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 Impact Assessment and Annual Evaluation of the Gerontechnology Platform”** |
|  |  |  |
| Proposal Date | : |  |
|  |  |  |

Proposal Closing Time: 21 September 2021 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 Project **“Provision of Impact Assessment and Annual Evaluation of the Gerontechnology Platform”**
3. We hereby offer, by way of this Form of RFP (“this Proposal”) in three (3) hard copies plus relevant softcopy stored in a USB flash drive, to supply the Project **“Proviosn of Impact Assessment and Annual Evaluation of the Gerontechnology Platform”** 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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1. In any case, we agree to accept and execute orders in compliance with this Proposal for any or all of the services which HKCSS may place 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 liberty to accept any parts thereof. Acceptance will be effective by way of a 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 tender are true and accurate. We understand that we will be disqualified from the tendering exercise if false information is found during the 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 HKCSS notifies the tenderer 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 the preparation of tender submission.
8. Price Schedule

|  |  |  |
| --- | --- | --- |
| ***Description*** | ***Price (HK$)*** | ***Remarks*** |
| e.g Items | xxx | Work Schedule enclosed |
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1. Payment Schedule

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

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| Work Stage | Percentage of the Lump sum payable |
| Upon satisfactory completion of one (1) set of an evaluation framework and methodology of Impact Assessment and one (1) set of evaluation framework and methodology of Annual Evaluation | 15% of the total sum |
| Upon satisfactory completion of the first Annual Review Report | 5% of the total sum |
| Upon satisfactory completion of one (1) Impact Assessment Interim Report | 20% of the total sum |
| Upon satisfactory completion of the second Annual Review Report | 10% of the total sum |
| Upon satisfactory completion of one (1) Impact Assessment Final Report and the third Annual Review Report | 30% of the total sum |
| Upon satisfactory completion of one (1) Impact Assessment Post-engagement Report | 20% of the total sum |

Dated this       day of       , 2021

(Authorized Signature) (Company Chop)

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