, F1, G, H, H1-H5, I to K.
   d. Price Schedule – Annex C
   e. Schedule of Rates – Annex D
   f. Form of Request for Proposal
   g. Information about Vendor
   h. Agreement to Terms and Conditions
   i. Environmental, Social and Governance (ESG)
   j. NKF Code of Conduct and
   k. Other requirements/documents, if any: Supplementary Conditions of Contract – Annex B, Specimen of Banker's Guarantee, Performance Bond & Performance Guarantee

3. Compulsory Site Briefings
   - Interested vendors are required to attend two (2) site briefings at the date, time and venue specified below. Please indicate your interest via email to Ms Tan Siew Tuan and Ms Lynn Chan at siewtuan.tan@nkfs.org & lynn.chan@nkfs.org before 12.00 pm on 20 November 2026, Friday.

     Date: 24 November 2026, Tuesday
     Time: 9.30am
     Venue: NKF Centre, 81 Kim Keat Road, Singapore 328836, Level 1

     Date: 24 November 2026, Tuesday
     Time: 11am
     Venue: Integrated Renal Centre, 500 Corporation Road, Singapore 649801, Level 1

4. If you wish to submit the RFP for the above requirement, you must complete and submit the documents mentioned in paragraph 1.2 above. All supporting documents and materials (if any) referred to in the above documents (e.g. brochures, catalogues, handbooks, artwork and samples).

5. NKF requires:
   - **two (2)** copies of the documents, referred to in paragraph 1.2 that is, one original copy and one duplicate copy.
   - **One (1) thumbdrive** containing the same documents.

6. Full set of quotations / proposal must be submitted with Vendor's stamp on all pages stipulated in the RFP. 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: 20261001 for the Contractual Cleaning Services with the Provision of Toiletries Consumables & Sanitary Items**" and hand delivered:

   To deposit to: Box A (near Security Counter)
   National Kidney Foundation
   81 Kim Keat Road
   Singapore 328836
   Attn: Ms Lynette Chong

7. All RFP must be received at the location specified above, no later than **8 December 2026, Tuesday, 1500 hours** (the "**Closing Date**"). Submissions received after this deadline shall not be considered.

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

9. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal and Conditions of Contract for Services.

10. NKF reserves the right to award the project in part or full.

11. For clarifications or enquiries, please contact Ms Lynette Chong at lynette.chong@nkfs.org.

Yours faithfully

Ms Jacqueline Hoo
Head of Finance & Purchasing