

RFP Number: SCS-WS/001-17
RFP Posting Date: 15 March 2017

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

Request For Proposal (RFP) for supply of milk feeds. This is monthly supply of milk feeds with home delivery for a period of 18 months to the Singapore Cancer Society's beneficiaries.

RFP Description

This RFP shall call for participating vendors to propose the cost for the relevant items required to supply milk feeds with home delivery. Vendors shall be wholesalers and distributors for milk. Please refer to Annex A for specifics (this will be provided once Confidentiality Undertaking has been signed).

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 authorized signatory from the Participating Vendor's organization. Two authorized signatories (i.e. Principal and Witness) are required.

RFP Document Collection

The RFP document is to be collected from:

Date: Wednesday, 15 March 2017 – Thursday, 21 March 2017
Time: 0900hrs - 1700hrs
Venue: **SCS, 15 Enggor St, #04-01 Realty Centre (S) 079716**

Please arrange with Ms. Susan Lim, Manager, Welfare Services, SCS at 6421 5841, email: susan_lim@singaporecancersociety.org.sg. or Ms. Sudha Muthukrishnan, Admin Officer SCS at 6421 5867, email: sudha_muthukrishnan@singaporecancersociety.org.sg to collect 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.

1. Validity Terms

The proposal is valid for 18 months from 1st July 2017 and expires on 31st December 2018

2. Project Objective

As part of Welfare Financial assistance, SCS has been providing milk feeds to our beneficiaries with home delivery on a monthly basis.

The purchase of milk feeds in term of type of milk, quantities, duration of patients consuming the milk are solely based on recommendations by health professionals (i.e. doctors, nurses, dietician and etc.).

3. Tender Price

The Tenderer shall quote in Singapore Dollars in his offer for the items of his proposed system. GST should be indicated separately.

The quote shall:

- a) Itemize the price of each item.
- b) Delivery and other additional cost applicable.

The Tenderer shall propose a payment milestone for the approval of the SCS management team.

4. Evaluation Criteria

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

- a) Cost: Understand that SCS is a Voluntary Welfare Organization (i.e. Charity). Therefore we need to keep the cost of the milk as minimal as possible.
- b) Logistics & Coverage: To provide home delivery to SCS Welfare beneficiaries on a monthly basis
- c) Vendor's ability to deliver: team resources, project management capability, implementation timeline, project approach
- d) Vendors Credential: track record, credentials, reputation in market
- e) Other Value Add

5. Withdrawal of Proposal

No Participating Vendor may withdraw its proposal after the RFP closing date.

6. Ownership of Proposals

All documents submitted by the Participating Vendor in response to the RFP shall become the property of SCS. However, intellectual property in the information contained in the Proposal shall remain vested in the relevant Participating Vendor. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the successful Tenderer and SCS.

9. 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.

10. Shortlist

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.

11. 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. SCS does not normally 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).

12. Notification

SCS is not obliged to notify Participating Vendors if their Proposals are unsuccessful.

13. Language

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

14. Expenses

In no event will any expense incurred by a Participating Vendor in the preparation of its Proposal be borne by SCS.

15. Law

All Proposals submitted pursuant to this RFP and the formation of any resulting contract shall be governed by Singapore Law.

Clarification of Queries

For clarification on specifications on the details, please email Ms. Susan Lim at susan_lim@singaporecancersociety.org.sg. or Ms. Sudha Muthukrishnan at email: sudha_muthukrishnan@singaporecancersociety.org.sg

By **28 March 2017, 1700hrs**

Notes: Any queries after this date and time **WILL NOT** be entertained.

RFP Closing Date

Participating Vendors are to submit all proposals in 2 hardcopy & 2 editable softcopy versions in CD by the following date and time to SCS:

Date: Wednesday, **4 April 2017**
Time: 1700hrs Sharp
Venue: Singapore Cancer Society
15 Enggor St
#04-01 Realty Centre
(S) 079716

(Late Submission will not be accepted)