15th December 2017

Dear Sir/Madam,

REQUEST FOR PROPOSALS (RFP) FOR THE INSTALLATION AND OPERATION OF FEDERATED LOCKERS IN PUNGGOL TOWN AND SELECTED MRT STATIONS

REQUEST FOR PROPOSALS

RFP No: IMDA/FL/001/2017

1 Info-communications Media Development Authority ("**IMDA**"), in collaboration with Housing Development Board ("**HDB**") and Land Transport Authority ("**LTA**") (hereafter collectively referred to as "**The Agencies**") hereby invites submission of proposals to participate in a pilot project to install and operate Federated Lockers (FL) stations located at HDB blocks within the HDB town of Punggol and selected MRT stations for a period of twelve (12) months with an option to extend for a further twelve (12) months.

2. Concurrently, an identical Request for Proposals (RFP No. **IMDA/FL/002/2017)** is being called for the HDB town of Bukit Panjang and selected MRT stations. The proposals received for both Request for Proposals will be evaluated independently. However, in the event that the same Proposer tops the evaluation for both HDB towns and/or selected MRT stations, the Proposer will only be awarded to install and operate Federated Lockers in one of the HDB towns.

3. IMDA is also calling an Invitation to Tender (ITT No. **IMDA-ITT-2017-0082)** to procure and operate an Inter-Operable Platform to enable the exchange of data in a standard format between the different stakeholders and locker operators so as to enable open access to a heterogeneous network of locker stations("**ITT**"). To avoid conflict of interests, parties participating in this RFP shall not be eligible to participate in the ITT and vice versa. Any parties found to be participating in both will be disqualified from both the RFP and ITT.

4. Proposals are to be submitted in accordance with Part I - Instructions to Proposers to this Request for Proposals.

5. This RFP comprises the following documents:

   a. Covering Letter
   b. Part I – Instructions to Proposers
   c. Part II – Proposal Form
   d. Part III – Evaluation Criteria
   e. Part IV – Specifications
   f. Annex A – Site Locations
   g. Annex B – Illustration of Locker Station
   h. Annex C – Locker Operator Appointment Agreement
   i. Annex D1 – HDB Tenancy Agreements
   j. Annex D2 – SBST Tenancy Agreements
   k. Annex D3 – SMRT Tenancy Agreements
   l. Annex E – Project Schedule
   m. Annex F – Data Interchange Specifications

(collectively referred to as the "**RFP Documents**")

The prescribed forms must be fully completed, signed and stamped before submission unless otherwise stated.

6. You are required to submit your proposal in a sealed envelope containing a hardcopy and a soft copy in PDF format in a write once compact disc or DVD disc by depositing the sealed envelope in IMDA Tender Box No. 1 located at:

   10 Pasir Panjang Road
   #10-01 Mapletree Business City
   Singapore 117438

   not later than 4.00pm on 9 Feb 2018 or the latest Closing Date as notified by IMDA ("the RFP Closing Date").

7. The sealed envelope shall indicate clearly the following:

   a. Tender Box No.;
   b. RFP No.;
   c. RFP Name;
   d. Closing Date & Time of RFP; and
   e. Name and address of the Proposer

   affixed with your company's official stamp.

8. Your Proposal will be evaluated based on the Evaluation Criteria set out in Part III of the RFP Documents and the offer shall be valid for six (6) months from the RFP Closing Date.

9. Participants who wish to seek clarification on the RFP shall email their request to Federated_Lockers@imda.gov.sg no later than seven (7) working days prior to the RFP Closing Date.

10. If you require any further information, please do not hesitate to contact either of the following personnel:

    a. Heng Peng Seng : Tel no. 6211 1249 / e-mail Federated_Lockers@imda.gov.sg
    b. Lee Boon Shim : Tel no. 6211 1919 / e-mail Federated_Lockers@imda.gov.sg

    Please quote 'RFP REFERENCE NO. IMDA/FL/001/2017' in the subject/ref and attention to the Contact Persons listed above in all correspondences.

Yours faithfully,

Philip Heah
Senior Director
Sectoral Transformation Group
Info-communications Media Development Authority of Singapore