

**THE GOVERNMENT OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION**

TENDER FOR THE SUPPLY OF GOODS

**STANDARD TERMS AND CONDITIONS
Reference No. GLD-TERMS-1**

FOREWORD

This document Ref. No. GLD-TERMS-1 issued by the Government Logistics Department (GLD) of the Government of the Hong Kong Special Administrative Region of the People's Republic of China contains the standard terms and conditions that are applicable by express incorporation or reference to invitations to tender for the supply of goods issued by GLD on behalf of the Government. GLD may issue addenda to these terms and conditions whenever necessary.

The hardcopy of these terms and conditions will not be provided in each tender invitation issued by GLD on behalf of the Government. Softcopy is available for download from the e-Tender Box web address: <https://pcms2.gld.gov.hk>.

In the event of any conflict or inconsistency between the English text and the Chinese translation of this document, the English text shall prevail.

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INTERPRETATION

In the documents issued by the Government in connection with this Invitation to Tender (including these Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) and the Contract that is made pursuant to this Invitation to Tender), unless otherwise defined or the context otherwise requires:

1.1 the following expressions shall bear the same meanings as set out below:

“Accepted Innovative Suggestions”	means those innovative suggestions proposed by the Tenderer and accepted by the Government in the version attached to the Memorandum of Acceptance for identification purposes;
“Acceptance Note”	means an acceptance note to be issued under Clause 9.1(a) of the General Conditions of Contract;
“Acceptance Tests”	has the meaning given to it in Clause 8.3 of the General Conditions of Contract;
“Alternative Authentication Method” or “AAM”	means the use of an Identification Code for the submission of a Tender via the e-Tender Box in lieu of the use of a digital certificate;
“Appendix”	means an appendix attached to the Tender Form;
“a batch of Goods”	means the aggregate quantities of one or more Item(s) to be supplied in one lot by the applicable Deadline Delivery Date for such lot; where there will only be one batch of Goods, references to “each” or “any” or “all” batch(es) of Goods shall mean just that single one batch; where a batch of Goods should comprise only one unit of one Item, throughout the Contract, references to a batch of Goods shall mean just that unit;
“Compliance Schedule”	means a schedule attached to the Tender Form for confirming compliance with the mandatory features set out in the Technical Specifications, and where applicable with other essential requirements and where applicable desirable specifications;
“Contract”	means the contract between the Government and the Contractor comprising the following parts of the Tender Documents and other items as specified below:

- (a) GLD-TERMS-1 (December 2022) comprising: the “Tender Form” (G.F. 230) (or the equivalent Tender Form in the case of Electronic Tendering), the “Interpretation”, the “Terms of Tender”; the “General Conditions of Contract”; the “Appendix”; and “Annex A” and “Annex B” to the Terms of Tender;
- (b) the “Offer to be Bound” in the Tender Form;
- (c) the “Tender Acceptance”;
- (d) the “Interpretation (Supplement)”;
- (e) the “Terms of Tender (Supplement)”;
- (f) the Schedules in the form as appearing in the Tender Documents and those which were submitted by the Contractor as part of its Tender for the Contract, and accepted by the Government;
- (g) the “Special Conditions of Contract”;
- (h) the “Technical Specifications”; and
- (i) all other schedules, plans, drawings and other documents which form part of the Contractor’s Tender or are incorporated by reference in any of the above documents,

in each case subject to such further changes as the Government may stipulate in exercise of its powers under the Terms of Tender or the Terms of Tender (Supplement), and/or otherwise subject to such further changes as the Government and the Contractor may agree. All of these documents shall be attached to the Memorandum of Acceptance to be issued under Paragraph 22.2 of the Terms of Tender for identification purposes.

Each of the above documents shall be referred to throughout the Tender Documents and the Contract by their respective titles as appearing in quotation marks above.

References to “the Contract” or “this Contract” shall mean the same Contract as defined above;

- “Contract Date” means the Date of Tender Acceptance;
- “Contract Deposit” has the meaning given to it in Clause 16.1 of the General Conditions of Contract;
- “Contract Period” means, subject to early termination or extension as provided for in the Contract, the period specified in the Special Conditions of Contract as the “Contract Period”; or in the absence of which the period commencing from the Date of Tender Acceptance until the completion of all obligations by the Contractor in relation to the Goods;
- “Contract Price” means the Goods Price and/or where the Maintenance Services are required, but not otherwise, the Service Price;
- “Contractor” means the Tenderer whose Tender is accepted by the Government through the issue of the Tender Acceptance;
- “Date of Tender Acceptance” or “Tender Acceptance Date” means the date of the Tender Acceptance and this date shall, unless otherwise specified in the Interpretation (Supplement), be taken as the date of the Contract;
- “Deadline Delivery Date” has the meaning given to the term in Clause 6.5 of the General Conditions of Contract;
- “Deliverables” means all materials (tangible or intangible) of whatsoever nature stored, presented or embodied in any medium, and which apart from the Goods, are delivered or to be delivered by or on behalf of or for the Contractor to the Government under or for the purposes of or in relation to the Contract including without limitation data, documents, information text, drawings, pictures, diagrams, images, sound, music, reports, certificates, manuals, instructions, documentation, databases, plans, models, designs, specifications, records, computer source codes, advice, recommendations, solutions, analyses, compilations; and including all drafts of the foregoing;

“desirable features”	means specifications set out in Technical Specifications which are expressly identified as desirable features (if any);
“Electronic Record”	has the meaning given to it under the ETO;
“Electronic Tendering”	means the making and submission of a Tender through the e-Tender Box whether through the use of a digital certificate or through the use of an Identification Code;
“essential requirement”	means a requirement specified in the Tender Documents which is identified as an essential requirement or a requirement in relation to which it is stated in the Tender Documents that the non-compliance by a Tender or a Tenderer as at the Tender Closing Time will lead to that Tender or Tenderer not being considered further (or the Tender or Tenderer being disqualified); for the avoidance of doubt, essential requirements include mandatory features;
“Estimated Goods Price for an Item”	means in relation to an Item, the one-time unit price for that Item as specified in the Price Schedule and multiplied by the estimated quantity of such Item as specified in the Price Schedule;
“Estimated Service Price for an Item”	means in relation to an Item, where the Maintenance Services are stated to be required for such Item in the Price Schedule, but not otherwise, the estimated amount payable for such Item for the Maintenance Services on and subject to the applicable terms and conditions of the Contract as specified in the Price Schedule, (viz., the annual Unit Price for such Maintenance Services for the Item multiplied by the quantity of such Item and further multiplied by the number of years for which such Maintenance Services are required), which the amount is an estimate only and is not binding on the Government;
“e-Tender Box” or “ETB”	means the electronic tendering platform of the information technology system known as “Procurement and Contract Management System” or “PCMS” of the GLD for ETB Users to view tender notices and tender documents, and prepare and

submit tenders electronically whether through the use of a digital certificate or an Identification Code;

“ETB User” means a person who has registered with the PCMS whether as a GLD supplier, or a GLD subscriber, or a person who is for the time being just an applicant to become a GLD supplier up to the time of the notification of the result of its application;

“ETO” means the Electronic Transactions Ordinance (Chapter 553 of the Laws of Hong Kong);

“Force Majeure Event” means:

(a) any outbreak of war, hostilities (whether war be declared or not), invasion, acts of foreign enemies, rebellion, revolution affecting Hong Kong or the Place of Origin or the delivery route from the Place of Origin to Hong Kong, overthrow (whether by external or internal means) of the Government or the government of the Place of Origin; or

(b) any event which is not caused or contributed to by, and is beyond the control of, the Contractor, its related persons (as defined in Paragraphs 20.6 and 20.7 of the Terms of Tender) or any employee or agent or ex-employee or ex-agent of the Contractor and none of them can prevent the consequences of such event from happening;

and which, in any case of (a) or (b) above, materially prevents the performance of the duties and obligations of any Party hereunder; for the avoidance of doubt, any change of law and regulation of whichever jurisdiction shall not be treated as a Force Majeure Event;

“General Conditions of Contract” means the General Conditions of Contract set out in Part 2 of these Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022));

“general holiday” or “public holiday” means a Sunday and any other day which is a general holiday by virtue of the General Holidays Ordinance (Chapter 149 of the Laws of Hong Kong);

“Good Industry Practice”	means the standards, practices, methods and procedures conforming to all laws and regulations, and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances;
“Goods”	means all or any of the Items;
“Goods Price”	means in relation to one or more batch(es) of Goods comprising one or more Item(s), the one-time amount payable for such batch(es) of Goods on and subject to the terms and conditions of the Contract; and it is to be calculated based on the one-time unit price(s) for such Item(s) as specified in the Price Schedule and the quantity of such Item(s) in that batch(es) of Goods;
“Government”	means the Government of the Hong Kong Special Administrative Region of the People’s Republic of China;
“Government Data” or “Government Property”	means all property, equipment, materials, data, documents, information, text, drawings, pictures, diagrams, images, sound or music, and any other materials of whatsoever nature stored (tangible or intangible), presented or embodied in any medium, and which are provided or to be provided by the Government to the Contractor under or for the purposes of or in relation to the Contract or otherwise the Contractor has access;
“Government Logistics Department” or “GLD”	means the Government Logistics Department of the Government;
“Government Representative”	means: <ul style="list-style-type: none"> (a) the Director of Government Logistics; (b) the head of the Government department or bureau for which the Goods are procured under this Invitation to Tender;

- (c) any public officer of the Government authorised by (a) or (b) for the purposes of the Contract; and
- (d) any other public officer authorised by the public officer referred to in (c) for the purposes of the Contract.

The Government may change the Government Representative and/or his post title from time to time as it thinks fit without prior notice to the Contractor;

“Hong Kong” means the Hong Kong Special Administrative Region of the People’s Republic of China;

“Hong Kong dollars” means the lawful currency of Hong Kong;

“Identification Code” means a unique 8-character code generated by the ETB and sent to the email account registered by the ETB User with the PCMS (viz., “registered email account”) upon the request of the ETB User for the submission of a Tender through the use of such code;

“Independent Accredited Laboratory” means a laboratory which:

- (a) is accredited for the required scope as specified in the Tender Documents under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) operated by Hong Kong Accreditation Service or under other accreditation scheme operated by any one of the laboratory accreditation bodies with which HOKLAS has concluded mutual recognition agreements/arrangements or such other accreditation as may be specified in the Interpretation (Supplement);
- (b) must not be the same entity as the Manufacturer, or the Tenderer, or the Contractor; and
- (c) must not be an associate or associated person (as defined in Clause 23.3 of the General Conditions of Contract) of the Manufacturer, or the Tenderer, or the Contractor;

“Information Schedule”	means a schedule attached to the Tender Form for completion of the Tenderer’s information;
“Inspections”	has the meaning given to it in Clause 8.3 of the General Conditions of Contract;
“Intellectual Property Rights” or “IPR”	means patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes, and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights;
“Interpretation”	means this Interpretation;
“Interpretation (Supplement)”	means the interpretation (supplement) referred to in Part 3C of, and in the form attached to, the Tender Form;
“Invitation to Tender”	means this invitation to tender for the supply of the Goods to the Government on the terms and conditions set out in the Tender Documents;
“Item”	means an item of goods specified in the column of the table with heading “Description” in Part A of the Price Schedule with a unique item number and where applicable letter assigned to it in the first column of that same table in that Schedule, and shall be inclusive, and be deemed to be inclusive of all services and subject matters specified in the Contract to form part of that item of goods or to be performed in relation to that item of goods including Paragraph 5.1 of the Terms of Tender and the provisions in the Terms of Tender (Supplement) supplementing such Paragraph; references to “Items” mean all such item(s);
“Locations”	means (a) the delivery location(s) for the Goods as specified in the Interpretation (Supplement), or (b) in the absence of which, the delivery location(s) to be identified in an Order to which a batch of Goods as specified in that Order shall be delivered;

“mandatory features”	means those features identified as “mandatory features” in the Technical Specifications;
“Maintenance Period”	means in relation to each batch of the Goods, the period after the completion of the Warranty Period during which the Maintenance Services shall be provided for that batch as specified in the Interpretation (Supplement) or any other applicable part of the Contract;
“Maintenance Services”	means if and to the extent the Government elects to acquire the same, the maintenance services for all or any of the Items for the Maintenance Period following after the completion of the Warranty Period as specified in the Special Conditions of Contract and/or the Technical Specifications and/or any other part of the Contract;
“Manufacturer”	means the manufacturer specified in the Particulars of Goods Schedule or such other manufacturer of the Goods as the Government may approve in writing;
“Manufacturing Plant”	means the manufacturing plant specified in the Particulars of Goods Schedule or such other location as the Government may approve in writing;
“Marking Scheme”	means where the Technical Proposal and the Price Proposal of a Tender are to be evaluated separately, a scheme which collectively contain those procedures requirements and criteria for the evaluation of such Proposals separately;
“Non-collusive Tendering Certificate”	means a document known as such and in the form attached to the Tender Form for completion and submission by the Tenderer as part of its Tender under Paragraph 33.2 of the Terms of Tender;
“Order”	has the meaning given to it in Clause 6.1 of the General Conditions of Contract;
“Order Period”	means the period specified in Clause 1.2 of the General Conditions of Contract as the “Order Period” unless the Special Conditions of Contract stipulate a different period as the Order Period in which case that different period shall be the Order Period. This is the period during which an Order may be placed by the Government for the Goods;

“Original Tender Closing Date”	means the date specified in the “Lodging of Tender” section of the Tender Form as the latest date before which Tenders must be deposited with the Government, regardless of whether the date has been extended subsequently;
“Overall Specifications”	means collectively (a) all mandatory features set out in the Technical Specifications; (b) all proposals in the Schedules as completed by the Contractor; (c) all product literature of each of the Items forming part of the Tender; (d) any sample for any of the Items as accepted by the Government; (e) the desirable features as set out in the Technical Specifications (if and to the extent the Contractor has indicated compliance); (f) the Accepted Innovative Suggestions (if any); and (g) all other requirements under the Contract;
“Paper-based Tendering”	means the making and submission of a Tender in paper form in accordance with the “Lodging of Tender” section of the Tender Form;
“Particulars of Goods Schedule”	means a schedule attached to the Tender Form for completion of the particulars of the Goods offered;
“Parties” (in upper or lower case) (in upper case)	means the Government and the Contractor; and “Party” (in upper or lower case) means any one of them;
“Permissible Currency”	means US dollars or any other permissible currency in which the Unit Prices may be quoted as specified in the Terms of Tender (Supplement) (if any);
“Place of Origin”	means the place of origin of the Goods specified in the Particulars of Goods Schedule which shall be the same place in which the Manufacturing Plant is located;
“PRC”	means the People’s Republic of China;
“Price Proposal”	means the Price Schedule to be completed by the Tenderer;

“Price Schedule”	means the price schedule attached to the Tender Form for completion of the Unit Price quotation(s) of the Goods offered and also containing the payment timetable for the Contract Price;
“Ready for Use” or “Ready to Use” or “Ready for Service”	means in relation to a batch of Goods, it complies with all requirements specified in Clause 9.2 of the General Conditions of Contract subject to such other additional conditions or exclusions or qualifications as may be specified in the Interpretation (Supplement) (if any);
“Receiving Officer”	means the public officer in charge of a Government department or bureau or establishment to which any of the Goods are to be delivered or such other public officer as he may authorise to accept delivery thereof;
“Schedules”	means the Completeness Check Schedule, the Compliance Schedule, the Particulars of Goods Schedule, the Price Schedule, the Information Schedule, the Non-collusive Tendering Certificate and any other schedule(s), referred to in Part 3B of, and in the respective forms attached to, the Tender Form; they may be assigned a consecutive number and/or letter for identification purposes;
“Services”	means the Warranty Services and where applicable the Maintenance Services, and any other services required to be performed under the Contract;
“Service Price”	means in relation to one or more Item(s) which are designated to receive the Maintenance Services, the amount payable for the provision of the Maintenance Services for such Items on and subject to the terms and conditions of Contract;
“Special Conditions of Contract”	means the special conditions of contract referred to in Part 3 of, and in the form attached to, the Tender Form;
“Specified Tender Box”	means the tender box specified in the “Lodging of Tender” section of the Tender Form or, where applicable, other places assigned by a Government officer for depositing bulky tenders;

“Technical Proposal”	means if the two-envelope system is adopted for the submission of the Tender, all proposals, information and documents required to be submitted as part of the Tender apart from the Price Schedule;
“Technical Specifications”	means the specifications referred to in Part 3A of, and in the form attached to, the Tender Form; references to Technical Specifications include the mandatory features as well as those desirable features offered by the Tenderer and accepted by the Government (if any);
“Tender”	means an offer to supply the Goods and the Services as submitted by a Tenderer in response to the Invitation to Tender;
“Tender Acceptance”	has the meaning given to it in Paragraph 22 of the Terms of Tender;
“Tender Closing Date”	means the date specified as such in the Tender Form as the same may be extended by the Government from time to time whether in accordance with Paragraph 3.11(b) or (c) of the Terms of Tender or otherwise;
“Tender Closing Time”	means the time on the Tender Closing Date before which Tenders must be deposited with the Government in the manner stipulated in the Tender Form as the same may be extended from time to time whether in accordance with Paragraph 3.11(b) or (c) of the Terms of Tender or otherwise;
“Tender Documents”	means the documents issued by the Government for the purpose of the Invitation to Tender the full list of which shall be as set out in the Tender Form for the Invitation to Tender and shall include all documents forming part of the Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) (viz., the Tender Form, the Interpretation, the Terms of Tender and their Annexes and Appendix and the General Conditions of Contract) and if so stated in the Tender Form, all or any of the documents specified below: <ul style="list-style-type: none"> (a) the Interpretation (Supplement); (b) the Terms of Tender (Supplement);

- (c) the Special Conditions of Contract;
- (d) the Technical Specifications;
- (e) the Price Schedule;
- (f) the Particulars of Goods Schedule;
- (g) the Compliance Schedule;
- (h) the Completeness Check Schedule;
- (i) the Information Schedule;
- (j) the Non-collusive Tendering Certificate; and
- (k) all other documents attached to the Tender Form or any of the aforesaid documents whether as a Schedule or Annex or other attachment by whatever name called;

“Tender Form” means:

- (a) in the case of a Tender submitted in paper form, the Tender Form G.F. 230 issued for the Invitation to Tender; and
- (b) in the case of a Tender submitted electronically, the tender form available on the e-Tender Box for completion electronically;

“Tender Submission Date” means the date of the Offer to be Bound;

“Tenderer” means a person which or who has capacity to contract and has submitted a Tender in response to this Invitation to Tender;

“terms and conditions of use of the PCMS and the e-Tender Box” means all those terms and conditions for the use of the PCMS and the e-Tender Box from time to time published on the website of the e-Tender Box including the “Terms and Conditions of Use of the PCMS and the e-Tender Box” and the “e-Tender Box System and File Attachment Requirements” in the

	version prevailing immediately prior to the Tender Closing Date;
“Terms of Tender”	means the Terms of Tender set out in Part 1 of these Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022));
“Terms of Tender (Supplement)”	means the terms of tender (supplement) referred to in Part 3C of, and in the form attached to, the Tender Form;
“Total Estimated Contract Value”	means the sum of the Total Estimated Goods Price and, if applicable, the Total Estimated Service Price as quoted in the Price Schedule;
“Total Estimated Goods Price”	means an amount equal to the summation of all Estimated Goods Prices for all such Item(s) which have been awarded to the Contractor;
“Total Estimated Service Price”	means an amount equal to the summation of all Estimated Service Prices for all such Item(s) which have been awarded to the Contractor (if any);
“Unit Price” (in upper or lower case)	means either the one-time unit price for an Item set out in the Price Schedule or where the Maintenance Services are stated to be required in the Price Schedule for any Item, the annual maintenance charge for such Item set out in the Price Schedule;
“Virus”	means a subversive computer programme or piece of code that may corrupt or erase computer data files and/or change the normal behaviour of a computer;
“Warranties”	has the meaning given to the term in Clause 3.2 of the General Conditions of Contract;
“Warranty Period”	has the meaning given to the term in Clause 15.1 of the General Conditions of Contract;
“Warranty Services”	has the meaning given to the term in Clause 15.1 of the General Conditions of Contract;
“website of the e-Tender Box”	means the website of the following address: https://pcms2.gld.gov.hk ;
“working day”	means Monday to Friday, other than a public holiday, or a day on which Tropical Cyclone

Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force, for any time during the normal business hours; and

“WTO GPA” means the Agreement on Government Procurement of the World Trade Organization.

