

**RFP Number: SCS-CS/001-16**  
**RFP Posting Date: 25 January 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 – Multi-Service Centre  
9 Bishan Place #06-05  
Junction 8 Office Tower  
Singapore 579837

for distribution to external General Practitioners' (GP) partners during Women's Gynaecological Cancer Awareness Month (WGCAM).

**A) RFP description**

This RFP shall call for Participating Vendors to propose (1) the relevant liquid-based cytology (LBC) approach for SCS to subscribe to, for the upcoming WGCAM and adopt for future practices.

**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 organisation. Two authorised signatories (i.e. Principal and Witness) are required.

**B) RFP Document Collection**

The RFP document is to be collected from:

Date: Monday, 25 January – Friday, 29 January 2016  
Time: 0900hrs - 1700hrs, from 15 January to 29 January 2016  
Venue: **SCS, Multi-Service Centre, 9 Bishan Place #06-05, Junction 8 Office Tower**

Please arrange with Mr Eugene Ng, Manager, Cancer Screening Department, SCS at 6499-9134, email [eugene\\_ng@singaporecancersociety.org.sg](mailto:eugene_ng@singaporecancersociety.org.sg). or Mr Eric Chua, Executive, Cancer Screening Dept, SCS at 6499-9135, email: [eric\\_chua@singaporecancersociety.org.sg](mailto:eric_chua@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.

### **C) Compulsory RFP Briefing**

A RFP Briefing will be conducted on the following:

**Date:** Thursday, 4 February 2016

**Time:** 0830 hrs (8.30am)

**Venue:** SCS Multi-Service Centre, 9 Bishan Place #05-03, Junction 8 Office Tower

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.**

### **D) Clarification of Queries**

For clarification on specifications LBC requirements, please email Mr Eugene Ng, [eugene\\_ng@singaporecancersociety.org.sg](mailto:eugene_ng@singaporecancersociety.org.sg) or Mr Eric Chua at [eric\\_chua@singaporecancersociety.org.sg](mailto:eric_chua@singaporecancersociety.org.sg)

By **17 February 2016, 1700 hrs**

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

### **E) 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.

### **F) Tender Price**

The Tenderer shall quote in Singapore Dollars for the cost for each kit. GST should be indicated separately.

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

### **G) RFP Closing Date**

Participating Vendors are to submit all proposals in a **bound hardcopy & a editable softcopy version in CD** by the following date and time to SCS :

Date: Monday, **29 February 2016**  
Time: 1700hrs Sharp  
Venue: Singapore Cancer Society  
Multi-Service Centre  
9 Bishan Place #06-05  
Junction 8 Office Tower  
*Tender Submission Box*

***\*LATE SUBMISSIONS WILL NOT BE ACCEPTED.***

### **H) Additional Tender Considerations:**

- **Validity of Offer**  
Proposals shall remain valid for acceptance for the duration of the WGCAM Campaign.
- **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.
- **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 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. 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)

- **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 establishment of resultant contracts shall be legally binding and governed by Singapore Law.

**Written By:**

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**Eric Chua**  
WGCAM Coordinator  
Singapore Cancer Society