

**RFP Number: SCS-CH-003/19**  
**RFP Posting Date: 8 April 2019**

### **Introduction**

The Singapore Cancer Society (SCS) was established in 1964, registered as a charity in 1984, and was accorded IPC (Institution of a Public Character) status as a charity in 1995 by the Ministry of Health. SCS is a community-based voluntary welfare organisation dedicated to minimising the impact of cancer through public education, screening, patient services, financial assistance, research and advocacy. Being self-funded, the Society is dependent on public donations to provide quality services to cancer patients, their families and members of the public.

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

Request for Proposal (RFP) for Supply of Faecal Immunochemical Test (FIT) Kits and Peripherals with Full Critical Services for FY2020 to FY2021 with an option to extend to FY2022.

### **RFP description**

This RFP shall call for Participating Vendors to submit their proposal for supplying Faecal Immunochemical Test (FIT) Kits and Peripherals with Full Critical Services for a 2 year contract from FY2020 to FY2021, with the option to extend an additional year in FY2022 based on the vendor's performance.

### **Compulsory signing of Confidentiality Undertaking**

Tenderer is 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 Tenderer's organization. Two authorized signatories (Principal and Witness) are required.

### **RFP Document Collection**

The RFP document is to be collected from:

Date: Monday, 8 April 2019 to Friday, 12 April 2019

Time: 09:00am – 04:00pm

Venue: Singapore Cancer Society (SCS) Main Office, 15 Enggor Street, #04-01,  
Realty Centre, Singapore 079716

Please arrange to collect the RFP Documents from:

- Ms. Chong Bao Fen, Executive, Community Health Department  
at 6421 5865, email: [chong\\_baofen@singaporecancersociety.org.sg](mailto:chong_baofen@singaporecancersociety.org.sg)
- Mr. Ernest Tung, Senior Admin Officer, Community Health Department  
at 6421 5868, email: [ernest\\_tung@singaporecancersociety.org.sg](mailto:ernest_tung@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 Tenderer without the signed Confidentiality Undertaking.

#### **SINGAPORE CANCER SOCIETY**

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

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

[www.singaporecancersociety.org.sg](http://www.singaporecancersociety.org.sg) | [enquiry@singaporecancersociety.org.sg](mailto:enquiry@singaporecancersociety.org.sg)

### **Compulsory RFP Briefing**

An RFP Briefing will be conducted on the following:

Date: Thursday, 18 April 2019

Time: 09:30am

Venue: Singapore Cancer Society (SCS) Main Office, 15 Enggor Street, #04-01,  
Realty Centre, Singapore 079716

Attendance in the RFP Briefing is **COMPULSORY** and limited to a maximum of **FOUR (4)** attendees per tendering company. Tenderer who fail to attend the RFP briefing **WILL NOT** be eligible to participate in the RFP.

### **Clarification of Queries**

For clarification, please contact:

- Ms. Chong Bao Fen, Executive, Community Health Department  
at 6421 5865, email: [chong\\_baofen@singaporecancersociety.org.sg](mailto:chong_baofen@singaporecancersociety.org.sg)
- Mr. Ernest Tung, Senior Admin Officer, Community Health Department  
at 6421 5868, email: [ernest\\_tung@singaporecancersociety.org.sg](mailto:ernest_tung@singaporecancersociety.org.sg)

By Friday, 3 May 2019, 04:00pm

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

### **RFP Closing Date**

Tenderer is to submit 2 printed complete sets of the following:

- a) Tender Proposal & relevant documentation,
  - ❖ Proposal to be submitted in vendor's company letterhead, signed off and total amount indicated
- b) FIT Tender Spec Compliance Checklist, and
- c) Reference Checklist
- d) 2 editable softcopy version in a thumb drive or CD

Before the following date and time to SCS:

Date: Friday, 10 May 2019

Time: 04:00pm

Venue: Singapore Cancer Society (SCS) Main Office, 15 Enggor Street, #04-01,  
Realty Centre, Singapore 079716  
Tender Submission Box

**LATE AND/OR INCOMPLETE SUBMISSION WILL BE REJECTED**

#### **SINGAPORE CANCER SOCIETY**

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

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

[www.singaporecancersociety.org.sg](http://www.singaporecancersociety.org.sg) | [enquiry@singaporecancersociety.org.sg](mailto:enquiry@singaporecancersociety.org.sg)