1.2 Unless otherwise expressly stated to the contrary, the following rules of interpretation shall apply:

- (a) references to statutes or statutory provisions shall be construed as references to those statutes or statutory provisions as replaced, amended, modified or re-enacted from time to time; and shall include all subordinate legislation made under those statutes;
- (b) words importing the singular shall include the plural and vice versa; words importing a gender shall include all other genders; references to any person shall include any individual, firm, body corporate or unincorporate (wherever established or incorporated);
- (c) headings are inserted for ease of reference only and shall not affect the construction of the Tender Documents or the Contract;
- (d) references to a document shall:
 - (i) include all schedules, appendices, annexures and other materials attached to such document; and
 - (ii) mean the same as from time to time amended or supplemented;
- (e) references to “Tenderer” or “Contractor” shall include its permitted assigns, successors-in-title, or any persons deriving title under them;
- (f) references to “Government” shall include its assigns, successors-in-title, and persons deriving title under them, regardless of whether or not any of these persons are mentioned separately in the relevant provisions;
- (g) references to a Clause, Sub-clause, Section or Paragraph in or a Schedule, Appendix or any other attachment to a document are to a clause, sub-clause, section or paragraph in or a schedule, appendix or attachment to that document;
- (h) references to “laws” and “regulations” shall include any constitutional provisions, treaties, conventions, ordinances, subsidiary legislation,

orders, rules and regulations having the force of law and rules of civil and common law and equity, regardless of the jurisdiction;

- (i) any word or expression to which a specific meaning has been attached in any part of the Tender Documents shall bear such meaning whenever it appears in the same and other parts of the Tender Documents;
- (j) a time of a day shall be construed as a reference to Hong Kong time;
- (k) references to “normal business hours” mean 0900 to 1800 hours;
- (l) references to a day mean a calendar day;
- (m) references to a month mean a calendar month;
- (n) any negative obligation imposed on any Party shall be construed as if it were also an obligation not to permit or suffer the act or thing in question, and any positive obligation imposed on any Party shall be construed as if it were also an obligation to procure that the act or thing in question be done;
- (o) any act, default, neglect or omission of any employee, licensee, agent or sub-contractor of the Contractor shall be deemed to be the act, default, neglect or omission of the Contractor; agents of the Contractors shall be treated as sub-contractors of the Contractor;
- (p) words importing the whole shall be treated as including a reference to any part of the whole;
- (q) the expressions “include” and “including” shall be construed without limitation to the words following;
- (r) words and expressions extend to their grammatical variations and cognate expressions where those words and expressions are defined in the Tender Documents or by reference to any other definition;
- (s) references to “in writing” include manuscript, typewriting, printing, lithography, photography, facsimile, electronic mail, information which can be viewed on the e-Tender Box, and any other modes of representing and reproducing words in a legible form;
- (t) reference to “original signature” or “originally signed” includes a digital image of a hand-written signature (viz., a scanned signature);
- (u) where a general obligation in the Tender Documents or the Contract is followed by more specific obligations, the general obligation shall not be construed restrictively by reference to the specific obligations or deemed

to be fully performed by reason only that the specific obligations have been performed;

- (v) references to “acceptance of a batch of Goods” or other similar expression shall mean the acceptance by the Government through the issue of an Acceptance Note in respect of that batch of Goods (unless acceptance under Clause 9.1(b) of the General Conditions of Contract is applicable, in which case, acceptance in the manner specified in that Clause);
 - (w) where this Invitation to Tender allows partial tenders for some but not all of the Items, and evaluation will be conducted on an Item to Item basis, references to “Tender will not be considered further” will have the further meaning as elaborated in Paragraph 21.5 of the Terms of Tender; and
 - (x) the expressions “public body” and “public officer” have the meanings given to them in the Interpretation and General Clauses Ordinance (Chapter 1 of the Laws of Hong Kong). The expression “officer” has the meaning given to it in the Companies Ordinance (Chapter 622 of the Laws of Hong Kong).
- 1.3 Nothing in the Contract shall be taken to restrict, derogate from or otherwise interfere with any power or duty, or the exercise or performance of any power or duty conferred or imposed by or under any law upon the Government or any person in the service of the Government.
- 1.4 All rights and powers of the Government under the Contract may be exercised by the Government Representative. If any provision of the Contract provides for a determination of any matter by the Government or the Government Representative, the determination made by the Government or the Government Representative (as the case may be) shall, in the absence of manifest error, be final and conclusive.
- 1.5 Unless otherwise provided for in the Tender Documents, all quotations and payments shall be made in Hong Kong dollars or the Permissible Currency.
- 1.6 All and any provisions set out in the Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) (viz., the Tender Form, the Interpretation, the Terms of Tender and their Annexes and Appendix and the General Conditions of Contract) may be further amended or deleted in the supplements to these documents to be issued as part of the same set of the Tender Documents for an Invitation to Tender, regardless of whether or not this is stated to be the case in the individual provisions. The Schedules in the form as found in the Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) are templates only and only the actual version attached to the Tender Form shall be deemed to form part of the Tender Documents but not those templates.

- 1.7 Where there is any provision in the Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) which provides that an alternative or additional requirement may be set out in the Interpretation (Supplement), or the Terms of Tender (Supplement), or the Special Conditions of Contract, or any of the Schedules, or the applicability of certain requirement may be confirmed in any of the aforesaid documents, but in the Tender Documents published, there is no mention of any such alternative or additional requirement in any of the aforesaid documents; or no confirmation that the requirement should apply, it shall be deemed that there is no such alternative or additional requirement, or that the relevant requirement does not apply (as the case may be).
- 1.8 Unless otherwise expressly stated, all provisions of the Tender Documents shall apply regardless of whether Paper-based Tendering or Electronic Tendering is used for the submission of the Tender or formation of the Contract.

PART 1
TERMS OF TENDER

1. Invitation to Tender

- 1.1 Tenders are invited for the supply of the Items summarised in the Terms of Tender (Supplement) subject to and in accordance with the Tender Documents.
- 1.2 The Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) comprising the Interpretation, the Terms of Tender and the General Conditions of Contract may be downloaded from the website of the e-Tender Box at <https://pcms2.gld.gov.hk>. In addition to the aforesaid Tender Documents comprised in the Standard Terms and Conditions, there are other Tender Documents in the respective forms as attached to the Tender Form to form the full set of the Tender Documents for this Invitation to Tender. A full list of these Tender Documents is set out in the Tender Form and a CD ROM containing the softcopy of the full set may be collected from the GLD's offices at the address as specified in the Tender Form, or may be viewed or downloaded from the website of the e-Tender Box.
- 1.3 Each Tenderer should read the Tender Documents carefully prior to submitting a Tender and ensure that it understands all requirements of the Tender Documents.
- 1.4 Each Tenderer should obtain such independent advice from its own advisers as it considers appropriate.
- 1.5 Each Tenderer should check the numbers of pages of the Tender Documents. If it finds any missing or indistinct pages, it should inform the Government Representative immediately so that the same can be rectified.
- 1.6 Each Tenderer will be regarded to be thoroughly conversant with all aspects of the Tender Documents (including the Contract) and in general to have obtained all necessary information of any circumstances which may influence or affect its Tender or its performance of the Contract. The Government does not assume any liability in respect of any errors or mistakes made by a Tenderer or any neglect or failure of a Tenderer to obtain any information or clarification relating to the supply of the Goods to the Government in accordance with the Contract.
- 1.7 No error, mistake, neglect or failure by a Tenderer shall affect any provision of the Tender Documents (including the Contract) or relieve the Tenderer from any of its obligations or liabilities under the Tender

Documents (including the Contract). For the avoidance of doubt, a successful Tenderer shall not be entitled to any additional payment, compensation, exemption from compliance or observance, or allowance by reason of any such error, mistake, neglect or failure. If a Tenderer is awarded the Contract, it shall not be excused from any obligation or liability under the Contract as a consequence of any misinterpretation by it of any provision in the Tender Documents or the Contract.

- 1.8 Information, statistics and forecasts set out in the Tender Documents are provided for a Tenderer's reference only. The Government does not warrant or represent that the information, statistics and forecasts are complete, true or accurate. The Government does not bind itself to adhere to such information, statistics and forecasts.
- 1.9 Without prejudice to Paragraph 1.8 above and subject to the applicability of Clause 4.1 of the General Conditions of Contract (as specified in the Special Conditions of Contract, if applicable), the estimated quantity/quantities of the Goods specified in the Price Schedule is/are estimate(s) of the quantity of the Goods that may be required by the Government. They are given for a Tenderer's reference only and are not figures to which the Government binds itself to adhere. If Clause 4.1 of the General Conditions of Contract is not applicable, the Government's actual requirements may vary depending on the actual need of user departments and the successful Tenderer must accept any increase or decrease of the stated estimates, but subject to caps mentioned in Clauses 4.3 and 4.4 of the General Conditions of Contract.
- 1.10 Unless otherwise specified in the Terms of Tender (Supplement), this Invitation to Tender is covered by the WTO GPA.
- 1.11 The provisions of the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Invitation to Tender and a Tender submitted by a Tenderer in response to this Invitation to Tender.

2. Supplementary Information/Tender Addenda

All supplementary information or tender addenda to the Tender Documents will be provided in writing by the Government and forwarded to all potential Tenderers who have registered with the Government when obtaining a copy of the Tender Documents. Any supplementary information or tender addenda can also be viewed or downloaded from the website of the e-Tender Box.

3. Tender Preparation and Submission

- 3.1 Unless otherwise specified in the Terms of Tender (Supplement), the Tenderer must bid for all Items specified in the Price Schedule by submitting the unit price for each such Item. Where a Tenderer fails to do so, its Tender will not be considered further.
- 3.2 A complete list of all proposals, documents and information which are required to be submitted is set out in the Completeness Check Schedule. These proposals, documents and information to be submitted by the Tenderer shall include the signed Offer to be Bound in Part 4 of the Tender Form (in case of Paper-based Tendering), the Price Schedule, the Particulars of Goods Schedule, the Compliance Schedule, the Information Schedule, the Completeness Check Schedule, the Non-collusive Tendering Certificate, and such other proposals, documents and information as specified in the Terms of Tender (Supplement). Where the two-envelope system is adopted (as specified in the Terms of Tender (Supplement)), the Technical Proposal shall be submitted to include all of foregoing apart from the Price Schedule, and the Price Proposal shall be submitted to include the Price Schedule.
- 3.3 The Tenderer must submit all of the following in its Tender before the Tender Closing Time, otherwise its Tender will not be considered further:
- (a) (i) (for Paper-based Tendering) a duly signed Part 4 “Offer to be Bound” of the Tender Form in English or Chinese containing an original signature by or on behalf of the Tenderer. The Offer to be Bound to be submitted (other than the signature on the Offer to be Bound which must be original) shall be Part 4 of the Tender Form or a printed copy from a softcopy of Part 4 of the Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 4 of the Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will not be considered further; or
 - (ii) (for Electronic Tendering) the box signifying the Tenderer’s agreement with Part 4 “Offer to be Bound” of the Tender Form must have been checked;
 - (b) the one-time Unit Price quotations for all Items in the Price Schedule (or in the case partial tender is allowed as stated in the Terms of Tender (Supplement), the one-time Unit Price quotations for those Items (or where applicable, group(s) of Items) which the Tenderer is bidding in the Price Schedule);

- (c) where the Maintenance Services are stated to be required in the Price Schedule for all or any of the Item(s), the annual maintenance charge quotation for each such Item in the Price Schedule (or in the case partial tender is allowed as stated in the Terms of Tender (Supplement), the annual maintenance charge quotations for those Items (or where applicable, group(s) of Items) which the Tenderer is bidding in the Price Schedule);
 - (d) the information which is identified as essential information in the Particulars of Goods Schedule; and
 - (e) such other items and documents as specified in the Terms of Tender (Supplement) whereby it is provided that failure to submit any of them before the Tender Closing Time will immediately lead to the Tender not being considered further.
- 3.4 In these Terms of Tender, and, where applicable, in the Terms of Tender (Supplement), there are also requirements for the submission of documents and/or information, whereby it is provided that if not supplied by the Tender Closing Time, or upon subsequent request of the Government after the Tender Closing Time, the Tender will not be considered further. Even so, for this type of documents and/or information, the Government is not obliged to make any request for resubmission after the Tender Closing Time. If the Government chooses not to do so, or even if the Government chooses to do so but the Tenderer fails to supply the missing document or information, the Tender will also not be considered further.
- 3.5 For all other proposals, documents and information which do not fall within Paragraph 3.3 or 3.4 above, the Government reserves the right to seek submission under Paragraph 16.1 of the Terms of Tender or evaluate the Tender on an “as is” basis.
- 3.6 The Tenderer shall complete and submit all Schedules in either English or Chinese and in accordance with other requirements of the Tender Documents. Where a supporting document in its original form is in a language other than English or Chinese, the Tenderer shall provide translation of that supporting document from the language into English.
- 3.7 Where it is stated in the Terms of Tender (Supplement) that the two-envelope system shall be adopted, the Tenderer shall submit its Tender in two (2) separate proposals, one as the Technical Proposal and another as the Price Proposal. A Tenderer shall submit, in one of the following manners, its completed Tender. A Tender submitted through a method other than Paper-based Tendering or Electronic Tendering will not be considered.

Tender Submission:

(a) Paper-based Tendering

The Tender (and where the two-envelope system is applicable, comprising the Technical and Price Proposals) shall be completed in writing on hardcopy (and if so expressly requested in the Terms of Tender (Supplement) also on softcopy) and shall be submitted in triplicate in accordance with the “Lodging of Tender” section of the Tender Form.

(b) Electronic Tendering

The Tender (and where the two-envelope system is applicable, comprising the Technical and Price Proposals) shall be submitted:

- (i) in accordance with the terms and conditions of use of the PCMS and the e-Tender Box; and
- (ii) through the e-Tender Box through the use of any one type of digital certificates recognised by and uploaded to the e-Tender Box or through an Identification Code.

3.8 The Government may not consider a Tender (or will not consider a Tender where it is expressly so stated) if:

- (a) false, inaccurate or incorrect information is given in the Tender; or
- (b) any proposal, document or information requested in the Tender Documents is not furnished in full in the Tender.

3.9 When completing the Tender Documents (including the Offer to be Bound section of the Tender Form), each Tenderer shall ensure that the name of the Tenderer is the same as the name shown in:

- (a) if the Tenderer is a company incorporated in Hong Kong:
 - (i) the Certificate of Incorporation of the Tenderer; or
 - (ii) if there is a change of name of the Tenderer since the date of its Certificate of Incorporation, the latest Certificate of Change of Name of the Tenderer; or
 - (iii) its business name as shown in the current business registration certificate of the Tenderer;

- (b) if the Tenderer is a sole proprietorship or a partnership, the current business registration certificate of the Tenderer issued under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong); or
- (c) if the Tenderer is incorporated, formed or established outside Hong Kong, a document equivalent to that described in Paragraph 3.9(a)(i), (a)(ii), (a)(iii) or (b) above (as the case may be) issued by a governmental or competent authority of the place where the Tenderer is incorporated, formed or established.

3.10 Execution and Submission of Tenders

(a) Paper-based Tendering

- (i) A Tender submitted through Paper-based Tendering will be regarded to have been submitted by a Tenderer or authorised to have been submitted by a Tenderer (as the case may be) if the submitted Part 4 “Offer to be Bound” of the Tender Form is signed in the following applicable manner:
 - (1) if the Tenderer is a sole proprietorship, the Tenderer signing the Tender in the name of the Tenderer (or of the sole proprietorship), or a person authorised by the Tenderer signing the Tender for and on behalf of the Tenderer;
 - (2) if the Tenderer is a partnership, one or more partner(s) of the Tenderer signing in the name of the partnership (and in the case of limited partnership, that partner must be a general partner); or a person authorised by the partnership, signing the Tender for and on behalf of the Tenderer; or
 - (3) if the Tenderer is a company, a director of the Tenderer or one or more persons who are duly authorised by the Tenderer signing the Tender for and on behalf of the Tenderer.

