**The Hong Kong Council of Social Service**

**REF Ref. no. ADM/2024/001**

**Tender for Rental Service of Multifunctional Photocopying and Printing System**

**Service Specification and Tender Questionnaire**

|  |  |
| --- | --- |
| RFP REF. NO: | ADM/2024/001 |
| PROPOSAL FOR: | Rental Service of Multifunctional Photocopying and Printing System |
| PUBLISH DATE: | 16 July 2024 (Tuesday) |
| CLOSING DATE & TIME: | 6 August 2024 (Tuesday) at 12nn |
| BID RESPONSES MUST BE HAND DELIVERED / COURIERED TO: | The Hong Kong Council of Social Service (HKCSS)  **The Tender Box**, 13/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong |
| ATTENTION: | Ms Franki Wong, Administration Team |

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**The Hong Kong Council of Social Service (HKCSS)**

HKCSS is a non-profit-making and an umbrella organization of over 520 Agency Members that are providing quality social welfare services for those in need through their over 3,000 service units all over Hong Kong.

We are now calling for tender proposal for **Rental Service of Multifunctional Photocopying and Printing System** for 9 of our offices located in Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai, Hong Kong. Please refer the service details below.

1. **Specification and Description of Service**

**Part A – General requirement on the printing system and rental service**

1. Vendor provides Multifunctional Photocopying and Printing System according to our requirements.
2. Contract period from **1 September 2024 to 31August 2029** (total 60 months).
3. Rental service includes free printing volume **(27,000 B/W and 7,000 color copies per month)**. Free printing volume can be accumulated within a year. Excess meter charge would occur if free volume is used up.
4. Vendor should fill in PART C for the specification of the offering system. The offering system MUST fulfill the basic requirements.
5. Vender should ensure the system can be synchronized with our system and hardware.
6. We provide designated locations for storing the system. Vendor should provide on-site measure and ensure the system function properly at the designated locations.
7. Vender should be responsible to migrate the date from existing system to suggested system.
8. The rental service should include free delivery, setup, and installation (hardware and software).
9. The rental service should include removal cost when contract ended.
10. Free trainings should be provided to our staff.
11. General requirement on the printing system
    1. Web interface system for administration.
    2. Support online account which provides accurate account details, including actual print counts.
    3. Centralized administration – provide a centralized way to manage the printing infrastructure including device status and settings.
    4. Support active directory user authentication and synchronization (User ID and password).
    5. Support unlimited user account and device license.
    6. Support batch update for user data.
    7. Support network printers.
    8. Support printing from Chromebooks, Android, macOC, iOS, and Windows devices.
    9. Support mobile printing.
    10. User panel interface: Traditional Chinese + English.
    11. Printing resolution of all items: At least 1200 x 1200 dpi.
    12. Scan resolution of all items: At least 600 x 600 dpi.
    13. Fax function required.
    14. Automatic document feeder with capacity.
    15. With humidity protection to avoid moisture affection for paper in the machine.
12. Vender should provide free maintenance service within the contract period, including troubleshooting, software, hardware, labor, all spare parts, and consumable but not limited to toner, developers fusing rollers, fusing oil or any item required to make the system run.
13. Support service should be provided within 4 hours service response time.
14. Toners should be provided for free and a set of spare toner is required for each copiers.
15. Vender allows customer to request for the replacement with machine with comparable features and capabilities whenever the performance or quality of machine is depreciated to below normal standard level and operating under normal wear and tear.

**PART B - Performance Pledge**

* If the performance of the system or service is not satisfied within the contract period, an identical model of the system with comparable features and capabilities would be swapped. If the performance is still not satisfied, we will terminate the contract with the Vendor with one month notice at NO additional charges, including but not limited to the remaining monthly rental charges and removal charges.
* To submit a tender, each vendor MUST agree to the performance pledge.

