Form of Request for 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 : | Provision of Comprehensive Cloud-based Digital Platform  for Gerontech Education and Rental Service |
| RFP Reference: | *HKCSS-RENTAL-SYSO39* |
|  |  |
| Proposal Date: | 按一下這裡以輸入日期。 |
|  |  |
| Proposal Closing Time: | 6 March 2025 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 :
   1. Terms of RFP;
   2. Form of RFP; and
2. Requirements and Specifications for the Project - Provision of Comprehensive Cloud-based Digital Platform for Gerontech Education and Rental Service .
3. We hereby offer, by way of this Form of RFP (“this Proposal”) in three (3) hard copies and one (1) soft copy in both word and PDF formats uploaded to “<https://forms.gle/88Xd9Bdkj74SSgMU8>” , to supply the Project - Provision of Comprehensive Cloud-based Digital Platform for 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)

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| --- | --- |
| (i) |  |
|  |  |
| (ii) |  |
|  |  |
| (iii) |  |
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| (iv) |  |
|  |  |
| (v) |  |
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| (vi) |  |

1. 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.
2. We shall keep this Proposal open for not less than 90 days after the Closing Date as stipulated in the Terms of RFP.
3. We warrant that the information, data and particulars contained in this Proposal and the Candidate’s Submission are true and accurate.
4. 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.
5. 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.
6. We certify that all the information given in this RFP and all our other submissions for this RFP are true and accurate. We understand that we will be disqualified from this exercise if false information is found during RFP 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 vendor shall not communicate to any person other than HKCSS the amount of any proposal, adjust the amount of any proposal 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 submit or otherwise collude with any other person in any manner whatsoever in the RFP process until the vendor is notified by HKCSS of the outcome of the RFP exercise. Any breach of or non-compliance with this clause by the vendor shall, without affecting the vendor’s liability for such breach or non-compliance, invalidate his proposal. This clause shall have no application to the vendor’s communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of proposal price and communications in strict confidence with his consultants to solicit their assistance in preparation of proposal submission.
8. Price Schedule *(\*Cost breakdown to be provided in attached excel file in the same format below)*

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **One-off Development Cost** |
| **(I) Service & Requirement** | | |
| A. | Preparation & Customization Strategy |  |
| B. | CRM |  |
| C. | Forms & Surveys |  |
| D. | Website & Content Managment |  |
| E. | Live Chat & Chatbot |  |
| F. | Inventory |  |
| G. | Rental |  |
| H. | Cleaning & Repair |  |
| I. | Delivery |  |
| J. | Marketing & Event |  |
| K. | Security & Privacy Protection |  |
|  | Subtotal (I) |  |
|  | |  |
| **(II) License Fee / Subscription Fee / Maintenance Fee per year** | | **Cost (HKD) (Yearly)** |
| EX1 |  |  |
| EX2 |  |  |
|  | Subtotal (II): |  |
|  | |  |
| **(III) Value Added Items (Optional)** | | **One-off Development Cost** |
| VA1 |  |  |
| VA2 |  |  |
|  | Subtotal (III) |  |
|  |  |  |
| **GRAND TOTAL (I+II+III)** | |  |

1. Payment Schedule

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

|  |  |
| --- | --- |
| ***Work Stage*** | ***Percentage of Lump sum payable*** |
| Project Initialization | 5 |
| Gap Analysis/ User Requirement Completion | 20 |
| User Acceptance Test Completion (Phase 1) | 35 |
| User Acceptance Test Completion (Phase 2) | 20 |
| Nursing period Completion | 20 |

Dated this       day of      ,2025.

 

(Authorized Signature) (Company Chop)

|  |  |
| --- | --- |
| Name in Block letters : |  |
|  |  |
| Position : |  |
|  |  |
| Company Name : |  |
|  |  |
| Company Address : |  |
|  |  |
| Telephone Number : |  |
|  |  |
| Fax Number : |  |
|  |  |
| E-mail Address : |  |
|  |  |
| Website : |  |