(b) Electronic Tendering

- (i) A Tender submitted through Electronic Tendering will be regarded to have been submitted by a Tenderer or authorised to have been submitted by a Tenderer (as the case may be) if it is submitted in any one of the following ways:

- (1) submission of the Tender via the e-Tender Box through the use of an Identification Code; or
 - (2) submission of the Tender via the e-Tender Box through the use of such type of digital certificate recognised by the ETB, and uploaded by the Tenderer to the ETB. Save in the case where the Tenderer is a partnership, a Tenderer shall use a digital certificate which is issued in its name as appearing in the applicable document mentioned in Paragraph 3.9(a) or (b) or (c) above; otherwise the Tender will not be considered further. In the case that the Tenderer is a partnership, the Tenderer may use a digital certificate issued in the name of one of its partners (or a general partner in the case of a limited partnership), or a digital certificate issued in the name of the partnership; otherwise the Tender will not be considered further.
- (ii) If any attachment to a Tender submitted by a Tenderer via the e-Tender Box:
- (1) does not comply with the terms and conditions of use of the PCMS and the e-Tender Box;
 - (2) is found to be contaminated with Virus; or
 - (3) is corrupted or otherwise not readable or printable into readable text by the Government,

and such non-compliance of file format, Virus contamination, or file corruption has resulted in failure to submit the relevant proposal, document or information as described in Paragraph 3.3(a)(ii), (b), (c), (d) or (e) above by the Tender Closing Time, the Tender will not be considered further and its Tenderer will be notified of such.

- (iii) In the case where the Tenderer uses a digital certificate for the submission of Tender via the e-Tender Box, the Government will verify the validity of a Tenderer's digital certificate with the relevant certification authority which has issued such digital certificate. If the directory service or revocation list service of that certification authority or its contractor is/are not available for any reason, the Government may postpone the verification process until

such time when the directory service or revocation list service (as the case may be) of the certification authority or its contractor is/are resumed or when the Tender is opened, whichever is the later. If the verification process is postponed, the Tenderer will be informed of this through an on-screen message and an on-line acknowledgement of the Tender.

- (iv) A Tender will not be considered further if the digital certificate used by a Tenderer for submission of Tender via the e-Tender Box is found invalid (i.e. expired, revoked, or it is not a digital certificate recognised in the e-Tender Box for submission of Tenders) upon verification.

3.11 Tender Closing Time

- (a) (i) Paper-based Tendering

A Tender must be deposited in the Specified Tender Box before the Tender Closing Time. A Tender deposited in the Specified Tender Box at or after the Tender Closing Time, or a Tender not deposited in the Specified Tender Box, will not be considered.

- (ii) Electronic Tendering

Transmission of a Tender through the e-Tender Box shall be successfully completed in accordance with the requirements of the e-Tender Box before the Tender Closing Time. Save as otherwise provided for in the Tender Documents, a Tender will not be considered if the relevant proposal, document or information as described in Paragraph 3.3(a)(ii), (b), (c), (d) or (e) above is not successfully and completely transmitted through the e-Tender Box before the Tender Closing Time.

- (b) In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force, for any duration between 0900 and 1200 hours on the date specified in the “Lodging of Tender” section of the Tender Form, the latest date and time before which Tenders are to be deposited in the Specified Tender Box and at the e-Tender Box will be extended to 1200 hours on the next working day.
- (c) In case of blockage of the public access to the location of the Specified Tender Box at any time between 0900 and 1200 hours

on the Tender Closing Date, the Government will announce extension of the Tender Closing Time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

3.12 The Government shall not have or accept any liability, obligation or responsibility whatsoever for any loss of, destruction of or damage to the Tender submission submitted and/or deposited by Tenderers in the Specified Tender Box if such loss, destruction or damage shall be caused by or directly or indirectly due to any outbreak of war, hostilities (whether war be declared or not), invasion, acts of foreign enemies, riot, civil commotion, rebellion, storm or other cause whatsoever beyond the reasonable control of the Government. Following any event which results in such loss, destruction or damage, the Government will announce any arrangements concerning Tender submission as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

3.13 If a Tenderer submits a Tender by Electronic Tendering, the Tenderer shall, in addition to compliance with the Tender Documents, observe and comply with all terms and conditions of use of the PCMS and the e-Tender Box as set out in or referred to in the e-Tender Box.

3.14 Modification of Tender

(a) Before the Tender Closing Time, a Tenderer who has lodged a Tender may modify its Tender as considered necessary.

(b) Paper-based Tendering

Any modification to the submitted Tender considered necessary by the Tenderer shall be the subject of a separate letter accompanying the Tender. Figures and words shall not be altered or erased; any modification shall be effected by striking the incorrect figure or word and inserting the correct figure or word in manuscript above the original figure or word. All such amendments shall be initialled by the Tenderer in manuscript.

(c) Electronic Tendering

In case of modification to the submitted Tender, the Tenderer shall submit either a complete set of the revised Tender superseding the

original Tender, or just the revisions to the original Tender. Either way, this shall be stated clearly in the submission.

3.15 Apart from Part 4 “Offer to be Bound” of the Tender Form (which, in the case of Paper-based Tendering, must be originally signed by or on behalf of the Tenderer as required under Paragraph 3.3(a)(i) above), wherever there is any provision in the Tender Documents requiring that the original of any document or the document as mentioned in Paragraph 3.15.1(b) below to be submitted as part of the Tender,

3.15.1 in the case of Paper-based Tendering, (a) the Tenderer may submit a photocopy certified to be true and complete by the person(s) specified in Paragraph 3.10(a)(i) above; (b) in the case of any certificate which is required to be issued by a specified body (for example an Independent Accredited Laboratory or a recognised certification body (if applicable)), the photocopy certificate must be certified as true and complete by that specified body or a lawyer duly qualified to practise in Hong Kong or the laws of the place of incorporation, formation or establishment of the Tenderer or Manufacturer; and (c) if only a photocopy without any certification has been submitted, the Government reserves the right to request a certified true copy as required in (a) or (b) above (whichever is applicable) (“certified true copy”) after the Tender Closing Date. The Tender may not be considered further if the certified true copy is not provided; and

3.15.2 in the case of Electronic Tendering, the Tenderer shall first submit the certified true copy as described in Paragraph 3.15.1(a) or (b) above (whichever is applicable) in electronic format as part of its Tender via the e-Tender Box. Subsequently, the Government reserves the right to request a certified true copy (hardcopy) after the Tender Closing Date. If only a photocopy without any certification has been submitted in electronic format as part of its Tender via the e-Tender Box, the Government reserves the right to request a certified true copy (hardcopy) after the Tender Closing Date. The Tender may not be considered further if the certified true copy (hardcopy) is not provided.

4. Tenders to Remain Open

4.1 A Tender once submitted by a Tenderer will be binding on the Tenderer. By submitting a Tender, the Tenderer shall be deemed to have represented to the Government that it has done so as the principal but not as an agent of any other person. If the Tenderer submits a Tender as an agent on behalf of another person, full disclosure must be made in the Tender.

4.2 It is an essential requirement of this Invitation to Tender that a Tender shall remain valid and open for a period of ninety (90) days after the

Tender Closing Date (or such other period as specified in the relevant provisions of the Terms of Tender (Supplement) which supplement this Paragraph 4.2) (“Tender Validity Period”).

- 4.3 If a Tenderer offers in its Tender a period that is shorter than the applicable Tender Validity Period specified in Paragraph 4.2 above, or if it rejects the Tender Validity Period prescribed in Paragraph 4.2 above, its Tender will not be further considered.

5. Prices

- 5.1 Unless otherwise provided for in the Tender Documents, the Tenderer shall quote the unit price for each Item in the Price Schedule in Hong Kong dollars or the Permissible Currency. The one-time unit price(s) quoted by the Tenderer for an Item shall be and be deemed to be all-inclusive of all amounts chargeable for the performance by the Tenderer of all obligations as stated in the Contract for or concerning or in relation to such Item including without limitation, the supply of such Item, insurance, packing and delivery on an F.I.S. basis (unless otherwise specified in the Terms of Tender (Supplement)). The annual maintenance charge quoted by the Tenderer for an Item (if and to the extent it is invited to do so) shall cover the Maintenance Services for such item for one year.

F.I.S. means free into store, i.e. the successful Tenderer is responsible for the delivery of the Goods, at its own cost, to the designated storage area of the Location(s) within Hong Kong in accordance with all requirements of the Contract.

- 5.2 Prices quoted by a Tenderer shall only be shown in the Price Schedule.
- 5.3 A Tenderer must quote fixed unit prices for all Items and the same unit price for the same Item regardless of the quantity (or those Items (or where applicable, group(s) of Items) which it intends to bid in the case partial tender is allowed). A Tender with any price variation clause, including one based on foreign exchange market fluctuation, will not be considered further.
- 5.4 Each Tenderer shall make sure that all prices and other proposals offered in its Tender are accurate and complete before it submits the Tender. The Tenderer shall be bound by all prices and other proposals offered in its Tender if the Tender is accepted by the Government. The Tenderer may not initiate any request for amendment of its Tender after the Tender Closing Time on any ground (including any mistake made in the Tender). On the other hand, in the event of any apparent arithmetical or typo mistake or inconsistency in a Tender, pursuant to Paragraph 16 of the Terms of Tender, the Government may, but is not obliged to, ask the

Tenderer to clarify, or to confirm another figure to replace the original figure. Where the Tenderer's clarification is not provided or not satisfactory, or the Tenderer refuses to confirm such other figure, or where the Government does not elect to seek clarification or confirmation from the Tenderer, the Government reserves the power to proceed to evaluate the Tender on an as is basis (i.e., in the form as originally submitted prior to the Tender Closing Time) or disqualify the Tenderer on ground that it has provided erratic or inconsistent proposals or quotations for proper evaluation.

- 5.5 The unit price for all Items shall be quoted in Hong Kong dollars or the Permissible Currency. Under no circumstances will the Government compensate the Contractor for any loss incurred in the fluctuation of the currency in which the unit prices are quoted.
- 5.6 Payment of the Contract Price to the successful Tenderer shall be made in accordance with the payment timetable in Part B of the Price Schedule.
- 5.7 The Tenderer is requested to indicate in the space provided in Part C of the Price Schedule the prompt discount it will allow on any payment of the Contract Price under the Contract if made in full within the period of time as specified therein.
- 5.8 Payment to a successful Tenderer from a place outside Hong Kong will be made by telegraphic transfer. A Tenderer from a place outside Hong Kong is therefore required to provide the banking details in Part D of the Price Schedule.
- 5.9 If the unit prices are quoted in US dollars or another Permissible Currency (where applicable), unless otherwise specified by the Tenderer and agreed by the Director of Government Logistics, payment to the successful Tenderer will be made either in Hong Kong dollars or in such Permissible Currency, depending on the stipulation in the Terms of Tender (Supplement). In the case of the former, the conversion rate applicable for determining the amount of Hong Kong dollars payable shall be as stated in the Terms of Tender (Supplement).

6. Particulars of Goods

- 6.1 The Tenderer shall submit all essential information on the Goods offered and other essential information in the Particulars of Goods Schedule together with the Tender before the Tender Closing Time. Otherwise, the Tenderer's Tender will not be considered further. The term "essential information" refers only to information which is identified as essential information in the Particulars of Goods Schedule.

- 6.2 The Tenderer must not offer to supply any used or refurbished Goods to the Government. If a Tenderer fails to comply with this requirement, its Tender will not be further considered. By submitting a Tender, the Tenderer undertakes and declares that all Goods it offers in response to this Invitation to Tender will be fresh from stock and/or a factory.
- 6.3 Depending on the requirements of the Terms of Tender (Supplement), samples of the offered Goods may be requested for evaluation.

7. Mandatory Features in the Technical Specifications and Statement of Compliance

- 7.1 The Technical Specifications set out the mandatory features in respect of the Goods and other obligations to be performed by the Contractor.
- 7.2 The Tenderer shall confirm in the relevant part of the Compliance Schedule that it and its offered Goods comply with all the mandatory features. Where the Tenderer does not complete the relevant part in the Compliance Schedule, subject to any clarification which may be made by the Government, it shall be deemed that the Tenderer confirms compliance. In addition to the Compliance Schedule, depending on the specification in the Terms of Tender (Supplement), the Tenderer may also be required to provide a point-by-point statement of compliance in the Technical Specifications. If this is so required, references to “Compliance Schedule” throughout this Paragraph 7 shall also be read to include the Technical Specifications.
- 7.3 There may be some mandatory features which will only be fulfilled by the Goods after some further customisation or implementation services as specified in the Technical Specifications or otherwise to the extent necessary (if any) (“Customisation”). In such case, the Tenderer shall equally be required to confirm that its Goods will comply with the relevant mandatory features after the Customisation in the Compliance Schedule.
- 7.4 A Tenderer’s Tender will not be considered further if the Tenderer expressly indicates non-compliance with all or any mandatory features or other requirements in the Tender Documents with which the Tenderer is required to indicate compliance in the Compliance Schedule. The note(s) in the Compliance Schedule further sets out what indication will be taken as such express indication of non-compliance.
- 7.5 Without prejudice to other provisions of the Tender Documents, and subject to any opportunity which may be provided to the Tenderer to provide clarification, or based on the Tenderer’s other submission or based on other evidence available to the Government, where the

Government is not satisfied that the Tenderer or its offered Goods comply with any of the mandatory features stipulated in the Technical Specifications (or in the case of any mandatory features which can only be accomplished after Customisation, the Goods will comply with the relevant mandatory features), the Tenderer's Tender will not be considered further.

- 7.6 Notwithstanding anything in these Terms of Tender or in the submitted Compliance Schedule, the Government reserves the right to seek clarification from the Tenderer or the Manufacturer or authorised distributor or other relevant person to determine, inter alia, if an Item it has offered complies with the mandatory features of the Technical Specifications for such Item (or will comply after necessary Customisation).
- 7.7 Where there is any inconsistency between the information, data, drawings or other documents provided by the Tenderer and those provided by the Manufacturer (whether provided through the Tenderer or obtained by the Government directly from the Manufacturer or from other sources), the tender evaluation will be based on the information, data, drawings or other documents provided by the Manufacturer unless the Tenderer, upon the seeking of any clarification by the Government, resolves such inconsistency to the satisfaction of the Government. For the avoidance of doubt, the Government is not obliged to seek clarification in the event of any apparent inconsistency.
- 7.8 In addition to the mandatory features, there may be other requirements in the Tender Documents with which the Tenderer is specifically requested to confirm compliance in the Compliance Schedule (if any). The consequence for expressly indicating non-compliance with any such requirements is set out in Paragraph 7.4 above.

8. Delivery

- 8.1 Unless otherwise specified in the Terms of Tender (Supplement), the Goods shall be supplied on an "as and when required" basis through the issue of Order and shall be delivered in accordance with the date and time as specified in the Order (or in the absence of such specification, within fourteen (14) days from the date of the Order).
- 8.2 Where the Terms of Tender (Supplement) do specify the Deadline Delivery Date(s) for the batch(es) of the Goods, Paragraph 8.1 shall not apply. Alternatively, the Deadline Delivery Date(s) may be set out in the Implementation Timetable contained in the Technical Specifications. The exact arrangement shall be as stated in the Terms of Tender (Supplement).

- 8.3 If the Deadline Delivery Date(s) for each batch of Goods in the specified quantities are specified in the Terms of Tender (Supplement) and if requested in the Compliance Schedule, the Tenderer shall confirm compliance with the Deadline Delivery Date(s) in the Compliance Schedule. In the Compliance Schedule, the Government may (but is not obliged to) allow counter-proposal from the Tenderer to the Deadline Delivery Date(s) within a permissible range (if any). If there is such a permissible range, the Tender of a Tenderer which expressly counter-proposes an alternative Deadline Delivery Date that is outside such permissible range will not be considered further.
- 8.4 Unless otherwise specified in the Terms of Tender (Supplement), the Goods shall be delivered on an F.I.S. basis as defined in Paragraph 5.1 above. A Tender, with a unit price quotation on delivery terms other than the aforesaid applicable delivery requirement, or expressly excluding any subject matter or services of whatsoever nature which are required to be covered by that unit price quotation, will not be considered further.

9. Certification Requirement and Track Record Requirement

- 9.1 The Terms of Tender (Supplement) may specify that (a) the Goods offered by the Tenderer; and/or (b) the Manufacturer of the Goods; and/or (c) the Tenderer, shall comply with all such certification requirements as set out in the Terms of Tender (Supplement) (if any) including the accreditation which must be possessed by the Independent Accredited Laboratory appointed to issue any such certification (any of the aforementioned type of certification requirement may be referred to as, "Certification Requirement").
- 9.2 Alternatively or in addition, the Terms of Tender (Supplement) may specify the essential requirement(s) concerning experience to be complied with by the Tenderer or the Manufacturer or concerning the usage or sale or other records or features in relation to the product(s) offered by the Tenderer for the Goods before its Tender will be considered further (if any) (any of the aforementioned type of essential requirement may be referred to as "Track Record Requirement").
- 9.3 Where in relation to a Tender, there is any failure to comply with any Certification Requirement or any Track Record Requirement, that Tender will not be considered further.
- 9.4 To prove compliance, the Tenderer shall be required to submit information in the Information Schedule as well as documentary evidence to prove compliance. In the case of a Certification Requirement, the relevant certificate shall be provided to prove compliance as part of the documentary evidence, and, unless otherwise specified in the Terms of

Tender (Supplement), shall be certified in accordance with Paragraph 3.15.1(b) of the Terms of Tender.

