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| Project Title: | **Request for Quotation (RFQ) for the purchase of a Welcome Pack for New Joiners and Existing Staff** |
| RFQ Reference No: | **MHHHRDRFQ22420** |
| RFQ Roll-Out Date: | **24 June 2022** |
| RFQ Closing Date: | **4 July 2022, 17:00 hrs (SG Time)** |

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| **Background of Project** |
| With the easing of COVID-19 measures and with more staff returning to office, MOHH takes the opportunity to review our on-boarding approach and in line with our efforts to rebrand ourselves to better attract and retain talent. |
| **Objective of Project** |
| As part of the new joiners’ on-boarding programme, MOHH will give the new joiners a welcome pack. |
| **Participating Procedures** |
| The Request for Quotation (RFQ) process shall be as follows:   1. Interested Vendor shall first read the Confidentiality Undertakings Letter (“Letter”) and Annexure 1 attached in Annex A to this Notice. If the vendor is agreeable to be bound by the terms of this Letter and Annexure 1, interested vendor may proceed to request for the RFQ documents by sending an email to   [procurement@mohh.com.sg](mailto:procurement@mohh.com.sg) to request for the electronic RFQ documents. In the email, please state the following:   * company name; * company registration number; * business address and * the name, designation, contact number and email address of your company representative who will be the primary contact for all communications with MOHH pertaining to the RFQ (“Representative”), with the Subject line as **“Response to MHHHRDRFQ22420 - RFQ for the purchase of a Welcome Pack for New Joiners and Existing Staff”**  1. Instructions relating to your submission of Proposal will be stipulated in the RFQ documentation. Only Proposals submitted in compliance with such instructions will be considered. 2. The RFQ closing date is on **4 July 2022, 17:00 hrs (SG Time)**. |

**Annex A**

