

Part 1 Section A: Instructions to Proposers

1. Definitions

Throughout this Request for Proposal and any resultant Contract, unless the context otherwise requires, the following definitions shall apply:

- a. "Proposer" means a person or his permitted assigns proposing to design, develop and trial the AESV pursuant to this RFP, and shall be deemed to include two or more persons if appropriate;
- b. "Request for Proposal" means the invitation to participate in this RFP and comprises all proposal documents forwarded to the Proposer inclusive of the Covering Letter, Instructions to Proposers, Terms and Conditions of Grant, Requirement Specifications and any other documents and forms enclosed; and
- c. Save as set out above, all other terms referred to in this Request for Proposal shall have the same meanings as those given in the Terms and Conditions of Grant.

2. Eligibility

- a. Any company or business who is currently debarred from participating in Government tenders shall not be eligible to participate in this RFP. If a proposal is submitted without explicitly mentioning that the Proposer is currently debarred, the submission of the proposal shall be treated as an express continuing declaration by the Proposer that the Proposer is in fact eligible to participate in this RFP and, if such a declaration is discovered to be false, the Grantor will be entitled to rescind any contracts entered into pursuant to such proposal, without the Grantor being liable therefor in damages or compensation.
- b. The following R&D organisations will qualify for up to 100% funding support of approved qualifying direct costs of a project:
 - i. Institutes of Higher Learning (IHLs);
 - ii. Public Sector Agencies; and
 - iii. Not-for-profit Organization and Research Laboratories.
- c. Companies and company-affiliated research entities qualify for up to 70% of a project's approved qualifying direct costs. Companies receiving such grants must be registered with the Accounting & Corporate Regulatory Authority (ACRA) and be physically present in Singapore. The local* manpower component of any grants to support the development costs shall comprise at least 50% of the total manpower grant.
- d. The Host Institution shall carry out the entire Development Project in Singapore. The solution that results as part of the collaboration should be ideated, developed and refined in Singapore; and upon successful development, be commercialised and managed from Singapore. The Host Institution in Singapore shall be the economic owner of all intellectual property (IP) arising from the Project. The economic benefits from the exploitation of IP resulting from the Project shall accrue to the Host Institution.

* Local refers to Singapore citizens and permanent residents.

3. Submission of Proposal

The Request for Proposal (RFP) is opened for submissions from 13 Dec 2017 and closes on 16 Mar 2018, at 12 noon Singapore Time. Project proposals shall be submitted as follows:

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- a. One softcopy proposal with numbered pages in Portable Document Format (PDF) and the cost schedule (Annex C) in Excel file format via the National Research Foundation's (NRF) Integrated Grant Management System¹ (IGMS) by 16 Mar 2018, 12 noon.
- b. All proposals must be endorsed online by the Director of Research of the lead Principal Investigator's (PI) host institution and lodged in the IGMS system by the deadline for online submissions, i.e. 16 Mar 2018, 12 noon.

The Grantor reserves the right to reject proposals not submitted in accordance with the modes of submission specified in the Instructions To Proposers.

4. Proposal Template

The details of research proposal shall contain information according to the following template.

1. Proposer name									
2. Proposer address									
3. Proposer contact number(s), facsimile number(s)									
4. Company name and company profile	<Please state the company's details (e.g. business focus, area of business) and/or Research Institute Profile (e.g. research focus area, related research projects) ; (e.g. number of employees) and/or other information (e.g. number of research scientists, engineers).>								
5. Country of incorporation									
6. Corporate Website URL									
7. Contact person(s) name, designation, contact number(s), and email address	<Please provide at least 2 points of contact who will serve as liaison persons.>								
8. Expertise and experience	<Please provide details of your expertise and experience. Proposal to include the track record and details of current and/or successful implementation of identical or similar technologies, particularly for Government Agencies.>								
9. Description of proposed concept and phasing plans	<Please state detailed description of the proposed concept, phasing plans for design, development and trial of the AESV.>								
10. Project schedule, milestones and deliverables	<Please provide the timeframe to the key activities for the various phasing stages of the technology development and trial.>								
11. Compliance to requirements specifications ("Part 2: Requirements Specifications")	<div> <div><Please provide a table (example below) to state if the Proposal complies with the requirement specifications in Part 2: Requirements Specifications.></div> <table border="1"> <thead> <tr> <th>Para</th><th>Description</th><th>Compliance</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>4.15</td><td>Software requirements. The Proposer shall state if its software and software development process meets</td><td><Full/ Partial/ None></td><td><For "Partial" or "None" compliance, please elaborate</td></tr> </tbody> </table> </div>	Para	Description	Compliance	Remarks	4.15	Software requirements. The Proposer shall state if its software and software development process meets	<Full/ Partial/ None>	<For "Partial" or "None" compliance, please elaborate
Para	Description	Compliance	Remarks						
4.15	Software requirements. The Proposer shall state if its software and software development process meets	<Full/ Partial/ None>	<For "Partial" or "None" compliance, please elaborate						

¹ The Integrated Grant Management System (IGMS) is a replacement for the National Research Foundation's (NRF) Research, Innovation and Technology Administration (RITA) System.