10. Company/Business Organisation Status

10.1 The Tenderer shall provide the following details relating to itself in the Information Schedule:

- (a) name and principal place of business of the Tenderer;
- (b) length of business experience;
- (c) shareholders/partners/proprietor of the Tenderer and their percentage of ownership;
- (d) names of the following:
 - (i) managing director and other directors;
 - (ii) partners; or
 - (iii) sole proprietor;
- (e) a copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) or documentary evidence showing that the Tenderer is exempted from business registration under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong); or if the Tenderer does not carry on business in Hong Kong, the equivalent document issued by the authority of the place of business of the Tenderer;
- (f) if the Tenderer is a company, its Memorandum (if any) and Articles of Association, Certificate of Incorporation, Certificate of Change of Name (if any); or the equivalent documents issued by the authority of the place of incorporation of the Tenderer if the Tenderer was not incorporated under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (or its predecessor Ordinance);
- (g) if the Tenderer is a company incorporated in Hong Kong or is a registered non-Hong Kong company under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), a copy of the latest annual return filed with the Companies Registry and all subsequent filings since the latest annual return; or the equivalent documents issued by the authority of the place of incorporation of the Tenderer if the Tenderer was not incorporated or registered under the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) (or its predecessor Ordinance);

- (h) place and date of its incorporation or formation;
- (i) business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise;
- (j) notwithstanding the deeming provision specified in Paragraphs 3.10(a)(i) and 3.10(b)(i) of the Terms of Tender, a Tenderer shall provide a certified extract of board resolution or other documentary evidence acceptable to the Government demonstrating authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating authorisation and approval for the submission of its Tender shall also be required if (a) (in the case of Paper-based Tendering), the signatory of the Offer to be Bound, or (b) in the case of Electronic Tendering using an Identification Code, the person submitting the Tender, is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be);
- (k) where a Tenderer is not a company, a partnership, or a sole proprietorship, some of the information mentioned in the foregoing Sub-paragraphs of this Paragraph 10.1 may not apply and may not be available. Regardless of the mode of submission of its Tender, the Government reserves the right to request such relevant information and documents in relation to the Tenderer to ascertain the identity of the Tenderer as well as to ensure that the submission of the Tender has been duly authorised and approved; and
- (l) names and addresses of banks which are prepared to provide references or other relevant financial data which indicate the financial viability of the Tenderer.

10.2 If a Tenderer is incorporated, formed or established outside Hong Kong, a legal opinion in form and substance satisfactory to the Government and issued by a lawyer duly qualified to practise the laws of the place of incorporation, formation or establishment (as the case may be) of the Tenderer and acceptable to the Government may be requested by the Government. The legal opinion, if required, should be made available upon request sometime during the Tender Validity Period. Upon such request, the Tenderer shall provide such legal opinion covering the following issues and any other issues as may be required by the Government:

- (a) the Tenderer is duly incorporated, formed or established and validly existing and in good standing under the laws of the place of the Tenderer's incorporation, formation or establishment and that the Tenderer has full power, capacity and authority to carry on the business as it is now conducting and to supply the Goods to the Government on the terms and conditions of the proposed Contract; by "validly existing and in good standing", it is meant that no event mentioned in any of the Clauses 19.2(a) to (e) of the General Conditions of Contract or any event which has an equivalent effect to any such event has occurred in relation to the Tenderer based on the searches with independent local authorities conducted by the lawyer shortly before the legal opinion;
- (b) the Tenderer has the full power, authority and legal capacity to:
 - (i) execute and submit its Tender and to incur the liabilities and perform the obligations under the Tender Documents; and
 - (ii) enter into and execute the Contract and to incur the liabilities and perform the obligations thereunder;
- (c) the proposed Contract with the Government will, upon its formation pursuant to Paragraph 22 of the Terms of Tender, constitute the legal, valid and binding obligations of the Tenderer in the place of its incorporation, formation or establishment and is enforceable against the Tenderer in accordance with its terms; without prejudice to the generality of the foregoing, where an Electronic Record is used in the formation of the Contract (whether with or without any electronic or digital signature), the Contract shall not be denied legality, validity or enforceability on the sole ground that an Electronic Record was used for that purpose;
- (d) the submission of its Tender and the performance of the Contract (if awarded to the Tenderer) have been duly authorised by all necessary corporate action of the Tenderer, and does not violate any provision of any applicable law, regulation or decree of the Tenderer's place of incorporation, formation or establishment, or the Memorandum (if any) and Articles of Association or similar constitutional documents of the Tenderer;
- (e) no authorisations, consents, approvals are required from any governmental authorities or agencies or other official bodies in the place of incorporation, formation or establishment in connection with the execution and delivery of the Tenderer's Tender, or the performance by the Tenderer of its obligations under the Tender Documents and the Contract;

- (f) the Tenderer's Tender and the Contract (if awarded to the Tenderer) need not be registered or filed in the place of incorporation, formation or establishment in order to secure their validity and/or priority;
- (g) there is no restriction under the laws of the place of the Tenderer's incorporation, formation or establishment affecting the Tenderer's obligations under the Tender Documents and the Contract;
- (h) the choice of the laws of Hong Kong to govern the Tender Documents and the Contract is a valid choice of laws;
- (i) the judgment handed by the courts of Hong Kong after the adjudication of any dispute arising from the Contract will be recognised and given effect to by the courts of the place of incorporation, formation or establishment of the Tenderer; and
- (j) it is not necessary under the laws of the place of incorporation, formation or establishment of the Tenderer that the Government be licensed, qualified or otherwise registered in such place of incorporation, formation or establishment in order to enable it to enforce its rights under the Tender Documents and the Contract.

10.3 The Government may require a Tenderer to provide, at its own expense, additional legal opinion satisfactory to the Government in all respects issued by a lawyer duly qualified to practise the laws of the place of incorporation, formation or establishment of the Tenderer or the Place of Origin of all or any of the Items, and acceptable to the Government on any other matters arising from its Tender. Any additional legal opinion may have to opine, including without limitation, whether there is any export ban or otherwise any requirement for export approval in relation to the export or re-export of the Item(s) to Hong Kong for the intended usage and whether the Tenderer has such export approval. Where the opinion on the question specified in Paragraph 10.2(i) above is negative or otherwise subject to qualifications not satisfactory to the Government, the additional legal opinion shall opine that any ruling made by the arbitrator under the arbitration provision set out in Paragraph 10.4 below will be recognised and given effect to by the courts of the place of incorporation, formation or establishment of the Tenderer ("additional opinion on arbitration"). Together with the additional opinion on arbitration to be provided, the Tenderer shall also be required to provide a confirmation in writing that in consideration of the award of the Contract, it agrees that Clause 44.2 of the General Conditions of Contract shall be replaced by the arbitration clause in Paragraph 10.4 below ("written confirmation on arbitration").

10.4 Where the opinion on the question specified in Paragraph 10.2(i) above is negative or otherwise subject to qualifications not satisfactory to the Government, subject to the obtaining of the additional opinion on arbitration as mentioned in Paragraph 10.3 above, Clause 44.2 of the General Conditions of Contract shall be deemed deleted and replaced by the following: “Any dispute arising from the Contract shall not be adjudicated by the courts of Hong Kong but shall be adjudicated by arbitration to be held in accordance with the Hong Kong International Arbitration Centre Domestic Arbitration Rules prevailing at the time when a notice of arbitration is issued by a Party (“Arbitration Rules”) except that regardless of whether the Arbitration Rules providing anything to the contrary, unless the Parties otherwise agree in writing: (a) the arbitration hearing must be held in Hong Kong and that the Arbitration Ordinance (Chapter 609 of the Laws of Hong Kong) shall apply to the arbitration (including the whole of Schedule 2); and (b) without prejudice to section 18(2) of the Arbitration Ordinance, the Government may on its own disclose any information relating to (i) the arbitral proceedings under the arbitration agreement; and (ii) an award made in those arbitral proceedings, under any of the circumstances mentioned in Paragraph 30.2 of the Terms of Tender”.

11. Manufacturer’s Undertaking

If an undertaking or letter of intent from the Manufacturer is required in relation to any Item(s) or part of any Item(s), it shall be specified in the Terms of Tender (Supplement).

12. Sub-contractors

12.1 If any obligations of the Contractor are proposed to be performed by a sub-contractor, the Tenderer shall submit in the Information Schedule information of the sub-contractor. Details of the obligations to be performed by the proposed sub-contractor shall be submitted. The Manufacturer as stated in the Particulars of Goods will not be treated as a sub-contractor.

12.2 The information required in the Information Schedule for each proposed sub-contractor shall cover the information as required in Paragraph 10.1(a) of the Terms of Tender as if references to Tenderer shall mean the proposed sub-contractor.

12.3 The Government reserves the power to request the Tenderer to withdraw any sub-contracting proposal in the Information Schedule whereupon should the Tenderer refuse to do so, its Tender may not be considered further.

- 12.4 Where it is so specified in the Terms of Tender (Supplement) as being applicable, a legally binding sub-contractor's undertaking will be required to be submitted. If a sub-contractor's undertaking is required, and that the proposed sub-contractor was established or incorporated outside Hong Kong, and if requested by the Government, the legal opinion referred to in Paragraphs 10.2 and 10.3 of the Terms of Tender shall also be provided in relation to the proposed sub-contractor.
- 12.5 The Tenderer shall specify in the Information Schedule the location of the service centre for the provision of the Warranty Services and where applicable the Maintenance Services, and the operator of such service centre (whether it be the Contractor or a proposed sub-contractor). The Terms of Tender (Supplement) may specify further requirements concerning the service centre and/or the operator of the service centre.

13. Tenderer's Commitment

All Tenders, information and responses from a Tenderer must be submitted in writing. Each of them is the offer, commitment and representation of the Tenderer and will, if accepted by the Government, be incorporated into and made part of the Contract in such manner as the Government considers appropriate.

14. Counter-Proposals

- 14.1 The Tenderer must not submit any proposal that has the effect of varying or modifying (a) any essential requirements specified in the Tender Documents; (b) all provisions in the Tender Documents concerning the preparation, submission and evaluation of Tenders and award of Contract which shall mean all provisions in all Tender Documents (excluding only (but subject to (c) below) (i) those provisions which are not identified as essential requirements in the Technical Specifications (if any), (ii) the General Conditions of Contract, and (iii) the Special Conditions of Contract (if any)); and (c) those additional provisions which are not permitted to be subject to any counter-proposal as identified in the Terms of Tender (Supplement) (if any).
- 14.2 If a Tenderer fails to comply with Paragraph 14.1 above, subject to any clarification which the Government may, but is not obliged to, seek from the Tenderer, its Tender will not be further considered.
- 14.3 Counter-proposal to other provisions of the Tender Documents not specified in Paragraph 14.1 above, whilst not strictly disallowed, is not encouraged. If the Tenderer wishes to submit one or more counter-proposals to any provision in the Tender Documents not of the

types specified in Paragraph 14.1 above (“Counter-Proposals”), the Counter-Proposals shall be submitted in the following manner:

- (a) (i) for Paper-based Tendering, the Counter-Proposals shall be attached to Part 4 “Offer to be Bound” of the Tender Form; or
- (ii) for Electronic Tendering, the Counter-Proposals shall be attached as a separate attachment and identified as such;
- (b) the original provisions which the Counter-Proposals relate to shall be fully recited before the proposed alteration or deletion;
- (c) the proposed alteration to the original provisions shall be underlined and should bear the corresponding clause number of the original provisions unless it is an addition;
- (d) if it is an addition, the additional provision shall be underlined;
- (e) words to be deleted shall be crossed out by a single line only; and
- (f) an explanation shall be given below the alteration or deletion and put in square brackets “[]”.

14.4 Unless the Government otherwise agrees, Counter-Proposals that are not submitted in accordance with Paragraph 14.3 above will not be considered by the Government and will not be regarded to form part of the Tender submitted by a Tenderer. In such event, the Tenderer shall be deemed to have agreed to the original provisions to which the Counter-Proposals relate and the Government will continue to consider the Tenderer’s Tender on this basis.

14.5 Notwithstanding and without prejudice to the aforesaid, the Government may, but is not obliged to, negotiate with the Tenderer on any Counter-Proposal. The Government may at its absolute discretion reject any Counter-Proposal. If the Government does elect to negotiate with a Tenderer concerning a Counter-Proposal, and if after such negotiation, the Tenderer is unwilling to withdraw such Counter-Proposal, or otherwise revise it on terms acceptable to the Government, its Tender may not be considered further. Any accepted Counter-Proposal following from a successful negotiation shall be deemed as part of the Tenderer’s Tender and forms part of the Contract and shall be binding on the Tenderer if the Contract is eventually awarded to it.

14.6 Without prejudice to and in addition to Paragraph 14.2 above, the Government reserves the right not to consider a Tender further should the Tenderer directly or indirectly attempts to preclude or limit the effect of

any requirements or instructions set out in the Tender Form, these Terms of Tender or the Terms of Tender (Supplement) or the Schedules.

15. Alternative Standards

15.1 On condition that all of the following are complied with, a Tenderer may offer to supply to the Government Goods which comply with a standard (“Alternative Standard”) alternative to any standards specified in the Technical Specifications (“Original Standard”):

- (a) the Tenderer shall identify and give details of the Alternative Standard in its Tender;
- (b) the Tenderer shall provide a comparison between the Alternative Standard and the Original Standard;
- (c) the Tenderer shall demonstrate to the Government’s satisfaction that the requirements that need to be complied with under the Alternative Standard are no worse than those that need to be complied with under the Original Standard, and that Goods that comply with the Alternative Standard are in all respects (including quality, fitness for purpose and compliance with the Technical Specifications) no worse than Goods which comply with the Original Standard; and
- (d) documentary evidence is submitted to the Government for the purpose of Paragraph 15.1(c) above.

15.2 If the Government considers that an Alternative Standard proposed by a Tenderer is not acceptable to the Government for the purpose of the Invitation to Tender, the Tenderer’s Tender will not be considered further unless (a) the Tenderer has also undertaken in its Tender to comply with the Original Standard; and (b) in accordance with the requirements as stated in the Terms of Tender (Supplement) (if any), the Tenderer has provided the requisite certifications to prove that the Goods comply with the Original Standard.

16. Request for Information

16.1 In the event that the Government determines that:

- (a) clarification in relation to any part of the Tender is necessary; or
- (b) a document or a piece of information, other than those specified in Paragraph 3.3 of the Terms of Tender, is missing from any Tender,

it may, but is not obliged to, request the Tenderer concerned to make the necessary clarification, or submit the required document or information. The Tenderer shall within five (5) working days from the date of the request or within such other period as specified in the request submit the clarification, information or document. If the clarification or information or document is not provided by the aforesaid deadline, the Tender may not be considered further (or will not be considered further where the missing information or document is of the type specified in Paragraph 3.4 of the Terms of Tender).

- 16.2 Any excess proposal or information supplied by a Tenderer which goes beyond what has been requested by the Government pursuant to Paragraph 16.1 above will be ignored for the purposes of the tender evaluation or will entitle (but not oblige) the Government not to consider the Tender further.

17. Tenderer's Enquiries

- 17.1 Any enquiries from the Tenderer concerning the Tender Documents up to the date of lodging its Tender with the Government shall be in writing and shall be submitted to the Government no later than three (3) working days before the Tender Closing Date. The request shall be submitted in the manner specified in Paragraph 18.1 of the Terms of Tender.
- 17.2 After lodging a Tender with the Government, the Tenderer shall not attempt to initiate any further contact, whether direct or indirect, with the Government on its Tender or the Tender Documents. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Tenderer thereto shall be in writing or formally documented in writing.
- 17.3 Unless otherwise expressly stated by the Government in writing, a statement made by the Government (whether oral or written) in response to any enquiry made by a potential Tenderer shall be for information only. No such statement shall constitute a representation or warranty by the Government of any nature whatsoever (whether express or implied), and no invitation is made by the Government to any Tenderer or potential Tenderer to rely on such statement. No such statement shall form part of the Tender Documents or alter, negate or constitute a waiver of any provision of the Tender Documents.

18. Communication with the Government

- 18.1 Without prejudice to the requirements set out in Paragraph 22 of the Terms of Tender concerning notification of acceptance of Tender, all communications given or made by the Government or a Tenderer in relation to the Invitation to Tender shall be in writing and sent or delivered to the other Party in the manner provided in Clause 34 of the General Conditions of Contract at the address, facsimile number or email address specified in the Appendix, save that in the case of lodging any enquiries under Paragraph 17.1 of the Terms of Tender, the Tenderer shall lodge such enquiries by facsimile or by email only (or through submission via the e-Tender Box, if the potential Tenderer is an ETB User). The Tenderer shall complete its postal address, facsimile number and email address in the Appendix to the Terms of Tender and should note that the Government will not accept the use of a postal box as the Tenderer's correspondence address for any purpose whether before or after the award of the Contract.
- 18.2 All communications in relation to the Invitation to Tender shall be conducted directly between the Government and the Tenderer unless the Government elects to contact any Manufacturer or proposed sub-contractor or customer or client of the Tenderer directly.

19. Negotiations

The Government reserves the right to negotiate with any Tenderer in relation to the Tenderer's Tender and/or the Contract.

