

## **FORM of Request for Proposal**

To: **The Hong Kong Council of Social Service (HKCSS)**  
at the following Lodging Address:

**Tender Box (No.1)**  
**The Hong Kong Council of Social Service**  
**13/F, Duke of Windsor Social Service Building**  
**15 Hennessy Road, Hong Kong**

From:

RFP Ref. No

**BMO/2022/001**

Proposal for:

Conversion to use Salt Water for Toilet Flushing at  
Duke of Windsor Social Service Building, 15 Hennessy Road,  
Wan Chai, Hong Kong

Closing Date & Time:

**18 May 2022 at 5pm**

1. We have been afforded the opportunities to read through the following documents (hereinafter collectively referred to as "Proposal Documents") provided by HKCSS and are fully aware of the contents thereof :
  - (i) This Form of Request for Proposal (RFP), together with its Appendix 1 - Price Schedule & Appendix 2 - Tender Questionnaire;
  - (ii) The Requirements and Specifications as attached;
  - (iii) The layout plan as attached.
2. We hereby offer, by way of this Form of RFP ("this Proposal") in three (3) copies, to supply the required service in accordance with the requirements and specifications laid down in the Proposal Documents and at the prices shown in the following Price Schedule to HKCSS. In this connection, we enclose herewith the following documents (hereinafter collectively referred to as "the Candidate's Submission"), which will form part and partial of this Proposal :

Appendix 1: Price Schedule

Appendix 2: Tender Questionnaire

Appendix 3: (please provide if any)

Appendix 4: (please provide if any)

3. In any case, we agree to accept and execute orders in compliance with this Proposal for any or all of the services which may be placed by HKCSS from time to time.
4. All necessary insurance (e.g. Workmen and Compensation Insurance) shall be provided whereas appropriate by the Contractor to indemnify the Employer whenever there is a claims arising from the construction. The Period of Insurance of the insurance policies is at least for the period of the Contract and any extension of it, plus a Defects Liability Period of 12 months.
5. We shall keep this Proposal open for not less than 90 days after the Closing Date of the Tender.
6. We warrant that the information, data and particulars contained in this Proposal and the Candidate's Submission are true and accurate. We understand that we will be disqualified from the tendering exercise if false information is found during tender assessment. If false information is found subsequent to the issue of Approval-in-Principle by HKCSS, the Approval-in-Principle shall be withdrawn. Any Agreement, if signed, shall be rescinded by HKCSS.
7. The tenderer shall not communicate to any person other than HKCSS the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process until the tenderer is notified by HKCSS of the outcome of the tender exercise. Any breach of or non-compliance with this clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender. This clause shall have no application to the tenderer's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants to solicit their assistance in preparation of tender submission.
8. We understand that HKCSS does not need to accept all the services provided under this Proposal and HKCSS is at the liberty to accept any parts thereof, HKCSS is not bound to accept the lowest or any quotation which may be received. Acceptance will be effect by way of **Letter of Acceptance** duly signed by HKCSS and posted to our Company Address below.
9. **Payment Schedule**  
Upon acceptance of the proposal, the contract sum will be paid in accordance with the following schedule:
  - (i) 20% of the contract sum shall be paid to the contractor as deposit on accepting the proposal;
  - (ii) 75% of contract sum shall be paid to contractor against measurement of progress certified by The Hong Kong Council of Social Service;
  - (iii) 5% of the contract sum shall be retained as Retention Money and the Retention Money will be released upon completion of works and at the end of the Defects Liability period of 12 months subject to the satisfactory completion of defects.
10. We certify that the following person is duly authorized to sign this Proposal and bind ourselves

to the terms, conditions, undertakings, warranties imposed by and prices offered in this Proposal and the Candidate's Submission.

11. Price Schedule

<b>Description</b>	<b>Price (HK\$)</b>	<b>Remarks</b>
Total Sum (Item 1.1 - 4.11 listed on Appendix 1)		

Dated this                      day of                      2022.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Company Chop)

Name in Block letters     : \_\_\_\_\_

Position                     : \_\_\_\_\_

Company Name             : \_\_\_\_\_

Company Address         : \_\_\_\_\_

Telephone Number        : \_\_\_\_\_

Fax Number                : \_\_\_\_\_

E-mail Address            : \_\_\_\_\_

Website Address         : \_\_\_\_\_