**PART C - Specifications of Requirement (Supply and Installation of printing System)**

**Item 1: Brand new multifunctional printing system（2 units）**

**Location: Room 906, Room 1002**

To provide and install:

| **Item** | **Basic Requirement** | **Specification of the offering system  (Please fill in)** |
| --- | --- | --- |
|  | **Print Speed**  Print and copy in mono and color:  min. 55 ppm(A4)  Scan Speed (mono/color):  min. 240 ipm in duplex (A4) | B/W & Color Copying and Printing  Min. ppm(A4)  Min. ppm(A3)  Color Scanning:  Min. pages per minute (A4) |
|  | **Paper input tray capacity**  4 paper trays; 2,000 sheets; A3-A5 & custom size  BYPASS tray: min.150 sheets  (support 60 – 300 gsm, plain paper and thick paper) | Yes / No  Please specify if not fulfilled: |
|  |
|  | **[Automatic document feeder:](https://manuals.konicaminolta.eu/bizhub-PRO-1100/EN/contents/id15-_102141694.html)**  Support duplex scanning | Yes / No |
|  | **Standard memory**  Min. 8 GB memory  Min. 256GB SSD | Yes / No  Please specify if not fulfilled: |
|  |
|  | **Printer driver：**  PCL & PostScript | Yes / No |
|  | **Print resolution (dpi)**  Mono and color 1,200 x 1,200 dpi or above | Yes / No |
|  | **Scanning Resolution**  600 x 600 dpi or above | Yes / No |
|  | **Scan destination**  SMB (PC), E-mail, FTP, Box (SSD), USB | Yes / No |
|  | **Scan format and function：**  PDF, Compact PDF, Encrypted PDF, JPG, TIFF | Yes / No |
|  | **Multiple copy:**  1-999 | Yes / No |
|  | **Fax function** | Yes / No |
|  | **Inner Finisher - Corner Stapling**  Support up to 50 sheets | Yes / No  Please specify if not fulfilled: |
|  |
|  | **Holes punching**  Support up to 50 sheets | Yes / No  Please specify if not fulfilled: |
|  |
|  | **User panel interface**  Traditional Chinese & English | Yes / No |
| Touch panel with customized widgets | Yes / No |
| 1. . | **Maintenance Service：** |  |
| Automatic meter reading | Yes / No |
| Remote preventive maintenance | Yes / No |
| Automatic consumable ordering | Yes / No |
|  | **Enviroment and Safety Certified & Design**  **Please check :**   * Energy Star * RoHS * Energy label * Blue Angel * Others, please specify: |  |
|  | **Additional accessories or parts to reduce emissions to improve air quality** | Yes / No |
|  | **Humidity protection Technology to avoid moisture affection for paper in the machine** | Please describe your technology: |
|  |

**Item 2: Brand new multifunctional printing system（5 units）**

**Location: Room 901, 1109, 12/F Hen Wing, 12/F Loc Wing,13/F Hen Wing**

To provide and install:

| **Item** | **Basic Requirement** | **Specification of the offering system  (Please fill in)** |
| --- | --- | --- |
|  | **Print Speed**  Print and copy in mono and color:  min. 55 ppm(A4)  Scan Speed (mono/color):  min. 240 ipm in duplex (A4) | B/W & Color Copying and Printing  Min. ppm(A4)  Min. ppm(A3)  Color Scanning:  Min. pages per minute (A4) |
|  | **Paper input tray capacity**  4 paper trays; 2,000 sheets; A3-A5 & custom size  BYPASS tray: min.150 sheets  (support 60 – 300 gsm, plain paper and thick paper) | Yes / No  Please specify if not fulfilled: |
|  |
|  | **[Automatic document feeder:](https://manuals.konicaminolta.eu/bizhub-PRO-1100/EN/contents/id15-_102141694.html)**  Support duplex scanning | Yes / No |
|  | **Standard memory**  Min. 8 GB memory  Min. 256GB SSD | Yes / No  Please specify if not fulfilled: |
|  |
|  | **Printer driver：**  PCL & PostScript | Yes / No |
|  | **Print resolution (dpi)**  Mono and color 1,200 x 1,200 dpi or above | Yes / No |
|  | **Scanning Resolution**  600 x 600 dpi or above | Yes / No |
|  | **Scan destination**  SMB (PC), E-mail, FTP, Box (SSD), USB | Yes / No |
|  | **Scan format and function：**  PDF, Compact PDF, Encrypted PDF, JPG, TIFF | Yes / No |
|  | **Multiple copy:**  1-999 | Yes / No |
|  | **Fax function** | Yes / No |
|  | **User panel interface**  Traditional Chinese & English | Yes / No |
| Touch panel with customized widgets | Yes / No |
|  | **Maintenance Service：** |  |
| Automatic meter reading | Yes / No |
| Remote preventive maintenance | Yes / No |
| Automatic consumable ordering | Yes / No |
|  | **Enviroment and Safety Certified & Design**  **Please check :**   * Energy Star * RoHS * Energy label * Blue Angel * Others, please specify: |  |
|  | **Additional accessories or parts to reduce emissions to improve air quality** | Yes / No |
|  | **Humidity protection Technology to avoid moisture affection for paper in the machine** | Please describe your technology: |

