

RFP Number: SCS-CH-002/18
RFP Posting Date: 13 July 2018

Singapore Cancer Society (SCS) invites your proposal for the following items:

Request For Proposal (RFP) to Provide Communication Consultancy and Creative Services for SCS Community Health Programmes/Projects:

Singapore Cancer Society
15 Enggor Street
Realty Centre #04-01
Singapore 079716

For general cancer awareness and cancer awareness campaigns organised by SCS.

A) RFP description

This RFP shall call for participating vendors to propose the creative and media publicity for SCS to increase cancer awareness and promote SCS services.

B) Compulsory signing of Confidentiality Undertaking

Vendors are to download the attachment “Confidentiality Undertaking PDF” and sign this Confidentiality Undertaking **before** collection of RFP Document. The Confidentiality Undertaking is to be duly signed by an authorised signatory from the Participating Vendor’s company. **Two authorised signatories** (i.e. principal and witness) are required.

C) RFP Document Collection

The RFP document is to be collected on:

Date: 13 July 2018, Friday
Time: 1000hrs - 1730hrs
Venue: **15 Enggor Street Realty Centre #04-01, Singapore 079716.**

Please arrange with Ms Grace Tan, Assistant Manager, Community Health Department, SCS at 6421-5802, email: grace_tan@singaporecancersociety.org.sg to collect the document.

Please bring along the **signed Confidentiality Undertaking on the day of collection of RFP document**. Please note that RFP document **will not** be given to vendor **without** the signed Confidentiality Undertaking.

SINGAPORE CANCER SOCIETY

15 Enggor Street, Realty Centre #04-01, Singapore 079716
Main: 6221 9578 | Fax: 6221 9575

www.singaporecancersociety.org.sg | enquiry@singaporecancersociety.org.sg

D) Compulsory RFP Briefing & Clarifications of Queries

A RFP Briefing will be conducted on the following:

Date: 25 July 2018, Wednesday

Time: 1400 hrs (2.00pm)

Venue: 15 Enggor Street Realty Centre #04-01, Singapore 079716.

RFP Briefing is limited to a **maximum of three (3)** attendees per participating company.

Attendance to RFP Briefing is compulsory. Participating Vendors who fail to attend the RFP briefing shall not be eligible to participate in the Open Tender for the Project.

E) Clarification of Queries

For clarification on specifications or requirements, please email Grace Tan at grace_tan@singaporecancersociety.org.sg or

By 27 July 2018 – 3 August 2018

Notes: Any queries after this date and time **will not** be entertained.

F) Evaluation Criteria

SCS would evaluate the Tenderer proposal based on the following evaluation criteria:-

- **Compliance to Specifications**
- **Price:** Just to emphasize that SCS is a volunteer welfare organisation ie. Charity. Therefore we need to keep the cost as minimal as possible.
- **Track Record:** Profile and past experience of company. The vendor should submit past creative and campaigns executed which are relevant for this RFP, the number of people reached and how it helped to achieve outcomes set by the client.
- **Creative Concept & Media Plan:** Vendor will be evaluated base on the concept and media plan proposed to address the issues and challenges faces. The concept should address the aim to raise awareness for cancer, attend talks and forums and encourage regular screening offered by SCS.
- **Any Other Pro Bono/ Value Added Service** (Eg: Providing new marketing strategies/ tactics/ helping with creatives for other events that SCS has that are out of the campaigns mentioned)

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G) Tender Price

The Tenderer shall quote in **Singapore Dollars (Inclusive of GST)** for the monthly fees payable by SCS for the full scope of services listed.

The price quoted does not include third party fees such as Malay and Tamil translation, talents, location rental, photography or videography. However, prospective vendor may indicate the estimated cost of execution (incl. the above listed items) in the proposal for consideration.

H) RFP Closing Date

The RFP closing date will be on:

Date: 20 July 2018, Friday
Time: 1700hrs
Venue: **15 Enggor Street Realty Centre #04-01, Singapore 079716.**

I) Proposal Submission

Participating vendors are to submit all proposals in **two bound hardcopies (on Letter Head with authorised signature on at least one set with original signature) & an editable softcopy version in a thumb drive or CD** by the following date and time to SCS :

Date: Between 26 Jul - 15 August 2018
Time: 0930hrs - 1700hrs
Venue: Singapore Cancer Society
**15 Enggor Street
Realty Centre #04-01,
Singapore 079716**
Tender Submission Box

****Late submissions will not be accepted.***

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