20. Government Discretion

- 20.1 Notwithstanding anything to the contrary in this Tender Documents, the Government reserves the right to disqualify a Tenderer on grounds including any one of the following:
- (a) a petition is presented or a proceeding is commenced which has not been withdrawn any time prior to the Contract award or an order is made or a resolution is passed for the winding up or bankruptcy of the Tenderer or a related person of the Tenderer;
 - (b) the Tenderer has made or submitted a false, inaccurate or incomplete statement or representation or a forged document in the Tender or in any subsequent submission by the Tenderer or communication between the Government and the Tenderer since submission of that Tender;

- (c) in the event of (i) a claim or allegation or ruling or judgment by a court or decision by a competent tribunal or arbitration body that any thing(s), service(s) or material(s) to be supplied or recommended by the Tenderer in its Tender infringes any Intellectual Property Rights of any person (“IPR infringement”) (and in the case of any claim or allegation, it was made any time during a period of seven (7) years preceding the Tender Closing Date and up to the time of Contract award); or (ii) the Government having grounds to believe there is or will be such IPR infringement; or (iii) an agreement has been entered into whether by the Tenderer or any other person to settle or compromise any claim or allegation about IPR Infringement (regardless of whether on an admission basis or non-admission basis) which agreement is still valid and subsisting at any time during a period of seven (7) years preceding the Tender Closing Date and up to the time of Contract award;
- (d) any time during the thirty-six (36) months prior to the Tender Closing Date or between the Tender Closing Date and the award of the Contract, the Tenderer or a related person of the Tenderer (as defined in Paragraphs 20.6 and 20.7 below and including those who were in such capacity any time within the same period, i.e., thirty-six (36) months prior to the Tender Closing Date or between the Tender Closing Date and the award of the Contract) has committed significant or persistent default(s) or deficienc(ies) in the performance of any requirement or obligation under any other Government contract regardless of the procurement department of such other Government contract, regardless of whether the default(s) or deficienc(ies) led to the actual termination of the relevant Government contract and regardless of whether such default(s) or deficienc(ies) occurs before or after the termination or expiry of the relevant Government contract, and in the case of the latter, provided that the default(s) or deficienc(ies) relates to any provisions which survive such termination or expiry, and regardless of whether such default(s) or deficienc(ies) has been remedied (“Contract Default(s)”); and the Government Representative in its sole judgment is satisfied that such Contract Default(s) casts a reasonable doubt on the capability of the Tenderer to perform the Contract to be awarded in this Invitation to Tender;
- (e) (i) the Tenderer; or (ii) a related person of the Tenderer; or (iii) a director or management staff of the Tenderer or those of the related person of the Tenderer, has been convicted by the final judgment (i.e. judgment not subject to any appeal to a higher court prior to the Contract award) in respect of one or more serious offences including conviction of offences involving bribery, false

accounting, corruption, dishonesty or employment handed down any time during a period of five (5) years preceding the Tender Closing Date and thereafter up to the time of Contract award;

- (f) in the event of the professional misconduct or acts or omissions having been committed during a period of five (5) years preceding the Tender Closing Date and up to the time of Contract award that adversely reflect on the commercial integrity of the Tenderer or a related person of the Tenderer or a director or management staff of the Tenderer or those of the related person of the Tenderer; professional misconduct includes any breach of the Good Industry Practice; or
- (g) any failure of the Tenderer to pay taxes to the Government during a period of five (5) years preceding the Tender Closing Date and up to the time of Contract award.

The grounds specified in Paragraphs 20.1(a) to 20.1(g) above are separate and independent, and shall not be limited by reference to or inference from the other of them.

20.2 For the purposes of Paragraph 20.1 above, each Tenderer shall provide at the time of submission of its Tender (and thereafter up to the time of award in relation to any event occurring between the time of submission and the time of award) all information at least in relation to itself and those information in relation to its related person or its director or management staff (which it has knowledge and is reasonably relevant to facilitate the Government's determination as to whether to exercise its right of disqualification), including but not limited to the following:

- (a) details of any petition or proceeding mentioned in Paragraph 20.1(a) above;
- (b) details of all infringement claims or allegations or rulings or judgments or decisions or settlement agreements as mentioned in Paragraph 20.1(c) above;
- (c) details of all Contract Defaults as mentioned in Paragraph 20.1(d) above;
- (d) details of conviction as mentioned in Paragraph 20.1(e) above in Hong Kong or any overseas jurisdiction;
- (e) details of any professional misconduct or act or omission as mentioned in Paragraph 20.1(f) above; and

- (f) details of any failure to pay taxes as mentioned in Paragraph 20.1(g) above.

If none of the events as mentioned in Paragraphs 20.1(a) to 20.1(g) above has ever occurred within the applicable period as mentioned above, the Tenderer shall provide a statement to that effect by completing the relevant part of the Information Schedule at the time of submission of its Tender. If found missing, the Government reserves the right to seek clarification pursuant to Paragraph 20.3 below. The information provided by the Tenderer is not conclusive. The Government may independently verify the veracity and completeness of any information provided. In the case of Contract Default, the Government will form an assessment as to whether or not such Contract Default has occurred.

- 20.3 In addition to the information mentioned in Paragraph 20.2 above, the Government reserves the right (but not obligation) to request from a Tenderer or the Manufacturer or a related person of the Tenderer or director or management staff of the Tenderer or those of the related person of the Tenderer or other independent sources, such other information that is reasonably relevant to facilitate the Government's determination as to whether to exercise its right of disqualification under Paragraph 20.1 above.
- 20.4 If the Tenderer fails to comply with the request made by the Government pursuant to Paragraph 20.3 above within such time as required by the Government, the Government may disqualify the Tenderer pursuant to Paragraph 16 of the Terms of Tender. If the Tenderer has submitted false, inaccurate or incomplete information, the Government may disqualify the Tenderer pursuant to Paragraph 20.1(b) above.
- 20.5 In providing the information required under Paragraphs 20.2 and 20.3 above, the Tenderer may show cause to satisfy the Government that in relation to any of the events as mentioned in Paragraph 20.1 above, even if it has occurred, it does not cast doubt on the fitness, propriety or capability of the Tenderer to perform the Contract to be awarded in this Invitation to Tender.
- 20.6 If the Tenderer is a company, the expression "related person" of the Tenderer includes any one of the following:
 - (a) a shareholder (corporate or individual) which directly or indirectly beneficially owns fifty (50) percent or more of the issued share capital of the Tenderer ("majority shareholder");
 - (b) a holding company or a subsidiary of the Tenderer;

- (c) a holding company or a subsidiary of a majority shareholder (being a company) of the Tenderer; or
- (d) a company in which a majority shareholder (being an individual) of the Tenderer directly or indirectly beneficially owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.

The expressions “holding company” and “subsidiary” have the meanings given to them in the Companies Ordinance (Chapter 622 of the Laws of Hong Kong).

20.7 If the Tenderer is a sole proprietor or partnership, the expression “related person” includes any one of the following:

- (a) any partner of the Tenderer (if it is a partnership);
- (b) the spouse, parent, child, brother or sister of the Tenderer, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent, and a step child to be a child of both the natural parent and of any step parent; or
- (c) a company in which the Tenderer or any partner of the Tenderer beneficially directly or indirectly owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.

20.8 References to related persons of the Tenderer, directors and management staff of the Tenderer or those of a related person in any of the applicable Sub-paragraph of Paragraph 20.1 above include persons who were in such capacity at such time of the event referred to in that Sub-paragraph.

20.9 Notwithstanding anything to the contrary in the Tender Documents, the Government reserves the right to disqualify a Tenderer on the grounds that the Tenderer has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

21. Award of Contract

21.1 Unless the Government decides that it is in the public interest not to award the Contract, subject to the other provisions of the Tender Documents, the

Government will normally award the Contract to the Tenderer which the Government has determined to be capable of fulfilling the terms of the Contract and complies with the following evaluation criteria:

- (a) where the Tender Documents do not contain any Marking Scheme, (i) the Tenderer has passed the completeness check, (ii) the Tenderer and its Tender conform with all the essential requirements stipulated in the Tender Documents, (iii) the Tenderer has not been disqualified (or having its Tender not being considered further) for failing to comply with any other requirements set out in the Tender Documents, and (iv) amongst all the Tenders which fulfil the evaluation criteria as specified in (i) to (iii) above, the Tenderer has submitted the lowest tender price (i.e., either (1) the lowest amount which is equal to the summation of all Estimated Goods Prices for all Item(s) and where applicable all Estimated Service Prices for all applicable Item(s) to which the price evaluation relates. This latter amount shall be estimated using net present value methodology at a cashflow discount at such percentage as specified in the Terms of Tender (Supplement); or (2) such tender price which is to be derived by another calculation as may be specified in the Terms of Tender (Supplement) (if any)); or

- (b) where the Tender Documents contain a Marking Scheme (viz., an evaluation which includes separate technical evaluation stage and price evaluation stage for the evaluation of the Technical Proposal or any part thereof and the Price Proposal submitted by the Tenderer separately), (i) the Tenderer's Technical Proposal and Price Proposal have respectively passed the completeness check under the Marking Scheme (if any), (ii) the Tenderer and its Technical Proposal conform with all the essential requirements stipulated in the Tender Documents (if any); and any passing mark in the technical evaluation stage (if any), (iii) the Tenderer has not been disqualified (or having its Tender not being considered further) for failing to comply with any other requirements set out in the Tender Documents, and (iv) the Tenderer's Price and Technical Proposals have attained the highest combined score amongst all the Tenders which fulfil the evaluation criteria as specified in (i) to (iii) above based on the Marking Scheme. The foregoing evaluation criteria (i) to (iv) (as further elaborated in the remaining paragraphs of this Paragraph 21) shall be deemed to be incorporated into the Marking Scheme and in the event of any inconsistency, the foregoing shall prevail.

21.2 The term "completeness check" referred to in Paragraph 21.1(a) or (b) above (whichever is applicable) shall mean the checking of (a) whether or not all proposals, documents and information which are, as per

provisions in the Tender Documents, required to be submitted before the Tender Closing Time (and failing which the Tender will not be considered further), have been so submitted; and (b) whether or not those which are, as per the provisions in the Tender Documents, required to be submitted before the Tender Closing Time or upon subsequent request (and failing which the Tender will not be considered further), have been so submitted before the Tender Closing Time, or upon such request if a subsequent request has indeed been made by the Government.

21.3 For determining the lowest tender price under Paragraph 21.1(a) above or the price score under Paragraph 21.1(b) above,

- (a) any prompt payment discount offered by the Tenderer in the Price Schedule will not be taken into consideration in the tender price assessment; and
- (b) tender price quoted in the Permissible Currency other than Hong Kong dollars will be converted to Hong Kong dollars based on the official opening selling rate of that Permissible Currency quoted by the Hong Kong Association of Banks on the Tender Closing Date.

21.4 By default, unless otherwise expressly permitted in the Terms of Tender (Supplement), a partial tender for some but not all of the Items is not permitted. Where it is not permitted, the Tenderer must submit an offer for all Item(s) for all quantities which the Government is entitled to purchase as mentioned in Clause 4.1 or 4.2 of the General Conditions of Contract (whichever is applicable). All Tenders will be evaluated on an overall basis by taking into account all offered Item(s) based on the quantit(ies) specified in the Price Schedule in accordance with Paragraph 21.1 above. Where partial tender is allowed, the Tenders will be evaluated on an Item by Item basis (or group of Items by group of Items basis (each a “Group”), depending on the specification in the Terms of Tender (Supplement)) in accordance with Paragraph 21.1 above and separate Contracts may be awarded in respect of each Item (or each Group, as the case may be). Under such scenario, all Tenders for each Item (or Group) will be evaluated by taking into account the quantit(ies) for such Item (or Group) specified in the Price Schedule in accordance with Paragraph 21.1 above. Where a Tenderer is the successful Tenderer for more than one Item (or Group), only one Contract will be awarded to that Tenderer covering all such Items (or Groups, as the case may be).

21.5 Where it is provided in the Terms of Tender (Supplement) that the Tenders for each Item (or Group) will be evaluated separately, and where in respect of an Item (or Group) offered by the Tenderer, the Tenderer or its Tender fails to fulfil any of the evaluation criteria as specified in Paragraph 21.1(a) or (b) above (whichever is applicable) (“a

non-conforming Tender”), the Tenderer’s Tender for that Item (or Group) will not be considered further, but without affecting the validity of the Tenderer’s Tender for other Item(s) (or Group(s)) if its Tender for those Item(s) (or Group(s)) are not non-conforming. Throughout the Tender Documents, references to “Tender will not be considered further” (or other similar expressions) shall be construed to mean the non-conforming Tender for the relevant Item (or Group) only. For the avoidance of doubt, in the case of Paper-based Tendering, regardless of the Item(s) (or Group(s)) the Tenderer is bidding, if the Tenderer fails to submit the Offer to be Bound as mentioned in Paragraph 3.3(a)(i) of the Terms of Tender, its entire Tender will not be considered further.

- 21.6 Regardless of the applicable requirement as mentioned in Paragraph 21.4 above, each Tenderer acknowledges and agrees that the Government may elect at its sole option to accept all or any part of the Tenderer’s Tender.
- 21.7 Notwithstanding anything herein to the contrary, the Government is not bound to accept the Tender with the lowest price offer or the Tender with the highest combined score or any Tender and reserves the right to accept all or any part of any Tender at any time within the Tender Validity Period.

22. Acceptance

- 22.1 A Tender shall not be regarded to have been accepted by the Government unless the Government issues to the successful Tenderer an acceptance in writing (“Tender Acceptance”) and send it either by post or facsimile transmission to the successful Tenderer’s address or facsimile number (as the case may be) specified in the Appendix to the Terms of Tender. A binding Contract between the Government and the successful Tenderer is only constituted:
 - (a) if the Tender Acceptance is sent by post, at the time of posting; or
 - (b) if the Tender Acceptance is transmitted by facsimile, at the time when a transmission report is generated by the Government’s facsimile machine, confirming that the Tender Acceptance has been transmitted to the aforementioned facsimile number.
- 22.2 A duplicate hardcopy of each of the documents comprised in the Contract, including the “Memorandum of Acceptance” duly completed by the Government, will subsequently be delivered to the successful Tenderer evidencing the earlier acceptance by post or facsimile transmission, as the case may be.

- 22.3 Tenderers who do not receive any notification within the Tender Validity Period should assume that their Tenders have not been accepted.
- 22.4 Where an Electronic Record is used in the formation of the Contract (whether with or without any electronic or digital signature), the Contract shall not be denied validity or enforceability on the sole ground that an Electronic Record was used for that purpose.

23. Financial Vetting

23.1 If the Maintenance Services and/or other Services shall be required under the Contract and that the Total Estimated Service Price for all such Services exceeds HK\$15 million, the Tenderer has to demonstrate its financial capability before it can be considered for the award of the Contract. For this purpose, the Tenderer is required to submit the following documents for financial vetting:

- (a) Originals (or copies certified by its auditors) of the audited accounts of the Tenderer, and the audited consolidated accounts of the group if the Tenderer is a subsidiary of another company for the three (3) financial years prior to the Tender Submission Date. The audited accounts must comply with the following requirements:
- (i) The audited accounts must be prepared on the same basis for each year in accordance with accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong).
 - (ii) The latest audited accounts must be for the period ending no more than eighteen (18) months before the Tender Submission Date.
 - (iii) The audited accounts must contain the directors' report, auditors' report, statement of financial position (also referred to as balance sheet), statement of profit or loss and other comprehensive income (also referred to as income statement), statement of changes in equity, statement of cash flows and notes to the accounts.
 - (iv) All such accounts must have been audited by certified public accountants (practising) or for a non-Hong Kong company, by auditors recognised by the local law of the place of the company's establishment.

- (v) If any such accounts are in a language other than Chinese or English, translations, certified as accurate by the respective consulate or a notary public registered in Hong Kong, must be provided.
- (vi) If the Tenderer is a joint venture or partnership, audited accounts for each member of the joint venture or partnership must be submitted if the members are incorporated bodies.

Remarks: Unaudited accounts are acceptable only if the Tenderer is an unincorporated business where audited accounts are not mandatorily required, or the Tenderer is a newly established business where the first accounts are not yet available. For unincorporated businesses, tax records such as profits tax assessment issued by the Inland Revenue Department for the past three (3) financial years (if available) shall be provided. The unaudited accounts and tax records must be certified by the sole proprietor, partners or directors of the Tenderer, certified public accountants or other accountants acceptable to the Government.

- (b) Management accounts with a period ending not more than three (3) months before the Tender Submission Date if this has not been covered by the latest audited accounts. The accounts shall be prepared on the same basis in accordance with accounting principles generally accepted in Hong Kong. They must be certified by (i) the sole proprietor, partners or a director of the Tenderer, or (ii) certified public accountants or other accountants acceptable to the Government as mentioned in Paragraph 23.1(a)(iv) above;
- (c) Projected statement of profit or loss and other comprehensive income and statements of cash flows of the Contract for each contract year and the pre-operating period (if applicable) and, if possible, those of the Tenderer during the Contract Period, setting out the revenue, details of operating expenses, capital expenditure including the initial investments and the sources of finance, and other particulars showing how the Tenderer will perform the Contract. The projected accounts and statements must comply with the following requirements:
 - (i) For a company, they should be certified by a director or company secretary. For a joint venture or partnership, a separate certification from each member of the joint venture or partnership is required.
 - (ii) The assumptions used in preparing the projections shall be reasonable and shall be clearly stated. All the supporting schedules and detailed calculations shall also be provided.

- (iii) The assumptions by the Government included in the Tender Documents shall be reflected in the Tenderer's projections.
 - (d) Original letters from bankers, where applicable, confirming lines of credit facilities available to the Tenderer and the current undrawn/unutilised balances of such credit facilities on or after a specified date (shortly before the Tender Submission Date or a date fixed by the Government) and stipulating the expiry date of the facilities;
 - (e) Copies (certified by the sole proprietor, partners, directors or company secretary of the Tenderer) of letters of undertaking, minutes of board meetings or returns of allotment of shares to support injection of capital, where applicable; and
 - (f) Written confirmation from a guarantor that it is willing to provide financial support or guarantee to the Tenderer, where applicable.
- 23.2 Tenderers shall upon the request in writing by the Government provide the documents mentioned in Paragraph 23.1 above and any other financial and corporate information as required by the Government for assessment of the financial capability of the Tenderer to undertake the Contract within the time stipulated in the written request by the Government.
- 23.3 If the successful Tenderer has passed the financial assessment, it shall submit to the Government a Contract Deposit either in cash or in the form of a banker's guarantee in Hong Kong dollars in an amount equivalent to two percent (2%) of the Total Estimated Contract Value in accordance with Paragraph 24.2(a) of the Terms of Tender.
- 23.4 If the successful Tenderer fails in the financial assessment, or it is a newly established company, or it is unable to submit adequate information for conducting a meaningful financial assessment, the Tenderer shall submit to the Government a Contract Deposit either in cash or in the form of a banker's guarantee in Hong Kong dollars in an amount equivalent to five percent (5%) or the percentage specified in the Terms of Tender (Supplement), if any, whichever is the higher, of the Total Estimated Contract Value in accordance with Paragraph 24.2(b) of the Terms of Tender.