**Item 3: Brand new multifunctional printing system（2 units）**

**Location: 13/F Loc Wing, 14/F Hen Wing**

To provide and install:

| **Item** | **Basic Requirement** | **Specification of the offering system  (Please fill in)** |
| --- | --- | --- |
|  | **Print Speed**  Print and copy in mono and color:  min. 30 ppm(A4)  Scan Speed (mono/color):  min. 200 ipm in duplex (A4) | B/W & Color Copying and Printing  Min. ppm(A4)  Min. ppm(A3)  Color Scanning:  Min. pages per minute (A4) |
|  | **Paper input tray capacity**  4 paper trays; 2,000 sheets; A3-A5 & custom size  BYPASS tray: min.150 sheets  (support 60 – 300 gsm, plain paper and thick paper) | Yes / No  Please specify if not fulfilled: |
|  |
|  | **[Automatic document feeder:](https://manuals.konicaminolta.eu/bizhub-PRO-1100/EN/contents/id15-_102141694.html)**  Support duplex scanning | Yes / No |
|  | **Standard memory**  Min. 8 GB memory  Min. 256GB SSD | Yes / No  Please specify if not fulfilled: |
|  |
|  | **Printer driver：**  PCL & PostScript | Yes / No |
|  | **Print resolution (dpi)**  Mono and color 1,200 x 1,200 dpi or above | Yes / No |
|  | **Scanning Resolution**  600 x 600 dpi or above | Yes / No |
|  | **Scan destination**  SMB (PC), E-mail, FTP, Box (SSD), USB | Yes / No |
|  | **Scan format and function：**  PDF, Compact PDF, Encrypted PDF, JPG, TIFF | Yes / No |
|  | **Multiple copy:**  1-999 | Yes / No |
|  | **Fax function** | Yes / No |
|  | **User panel interface**  Traditional Chinese & English | Yes / No |
| Touch panel with customized widgets | Yes / No |
|  | **Maintenance Service：** |  |
| Automatic meter reading | Yes / No |
| Remote preventive maintenance | Yes / No |
| Automatic consumable ordering | Yes / No |
|  | **Enviroment and Safety Certified & Design**  **Please check :**   * Energy Star * RoHS * Energy label * Blue Angel * Others, please specify: |  |
|  | **Additional accessories or parts to reduce emissions to improve air quality** | Yes / No |
|  | **Humidity protection Technology to avoid moisture affection for paper in the machine** | Please describe your technology: |

**Price Schedule**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monthly Fee: (including 27,000 B/W and 7,000 color copies per month) | HK$ |  | | | | | per month | | | |
| Total Contract Sum for 60 installments | HK$ |  | | | | |  | | | |
| A3 / other size same as A4 meter charge: | Yes / No | | | | | |  | | | |
| (If no, specify: | | | ) | | | | | | |
|  |  | | | | | | |  |  |  |
| Excess meter rate: | B/W: | | HK$ | | |  | | | | Per copy |
|  | Color: | | HK$ | | |  | | | | Per copy |
|  |  | | | | | | |  |  |  |
| Please state the incremental rate for the above charge if any: |  | | | | % | | | | | |

1. **Tender Questionnaire**

1. **Company information**

|  |  |  |
| --- | --- | --- |
| 1. Company Name | : |  |
| 1. Address | : |  |
| 1. Business Registration No. | : |  |
| 1. Duration in Present Business | : |  |
| 1. No. of Senior Staff | : |  |
| 1. Name of Principal Contact Person | : |  |
| 1. Position | : |  |
| 1. Telephone | : |  |
| 1. E-Mail | : |  |

1. **Experience and Personnel**
2. **Company Profile** – Please provide a brief company profile

1. **Company Experience**

Provide case studies for projects of a similar scope and scale that have been delivered by your company within the last three years that company has successfully delivered services within a tight timescale and demonstrated good value for money.

1. **Job Reference** – Do you have any NGO clients within the last three years?

|  |  |  |
| --- | --- | --- |
|  | Yes, please specify |  |
|  | No |  |

1. **Technical Proposal**
2. **Project Schedule –**

Provide your proposed schedule for the delivery, installation and migration of the service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated order lead time for all material and hardware: | | | | |  |
| Number of days for project completion: | | | | |  |
| Preliminary schedule: | | | | | |
| **Day** | | **Task** | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| Will you have designated project manager / salesperson for this project? | | | | | |
|  | Yes | |  | No | |

1. **Certification**

I certify the information provided within this tender questionnaire is accurate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Authorized Signature) | | |  | (Company Chop) |
|  |  |  | | |
| Name in Block letters | : |  | | |
| Position | : |  | | |
| For and on behalf of: | : |  | | |
| Date | : |  | | |

**Appendix**

**1. Interpretation**

In all Proposal Documents, unless the context otherwise requires:

“Awarded Party” means a Candidate whose Proposal is accepted;

“Candidate(s)” means the person or persons and/or the firm or the company who has submitted a Proposal in compliance with the requirements laid down in the Proposal Documents;

“Closing Date” means the latest date and time by which a Proposal must be received by HKCSS which is 12nn sharp on 6 August 2024. In case a black rainstorm warning or typhoon signal No.8 or above is hoisted, the Closing Date will be extended to 12:00 noon sharp on the next business day (except Saturday);

“Contract” means a contract for the Rental Service of Multifunctional Photocopying and Printing System in a form and substance similar to the Conditions of Contract to be entered into between an Awarded Party and HKCSS, and reference to the terms thereof shall include the Proposal Documents unless inconsistent with the context of such reference, in which case the terms of the Contract shall prevail. The Contract shall include, inter alia, the Proposal Documents and an Awarded Party’s related submissions (if any);

“Proposal” means a set of Proposal Documents with all required information duly completed and submitted by a Candidate and shall include, where necessary and/or applicable, all subsequent information and documents submitted; such a Proposal shall constitute an offer from the Candidate submitting such Proposal which may be accepted by HKCSS within the period stipulated in Clause 13;

“Proposal means the complete set of three contract documents comprising

Documents” (a) Form of RFP; (b) Tender Questionnaire; and (c) Requirements and Specifications for Rental Service of Multifunctional Photocopying and Printing System

“Representative” means the representative of HKCSS who will be conducting the RFP process;

“Services” means the supply of all part or parts of the service of Rental Service of Multifunctional Photocopying and Printing System as specified in the Proposal Documents;

**2. Invitation to submit Proposal**

2.1 Proposals are invited from Candidates for the supply of the Services to be delivered subject to and in accordance with the terms and conditions laid out in the Proposal Documents.

2.2 Proposals submitted by Candidates will be vetted by HKCSS.

2.3 After the vetting of the submitted Proposals and decisions made, an Awarded Party shall enter into a Contract with HKCSS.