## Key Dates

No.	KEY EVENT/S	DATE, TIME	DAY
1	RFP notification and document collection	8 April 2019, 09:00am	Monday
2	RFP document collection close	12 April 2019, 04:00pm	Friday
3	RFP Briefing (Compulsory)	18 April 2019, 09:30am	Thursday
4	Vendor's Clarifications close	3 May 2019, 04:00pm	Friday
5	Deadline for Proposal Submission	10 May 2019, 04:00pm	Friday
6	Signing and Confirmation of New SLA	31 July 2019	Wednesday
7	FIT Kits packing commencing	02 September 2019	Monday

## Tender Evaluation Criteria

- Tender Conformance  
Ability to comply with the Sections stated in this Tender document
- Price
- Quality of Products  
Accuracy, specificity and stability of products
- Track Record  
Number of projects and years in conducting services of similar scale; nationwide screening
- Company Reference  
Feedback from clients (references from clients)

## **General Terms**

- Tender Price  
The Tenderer shall quote in Singapore Dollars in their offer for the items in their proposal. GST should be indicated separately.
- Withdrawal of Proposal  
No Tenderer may withdraw its proposal after the RFP closing date.
- Ownership of Proposal  
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.
- Clarifications  
In the event that SCS seeks clarification upon any aspect of a Tenderer's Proposal, such Tenderer shall provide the full and comprehensive response as soon as possible, and in any event, within two (2) days of notification.
- Shortlist and Revisions  
SCS reserves the right to shortlist one or more Participating Vendors. The SCS may also, at any time and from time to time, revise, clarify or supplement this RFP. If the RFP is revised, clarified or supplemented, the SCS may if it deems necessary in its sole discretion, give all Tenderers, or where Tenderers have been shortlisted, all of the shortlisted Tenderers, the opportunity to submit new or amended proposals on the basis of SCS' revised, clarified or supplemented requirements, in accordance with a common dateline. Save as aforesaid, or save otherwise at the request of or with the consent of SCS, no Tenderer may revise or supplement its Proposal after the RFP closing date.  
  
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 with SCS.
- 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 Tenderer regarding the reasons for non-acceptance of an RFP.  
  
SCS reserves the right to accept the offer(s) (or parts thereof) of one or more Tenderer(s) and/or to award different aspects of the RFP to different Tenderers.
- Notification  
SCS is not obliged to notify Tenderers if their Proposals are unsuccessful.
- Language  
The Proposal including all data, documents, catalogs etc. must be written in easily comprehensible English Language.

### **SINGAPORE CANCER SOCIETY**

15 Enggor Street, Realty Centre #04-01, Singapore 079716  
Toll free 1800-727-3333 | Fax: 6221 9575  
[www.singaporecancersociety.org.sg](http://www.singaporecancersociety.org.sg) | [enquiry@singaporecancersociety.org.sg](mailto:enquiry@singaporecancersociety.org.sg)

- Expenses  
In no event will any expense incurred by a Tenderer in the preparation or, submission of its Proposal be borne by SCS. A Tenderer shall indemnify SCS from and against all legal costs and expenses, on a solicitor-and-client basis, incurred in connection with the enforcement of any Proposal submitted by the said Tenderer.
- Law  
All proposals submitted pursuant to this RFP and the formation of any resulting contract shall be governed by Singapore Law.
- Contract Terms and Conditions  
All Tenderers hereby acknowledge that they have read and understood the Contract Terms and Conditions, and each Tenderer hereby agrees with SCS that, if such Tenderer is the successful Tenderer under this RFP, then notwithstanding anything to the contrary, the Contract Terms and Conditions shall be deemed incorporated into any resultant contract between such Tenderer and the SCS arising from this RFP, and such said Contract Terms and Conditions shall govern and prevail over any inconsistent terms that may be contained in the said successful Tenderer's Proposal.

**SINGAPORE CANCER SOCIETY**

15 Enggor Street, Realty Centre #04-01, Singapore 079716  
Toll free 1800-727-3333 | Fax: 6221 9575  
[www.singaporecancersociety.org.sg](http://www.singaporecancersociety.org.sg) | [enquiry@singaporecancersociety.org.sg](mailto:enquiry@singaporecancersociety.org.sg)