

**RFP Number: SCS-CH/002-16**  
**RFP Posting Date: 1 NOVEMBER 2016**

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: Tuesday, 01 November 2016  
Time: 0900hrs - 1730hrs  
Venue: **15 Enggor Street Realty Centre #04-01, Singapore 079716.**

Please arrange with Mr Kenneth Foo; Manager, Community Health Department, SCS at 6421-5834, email [kenneth\\_foo@singaporecancersociety.org.sg](mailto:kenneth_foo@singaporecancersociety.org.sg). or Ms Grace Tan, Senior Executive, Community Health Department, SCS at 6421 5802, email: [Grace\\_Tan@singaporecancersociety.org.sg](mailto: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.

## D) Compulsory RFP Briefing

A RFP Briefing will be conducted on the following:

**Date:** Wednesday, 02 November 2016

**Time:** 1500 hrs (3.00pm)

**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 Mr Kenneth Foo,

[kenneth\\_foo@singaporecancersociety.org.sg](mailto:kenneth_foo@singaporecancersociety.org.sg) or Grace Tan at

[Grace\\_Tan@singaporecancersociety.org.sg](mailto:Grace_Tan@singaporecancersociety.org.sg)

By **08 November 2016, 1730 hrs**

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:-

- **Cost:** Understand that SCS is a volunteer welfare organisation ie. charity. Therefore we need to keep the cost of the new kits as minimal as possible.
- **Creative Concept:** Vendor will be evaluated base on the concept 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.
- **Experience and past results:** The vendor should elaborate past creative and campaigns executed and how it helped to achieve outcomes set by the client.

## G) Tender Price

The Tenderer shall quote in **Singapore Dollars** 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

Participating vendors are to submit all proposals in a **bound hardcopy & an editable softcopy version in a thumbdrive** by the following date and time to SCS :

Date: Monday, **14 November 2016**  
Time: 1700hrs Sharp  
Venue: Singapore Cancer Society  
**15 Enggor Street**  
**Realty Centre #04-01,**  
**Singapore 079716**  
*Tender Submission Box*

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