

FORM of Request for Proposal

To: **The Hong Kong Council of Social Service (HKCSS)**
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, Wanchai, Hong Kong

From: _____

RFP Ref. No: **SH/2022/001**

Proposal for: Supply and install window-type air conditioner at Yip Shing Street Modular Social Housing Project

Closing Date & Time: **9 August 2022 (Tuesday) 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 with Price Schedule & Tender Questionnaire;
- (ii) The Requirements and Specifications
- (iii) Approved layout plan and drawings

2. We hereby offer, by way of this Form of RFP ("this Proposal") in one (1) copy, 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.

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information is found subsequent to the issue of Approval-in-Principle by HKCSS, the Approval-in-Principle shall be withdrawn. Any Agreement, if signed, shall be rescinded by HKCSS.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) 50% of the contract sum shall be paid to the contractor as deposit on accepting the proposal;
 - (ii) 50% of contract sum shall be paid to contractor against measurement of progress certified by The Hong Kong Council of Social Service;
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

<i>Description</i>	<i>Price (HK\$)</i>	<i>Remarks</i>
Total Sum (Item 1-8 listed on price schedule)		

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 : _____