

RFP Number: SCS-CH-001/22
RFP Posting Date: 8 June 2022

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
48 Pandan Road
L4M, PTC Logistics Hub
Singapore 609289

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”, sign and email this Confidentiality Undertaking **before** the collection of RFP Document will be authorised. 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 online via Tenderboard system:

Collection Period: 8 – 15 June 2022
Time: 1000hrs - 1600hrs
Mode: The password for the document will be sent to you once the completed “Confidentiality Undertaking PDF” has been sent to either Ms Lim Qian Ying or Mr Andrew Kor.

Please reach out to with Ms Lim Qian Ying at 9662 4083 and qianying_lim@singaporecancersociety.org.sg or Mr Andrew Kor at 9653 8710 and andrew_kor@singaporecancersociety.org.sg for any clarifications.

SINGAPORE CANCER SOCIETY

48 Pandan Road, L4M, PTC Logistics Hub, Singapore 609289
Main: 1800 727 3333

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

Please note that a **signed Confidentiality Undertaking** is required before the download of the **RFP document is made available**. Please note that RFP document **will not** be released to vendor **without** the signed Confidentiality Undertaking.

D) Compulsory RFP Briefing & Clarifications of Queries

A virtual RFP Briefing will be conducted on the following:

Date: 17 June 2022 (Friday)

Time: 1000hrs (10.00am)

Mode: Virtual Briefing (Link will be sent at a later date)

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 contact Ms Lim Qian Ying at 9662 4083 and qianying_lim@singaporecancersociety.org.sg or Mr Andrew Kor at 9653 8710 and andrew_kor@singaporecancersociety.org.sg.

Period: 17 June – 15 July 2022, 3pm

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 based 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: 15 June 2022, Wednesday
Time: 1600hrs
Mode : **Tenderboard System**

I) Proposal Submission

Participating vendors are to submit all proposals via the Tenderboard link with all necessary info required by the Tenderboard system to SCS:

Date: By 15 July 2022
Time: By 1500hrs
Mode: Tenderboard System

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

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SCS Clinic @ Bishan Junction 8 Office Tower | SCS Cancer Rehabilitation Centre @ Jem Office Tower
SCS Satellite Office @ National University Cancer Institute, Singapore | SCS Satellite Office @ National Cancer Centre Singapore