



DARUL MAKMUR MOSQUE

950 Yishun Avenue 2, Singapore 769099 | 6752 1402 | darulmakmur.org | @f darulmakmur.mosque

REQUEST FOR QUOTE (RFQ)

Service Required:	CATERING SERVICES FOR 30 DAYS OF RAMADAN 2020
Term of Contract:	30 days of Ramadan Friday 24th April to Saturday 23rd May 2020
Submit to:	dakwah@darulmakmur.mosque.org.sg
Date of Issue:	24th January 2020
Closing Date:	5th February 2020, 5:00pm

Method of Submittal: Email to the above listed email addresses

Respond via e-mail with attached document in PDF format.

The documents MUST be secured.

The Seller agrees to hold the prices in its offer firm for 90 days from closing date.

Quotation Number:	DM/DKW/001/20
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Attachments to RFQ:

1. Annex "A" - Service Specifications
2. Annex "B" - Schedule of Service
3. Annex "C" - Terms and Conditions (hereinafter the "Terms"), Seller's delivery of services, issuance of invoices in connection with this purchase order establishes Seller's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Annex A **Service Specifications**

Statement of Work:

The service that is expected from the supplier is to provide catering services for 30 days of Ramadan, according to the description stated.

Description of Service:

Sahur & Iftar Catering

Sahur Dates Required:	26 April, 1, 3, 7, 10 – 23 May
Sahur Menu:	1 rice, 1 meat/chicken, 1 vegetable
Expected Time of Delivery:	4am or earlier on specified dates, dishes will be served by volunteers/staff on duty by 5am.
Iftar Dates Required:	Mondays to Saturdays, from Friday 24 April to Saturday 23 May 2020
Iftar Menu:	1 rice, 1 meat/chicken, 1 vegetable and 1 type of kuih
Expected Time of Delivery:	5.30pm or earlier on specified dates, dishes will be served by volunteers/staff on duty.
Expected Time of Collection of Pots:	Next day after delivery

Porridge (Bubur Lambuk) Catering

Porridge Dates Required:	Mondays to Saturdays, from Friday 24 April to Saturday 23 May 2020
Porridge Menu:	Bubur Lambuk in rotation of Meat, Chicken and Beans
Expected Time of Delivery:	10am or earlier on specified dates, porridge will be packed by volunteers/staff on duty.
No. of Pax per Pot:	200 pax
Expected Time of Collection of Pots:	2pm daily



Mandatory Specifications for Services Requested

Schedule:	30 days of Ramadan Friday 24th April to Saturday 23rd May 2020
Location:	Darul Makmur Mosque 950 Yishun Ave 2, Singapore 769099

The following **MUST** be included in the quotations:

A schedule describing the daily recommended menu for Sahur and Iftar Catering and Porridge Catering

Deliverables, Timelines, Special Terms and Conditions:

1. The Seller must be MUIS Halal Certified and NEA approved caterers.
2. The Seller must provide a copy of their NEA registration and Halal certification for verification.
3. The Seller must be able to provide healthier menus that comply with HPB's Healthier Catering guidelines.
4. The Seller **MUST** be able to provide the option to increase or decrease the number of pax when required at a minimum notice of 3 working days.
5. The Seller **MUST** ensure all deliveries are able to meet the expected delivery timings.
6. The Seller should demonstrate their ability to receive feedback and change the menu if required at a minimum notice of 3 working days.
7. DMM policies provides payment for 30 days upon receipt of invoice. The vendor is required to indicate if they require alternative payment terms.
8. The Seller **MUST** provide contacts of transporters and be flexible in the event of unforeseen circumstances (i.e.: Change of schedule).
9. DMM shall provide information at least 3 working days in advance for any change in schedule.



Pricing

S/N	Service Requisite	Description of Service Specifications	Does the Quote/Proposal meet the specifications? Yes/No	Unit of Measure	Unit Fixed Price (\$\$)	Total Fixed Price (\$\$)
1	Sahur & Iftar Catering	As above specifications		Per Pax		
2	Porridge Catering	As above specifications		Per Pot		
					Add any applicable taxes	
					Total Value	

By signing this attachment, the Seller confirms he has a complete understanding of the specifications and fully intends to deliver the service that comply with the above listed specifications.

Signature and Company Stamp:	
Name and Designation:	
Date:	



Annex B Schedule of Service

Sahur Schedule 2020:

Sunday, 26 April	Friday, 1 May	Sunday, 3 May	Thursday, 7 May	Sunday, 10 May	Monday, 11 May
20 pax	30 pax	30 pax	30 pax	40 pax	30 pax
Tuesday, 12 May	Wednesday, 13 May	Thursday, 14 May	Friday, 15 May	Saturday, 16 May	Sunday, 17 May
40 pax	100 pax	150 pax	150 pax	220 pax	200 pax
Monday, 18 May	Tuesday, 19 May	Wednesday, 20 May	Thursday, 21 May	Friday, 22 May	Wednesday, 23 May
200 pax	200 pax	250 pax	200 pax	200 pax	200 pax

Iftar Schedule 2020:

Friday, 24 April	Saturday, 25 April	Monday, 27 April	Tuesday, 28 April	Wednesday, 29 April	Thursday, 30 April
600 pax	700 pax	500 pax	450 pax	450 pax	450 pax
Friday, 1 May	Saturday, 2 May	Monday, 4 May	Tuesday, 5 May	Wednesday, 6 May	Thursday, 7 May
600 pax	950 pax	450 pax	450 pax	500 pax	550 pax
Friday, 8 May	Saturday, 9 May	Monday, 11 May	Tuesday, 12 May	Wednesday, 13 May	Thursday, 14 May
500 pax	600 pax	450 pax	450 pax	450 pax	450 pax
Friday, 15 May	Saturday, 16 May	Monday, 18 May	Tuesday, 19 May	Wednesday, 20 May	Thursday, 21 May
500 pax	600 pax	450 pax	450 pax	450 pax	450 pax
Friday, 22 May	Saturday, 23 May				
450 pax	450 pax				



Porridge Schedule 2020:

Friday, 24 April	Saturday, 25 April	Monday, 27 April	Tuesday, 28 April	Wednesday, 29 April	Thursday, 30 April
11 pots	8 pots	7 pots	7 pots	7 pots	7 pots
Friday, 1 May	Saturday, 2 May	Monday, 4 May	Tuesday, 5 May	Wednesday, 6 May	Thursday, 7 May
11 pots	7 pots	7 pots	6 pots	6 pots	6 pots
Friday, 8 May	Saturday, 9 May	Monday, 11 May	Tuesday, 12 May	Wednesday, 13 May	Thursday, 14 May
11 pots	6 pots	5 pots	5 pots	5 pots	5 pots
Friday, 15 May	Saturday, 16 May	Monday, 18 May	Tuesday, 19 May	Wednesday, 20 May	Thursday, 21 May
11 pots	5 pots	5 pots	5 pots	5 pots	5 pots
Friday, 22 May	Saturday, 23 May				
11 pots	3 pots				

Total number of pots: 177 pots



Annex C **Terms and Conditions**

1. **Procurement Narrative Description:**

The Buyer (DMM) intends to purchase the service identified in Annex A. The term of Contract shall be for 30 days unless extended by mutual agreement of the parties. The Buyer intends to award a single "Approved" seller based on conformance to the listed specifications, the ability to service the contract and the selling price.

2. **Procuring Activity:**

This procurement will be made by **Darul Makmur Mosque (DMM)**, located at:

950 Yishun Avenue 2, Singapore 769099

DMM shall award the contract to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements:**

All Sellers will submit a quote which contains offers for the services and options included in this RFQ. All information presented in the Sellers's quote will be considered during DMM's evaluation. Failure to submit the information required in this RFQ may result in Seller's offer being deemed as non-responsive. Sellers are responsible for submitting offers and any modifications, revisions or withdrawals so as to reach DMM's Office designated in the RFQ by the time and date specified in the RFQ. Any offer received after the exact time specified is deemed "late" and may not be considered at the discretion of DMM. The Seller's quote shall include the following:

- a) The Quotation Reference Number,
- b) The date and time submitted,
- c) The name, address and contact of the Seller and authorised signature,
- d) Copy of NEA Registration and MUIS Halal Certification,
- e) Validity period of the quote,
- f) Schedule of recommended menu
- g) Descriptions and ingredients of the menu used in the service being offered in sufficient details
- h) Special pricing instructions: price, any discount terms, special requirements or terms
- i) Payment address or instructions
- j) Acknowledgement of solicitation amendments
- k) Past performance information, to include recent and relevant contacts for the same or similar services; including points of contacts with relevant information



4. **Special Note:**

The Seller, by his response to this RFQ and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its Annexes have been carefully read and understood and all related questions answered.

5. **Form:**

Sellers must record their pricing utilising the format found on Annex A. Sellers must sign the single hardcopy submitted and send to the address listed on the cover page of this RFQ.

6. **Questions Concerning the Procurement:**

All questions regarding this RFQ to be directed to

Dakwah Department

at this email address:

dakwah@darulmakmur.mosque.org.sg

7. **Notifications and Deliveries:**

Seller shall deliver the service no more than the number of sessions set forth in the contract that will be agreed by both parties as a result of this RFQ. The Buyer shall immediately contact the Seller if there will be a change in time and date of any sessions during the contract.

8. **Option to Increase/Decrease Quantity:**

DMM shall reserve the right of the option to increase or decrease the quantity of pax and pots with a notice of minimum of 3 working days.

9. **Payment Terms:**

DMM's payment modes are Cheque or GIRO to Seller ONLY. Official Invoice must be submitted to the Finance Unit for processing. Seller may propose alternative payment terms and they will be considered in the evaluation process.

10. **Alternative Quotes/Proposals:**

Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative quotes shall still satisfy the minimum requirements set forth in Annex A, Service Specifications.

11. **Award Notice:**

A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.



12. **Evaluation and Award Process:**

DMM will award the contract resulting from this RFQ to the responsible Seller whose offer conforms to the RFQ with the most advantageous to DMM, price and other factors considered, representing the **Best Value** to DMM. DMM intends to evaluate the offers and award the contract without discussions with Sellers, therefore, the Seller's initial offer should contain the Seller's best terms from price and technical standpoints. However, DMM reserves the right to conduct discussions if later determined by DMM to be necessary.

The Evaluation factors will be comprised of the following criteria:

- a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities)
- b) **SERVICE:** Services shall satisfy or exceed the specifications described in RFQ Annex
- c) **PAST PERFORMANCE:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner
- d) **PAYMENT TERMS:** Seller provides the most favourable payment term

13. **Validity of Offer:**

This RFQ in no way obligates DMM to make an award, nor does it commit DMM to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Seller's quote shall be considered valid for 90 days after submission.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Seller Company Name)

Signature: _____

Title:

Date: