

Form of Request of Proposal (RFP)

To : The Hong Kong Council of Social Service  
at the following Lodging Address:

Tender Box  
The Hong Kong Council of Social Service  
13/F, Duke of Windsor Social Service Building  
15 Hennessy Road, Hong Kong

From : \_\_\_\_\_

Proposal for : Social Impact Assessment of Jockey Club “age at home” Gerontech Education and Rental Service

\_\_\_\_\_

Proposal Date: \_\_\_\_\_

Proposal Closing Time: 20-Apr-2026 noon

\_\_\_\_\_

Terms and phrases used in this Form of RFP shall be as defined in the Terms of RFP.

1. We have been afforded the opportunities to read through the following documents (hereinafter collectively referred to as “Proposal Documents”) supplied by HKCSS and are fully aware of the contents thereof :
  - (i) Terms of RFP;
  - (ii) Form of RFP; and
2. Requirements and Specifications for Project Social Impact Assessment of Jockey Club “age at home” Gerontech Education and Rental Service
3. We hereby offer, by way of this Form of RFP (“this Proposal”) in three (3) copies, to supply the Project Social Impact Assessment of Jockey Club “age at home” Gerontech Education and Rental Service in accordance with the requirements laid down in the Proposal Documents and at the prices shown in the 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 :

(e.g. Price Schedule, Delivery Schedule, etc)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

4. 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.
5. We shall keep this Proposal open for not less than 90 days after the Closing Date as stipulated in the Terms of RFP.
6. We warrant that the information, data and particulars contained in this Proposal and the Candidate's Submission are true and accurate.
7. 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. Acceptance will be effective by way of Letter of Acceptance duly signed by HKCSS and posted to our Company Address below or email to the designated email address stated below.
8. 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.
9. We certify that all the information given in this RFP and all our other submissions for this tender 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.
10. The tenderer shall not communicate to any person other than HKCSS the amount

**Form of RFP****5.1- Form No. 7a**

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.

## 11. Price Schedule

<i>Description</i>	<i>Price (HK\$)</i>	<i>Remarks</i>
e.g. Items	xxx	Work Schedule enclosed

## 12. Payment Schedule

Upon acceptance of the proposal, the contract sum will be paid in accordance with the following schedule:

<b>Work Stage</b>	<b>Percentage of Lump sum payable</b>
Upon confirmation of the Social Impact Assessment proposal and work schedule	10% of the total sum
Upon satisfactory completion of the Baseline Data Collection	25% of the total sum
Upon satisfactory completion of the Interim Report	30% of the total sum
Upon satisfactory completion of the Study and Final Report	35% of the total sum

