

RFP Number: SCS-CH/003-16
RFP Posting Date: 28 October 2016

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

Request For Proposal (RFP) to supply liquid-based cytology (LBC) Pap smear supplies to SCS:

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

for distribution to external General Practitioners' (GP) partners during Women's Gynaecological Cancer Awareness Month (WGCAM); as well as year-long supply for the Clinic's operations.

A) RFP description

This RFP shall call for participating vendors to propose the relevant liquid-based cytology (LBC) approach for SCS to subscribe to, for the upcoming WGCAM and own Clinic's use; and adopt for future practices.

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 from:

Date: Monday, 31 October –Tuesday, 01 November 2016
Time: 0900hrs - 1730hrs, from 31 October to 01 November 2016
Venue: **SCS; 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. or Mr Eric Chua, Executive, Community Health Department, SCS at 6421 5875, email: eric_chua@singaporecancersociety.org.sg to collect document.

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

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: 1000 hrs (10.00am)

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

RFP Briefing is limited to a **maximum of four (4)** 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 LBC requirements, please email Mr Kenneth Foo, kenneth_foo@singaporecancersociety.org.sg or Mr Eric Chua at eric_chua@singaporecancersociety.org.sg

By 10 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.
- **Logistics & Coverage:** Dispatch services must be regular and prompt. The laboratory service provider must also have good business partnerships with other healthcare service providers.
- **Results Quality:** The new LBC approach should provide solutions to address the shortcomings of the Conventional method.
- **Results Turnover:** From the time the clinic send in samples to it being notified of its clients' results, it should not exceed 10 working days.

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G) Tender Price

The Tenderer shall quote in **Singapore Dollars** for the cost for each Pap smear kit. GST7% cost should be indicated separately.

The price quoted is **inclusive** of the cost of the Pap smear kit, cytobrush, delivery of the kit and collection of the used kit and the laboratory procedure involved in testing the kit.

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.***

I) Additional Open Tender Considerations:

- **Validity of offer**
Proposals shall remain valid for acceptance for the duration of the WGCAM Campaign and for the year.
- **Withdrawal of proposal**
No participating vendor may withdraw its proposal after the RFP closing date.
- **Ownership of proposals**
All documents submitted by the participating vendors in response to the RFP shall become the property of SCS. However, intellectual property (IP) in the information contained in the proposal shall remain vested in the respective participating vendors. This clause is without prejudice to any provisions to the contrary in any subsequent contract between the successful tenderer and SCS.
- **Clarifications**
In the event that SCS seeks clarification upon any aspect of a participating vendor's proposal, such participating vendor shall provide full and comprehensive response within two (2) days of notification.

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- **Shortlist & award**

SCS reserves the right to shortlist one or more participating vendors, and to give those so shortlisted the opportunity to submit new or amended proposals on the basis of SCS' revised requirements, in accordance with a common deadline.

The proposals received based on the firm and updated requirements shall form the basis of the final tender evaluation. The proposals received in the final round shall be complete and comprehensive, and shall over-ride all proposals previously submitted. The final offer shall not make references to previous offers. All the proposals received in the previous rounds shall be treated as lapsed. Such final offers shall be submitted with SCS as instructed.

- **Acceptance**

SCS is not bound to accept the lowest priced or any proposal, and is not bound to assign any reason for not accepting any tender submitted. SCS shall not be obliged to enter into correspondence with any participating vendor regarding the reasons for non-acceptance of a RFP.

When accepting a proposal, SCS may accept the whole or any part of the proposal and the proposed contract price shall be adjusted in accordance with the schedule of prices set out in the proposal.

The issue by SCS of a letter of acceptance accepting the proposal or part of the proposal shall create a binding contract on the part of the participating vendor to supply to SCS the matters offered in the proposal. SCS reserves the right to accept the offer(s) (or parts thereof) of one or more participating vendor(s).

- **Notification**

SCS is not obliged to notify participating vendors if their proposals are unsuccessful.

- **Language**

The proposal including all data, documents, catalogues etc. must be written in easily comprehensible English language.

- **Expenses**

SCS will not bear any expense incurred by a participating vendor in the preparation of its proposal.

- **Law**

All proposals submitted pursuant to this RFP and the establishment of resultant contracts shall be legally binding and governed by Singapore law.

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Written By:

Eric Chua
WGCAM Coordinator
Singapore Cancer Society

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**SCS Multi Service Centre @ Bishan Junction 8 Office Tower | SCS Rehabilitation Centre @ JEM Office Tower
SCS Satellite Office @ National University Cancer Institute, Singapore | SCS Satellite Office @ National Cancer
Centre Singapore**