24. Contract Deposit

- 24.1 If the Total Estimated Contract Value (or such other amount specified in the Terms of Tender (Supplement)) payable by the Government to the

successful Tenderer exceeds HK\$1.4 million but the Total Estimated Service Price is nil or less than or equal to HK\$15 million, as security for the due and faithful performance of the Contract by the successful Tenderer, the successful Tenderer shall deposit with the Government via the Director of Government Logistics, within twenty-one (21) days from the Date of the Tender Acceptance, an amount equivalent to two percent (2%) of the Total Estimated Contract Value (or two percent (2%) of such other amount as specified in the Terms of Tender (Supplement), if any) (“Contract Deposit”).

- 24.2 If the Total Estimated Service Price payable by the Government to the successful Tenderer exceeds HK\$15 million, as security for the due and faithful performance of the Contract by the successful Tenderer, the successful Tenderer shall deposit with the Government via the Director of Government Logistics, within twenty-one (21) days from the Date of the Tender Acceptance, an amount equivalent to:
- (a) two percent (2%) of the Total Estimated Contract Value (if it passes the financial vetting); or
 - (b) five percent (5%) or the percentage specified in the Terms of Tender (Supplement), if any, whichever is the higher, of the Total Estimated Contract Value (if it fails the financial vetting or in cases where the financial information available is inadequate for a meaningful assessment of the Tenderer’s financial capability to fulfil the Contract requirements to be conducted).
- 24.3 The successful Tenderer shall pay the Contract Deposit either in cash or in the form of a banker’s guarantee. Each Tenderer should state in Part I of Annex A to the Terms of Tender the method of providing the Contract Deposit. If the successful Tenderer fails to do so, it will be regarded to have undertaken to pay the Contract Deposit to the Government in cash.
- 24.4 If the successful Tenderer elects to pay the Contract Deposit by way of a banker’s guarantee, the proposed guarantor and the form and substance of the banker’s guarantee must be subject to the acceptance of the Government. Without prejudice to the generality of the foregoing, the banker’s guarantee must comply with the following:
- (a) it must be issued by a bank that holds a valid banking licence issued under the Banking Ordinance (Chapter 155 of the Laws of Hong Kong) and acceptable to the Government;
 - (b) unless otherwise agreed by the Government, it must be on the terms set out at Part II of Annex A to the Terms of Tender; and any authorisation used by the bank for the execution of the banker’s guarantee shall be acceptable to the Government; and

- (c) the banker's guarantee shall come into effect on the Date of the Tender Acceptance.

24.5 The Contract Deposit, whether paid by way of cash (if any is remaining) or banker's guarantee shall be returned to the Contractor or released in accordance with Clause 16.10 of the General Conditions of Contract.

25. Complaints about Tendering Process or Contract Award

25.1 The tendering process is subject to internal monitoring to ensure that the relevant contract is awarded properly and fairly. Any Tenderer who feels that its Tender has not been fairly evaluated may write to the Director of Government Logistics who will personally examine the complaint and refer it to the approving authority or relevant tender boards for consideration if the complaint relates to the tendering system or procedures followed. The Tenderer should lodge the complaint within three (3) months after the award of Contract.

25.2 Where the Invitation to Tender is covered by the WTO GPA, a Review Body on Bid Challenges under the WTO GPA has been set up by the Government to deal with challenges made against alleged breaches of the WTO GPA. The relevant procedures for handling bid challenges are set out in the Rules of Operation of the Review Body which are available for inspection at the Secretariat of the Review Body located at the Trade and Industry Department. They may also be sent to the interested Tenderers upon request to the Secretariat of the Review Body. In the event that a Tenderer believes that a breach of the WTO GPA has occurred, the Tenderer may, within ten (10) working days after it knew or reasonably should have known the basis of the challenge, lodge a challenge to the Review Body on the alleged breaches of the WTO GPA. Nevertheless the Tenderer is encouraged to approach GLD for resolution of its complaint before lodging a challenge to the Review Body. In such instances, GLD shall accord impartial and timely consideration to any such complaint, and deal with it in a manner that will not be prejudicial to the corrective measures that may be obtained by the Tenderer through the Review Body. The Review Body may receive and consider a late challenge but a challenge will not be considered if it is filed later than thirty (30) working days after the basis of the challenge is known or reasonably should have been known to the Tenderer.

26. Documents of Unsuccessful Tenderers

If this Invitation to Tender is covered by the WTO GPA, the Government may destroy all documents submitted by unsuccessful Tenderers three (3) years after

the Contract has been constituted under Paragraph 22.1 of the Terms of Tender. Where it is not covered by the WTO GPA, the Government may destroy these documents three (3) months after the Contract has been constituted in the aforesaid manner.

27. New Information

A Tenderer should inform the Government in writing immediately of any factor which might affect its ability to meet any requirements of the Tender Documents, e.g., if the Tenderer is no longer the authorised agent for supplying a proprietary product. The Government reserves the right not to consider a Tenderer's Tender further if the Tenderer's continued ability to meet such requirements is in doubt.

28. Contractors' Performance Monitoring

If a Tenderer is awarded the Contract, its subsequent performance will be monitored and may be taken into account when its future offers for other tenders or quotation exercises are evaluated.

29. Cost of Tender

Each Tenderer shall submit its Tender at its own cost and expense. The Government shall not be liable for any costs and expenses whatsoever incurred by a Tenderer in connection with the preparation or submission of its Tender and the doing of all acts required for the purpose of this Invitation to Tender, including all costs and expenses relating to (a) communication or negotiations with or providing presentation or demonstration to the Government, (b) site visits or surveys made by the Tenderer, (c) presenting the Tenderer's reference sites or factories and equipment to the Government Representative during the site visits, and (d) provision of tender samples, whether before or after the Tender Closing Time.

30. Consent to Disclosure

30.1 The Government may disclose, whenever it considers appropriate, to the public or upon request by any member of the public (which may have been a Tenderer) without any further reference to or consent from the successful Tenderer or any other Tenderer,

- (a) a brief description of the Goods and where applicable the Maintenance Services supplied or to be supplied by the successful Tenderer;

- (b) the Total Estimated Contract Value and any other fees, cost and expense payable to the successful Tenderer pursuant to the Contract;
- (c) the engagement by the Government of the successful Tenderer under the Contract and the name and address of the successful Tenderer; and
- (d) the date of award of the Contract.

30.2 Nothing in Paragraph 30.1 above shall prejudice the Government's power to disclose whenever it considers appropriate information of any nature whatsoever in relation to or concerning any Tenderer (successful or unsuccessful) or its tender (whether or not the information is specified in Paragraph 30.1 above and including information recorded in whatever media) if the disclosure is made under any one of the following circumstances (even if disclosure may also mean the information will at the same time, or subsequently, become public information):

- (a) the disclosure of any information to any public officer or public body as defined in the Interpretation and General Clauses Ordinance (Chapter 1 of the Laws of Hong Kong) or any other person employed, used or engaged by the Government (including agents, advisers, contractors and consultants);
- (b) the disclosure of any information already known to the recipient;
- (c) the disclosure of any information which is public knowledge (including because of any disclosure under Paragraph 30.2(a) above);
- (d) the disclosure of any information in circumstances where such disclosure is required pursuant to any law of Hong Kong, a request made by the Review Body mentioned in Paragraph 25.2 of the Terms of Tender, or an order of a court of Hong Kong or a court or tribunal with competent jurisdiction;
- (e) the disclosure of any information regarding anti-competitive collusive conduct to the Competition Commission of Hong Kong (and other authorities as relevant); or
- (f) without prejudice to the power of the Government under Paragraph 30.1 above, to the extent the information relates to or concerns a Tenderer, with the prior written consent of that Tenderer.

31. Personal Data Provided

- 31.1 All personal data provided in a Tender will be used by the Government for the purposes of the Invitation to Tender and all other purposes arising from or incidental to it (including for the purposes of tender evaluation, the award of the Contract, resolution of any dispute arising from the Invitation to Tender, and the disclosure pursuant to Paragraph 30 of the Terms of Tender).
- 31.2 By submitting a Tender, a Tenderer is regarded to have agreed to, and to have obtained from each individual whose personal data is provided in the Tender, his consent for the disclosure, use and further disclosure by the Government of the personal data for the purposes set out in Paragraph 31.1 above, or the disclosure pursuant to Paragraph 30 of the Terms of Tender.
- 31.3 An individual to whom personal data belongs and a person authorised by him in writing has the right of access and correction with respect to the individual's personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). The right of access includes the right to obtain a copy of the individual's personal data provided in the Tender.
- 31.4 Enquiries concerning the personal data collected by means of the Invitation to Tender, including the making of access and corrections, should be addressed to the Personal Data Privacy Officer of GLD.

32. Licence to use the materials submitted by Tenderers

A Tender once submitted will become the property of the Government. Tenders of unsuccessful Tenderer may be destroyed in accordance with Paragraph 26 of the Terms of Tender. In consideration of the Government considering its Tender, without prejudice to all other rights and powers of the Government under the Tender Documents (including in particular its right to disclose information in the Tenders) and under the Contract (including in particular the Licence), each Tenderer hereby grants and shall upon the demand of the Government at the Tenderer's cost procure that the lawful owner or authorised person of the relevant Intellectual Property Rights will grant, to the Government, its assigns, successors-in-title and authorised users, a royalty-free, non-exclusive, irrevocable, sub-licensable, transferable, world-wide, unrestricted right and licence to use or exercise all or any Intellectual Property Rights subsisting in its Tender for the purposes of tender evaluation and for all other purposes incidental thereto or in connection therewith (including resolution of any dispute arising from the Invitation to Tender). Such right and licence shall continue to subsist so long as all or any Intellectual Property Rights subsist in the Tender (or any

part thereof) under any applicable law, including the laws of Hong Kong. Where there are any Goods samples to be submitted or any presentation or demonstration, the aforesaid right and licence shall extend to such samples, presentation and/or demonstration to be conducted by the Tenderer.

33. Warranty against Collusion

33.1 The Tenderer must ensure that the Tender is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate referred to in Paragraph 33.2 below), regarding, amongst other things, price, tender submission procedure or any terms of the Tender. Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Chapter 619 of the Laws of Hong Kong). Tenderers who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.

33.2 The Tenderer shall complete and submit to the Government a Non-collusive Tendering Certificate (in the form set out in one of the Schedules titled as such) as part of its Tender.

33.3 In the event that a Tenderer is in breach of any of the representations, warranties and/or undertakings in Paragraph 33.1 above or in the Non-collusive Tendering Certificate submitted by it under Paragraph 33.2 above, the Government shall be entitled to, without compensation to any person or liability on the part of the Government:

- (a) reject the Tenderer's Tender;
- (b) if the Government has accepted the Tender, withdraw its acceptance of the Tenderer's Tender; and
- (c) if the Government has entered into the Contract with the Tenderer, terminate the Contract under Clause 19.1 of the General Conditions of Contract.

33.4 By submitting a Tender, a Tenderer is regarded to have undertaken to indemnify and keep indemnified the Government against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations, warranties and/or undertakings in Paragraph 33.1 above or in the Non-collusive Tendering Certificate submitted by it under Paragraph 33.2 above.

- 33.5 A breach by a Tenderer of any of the representations, warranties and/or undertakings in Paragraph 33.1 above or in the Non-collusive Tendering Certificate submitted by it under Paragraph 33.2 above may prejudice its future standing as a Government contractor or service provider.
- 33.6 The rights of the Government under Paragraphs 33.3 to 33.5 above are in addition to and without prejudice to any other rights or remedies available to it against the Tenderer.

34. Warning against Bribery

- 34.1 The offer of an advantage to any public officer with a view to influencing the award of the Contract is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong). Any such offence committed by a Tenderer or any of its officers (including directors), employees or agents will render its Tender null and void.
- 34.2 The successful Tenderer shall inform its officers, employees (whether permanent or temporary), agents and sub-contractors who are connected with the supply of the Goods that the soliciting or accepting of advantages, as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) is not permitted. The successful Tenderer shall also caution its officers (including directors), employees and agents and sub-contractors against soliciting or accepting any hospitality, entertainment or inducement which may impair their impartiality in relation to the selection of its sub-contractors, if any, or the supervision of the work of the sub-contractors once selected.

35. Environmental Protection

- 35.1 GLD is committed to implementing an Environmental Management System for government procurement, provisioning, inspection, storage and distribution services in accordance with ISO 14001 standards. In this connection, Tenderers are requested to minimise the impact of their activities on the environment and to observe the guidelines in Guidance Note GN-1 For Contractors and Suppliers of GLD at Annex B to the Terms of Tender.
- 35.2 GLD recommends that the following environment-friendly measures be adopted in the preparation of documents relating to a Tender and the future performance of the Contract:
- (a) all documents should be printed on both sides and on recycled paper. Paper that exceeds 80 gsm should not be used for the text;

- (b) use of plastic laminates, glossy covers or double covers should be avoided as far as possible. If art board paper has to be used as document covers, recyclable non-glossy paper should be used;
- (c) single line spacing should be used and excessive space in the margins and in between paragraphs should be avoided;
- (d) the use of packaging materials should be minimised; and
- (e) if the Goods are to be packed in a carton box, the carton box packaging should be made from 100% recovered fibre and must be strong enough for storage, stacking and transit.

35.3 In these Tender Documents:

- (a) “recovered fibre” means:
 - (i) postconsumer fibre; or
 - (ii) manufacturing wastes such as:
 - (1) dry paper and paperboard waste generated after completion of the papermaking process; and
 - (2) repulped finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, or others,

but does not include mill broke.

- (b) “postconsumer fibre” means:
 - (i) paper, paperboard and fibrous wastes (including used corrugated boxes, old newspapers, old magazines and mixed waste paper) from retail stores, office buildings, homes and other premises, which have passed through end-usage as a consumer item; and/or
 - (ii) all paper, paperboard and fibrous wastes that enter and are collected from municipal solid waste,

but excluding fibre derived from printers’ over-runs, converters’ scrap and over-issue publications.

- (c) “mill broke” means any paper waste generated in a paper mill prior to completion of the papermaking process, and such paper waste is usually returned directly to the pulping process.

APPENDIX TO THE TERMS OF TENDER – Contact Details

Contact details of:

All correspondence with the Government or Government Representative relating to matters concerning the Contract from a potential Tenderer or the Tenderer or the Contractor shall be addressed to both contacts at (1) and (2) provided that

- (a) all enquiries concerning the Technical Specifications or other technical aspects of the Goods to be lodged by a potential Tenderer; and
- (b) all correspondence and notices concerning the Order, delivery, testing, inspection, acceptance and after-sales services and warranty of the Goods

may only be addressed to the contact at (1) (unless the Government directs otherwise); and
- (c) unless otherwise specified in the Special Conditions of Contract or unless the Contract Price is payable in instalment, all invoices for the Goods Price and Service Price for a batch of Goods to be issued by the Contractor shall only be addressed to the Receiving Officer taking delivery of that batch of Goods.

- (1) the Government (being the user department):

Address:

Attn:

Facsimile Number:

Email Address:

- (2) the Government (GLD):

Address:

Attn:

Facsimile Number:

Email Address:

(3) the Receiving Officer:

Address: same address as the Goods to which the invoice relates is delivered

Attn: the Receiving Officer

(4) the Tenderer/Contractor:

Address:

Attn:

Telephone Number:

Facsimile Number:

Email Address:

(5) Process Agent (for a Tenderer/Contractor incorporated, formed or established outside Hong Kong without a place of business in Hong Kong):

Address:

Attn:

Telephone Number:

Facsimile Number:

Email Address:

Name of Tenderer: _____
Date: _____

Part I

Method of providing the Contract Deposit

If the Contract is awarded to us, we shall pay to the Government the Contract Deposit *in cash/by way of a banker's guarantee.

* Delete as appropriate.

N.B.: If a Tenderer does not complete this Part, it will be regarded to have undertaken to pay the Contract Deposit to the Government in cash.

Part II

**Form of
Banker's Guarantee**

THIS GUARANTEE is made on the day of
By.....
of, a bank within the meaning of the Banking Ordinance
(Chapter 155 of the Laws of Hong Kong) (hereinafter called the "Guarantor")

In favour of

The Government of the Hong Kong Special Administrative Region (hereinafter called the
"Government") of the other part.

WHEREAS

(A) By a contract (hereinafter called the "Contract") dated the [day] of [month year] made between «SUPPLIER_NAME» of «SUPPLIER_ADDRESS» (hereinafter called the "Contractor") of the one part and the Government of the other part (designated as Government Logistics Department Contract No. «CONTRACT_NUMBER»), the Contractor agreed and undertook to supply _____ upon the terms and conditions of the Contract.

(B) The Guarantor has agreed to guarantee in the manner and on the terms and conditions hereinafter appearing, the due and faithful performance of the Contract by the Contractor.

Now this Guarantee executed as a deed witnesses as follows:

(1) Where applicable, words and expressions used in this Guarantee shall have the meaning assigned to them under the Contract.

(2) In consideration of the Government's acceptance of the bank named herein as the Guarantor under this Guarantee:

- (a) The Guarantor hereby irrevocably and unconditionally guarantees, as a continuing obligation, the due and punctual performance and discharge by the Contractor of all of his, her and their obligations and liabilities under the Contract and the Guarantor shall pay to the Government on demand and without cavil or argument all monies and discharge all liabilities which are now or at any time hereafter shall become due or owing by the Contractor to or in favour of the Government under or in connection with the Contract together with all costs, charges and expenses on a full indemnity basis which may be incurred by the Government by reason or in consequence of any default on the part of the Contractor in performing or observing any of the obligations terms conditions stipulations or provisions of the Contract, notwithstanding any dispute between the Contractor and the Government or any other person.
- (b) The Guarantor, as a primary obligor and as a separate, continuing and independent obligation and liability from its obligations and liabilities under sub-clause (a) above, irrevocably and unconditionally agrees to indemnify and keep indemnified the Government against and shall pay to the Government on demand and without cavil or argument all losses, damages, costs, charges and expenses on a full indemnity basis suffered or incurred by the Government arising from or in connection with the failure of the Contractor to perform fully or promptly any of his, her or their obligations terms conditions stipulations or provisions of the Contract.
- (c) The Government may place and keep any monies received by virtue of this Guarantee (whether before or after the insolvency or liquidation of the Guarantor or the Contractor) to the credit of a suspense account for so long as the Government may think fit in order to preserve the rights of the Government to sue or prove for the whole amount of its claims against the Guarantor, the Contractor or any other person.

