RFP No: IHIS/CGH/R/2016/005-C005013

CHANGI GENERAL HOSPITAL
RFP INVITATION

1. Changi General Hospital (“CGH”) invites you for the following RFP:

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outpatient Pharmacy Automation System</td>
</tr>
</tbody>
</table>

2. This RFP shall call for Participating Vendors to supply, deliver, setup, interface and maintain Outpatient Pharmacy Automation System (OPAS) in Changi General Hospital.

3. This RFP shall be administered by Integrated Health Information Systems Pte Ltd (“IHiS”) on behalf of CGH.

4. The RFP Document consists of the following:
   (a) RFP Invitation
   (b) Part 1 – Conditions of RFP
   (c) Part 2 – Conditions of Contract
   (d) Part 3 (A) to (F) – Scope and Specifications
   (e) Part 4 – Guidelines for the Submission of Proposals

5. Interested Participating Vendors shall collect the RFP Document from **27th June 2016 (Mon) to 29th June 2016 (Wed)** at either 1000 hours or 1500 hours from IHiS Procurement Department at a non-refundable document fee of $30.00 per set (inclusive of GST). Payments are to be made by cheque only and made payable to “Integrated Health Information Systems Pte Ltd”.

6. Prior to the collection of the RFP Document, Participating Vendors shall:
   (a) register for the RFP on IHiS’ RFP/RFQ webpage (https://www.ihis.com.sg/tenderandrfp/Pages/tenders-and-rfp.aspx) and attach a softcopy of its EPPU certification and ACRA business profile purchased within six (6) months before the Closing Date; and
   (b) sign and submit the Non-Disclosure Agreement (NDA) (posted under this RFP on IHiS’ website). Information in the NDA shall be typed in (not handwritten). The NDA is to be duly signed by **two (2) authorized signatories** (i.e. principal and witness) from the Participating Vendors’ organization and shall be endorsed and marked with the Participating Vendor’s company stamp on every page. One (1) original copy of the NDA shall be submitted.

7. The RFP Briefing shall be conducted on:
   
   **Date:** 30th June 2016 (Thursday)
   **Time:** 0930 hours
   **Venue:** Radiology Conference Room, Level B1, Changi General Hospital
   2 Simei Street 3, Singapore 529889
The RFP Briefing is limited to a maximum of TWO (2) attendees per Participating Vendor. The collection of the RFP Document is a pre-requisite to attending the RFP Briefing.

8. Participating Vendors who fail to attend the RFP Briefing shall NOT be eligible to participate in the RFP.

Note: Late arrivers shall NOT be allowed to join the RFP Briefing.

9. Eligibility:

(a) Participating Vendors shall:
   (i) be registered under Supply Head EPU/CMP/10 with a Financial Grade of S8 and above.

10. The Closing Date of this RFP is 11th August 2016 (Thurs) @ 1500 hours SHARP.

11. All Proposals shall be duly completed and submitted.

12. The Participating Vendor shall submit its Proposal as follows:

   (a) Package 1 (All Sections except Section 3):
       (i) 1 set editable and 1 set non-editable in 2 separate CDs (softcopy)
   (b) Package 2 (Cover Page and Section 3):
       (i) 1 set (hardcopy)
       (ii) 1 set editable and 1 set non-editable in 2 separate CDs (softcopy)

The Proposal shall be enclosed in a sealed envelope marked with the RFP Number, Closing Date and Submission Box.

Submission Box: 2
Venue: Integrated Health Information Systems
       6 Serangoon North Avenue 5
       #01-01/02
       Singapore 554910

Note: Late submission shall NOT be accepted.

13. For clarifications or any queries, please contact

To: Procurement Department, Integrated Health Information Systems
   Brennan Lim Choon Kiat, brennan.lim@ihis.com.sg
   Maggie Lye, maggie.lye@ihis.com.sg

cc: LCMD (Legal and Contract Management Department), Integrated Health Information Systems
   Ana Lissa Ballesteros Arcega, ana.lissa.arcega@ihis.com.sg
   Vaani Mogan, vaani.chandramogan@ihis.com.sg
   Astrid Fong Hong Mei, astrid.fong@ihis.com.sg
All Participating Vendors are discouraged from verbal communication with CGH and/or IHIS during the period of clarifications. Should any Participating Vendor have any query or clarification (especially those that are price-related), they are required to officially write in to the persons listed above.

14. Any clarification or query shall be submitted officially via email by 3rd August 2016 (Wed) before 1700 hours at the latest. Any queries after this date shall not be entertained.