2.4 Acceptance of the Proposed Project from an Awarded Party by HKCSS shall be by way of the issuance of a Letter of Acceptance by HKCSS.

**3. Proposal and Proposal Preparation**

3.1 Proposals must be related to the supply of all (or any part) of the Rental Service of Multifunctional Photocopying and Printing System as specified in the Proposal Documents.

3.2 Proposals and all accompanying documents must be completed in English and submitted in the manner stipulated in the Form of RFP. Candidates shall submit their Proposals in three copies on or before the Closing Date. Proposals are to be completed in ink or typescript. Proposals not so completed may not be considered.

3.3 The Form of RFP shall not be altered by the Candidate. Any modification considered necessary by the Candidate should be the subject of a separate document accompanying Proposal. Figures should not be altered by erasure. Any alteration should be effected by striking through the relevant figures and inserting the amendment figures in ink above the original figures. All such amendments should be initialed by the Candidate in ink.

3.4 The Proposal shall reach HKCSS on or before the Closing Date.

3.5 A Proposal shall constitute an offer from a Candidate that shall remain open for not less than 90 days after the Closing Date. If any Candidate is unable to comply with this requirement, he must clearly state the period for which his Proposal is valid for acceptance in his Proposal. If an offer is withdrawn before the expiry of the agreed validity period, due notice will be taken of such action.

**4. Prices**

4.1 The prices to be quoted by Candidates are to be in Hong Kong dollars and must be shown on the Price Schedule. Such prices shall be net prices already allowed for all trade and cash discounts. Any price terms on which the quotation is based must be clearly stated in the Proposal.

4.2 Prices quoted

It will be assumed, unless Candidates clearly stipulate otherwise, that all prices quoted will remain valid for the full duration of the Contract. No request for price variation will be considered. If however a Candidate wishes to submit a conditional offer that contains a price variation clause, he may do so with the clear understanding that such an offer may prejudice the award of a Contract. The prices quoted in the Price Schedule shall be inclusive of all insurance and delivery charges, if any.

4.3 Accuracy of Prices quoted in Proposals

Candidates should make certain the prices quoted are accurate before including them in their Proposals. Under no circumstances will any request be accepted for price adjustment on the ground that a mistake has been made in the prices quoted in the Proposal.

4.4 Payments will be made in Hong Kong Dollars.

**5. Information to be supplied by Candidates**

5.1 The following information shall be submitted together with the Proposal (hereinafter referred as the Candidate's Submission). Further, the Candidates shall supply all other information that is not mentioned here but is required in the Proposal Documents. A Candidate's Submission may be considered invalid and the Candidate will be disqualified if any of the information is not submitted.

5.2 Statement of Compliance

Candidates shall submit a clause-by-clause statement of compliance with their Proposals stating whether the offered services comply with the requirements laid down in the Proposal Documents. If a Proposal does not conform in any particular aspect, the relevant Candidate shall provide full details of an alternative offer to such requirement. However, HKCSS reserves the right to accept or reject any such Proposal. Candidates shall also submit a description note to summarize their Proposals, highlighting the most important features and describe how the offered services can meet the requirements of the Proposal Documents.

5.3 Price Schedule

Candidates must provide the Price Schedule and all information required therein. Items in the Price Schedule should be fully priced and totaled. The Price Schedule must be duly signed by the Candidate with company chop.

5.4 Company Information

The information to be supplied by Candidates under Clause 13 herein.

**6. Complete Offer**

6.1 Candidates shall submit Proposals to meet all the requirements as stated in the Proposal Documents. Proposals with only a partial quotation will not be considered.

**7. Candidates’ Proposals**

7.1 Counter proposals from Candidates will only be considered in exceptional circumstances and at the absolute discretion of HKCSS on issue of fundamental importance to the Proposal Documents. Any counter proposal must be drafted and submitted in the following manner:

a. The counter proposal must be put under a separate appendix called “Counter proposal to the Proposal Documents”.

b. The counter proposal must adhere to the format of the Proposal Documents.

c. The original version of the relevant provision must be fully recited before any proposed alteration or deletion is made.

d. Any alteration to any terms or requirements must be underlined and must bear the corresponding clause number unless it is an addition to the Proposal Documents.

e. Words to be deleted should be crossed out by a single line only.

f. Explanation should be given below any such alteration or deletion and be put in a bracket ( ).

7.2 A counter proposal not submitted in accordance with the above requirements will be considered to be general comments only and will not in any way affect the validity of any terms and conditions in the Proposal Documents.

7.3 Alternative proposals that will improve the value of a Proposal may be submitted. HKCSS, through her Representative, reserves the right to negotiate with any Candidate about the terms of a Proposal.

**8. Acceptance**

8.1 HKCSS is not bound to accept the lowest priced or any Proposal at all and reserves the absolute right to accept all or any part or parts of any Proposal at any time within the period mentioned in clause 4 hereof.

8.2 HKCSS will enter into a Contract with an Awarded Party. Tenderers who do not receive

any notification within the Tender Validity Period of their offer shall assume that their offers have not been accepted.

8.3 Documents of unsuccessful Candidates will not be returned to the Candidates regardless the result of bidding.

**9. Proposal Documents Addenda**

9.1 All addenda to the Proposal Documents, if any, will be in writing and forwarded to all Candidates. Candidates must acknowledge receipt of all addenda.

**10. Equipment and Services Marketed by Other Parties**

10.1 If any Proposal includes equipment and services marketed by other parties or companies, the proposing Candidate shall act as the prime contractor and the sole point of contact with regard to contractual stipulations including payment of all charges. In addition, an Awarded Party will be responsible for meeting all other requirements of the Proposal specifications.

10.2 Use of sub-contractors/joint partners is allowed but must be clearly disclosed in the Proposal. All communications connected with or arising out of the Proposals shall be conducted directly between HKCSS and the Candidate(s) irrespective of the number of sub-contractors/joint partners proposed

**11. Offer of Products and Services**

11.1 Candidates shall declare that all the products and equipment used in supplying the Services will fit for the purpose(s) for which they are intended and further shall warrant that there is no infringement of copyright or patent or intellectual property rights of any kind or nature in connection with all the products and/or equipment whatsoever.

**12. Provision of Everything Necessary**

12.1 Anything not specifically mentioned in the Proposal Documents but necessary for the fulfillment of the guarantees and requirements called for in any requirement specifications and/or the Contract, or necessary for the satisfactory working of the Rental Service of Multifunctional Photocopying and Printing System is to be provided under the Contract.

**13. Company Status**

13.1 Candidates must provide full details as follows:-

a. Name and address of the Candidate

b. The duration it has been in present business

c. Senior Staff and Members of the Company

**14. Candidates’ Inquiries**

14.1 Any inquires from Candidates concerning the Proposal Documents or relating to any requirement specifications up to the date of lodging the Proposal shall be in writing and shall be submitted to:-

Contact person : Ms Franki Wong

Tel : 2864 2981

Email : [franki.wong@hkcss.org.hk](mailto:franki.wong@hkcss.org.hk)

14.2 All other inquires will be responded in written form via email.

14.3 After the submission of a Proposal, Candidates shall not attempt to initiate any further contact, whether direct or indirect, relating to the Proposal or the Proposal Documents. HKCSS, through her Representative, shall have the sole right to initiate any such further contact. All contacts initiated by HKCSS and replies from the Candidates to such contacts shall be in writing.

**15. Candidates’ Response to Inquires**

15.1 In the event that clarification of any point of a submitted Proposal is necessary, the relevant Candidate will be advised in writing. Such Candidate shall clarify the queries within three working days in writing.

**16. Participation from HKCSS**

16.1 Candidates should specify, if necessary, what participation and/or resource requirements they expect HKCSS to involve and/or commit. Agreement to such involvement and/or commitment is entirely at the absolute discretion of HKCSS.