(3) This Guarantee shall not be affected by any change of name or status in the company, firm or individual described as "the Contractor" or where "the Contractor" is a partnership, any change in the partners or in its constitution or where "the Contractor" is a company, any change of its member or shareholder or its officers or its constitution.

(4) The Guarantor shall not be discharged or released from this Guarantee by any arrangement made between the Government and the Contractor or by any alteration in the obligations imposed upon the Contractor by the Contract or by any waiver or forbearance granted by the Government to the Contractor as to payment, time, performance or otherwise whether or not such arrangement, alteration, waiver or forbearance may have been or is made or granted with or without knowledge or assent of the Guarantor.

(5) Without prejudice to Clause 4 above, the obligations of the Guarantor under this Guarantee shall remain in full force and effect and shall not be amended or affected or discharged in any way by, and the Guarantor hereby waives notice of or assents to:

- (a) any suspension, termination, amendment, variation, novation or supplement of or to the Contract from time to time (including without limitation extension of time for performance);
- (b) any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
- (c) the termination of the Contract or of the engagement of the Contractor under the Contract for any reason;
- (d) any forbearance, variation, extension, discharge, compromise, dealing with exchange, waiver or renewal in respect of any right of action or remedy that the Government may have, now or after the day of this Guarantee, against the Contractor and/or the negligence, failure, omission, indulgence or delay by the Government in enforcing any right, power, privilege to or remedy available to the Government in relation to the obligations of the Contractor set out in the Contract;
- (e) the voluntary or involuntary liquidation, bankruptcy, dissolution, sale of assets, receivership, general assignment for benefit of creditors, insolvency, reorganisation arrangement, composition, or other proceedings of or affecting the Contractor or its assets, or any change in the constitution of the Contractor;
- (f) any assignment, novation or sub-contracting by the Contractor of any or all of its obligations set out in the Contract;
- (g) without prejudice to the generality of the foregoing, any fact or event (whether similar to any of the foregoing or not) which in the absence of this provision would or might constitute or afford a legal or equitable discharge or release of or defence to the Guarantor, other than the express release of its obligations.

(6) This Guarantee shall extend to any variation, novation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Government and the Contractor and for the avoidance of doubt, the Guarantor hereby authorises the Government and the Contractor to make any such amendment, variation, novation or supplemental agreement without its notice or assent.

(7) This Guarantee shall have immediate effect on the same date as the Contract and is a continuing security. This Guarantee shall cover all of the obligations and liabilities of the Contractor under the Contract and shall remain in full force and effect and irrevocable until:

- (a) the end of three (3) months from the date of early termination or expiry of the Contract Period; or

(b) if at the time of expiry or early termination of the Contract Period, there is any outstanding right or claim of the Government, or any outstanding obligation or liability of the Contractor, whether under or arising from or in relation to the Contract, the date on which all such rights and obligations, and claims and liabilities have actually been carried out, completed and discharged (as confirmed by the Government in writing),

whichever is the applicable.

(8) This Guarantee is in addition to and shall not merge with or otherwise prejudice or affect any contractual or other right or remedy or any guarantee, indemnity, lien, pledge, bill, note, charge or any other security which the Government may at any time hold (collectively "Other Security") and this Guarantee may be enforced by the Government without first having recourse to any of the Other Security or taking any steps or proceedings against the Contractor, and notwithstanding any release, waiver or invalidity of the Other Security.

(9) Any demand, notification or certificate given by the Government specifying amounts due and payable under or in connection with any of the provisions of this Guarantee shall be conclusive and binding on the Guarantor.

(10) The obligations expressed to be undertaken by the Guarantor under this Guarantee are those of primary obligor and not as a surety.

(11) This Guarantee shall be governed by and construed according to the laws for the time being in force in the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong") and the Guarantor agrees to submit to the exclusive jurisdiction of the courts of Hong Kong.

(12) All documents arising out of or in connection with this Guarantee shall be served:

(a) upon the Government, at the Government Logistics Department of 9/F North Point Government Offices, 333 Java Road, North Point, Hong Kong, Director of Government Logistics marked for the attention of _____, facsimile number _____ ;

(b) upon the Guarantor, at _____
_____, Hong Kong, marked for the attention of _____, facsimile number _____.

(13) Documents to be served under this Guarantee shall be deemed to have been duly served by one party if sent by letter or fax addressed to the other party at the address stated above or to the facsimile number set out above. The documents so served shall be effective (a) on the date of delivery if hand-delivered; (b) on the date of transmission if sent by facsimile; and (c) if despatched by mail (whether registered or not), on the day on which they are tendered for delivery by the postal authority in Hong Kong.

(14) The aggregate amount of the Guarantor's liability under this Guarantee shall not exceed _____.

(15) This Guarantee may only be amended by an instrument in writing signed by the Guarantor and the Government as represented by the Government Representative.

IN WITNESS whereof this Guarantee was executed as a deed and the said Guarantor has caused its Common Seal/Seal to be hereunto affixed the day and year first above written.

⌘ The [Common Seal/Seal*] of the said)
Guarantor was hereunto affixed and)
signed by)
.....)
[Name & Title])
duly authorised by its board of)
directors in the presence of)

Name of witness:
Title of witness:
Signature of witness:

@ Signed Sealed and Delivered)
for and on behalf of and as)
lawful attorney of the Guarantor)
under power of attorney dated)
..... and deed of delegation)
dated)
by)
[Name & Title])
and in the presence of)

Name of witness:
Title of witness:
Signature of witness:

* Please delete as appropriate

@ See Powers of Attorney Ordinance (Chapter 31 of the Laws of Hong Kong)

Note : When banker's guarantees are executed under power of attorney, a photocopy of the power of attorney, certified on each page by a Hong Kong solicitor that it is a true and complete copy of the original must be submitted.

**Guidance Note GN-1
For Contractors and Suppliers of
Government Logistics Department**

The Government Logistics Department is committed to protecting the environment. We request you as our contractors or suppliers to minimise the impact of your activities on the environment and to observe the following requirements in particular:

- Comply with all applicable legal and other requirements on environmental protection.
- Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to minimise their consumption and unnecessary wastage. Use environment-friendly alternatives where possible during your daily operations.
- Store properly all materials/chemicals to prevent any spillage and leakage.
- Minimise the production of solid waste and chemical waste.
- Ensure all solid waste is properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillage and leakage. In particular, all chemical waste should be handled, stored and disposed of in accordance with the applicable legal requirements.
- Ensure proper and regular maintenance of all vehicles used for the purpose of conducting business, including controlling their noise and emissions.
- Minimise all air emissions and noise generation where practicable.
- Ensure all waste water is discharged in accordance with the applicable legal requirements.
- Reuse and recycle waste wherever possible.

PART 2
GENERAL CONDITIONS OF CONTRACT

1. Contract Period

- 1.1 Subject to the provisions in the Contract for earlier termination, and without prejudice to Clause 20.1(a) of the General Conditions of Contract, this Contract shall have a duration specified as the Contract Period in the Special Conditions of Contract (“Contract Period”). Where the Special Conditions of Contract do not specify any period as the Contract Period, the Contract Period shall be the period commencing from the Date of Tender Acceptance and ending on the date when the Contractor has discharged all its obligations in relation to the Goods.
- 1.2 Unless otherwise expressly specified in the Special Conditions of Contract, an Order for the Goods may be placed by the Government any time during the Contract Period up to the last date of the Contract Period (“Order Period”).

2. Contractor’s Acknowledgement and Contract Performance

- 2.1 The Contractor acknowledges and agrees that when entering into the Contract, it has been supplied with sufficient information to enable it to supply to the Government the Goods, which shall comply fully with the requirements set out in the Technical Specifications and other provisions of the Contract.
- 2.2 The Contractor further acknowledges that the Government relies on the skill and judgment of the Contractor in the supply of the Goods and the performance of its obligations under the Contract. The Contractor acknowledges and agrees that save to the extent expressly set out in the Contract, it is neither expected nor necessary that the Government will have to provide any assistance or perform any act or do anything whatsoever to ensure the delivery of the Goods and performance of its obligations in accordance with the Contract.
- 2.3 The Contractor shall perform its obligations under the Contract:
- (a) with appropriately experienced, qualified and trained personnel and with all due care, skill and diligence;
 - (b) in accordance with Good Industry Practice; and
 - (c) in compliance with all applicable laws and regulations.

- 2.4 The Contractor shall, through the Government Representative, keep the Government informed of all matters related to the Contract within the actual or constructive knowledge of the Contractor and shall answer all enquiries received from the Government Representative.
- 2.5 The Contractor shall remain responsible for performing the Contract, and be liable to the Government under the Contract, regardless of whether or not the Goods are manufactured by it.
- 2.6 To the extent that the Government considers it reasonably necessary and that the information (in whatever media) is in the possession of the Government and is not subject to any confidentiality restriction, the Government may at the request initiated by the Contractor (but not otherwise required in the Contract), provide all such information for the Contractor's guidance in the execution of the Contract free of charge provided such request from the Contractor is made in a timely manner to avoid any delay on the part of the Contractor to perform the Contract. If required by the Government, the Contractor shall return all such information (in whatever media) to the Government upon the expiry or early termination of the Contract or at the time specified in the Special Conditions of Contract.
- 2.7 Without prejudice to the Deadline Delivery Dates and other time requirements to be observed and complied with by the Contractor, whenever any approval or agreement or instruction or direction is sought by the Contractor from the Government in accordance with the requirements of the Contract, the Government is entitled to a reasonable period of time for considering whether any such agreement or approval should be given, and a reasonable period of time to specify such direction or instruction. It will use its reasonable endeavours to give notification to the Contractor of its decision and where applicable any work to be done in order for such approval or agreement or direction or instruction to be given within a reasonable period of time.
- 2.8 In the light of the foregoing, the Contractor will not be entitled to any extension of time or additional payment or exemption from any obligation or liability on the alleged ground (a) that the Contract contains insufficient or unclear or inconsistent or out-of-scope specifications or requirements; or (b) that the Government has not provided any assistance or performed any act to ensure delivery of the Goods or performance by the Contractor of the Services or its other obligations; or (c) that the Contractor has to expend time and resources reporting to the Government on the progress; or (d) that any non-compliance with any obligation or delay is due to the Manufacturer or any other person; or (e) that the Government has not provided or otherwise in a timely manner any direction, instruction, information or approval which is not otherwise expressly required under the Contract; or (f) for any approval or agreement which is stated to be

required in the Contract, that the Government abstains from giving any such approval or agreement.

- 2.9 The Contractor shall be responsible for the completeness and accuracy of all Deliverables supplied by the Contractor to the Government in connection with the Goods. Without prejudice to any other provisions of the Contract, the Contractor shall indemnify the Government in accordance with Clause 18.2 of the General Conditions of Contract in connection with, any discrepancies, errors or omissions therein.
- 2.10 The Contractor acknowledges that it does not have the right to supply the Goods and the Services to the Government on an exclusive basis and nothing in this Contract confers any such exclusive right. Nothing in the Contract shall preclude the Government from procuring any Goods or Services from any other person.

3. Warranties and Representations

- 3.1 The Contractor warrants, represents and undertakes that:
- (a) as at the time of acceptance and thereafter throughout the Warranty Period and where applicable the Maintenance Period, each batch of Goods conforms in all respects to, and operate in accordance with, all requirements of the Contract including the Technical Specifications, the specifications set out in the Particulars of Goods Schedule, and all other Overall Specifications, and, where applicable, with any sample provided to the Government before or after the Contract award and accepted by the Government;
 - (b) as at the time of acceptance and thereafter throughout the Warranty Period and where applicable the Maintenance Period, each batch of Goods is of merchantable quality and is free from defects in design, materials and workmanship, and is fit and sufficient for any particular purpose made known to the Contractor by the Government and to the extent consistent with such particular purpose, for other purposes for which such Goods are ordinarily used;
 - (c) all consent, approval, licences, certifications, and certificates required under the Contract and under all applicable laws and regulations have been duly obtained prior to the commencement of the Contract and are in full force and effect; and will continue to be maintained and if necessary renewed throughout the Contract Period for (1) the performance of the Contract by the Contractor; (2) the supply of the Goods from the Manufacturer at the Manufacturing Plant including any export (and where applicable

re-export) approval; (3) (where it is so approved) performance of any part of the Contract by its sub-contractors including the manufacture, sale, supply and delivery of the Goods; (4) the operation and use of any machinery, equipment and materials for the manufacture of the Goods by the Manufacturer; (5) the operation of any vehicles, vessels, machinery, equipment and other transportation means for the delivery of the Goods; and (6) for the use of the Goods by the Government in the manner provided for or contemplated in the Contract; and none of the aforementioned acts or the purchase or use of the Goods by the Government will contravene any laws and regulations;

- (d) each batch of Goods has been manufactured by the Manufacturer at the Manufacturing Plant from the Place of Origin as specified in the Particulars of Goods Schedule;
- (e) the Contractor and any permitted sub-contractors of the Contractor, their respective employees and agents shall have the necessary training, skill, experience, qualifications and expertise to provide the Services (and where any requirements in relation to any of the foregoing are stated in the Contract, in accordance with such requirements); and all of them shall perform the Contract including the Services in accordance with the Good Industry Practice;
- (f) the Services shall conform in all respects to the Overall Specifications and all other requirements of the Contract;
- (g) the Contractor has full power, capacity and authority to enter into the Contract and to perform its obligations under the Contract;
- (h) the Contract constitutes valid, legally binding obligations of the Contractor enforceable in accordance with its terms;
- (i) throughout the Contract Period, the Contractor shall comply with all laws and regulations in the performance of the Contract including all of its obligations under the Contract; as at the time of acceptance, each batch of Goods shall comply with all laws and regulations prevailing at the time of acceptance; and throughout the Contract Period, the Manufacturing Plant and all machinery equipment and materials used for the manufacture and storage of the Goods, and all vehicles, vessels, machinery, equipment and other transportation means for the delivery of the Goods, shall comply with all laws and regulations;
- (j) all information and documents supplied, and statements and representations from time to time made by or on behalf of the

Contractor in or in relation to its Tender and the Contract including, without limitation, any test reports or certifications or documents evidencing the identity of the Manufacturer or Place of Origin, are genuine, true, accurate and complete;

- (k) throughout the Contract Period, no claim is being made and no litigation, arbitration or administrative proceeding is presently in progress, or to the best of the Contractor's knowledge and belief, pending or threatened against it or any of its assets which will or might have a material adverse effect on its ability to perform its obligations under the Contract;
- (l) throughout the Contract Period, it is not subject to any contractual obligation or court judgment or ruling order or arbitration decision, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under the Contract;
- (m) throughout the Contract Period, no proceedings or other steps have been taken and not discharged (nor to the best of its knowledge, are threatened) for the winding up or bankruptcy of the Contractor or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar office in relation to any of the Contractor's assets or revenue;
- (n) throughout the Contract Period, it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or on its ability to fulfil its obligations under the Contract;
- (o) upon acceptance of a batch of Goods, the Government shall obtain good and marketable title to such batch of Goods; and
- (p) upon acceptance of a batch of Goods, there is no option, right to acquire, mortgage, charge, pledge, lien, hire purchase, or other form of security or encumbrance on, over or affecting the Goods; and there is no agreement or commitment to give or create any of the foregoing and no claim has been made by any person to be entitled to any of the foregoing.

3.2 The warranties, representations and undertakings, expressed or implied, contained in Clause 3.1 above and in Clause 21.1 of the General Conditions of Contract and in other provisions of the Contract (including without limitation the Special Conditions of Contract and Paragraph 33.1 of the Terms of Tender), and those made by the Contractor in its Tender for the Contract including all Schedules, during the evaluation of the Tender, and those from time to time made in the course of performance

of the Contract, are collectively referred to as “Warranties”, and each, a “Warranty”.

- 3.3 Each of the Warranties shall be separate and independent and without prejudice to any other Warranty, and shall not be limited by reference to or inference from any other Warranty or any other provision of the Contract.
- 3.4 Unless otherwise expressly excluded from or provided to the contrary in the Contract, the rights, duties and liabilities imposed on a seller and the rights conferred on a buyer under the Sale of Goods Ordinance (Chapter 26 of the Laws of Hong Kong) apply to bind the Contractor and the Government respectively.
- 3.5 The Government relies on the professional judgment and expertise of the Contractor to ensure that the Goods are in compliance with the Warranties.
- 3.6 All of the Warranties are conditions of the Contract where the non-compliance with any of which entitles the Government, if it so elects, to reject a batch of Goods any time before acceptance of that batch of Goods under Clause 10.1 of the General Conditions of Contract. After acceptance of a batch of Goods, if there is any breach of any of the Warranties, the Government may still reject that batch of Goods under Clause 13 of the General Conditions of Contract. Breach of any of the Warranties concerning Intellectual Property Rights under Clause 21.1 of the General Conditions of Contract may also lead to rejection of the Goods (even after acceptance) in accordance with Clause 22.3 of the General Conditions of Contract. Regardless of whether there is any rejection, the Government’s right and claim against the Contractor including under the indemnities in Clauses 18.2 and 22.1 of the General Conditions of Contract arising from the breach of the Warranties shall not be prejudiced.

4. Total Maximum and Minimum Quantities

- 4.1 This Clause shall only apply if the Special Conditions of Contract expressly state so. The Contractor agrees and commits to sell and the Government agrees and commits to purchase the total quantit(ies) of the Item(s) specified in the Price Schedule on and subject to the provisions set out in the Contract. In addition, the Government has an option to purchase extra quantities of all or any of the Items on and subject to the same terms including the price quotations set out in the Price Schedule up to an extra 30% of the Total Estimated Goods Price (“Excess Items”) by issuing a notice to the Contractor any time within the Contract Period.