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		any established standards (e.g. IEEE 12207, MIL-STD 882E)		or propose alternatives>																					
12. Information on Economic Spin-Offs	<Please help us to understand if you would anchor or see opportunity to anchor your business and innovation (includes R&D) activities in Singapore. Please elaborate on (i) the opportunities, (ii) plans for capturing these opportunities through Singapore.>																								
13. Declaration of other funding support	<Please provide details for all grants currently held or being applied using the format given below. Grants include those supported by or currently under consideration by NRF, A*STAR, MOE, other public funding agencies etc (e.g. PUB, TEC, IES) and the universities.>																								
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 15%;">Grant Title & ID</th><th style="width: 15%;">Funding Agency</th><th style="width: 10%;">Status</th><th style="width: 10%;">Amount (S\$ '000)</th><th style="width: 10%;">Years of Support</th><th style="width: 10%;">Expiry Date</th><th style="width: 10%;">Role Played</th></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>				Grant Title & ID	Funding Agency	Status	Amount (S\$ '000)	Years of Support	Expiry Date	Role Played														
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14. Declaration on whether Research work involves GMOs	<p><Research work involving GMOs is governed by the “Singapore Biosafety Guidelines for Research on Genetically Modified Organisms (GMOs)” issued by the Genetic Modification Advisory Committee (GMAC) of Singapore. The Proposer shall declare using the table below whether the proposed research work involve the use of GMOs, be responsible for risk assessment and management and seek the approval of the Institutional Biosafety Committee (IBC) where required.></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">This Project involves the use of Genetically Modified Organisms (GMOs).</td><td style="width: 20%;">Yes /No*</td></tr> <tr> <td>If yes, please indicate the Category of research work according to the “Singapore Biosafety Guidelines for Research on GMOs”. (Refer to http://www.gmac.gov.sg)</td><td>A / B / C*</td></tr> </table> <p>Note: For Category A or B projects, please attach IBC’s approval letter together with proposal submission. For Category A, PI shall submit GMAC acknowledgement before commencing the project.</p> <p>* Delete where not applicable</p>				This Project involves the use of Genetically Modified Organisms (GMOs).	Yes /No*	If yes, please indicate the Category of research work according to the “Singapore Biosafety Guidelines for Research on GMOs”. (Refer to http://www.gmac.gov.sg)	A / B / C*																	
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15. Declaration Form	<p><The Proposer shall include a scanned, duly signed and endorsed Declaration Form together with their Proposal submission through IGMS. The format of the Declaration Form is shown below.></p> <p style="text-align: center;">Declaration Form</p> <p>I declare that the facts stated in this application and the accompanying information are true. I declare that my Organisation is also free from any litigation pertaining to the project in Singapore or overseas.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Project Title</td><td style="width: 50%;"></td></tr> <tr> <td>Organisation</td><td></td></tr> </table>				Project Title		Organisation																		
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	Principal Investigator (Applicant)		Contact Number	
	Designation		E-mail Address	
	Mailing Address			
	Signature and Date			
		Project Supported by ¹	Project Endorsed by ²	
	Name			
	Designation			
	Signature and Date			
	¹ Project is to be supported by either the Head of Department, Organisation Research Director or equivalent. ² Project is to be endorsed by either the Dean of Institution, Chair of Faculty, Organisation CEO, MD or equivalent.			
	16. Other information	<Please feel free to include other information that you deem relevant to this proposal.>		

5. Cost Schedule

- a. The Proposer shall provide the detailed budget estimates for each of the following cost items:
 - i. Expenditure on Manpower (EOM);
 - ii. Equipment;
 - iii. Other Operating Expenses (OOE);
 - iv. Overseas Travel-Related Expenses; and
 - v. Research Scholarships.
- b. The Proposer shall use the template provided in “Annex C: Cost Schedule” to tabulate a list of items to be funded. The Proposer shall use one row for each cost item and may insert additional rows accordingly. The Cost Schedule spreadsheet shall be submitted together with the proposal. Proposers are also requested to read “Annex A: Notes on Cost Schedule” and “Annex B: Guidelines for the Management of Competitive R&D Grants”, as they provide additional information and guidance on the funding details.

6. Acceptance of Proposal

- a. The Grantor shall be under no obligation to accept the lowest or any proposal. The Grantor shall normally not enter into correspondence with any Proposer regarding the reasons for non-acceptance of a proposal.

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- b. The Grantor reserves the right, unless the Proposer expressly stipulates to the contrary in his proposal, of accepting such portion of each proposal as the Grantor may decide.
- c. Each Proposer shall be taken to have read and shall be bound with full notice and knowledge of the contents with the Instructions to Proposers, Terms and Conditions of a Competitive Grant, Requirement Specifications, Annexes, including all additions, variations, and amendments thereto prior to the time and date of submission of proposals as aforementioned in Section 3.
- d. The issue by the Grantor of a Letter of Award accepting the proposal or part of the proposal (see sub-paragraph (b) for exception) shall create a binding Contract on the part of the Proposer to supply the goods and/or services offered in the proposal. The Contract shall be governed by the Terms and Conditions of Grant. The Grantor may at its discretion require the Proposer to sign a written agreement.
- e. The Grantor has appointed NEA to jointly administer and manage any resultant project from this RFP. The Proposer shall extend all rights and indemnification of the Grantor to NEA.
- f. The Letter of Award may be issued:
 - i. through IGMS to the successful Proposer, or
 - ii. to the successful Proposer's address as given in his proposal by hand or by post.

