

Annex 2: Eligibility Matrix

The Bidder shall complete all the required information in the Eligibility Matrix. Additional information can be given as an attachment and / or in the relevant parts of the Proposal. The pasting of URLs in the Proposal is not acceptable.

Purpose:

- Aids HNF in deciding and shortlisting the Bidders for the project stated in the Tender documents.
- Assists HNF in assessing the Bidder's commercial capacity.

Instruction to Bidders:

- Please answer all questions.
- Please indicate N/A if the question does not apply to you.
- Failure to comply with the requirements as stated may result in the rejection of your Proposal and/or disqualification in respect of the Tender.
- The contents of this Eligibility Matrix are strictly confidential and shall not be disclosed, directly or indirectly to third parties without HNF's prior written consent.
- Prices shall be quoted in S\$ before GST.
- Please return this form in **hard/soft copy** format to:

Ms Geraldine Cheong
Home Nursing Foundation
93 Toa Payoh Central, Toa Payoh Central Community Building #07-01
Singapore 319194

- The Bidder shall bear the sole risk of submitting the Eligibility Matrix by post.

1. Organization Details

Company Name		Contact Name	
Address		Contact Position (Job Title)	
Telephone/Fax		Contact Number	
Company Registration Number (if applicable)		Email	
Is your organisation a sole proprietor / partnership / limited company / public-listed company / others? (Please specify.)			

2. Business Activities

What are the main business activities of your organisation?	
How many staff does your organisation have?	

3. Financial Background

Financial turnover for the past 3 years: Year 2015: \$ Year 2016: \$ Year 2017: \$
As at _____ < Indicate date>: Cash and cash equivalents + Marketable securities + Accounts receivables = \$ Total current liabilities = \$
Has your organization met the terms of its banking facilities and loan agreements (if any) during the past year? If the answer is 'No', please indicate the reasons.
Has your organisation met all its obligations to pay its creditors (if any) and staff during the past year? If the answer is 'No', please indicate the reasons.

Name and Branch of Bankers:
Address:
Contact Details:

4. Relevant Experience

Do you have relevant experience in the interior design and renovation of senior care centres: Yes / No Number of Years of relevant experience:			
Detail	Reference 1	Reference 2	Reference 3
Customer's Company Name			
Name of Contact Person, Designation, Phone Number and Email			
Date on which Contract was Awarded			
Value (in S\$)			
Date on which Contract was Completed			
<p>Do you have any contracts which were terminated due to poor performance in the past three years, or any contracts where damages have been claimed by your clients/customers? If the answer is 'Yes', please let us have the details.</p>			

5. Quality Control and Assurance

Does your organisation hold a recognised quality management certification? If Yes, please specify.
If not, does your organisation have a quality management system? If Yes, please specify.
If your company do not have a quality management certification or system, please indicate the reasons.

6. Declaration

- (a) We hereby declare that we ***have/do not have** a record of enforcement action taken against us in the past 12 months.¹
- (b) We hereby declare that we ***are/are not** currently facing any litigation or winding-up or judicial management proceedings.²
- (c) We declare that the information provided by us on the above form is true and correct to the best of our knowledge and belief. We understand that the information will be used in the evaluation process to assess our organisation's suitability to provide the goods/services to HNF.

Name: _____

Position: _____

Signature: _____

Contact Number: _____

Date: _____

¹ If enforcement action has been taken against your organisation in the past 12 months, please provide us with the relevant details.

² If litigation or winding-up or judicial management proceedings have been taken against your organisation in the past 12 months, please provide us with the relevant details.