**17. Personal Data Provided**

17.1 Candidates’ personal data provided in the Proposals will be used for Proposal evaluation and Contract award purposes. If insufficient and inaccurate information is provided, such Proposal may not be considered.

17.2 Candidates have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the Candidate's personal data provided in the Proposal.

**18. Confidentiality**

18.1 Every recipient of the Proposal Documents must keep the Proposal Documents confidential and must not disclose any of their contents to any other party without the prior written permission of HKCSS. The confidentiality must be maintained by all parties even after the entering into of a Contract with an Awarded Party.

18.2 This set of Proposal Documents remains the property of HKCSS and HKCSS reserves the right to demand the return of the original and all copies of the Proposal Documents from all recipients of the Proposed Documents at any time.

18.3 The Candidate/recipient who receives this set of Proposal Documents agrees to the confidentiality undertakings and return requirements stipulated above.

**19. Prevention of Bribery Ordinance**

19.1 It is an offence under the Prevention of Bribery Ordinance that Staff member(s) accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to Staff member(s) relating to Council purchases. The Council should not permit its staff to receive advantages (including payment of commission) from suppliers and contractors. They should inform suppliers and contractors in writing that the offer of such advantages to Council staff relating to their official duties is illegal. This could be done by incorporating a statement in the terms of quotations and tenders.

**20. Procurement Regulations to Safeguard National Security**

20.1 To safeguard national security, HKCSS may consider disqualifying the tenderers and terminating the contract in the interest of national security (with reference to Lump Sum Grant Manual (October 2016) (updated in November 2022) Paragraph 3.26).

**21. Marking Scheme for Tender Evaluation and Evaluation Criteria**

21.1 **Marking Scheme for Tender Evaluation**

Responsible persons can use this marking scheme for the assessment of tenders. Weighting of (e.g. 40% and 60%) are assigned to the technical assessment and financial assessment respectively. The marking schemes are by three stages, including:

1. **Stage I – Technical Criteria Evaluation Stage**

In Stage I, the tenders will be assessed against the technical criteria relative to the tenderers’ quality and experiences, the tenders must attain an overall passing score. Tenders which fail to obtain a passing score in any one of the items will not be considered further. For those tenders that are able to attain passing scores in all items, their technical scores will be calculated by using the following formula:

Technical mark

Technical Score = 40 x ------------------------------------------------------------

Highest technical mark among those conforming tenders

1. **Stage II – Financial Evaluation Stage**

In Stage II, financial proposals of the tenders which have passed Stage I assessment will be assessed. A maximum financial score (e.g. 60) will be allocated to the tender that offers the lowest price. The financial score for each tender will be calculated by using the following formula:

Lowest price among those conforming tenders

Financial Score = 60 x --------------------------------------------------------------

Tender price

1. **Stage III – Combined Technical and Financial Score Stage**

In Stage III, based on the technical and financial assessments in Stages I and II, a combined score for a tender will be calculated as follows:

**Combined Score = Technical Score + Financial Score**

21.2 The major evaluation criteria of RFP will include but not limited to:

|  |  |  |
| --- | --- | --- |
| **Stage I: Technical Criteria Stage** | | **Rating** |
|  | Quality of the Candidate’s Submissions | **40%** |
|  | Ability to comprehend and deliver full services with professionalism (technical and project management) | **35%** |
|  | Proven track record and experience for the provision of similar services | **20%** |
|  | Have a good sense of understanding with and/or past experience working with the non-profit Sector and other considerations | **5%** |
| **Total Rating of Technical Score** | | **100%** |
| **Stage II: Financial Evaluation Stage** | |  |
|  | Cost Effectiveness of the Candidate’s Submissions | **80%** |
|  | Other considerations (e.g. Value added services to be offered etc.) | **20%** |
| **Total Rating of Financial Score** | | **100%** |

**22. Payment Schedule**

22.1 Upon acceptance of the proposal, the payment will be settled monthly, excess meter charge will be charged yearly.

-- End --