Such issuance of the Letter of Award through IGMS, by hand or by post shall be deemed effective communication of acceptance.

- g. The successful Proposer will be notified by Sep 2018.

7. Language

The proposal and all supporting technical data and all documentation to be supplied by the Proposer shall be written in the English language.

8. Export Approval

The Proposer shall indicate clearly whether there is any requirement for the Grantor to furnish end-user certificates or statements. The Proposer shall also indicate clearly in his proposal if there is a need for the Grantor to enter into separate agreement(s) with the Proposer to satisfy export requirements of the Proposer or with any foreign government.

9. Confidentiality

- a. Except with the consent in writing of the Grantor, the Proposer shall not disclose this RFP, or any of its provisions, or any specifications, plans, drawings, patterns, samples or information issued by the Grantor.
- b. The Grantor may require an unsuccessful Proposer to return any specifications, plans, drawings, patterns, samples or instructions issued by the Grantor.

10. Ownership of RFP Documents

All documents submitted by the Proposer in response to this Request for Proposal shall become the property of the Grantor. However, intellectual property in the information contained in the proposal submitted by the Proposer shall remain vested in the Proposer. This Clause is without prejudice to any provisions to the contrary in any subsequent contract between the Proposer and the Grantor.

11. Alteration, Erasures or Illegibility

Except for amendments to the entries made by the Proposer himself which are initiated by the Proposer, proposals bearing any other alterations or erasures and proposals in which costs are not legibly stated are liable to be rejected.

12. Clarifications of the Proposer's Proposal

In the event that the Grantor seeks clarification upon any aspect of the Proposer's proposal, the Proposer shall provide full and comprehensive responses within seven (7) days of notification.

13. Expense of Proposer

In no case will any expense incurred by the Proposer in the preparation of his proposal be borne by the Grantor.

14. Notification

Notification will not necessarily be sent to unsuccessful Proposers by the Grantor.

15. Applicable Law

All proposals submitted pursuant to this Request for Proposal and the formation of any resulting contracts shall be governed by Clause 22, "Compliance with Law" in "Part 1b: Terms and Conditions of Grant."

16. Consortium

- a. In this RFP, "Consortium" means an unincorporated joint venture through the medium of a consortium or a partnership.
- b. The following shall apply if a Proposal is submitted by a Consortium:
 - i. Each member of the Consortium shall be a business organization duly organized, existing and registered under the laws of its country of domicile.
 - ii. No Consortium shall include any member who has been debarred from public sector tenders.
 - iii. After the submission of the Proposal, any introduction of, or changes to, Consortium membership must be approved in writing by the Grantor.
 - iv. The following documents must be submitted with this Proposal:
 - (a) A certified copy of the consortium or partnership agreement, signed by all members of the Consortium,
 - (b) The Proposal is to be submitted by a member of the Consortium ("Lead Member"). Documentary proof must be provided that the Lead Member is authorised by all members of the Consortium to submit and sign the Proposal, receive instructions, give any information, accept any contract and act for and on behalf of all the members of the Consortium. Documentary proof may be provided in the form of:

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- (i) relevant provision(s) in the certified copy of the consortium or partnership agreement, or
 - (ii) certified copies of powers of attorney from each member of the Consortium.
- v. Information must be submitted with respect to:
 - (a) the legal relationship among the members of the Consortium.
 - (b) the roles and responsibilities of each member of the Consortium;
 - (c) the detailed company profile and track record of each member of the Consortium; and
 - (d) the address of the Lead Member to which the Grantor may send any notice, request, clarification or correspondence.
- vi. In the event any member of the Consortium withdraws from the Consortium or is adjudicated a bankrupt by a duly constituted judicial tribunal, or goes into liquidation in accordance with the laws of the country of incorporation, the surviving member(s) of the Consortium shall be obliged to carry out and complete the contract.

17. Corrigenda to Request for Proposal

The Grantor reserves the right to amend any terms in, or to issue supplementary terms to the Request for Proposal at any time prior to the closing date of the RFP.

18. Evaluation Criteria

Proposals shall be evaluated based on the criteria stated in "Part 2 – Requirement Specifications," paragraph 17.

19. Clarifications on RFP

- a. Proposers who wish to seek clarifications on the RFP shall submit their requests in writing to the following email address at least ten days before the RFP closing date:

NEA Environmental Robotics Programme Secretariat,
Environmental_Robotics@nea.gov.sg

- b. Clarifications received less than ten (10) days before the closing date for submission of proposals and telephone enquiries shall not be entertained.