
REQUEST FOR PROPOSAL (RFP)

Procurement of 50,000 Stationery Kits for Children and Youth from Low-Income Families

Issued by: The Food Bank Singapore Ltd (UEN: 201200654E), Registered IPC Charity

Date of Issue: 31 Oct 2025
Nov 2025

Deadline for interest submission: 4pm, 18

1. Introduction

The Food Bank Singapore Ltd (hereinafter referred to as “The Food Bank Singapore”), a registered Institution of a Public Character (IPC), is seeking proposals from qualified suppliers for the procurement and delivery of 50,000 stationery kits. These kits, along with healthy snacks and drinks (which will be packed with the school supplies by The Food Bank Singapore) will be distributed to children and young people from low-income families as part of our ongoing community outreach to provide educational and food support.

This Request for Proposal (RFP) sets out the specifications, submission requirements, evaluation criteria, and contractual terms applicable to this procurement exercise.

2. Scope of Work

Each stationery kit must comprise the following items:

- One stationery case or soft case that can double as a pencil case (gender-neutral, with a variety of colour permutation) size must not be smaller than 20cm x 13cm x 1.5cm)
- One mechanical pencil
- One black or blue pen (that works with a refill)

The total cost per stationery kit, inclusive of all printing, packaging, and delivery fees, must not exceed SGD 3.50 per unit.

3. Delivery Requirements

- Quantity: 50,000 complete stationery kits
- Delivery Address: The Food Bank Singapore, 218 Pandan Loop, Singapore
- Delivery Condition: Items must be delivered unpacked, with components organised for easy distribution assembly.
- Delivery Deadline: No later than the second week of January 2026.

4. Supplier Responsibilities

The appointed supplier shall be responsible for:

- Ensuring all items meet the stated specifications, are of good quality, and suitable for children and youth use.
- Handling logistics to deliver the items to the specified location within the agreed timeline.
- Providing all necessary documentation, including invoices and evidence of quality control.

5. Financial Terms

- Payment Structure:
 - 30% of the total contract value will be paid upon confirmation of the procurement award and signing of the contract.
 - The remaining 70% will be paid within 14 calendar days upon satisfactory delivery and acceptance of all items.
 - All prices quoted must be in Singapore Dollars (SGD), exclusive of Goods and Services Tax (GST).
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6. Submission of Proposals

Interested parties are invited to submit a comprehensive proposal containing the following:

- Company profile and relevant experience with large-scale supply contracts;
- Price quotation (inclusive of all costs);
- Sample images or descriptions of the proposed items;
- Production and delivery timelines;
- At least two references from previous similar projects.

Proposals must be submitted by [insert submission deadline date and time], via email to [insert email address], with the subject line: *RFP – Procurement of 50,000 Stationery Kits*.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with specifications and requirements;
- Total cost and value for money;
- Quality and durability of proposed items; and,
- Delivery capacity and timeline reliability;

The Food Bank Singapore reserves the right to accept or reject any proposal, in whole or in part, and is not obliged to accept the lowest offer. All decisions by The Food Bank Singapore are final.

8. Contractual Terms

The selected supplier will be required to enter into a supply agreement with The Food Bank Singapore. The agreement will be governed by the laws of the Republic of Singapore. Any disputes arising will be subject to the exclusive jurisdiction of the courts of Singapore.

The supplier must comply with all applicable Singapore laws, including but not limited to health and safety standards, consumer protection legislation, and relevant environmental regulations.

9. Confidentiality

All information provided under this RFP shall be treated as confidential. Suppliers shall not disclose any information concerning The Food Bank Singapore or this procurement exercise to any third party without prior written consent.

10. Enquiries

All questions regarding this RFP must be submitted in writing to:
The Procurement Committee
The Food Bank Singapore Ltd
218 Pandan Loop, Singapore
Email: [syaz@foodbank.sg]

