

RFP Number: SCS-IT-001/20
RFP Date : 16 March 2020

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

Request for Proposal (RFP) for Development and Implementation of an Accounting System including Procurement (Project Accounts):

- **RFP Description**

This RFP shall call for participating vendors to submit their proposal for developing and implementing an Accounting System including Procurement for Singapore Cancer Society to help streamline and automate key financial processes from financial consolidation to compliance reporting and audits to achieve a faster, more compliant financial close and run real-time financial accounting and reporting processes.

- **Compulsory Signing of Confidentiality Undertaking**

Vendors are to download the attachment “Confidentiality Undertaking.PDF” and sign this Confidentiality Undertaking before sending email request for RFP Document. The Confidentiality Undertaking is to be duly signed by an authorized signatory from the Participating Vendor’s organization and duly witnessed.

- **Email Request for RFP Document**

Vendors to send email to below emails addresses requesting for the RFP and Tender Documents together with the scanned copy of their duly completed and signed ‘Confidentiality Undertaking’ form:

Email Request Duration: Monday, 16 March 2020 – Friday, 22 March 2020

Please send Email request to:

1. **Mr Kevin Wang, IT Projects & Infra-Support Engineer, SCS IT Department**
DID Tel : (65) 6421 5823, Email: kevin_wang@singaporecancersociety.org.sg
2. **Ms Saras Sinnappan, Senior Manager, SCS IT Department**
DID Tel: (65) 6421 5808, Email: saras_sinnappan@singaporecancersociety.org.sg

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- **RFP Briefing through Tele Conferencing (Microsoft Teams Meeting)**

A RFP Briefing will be conducted by SCS on the following date and time:

Date: Monday, 30 March 2020

Time: 1000 hrs

Vendor's participation in the RFP Briefing is COMPULSORY. Participating Vendors who fail to attend the RFP briefing WILL NOT be eligible to participate in the RFP.

- **Tender Proposal and Submission Requirements**

It is compulsory for the tenderer to submit all of the required items as stated in this Tender document. Submissions that fail to comply will be disqualified.

Tenderers' proposals must include the following sections:-

- a) Executive Summary
- b) Company Information and Financials
- c) Project Scope and Responsibilities
- d) Proposed Solution (including hardware and software). To list software and identify "Custom Software". Where applicable, to furnish all relevant terms of software license.
- e) Implementation Plan and Methodology
- f) System Security and Administration
- g) Project Timeline
- h) Post Implementation Support and Maintenance
- i) Project Team Resumes
- j) Relevant Credentials
- k) Detailed Price Breakdown (for each phase, if applicable)

SCS reserves the right not to accept or evaluate any RFP which does not comply with these instructions.

SINGAPORE CANCER SOCIETY

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

Toll free 1800-727-3333 | Fax: 6221 9575

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

- **Evaluation Criteria**

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

- a) Solution Fit: ability to meet tender specifications, product maturity
- b) Total cost of ownership for proposed solution: hardware, software, licenses, development, maintenance & support costs
- c) Vendor's ability to deliver: team resources, project management capability, implementation timeline, project approach
- d) Vendor's Credential: track record, credentials, reputation in market
- e) Other Value Add

- **Tender Price**

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

The quote shall:

- a) Itemize the price of the items by core modules and non-core modules.
- b) Include pricing for 2 options – cloud-based and on premise solution.
- c) Include maintenance and support service package for the entire **Accounting System (AS)** during the System Warranty Period.
- d) Include a yearly recurring maintenance and support services fee.
- e) Include all license costs for all end-users, if applicable.
- f) Include a yearly recurring cost for cloud-based hosting of the System, if applicable.

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

- **Clarification of Queries**

For clarification on Tender requirements/specifications, please email to:

Mr. Kevin Wang (kevin_wang@singaporecancersociety.org.sg) and
Ms. Saras Sinnappan (saras_sinnappan@singaporecancersociety.org.sg)

All clarification of queries will be consolidated and disseminated to all participating vendors via email without disclosing vendor identity on the following dates:

Tuesday, 6 April 2020

Tuesday, 13 April 2020.

Closing date for sending in questions and queries is on Friday, 10 April 2020.

- **RFP Closing Date**

Participating Vendors can submit their proposals through one of the following modes of submissions:

1. By Postal Mail

To mail their proposal including a soft copy in a Thumb Drive to the address indicated below by the due date and time:

Due Date: Friday, 17 April, 2020

Time: 1700hrs Sharp

Mailing Address: Singapore Cancer Society

15 Enggor Street

Realty Centre #04-01

Singapore 079716

Attn: IT Department Open Tender (RFP Number: SCS-IT-001/20)

2. By Email

To email their proposal in a password protected document to the 3 email addresses indicated below by the due date and time:

Due Date: Friday, 17 April, 2020

Time: 1700hrs Sharp

Email Addresses:

**Mr. Kevin Wang (kevin_wang@singaporecancersociety.org.sg) &
Ms. Saras Sinnappan (saras_sinnappan@singaporecancersociety.org.sg)
Ms. Andrea Wong (andrea_wong@singaporecancersociety.org.sg)**

Email Subject : To indicate as 'Open Tender (RFP Number: SCS-IT-001/20)'
Password to open the proposal document must be sent under a separate email.

(Late Submission will not be accepted)

- **Validity of Offers**

Proposals shall remain valid for acceptance for four (4) months after the closing date of this RFP (the "Validity Period"). The validity period may be extended by SCS by period or periods not exceeding, in total two (2) calendar months.

- **Withdrawal of Proposal**

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

- **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.

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- **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.

- **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 override 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 to 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. 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 issuance 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).

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- **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**

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

- **Law**

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

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