- 4.2 Where Clause 4.1 does not apply, the Contractor agrees to sell and the Government agrees to purchase the quantit(ies) of the Item(s) specified in the Price Schedule as from time to time Ordered by the Government during the Order Period, on and subject to the provisions set out in the Contract including the caps specified in Clauses 4.3 and 4.4 below.
- 4.3 To the extent that the Government elects to purchase under Clause 4.2 above, the Contractor irrevocably undertakes and agrees to sell and deliver to the Government, in accordance with the terms and conditions of the Contract, such quantities of all and any such Item(s) for an aggregate value up to one hundred and thirty (130) percent of the Total Estimated Goods Price (or such other percentage as stated in the Special Conditions of Contract).
- 4.4 Where Clause 4.1 does not apply, the Contractor agrees that the Government has no obligation to purchase from it such quantity of all or any of the Item(s) which in total value exceeds seventy (70) percent of the Total Estimated Goods Price (or such other percentage as stated in the Special Conditions of Contract) over the whole of the Order Period.
- 4.5 For the avoidance of doubt, the quantities of Excess Items (in the case of Clause 4.1) or total Items Ordered to be taken into account for determining whether the cap specified in Clause 4.3 or 4.4 above is reached (a) may relate to all Items or (b) may relate to one or more but not all Items.
- 4.6 For the avoidance of doubt, without prejudice to all other rights and remedies of the Government whether under the Contract or at law, the Government's obligation under Clause 4.1 or 4.2 above (as the case may be) shall not apply in the event of any early termination of the Contract under Clause 19.1 or 19.2 or 19.3 or 19.4 of the General Conditions of Contract or partial termination of the Contract under Clause 19.3, 19.4 or 19.5 of the General Conditions of Contract or after exercising its rights under Clause 10.3(f) of the General Conditions of Contract.

5. Price Variation

All unit prices quoted for the Goods and where applicable the Maintenance Services in the Price Schedule shall remain valid throughout the Contract Period and only subject to adjustment in accordance with the provisions set out in the Special Conditions of Contract (if any).

6. Order and Delivery

- 6.1 Subject to the ordering and delivery arrangement specified in the Special Conditions of Contract for the Goods, whenever required by the Government by a written order signed by the Government Representative and issued to the Contractor during the Order Period (“Order”) specifying:
- (a) the quantity of the Goods to be supplied and delivered to the Government;
 - (b) the Location(s) for the delivery of the quantity of the Goods referred to in (a) above which shall either be specified in the Interpretation (Supplement) or in the absence of which, in the actual Order to be issued; and
 - (c) the date and time for delivery of the Goods referred to in (a) above,
- the Contractor shall supply and deliver to the Government the quantity of the Goods so specified in the Order in accordance with the Order and the provisions of the Contract in Ready for Use condition.
- 6.2 If no date and time for delivery of the Goods is specified in an Order, the Contractor shall deliver the quantity of the Goods specified in the Order within fourteen (14) working days from the date of the Order.
- 6.3 Alternatively to Clauses 6.1 and 6.2 above, the date(s) and quantit(ies) for the delivery of each batch of Goods in Ready for Use condition to the Location(s) shall be specified in the Terms of Tender (Supplement) and/or the Special Conditions of Contract (as the case may be). Where there is such specification, Clauses 6.1 and 6.2 above shall not apply.
- 6.4 Further alternatively to Clauses 6.1, 6.2 and 6.3 above, the date(s) for each batch of implemented units (which shall comprise or include the specified quantity of the Items) (“implemented units”) to be duly assembled, delivered, installed, pass all Inspections and Acceptance Tests, and where applicable connected to other equipment or systems of the Government in accordance with all requirements of the Contract including the Technical Specifications and becoming Ready for Use shall be as specified in an implementation timetable (“Implementation Timetable” or “Implementation Plan”) set out in the Technical Specifications. The Implementation Timetable may also specify the time requirements for performing other services.
- 6.5 The delivery date (or the last working day of the delivery period) for a specified quantity of the Goods (a) as determined in an Order to be issued under Clause 6.1 above or under Clause 6.2 above or (b) as stated in the

Terms of Tender (Supplement) and/or the Special Conditions of Contract in the manner mentioned in Clause 6.3 whichever is applicable, shall be known as a “Deadline Delivery Date”. The quantity of one or more Item(s) to be delivered in one lot by a Deadline Delivery Date is known as “a batch of Goods” throughout the Contract. Where there will only be one batch of Goods, references to “each” or “any” or “all” batch(es) of Goods shall mean that single one batch throughout the Contract. In the case where Clause 6.4 above applies, the date by which a batch of implemented units (or alternatively referred to as a “batch of Goods”) is to be Ready for Use at the Location(s) shall be known as a “Deadline Delivery Date” (or alternatively referred to as “Completion Date”) for such batch of implemented units. Where there will only be one batch of implemented units, references to “each” or “any” or “all” batch(es) of Goods shall mean that single one batch throughout the Contract.

- 6.6 Time shall be of the essence of the Contract as regards each Deadline Delivery Date and all other time stipulations set out in the Contract including the Implementation Plan referred to in Clause 6.4 above (if any).
- 6.7 Where this Clause is expressly stated to be applicable in the Special Conditions of Contract, and where there is more than one batch of Goods to be delivered, the Contractor should note that no delivery of the second batch (or where applicable each subsequent batch) shall be made before the issue of Acceptance Note for the first batch (and where the batch of Goods has to be shipped to Hong Kong, no such shipment shall be made before the aforesaid issue of Acceptance Note). No Acceptance Note for the first batch will be issued until and unless the conditions specified in Clause 9.2 of the General Conditions of Contract are fulfilled. If any delay in the first batch fulfilling the aforesaid conditions leads to the delay of the issue of the Acceptance Note, the Contractor shall make up the time lost when delivering the second batch (or where applicable each subsequent batch) to the Location(s) and ensure that the second batch (or where applicable each subsequent batch) is in Ready for Use condition by the applicable Deadline Delivery Date. The Deadline Delivery Date for the second batch (or where applicable for each subsequent batch) shall still continue to apply and be binding on the Contractor notwithstanding such delay.
- 6.8 Each delivery of a batch of Goods shall be accompanied by a copy of the Order issued for that delivery (if any). In respect of each delivery, the Contractor shall upon delivery of a batch of Goods to a Location obtain a receipt from the Receiving Officer, but no such receipt shall constitute an acceptance by the Government of the batch of Goods, or an acceptance or acknowledgement by the Government of the condition, quantity or the nature of such Goods.

- 6.9 Unless otherwise specified in the Terms of Tender (Supplement) or Special Conditions of Contract, the Contractor shall be responsible for delivering the Goods on an F.I.S. basis (as defined in Paragraph 5.1 of the Terms of Tender). The Contractor shall be responsible for delivering the Goods to the Location(s) during the normal business hours (unless the Special Conditions of Contract stipulate otherwise). Where required, the Contractor shall be responsible for stacking the Goods within the designated storage area of each Location.
- 6.10 Where it is specified in the Special Conditions of Contract that the Goods shall not be delivered on an F.I.S. basis but shall be delivered on other applicable Incoterms of the International Chamber of Commerce (e.g., cost insurance freight (C.I.F.) or free on board (F.O.B.) or ex works (EX.W.)), the Contractor shall comply with the arrangement specified in the Special Conditions of Contract concerning the delivery of the Goods and the documents evidencing the due delivery of the Goods. The Deadline Delivery Date shall be taken as the date when the Contractor is required to deliver and load the Goods to the relevant ship or aircraft or other location under the applicable Incoterms as stated in the Special Conditions of Contract. References to “Location(s)” shall mean the aforesaid applicable location(s).
- 6.11 The Government shall be entitled to postpone the Deadline Delivery Date or any other date specified in the Contract (and where there is an Implementation Plan, any date specified therein) by giving the Contractor not less than fourteen (14) days’ written notice prior to the date to be postponed. All other dates and time shall remain in full force and effect unless the Government shall otherwise determine or unless the postponement is of a material length and the Contractor provides justifications to the satisfaction of the Government that there shall be a corresponding postponement of any of the remaining dates (where applicable).
- 6.12 Without prejudice and in addition to Clause 32 of the General Conditions of Contract (Force Majeure), should it become reasonably apparent to the Contractor that due to certain delay or disruption falling within the description set out in Clause 6.12(a) or 6.12(b) below, a batch of Goods will not be delivered by the applicable Deadline Delivery Date as a result of any of the following events, the Contractor shall, as soon as possible, but in any event no later than seven (7) days after the occurrence of the relevant event, issue a written notice to the Government Representative stating in full detail the alleged event triggering the delay or disruption:
- (a) instructions having been issued by the Government Representative requiring compliance with specifications or requirements not already specified in the Contract or in the Technical Specifications or otherwise not pursuant to the Contract; or

- (b) the Contractor not having received any necessary information or direction from the Government Representative in accordance with the time specified in the Contract or otherwise within a reasonable time; or the Government has taken more than a reasonable period of time or otherwise more than the time specified in the Contract (if any) to notify the Contractor of its decision on whether certain approval or agreement should be given.
- 6.13 Upon receipt of any notice from the Contractor under Clause 6.12 above, the Government Representative will review the alleged event. If the Government Representative in its reasonable opinion considers that (a) there has indeed been such event as mentioned in Clause 6.12(a) or 6.12(b) above, and that (b) such event will cause a batch of Goods not being delivered by the Deadline Delivery Date, the Government Representative will grant to the Contractor the appropriate postponement of any of the dates specified in the Contract (or the Implementation Plan as the case may be). All decisions of the Government shall be binding on the Contractor (save in the case of manifest error). The Contractor shall not be entitled to raise any subsequent objection or protest due to any alleged event falling within Clause 6.12 above if it has not issued any notice concerning such alleged event in accordance with Clause 6.12 above.
- 6.14 Any postponement or change or suspension pursuant to Clause 6.11 or 6.13 above or Clause 19.4 of the General Conditions of Contract or other applicable provisions of this Contract by the Government shall not:
 - (a) oblige the Government to pay any additional remuneration or compensation to the Contractor; or
 - (b) release the Contractor from any of its obligations or liabilities or give rise to any waiver or estoppel in relation to any of its obligations or liabilities; or
 - (c) give rise to any other obligation or liability on the part of the Government.

7. Licences and Taxes

- 7.1 Without prejudice to any other provision of the Contract, the Contractor shall apply for and procure the issue of all export, re-export and import licences, certification, certificates, permits and approvals for the performance of the Contractor's obligations as required under the Contract and under all applicable laws and regulations (regardless of the applicable jurisdiction including the Place of Origin) including those mentioned in Clause 3.1(c) of the General Conditions of Contract and

including those specified in the Special Conditions of Contract (if any). The Contractor shall ensure that all of them shall remain valid and subsisting throughout the Contract Period and shall comply with all conditions stated therein, and shall renew them upon expiry any time in the Contract Period. All costs and duties payable arising from the application and issuance shall be borne by the Contractor (“Licence Costs”).

- 7.2 The Contractor shall at its own costs and expenses pay for all taxation, duties and imposts of whatever nature which the Contractor may incur in performing the Contract or in respect of any Contract Price receivable or otherwise which may arise from the export of the Goods, regardless of the jurisdiction which imposes such taxation, duties or imposts.

8. Inspection Testing and Acceptance

- 8.1 Each batch of Goods to be delivered to the Government shall be subject to such inspection and/or tests as specified in the Contract (including those set out in the Special Conditions of Contract (if any)) and such other inspection and/or tests as the Government considers appropriate. Depending on the stipulations of the Special Conditions of Contract, inspection and/or tests of the Goods may either be done by the Contractor (in the presence of the Government Representative and if the Government Representative considers appropriate, also with the Government Representative’s participation), and/or the Government (with the assistance of the Contractor), and/or by an Independent Accredited Laboratory (whereupon the passing of any such tests shall be evidenced by a test certificate or laboratory test report certified by the Independent Accredited Laboratory), and/or such other person as specified in the Special Conditions of Contract.
- 8.2 All costs incurred by the Contractor in complying with this Clause 8 (including those for the appointment of the Independent Accredited Laboratory where applicable) shall be borne by the Contractor and shall not be chargeable to the Government unless and to the extent otherwise expressly specified in the Price Schedule. Without prejudice to the generality of the foregoing, any inspection and/or tests of the Goods may relate to either a finished product or whilst still in the process of manufacture at the Manufacturing Plant. In addition, the Government may conduct an inspection upon a batch of Goods is delivered to the Location(s).
- 8.3 All inspections referred to in this Clause 8 and in the Special Conditions of Contract shall be known as “Inspections”. All tests referred to in this Clause 8, and in the Special Conditions of Contract shall be known as “Acceptance Tests”. The Goods must successfully pass all Inspections

and Acceptance Tests as one of the conditions before the Acceptance Note for the Goods will be issued under Clause 9.1(a) of the General Conditions of Contract. By default, unless otherwise waived by the Government, all quantities of all Items within each batch of the Goods shall have to pass all Inspections and Acceptance Tests unless otherwise expressly specified in the Special Conditions of Contract that only a sample shall be taken from a batch of Goods for such purposes.

8.4 No failure by the Government to make a complaint at any time of any Inspections or Acceptance Tests, and no approval or consent or omission or waiver in relation to any matter given during or after such Inspections or Acceptance Tests shall constitute an acceptance of a batch of Goods (unless and until an Acceptance Note has been issued in respect of such Goods). The Government reserves all its rights to reject the Goods whether under the provisions of the Contract, in law or otherwise.

9. Acceptance

9.1 A batch of Goods delivered to the Government shall not be regarded to have been accepted by the Government unless and until the earlier of:

- (a) the date on which the Government Representative or the Receiving Officer serves on the Contractor in respect of such batch of Goods a written notice to the effect that the Government has accepted the batch of Goods (“Acceptance Note”) whether or not subject to any qualifications provided that such Acceptance Note will only be issued if all of the conditions specified in Clause 9.2 below are fulfilled (save and to the extent expressly waived or deferred by the Government); or
- (b) provided that the Goods are not required to be submitted to any Acceptance Tests under the Contract and that there is an express statement in the Special Conditions of Contract that the Goods may be accepted in the manner specified in this Clause 9.1(b), a period of one (1) month has expired from the date of a receipt issued under Clause 6.8 of the General Conditions of Contract in respect of such batch of Goods and such batch of Goods or any part thereof has not been rejected by the Government during the afore-said period of one (1) month.

9.2 In relation to each batch of Goods, (a) upon that batch of Goods passing all Inspections, and all Acceptance Tests (where stated to be applicable in the Contract); (b) upon that batch of Goods complying with the Overall Specifications and all of the Warranties; (c) upon the successful delivery of the Goods to the Location(s) as specified in that Order in accordance with all requirements of the Contract and the Order by the Deadline

Delivery Date; (d) upon fulfilment of such other conditions as specified in the Special Conditions of Contract; (e) upon any activity as stipulated in the Special Conditions of Contract which is required to be completed before acceptance having been completed; and (f) upon due and punctual completion by the Contractor of all obligations which are due to be performed by the Contractor, the Government will issue an acceptance note in respect of that batch of Goods (“Acceptance Note”).

- 9.3 Where there is more than one batch of Goods and that Clause 9.1(b) above does not apply, each batch of Goods shall only be accepted through the Acceptance Note applicable to that batch. Unless otherwise specified in the Special Conditions of Contract, no individual Acceptance Note will be issued in respect of an individual Item within a batch of Goods. Any Acceptance Note to be issued must relate to the entire batch and all quantities of all Items comprised in that batch and that therefore the conditions specified in Clause 9.2 above must be fulfilled by all such quantities of all Items within a batch of Goods before an Acceptance Note will be issued in respect of that batch of Goods.
- 9.4 Where the Government refrains from issuing the Acceptance Note under Clause 9.1(a) above, but the Government does not issue any Rejection Notice under Clause 10.1 of the General Conditions of Contract, this Clause 9.4 shall apply. The Contractor shall comply with all such instructions which may be given by the Government in writing to the Contractor specifying all the work which is required to be done by the Contractor before such Acceptance Note may be issued. No Acceptance Note may be issued until such work is completed to the Government’s satisfaction (save to the extent waived by the Government). Alternatively, the Government may, but is not obliged to, issue a qualified Acceptance Note noting the outstanding work to be done. Upon such qualified Acceptance Note, the Contractor shall complete all such outstanding work within such deadline stipulated by the Government.
- 9.5 Throughout the Contract, references to “acceptance of a batch of Goods” shall mean the acceptance under Clause 9.1(a) above or if Clause 9.1(b) is expressly stated to be applicable in the Special Conditions of Contract, under Clause 9.1(b) above.

10. Rejections

- 10.1 Without prejudice to the other rights and claims of the Government, where any quantity of any Item within a batch of Goods (or a sample taken from such batch, if and to the extent only a sample is required to be subject to an Inspection or Acceptance Test as specified in the Special Conditions of Contract (if any)) fails to commence or pass or complete any of the Inspections and/or any of the Acceptance Tests, or is in breach of any of

the Overall Specifications, or any of the Warranties (“faulty unit(s)”), the Government may by notice in writing signed by the Government Representative (“Rejection Notice”) reject the entire batch of Goods (“faulty batch”) or at its election just the faulty unit(s).

- 10.2 Reference to the failure of any quantity of any Item within a batch of Goods (or a sample taken from such batch) to commence or pass or complete, any of the Inspections or any of the Acceptance Tests shall include any one of the following failures:
- (a) failure of any quantity of any Item within a batch of Goods (or a sample taken from such batch) to comply with any requirement of the Overall Specifications or any of the Warranties or otherwise any requirement of the Contract as shown in the results of such Inspection or Acceptance Test; or
 - (b) failure of any quantity of any Item within a batch of Goods (or a sample taken from such batch) to pass any such Acceptance Test or Inspection in the manner specified in the Special Conditions of Contract; or
 - (c) failure of any quantity of any Item within a batch of Goods (or a sample taken from such batch) to satisfy any testing criteria or fulfil any expected result specified in the test plan approved by the Government for any such Inspection or Acceptance Test; or
 - (d) failure of any quantity of any Item within a batch of Goods (or a sample taken from such batch) to pass an Inspection any time within one (1) month after the date of a receipt issued under Clause 6.8 of the General Conditions of Contract in respect of a faulty batch which has been delivered; or
 - (e) the Contractor’s failure to commence (or do all things to enable the commencement of) an Inspection and/or any of the Acceptance Tests by or at the time as stated in the Contract (whether in the Implementation Timetable or in other part of the Special Conditions of Contract); or
 - (f) the Contractor’s failure to complete (or do all things to enable the completion of) an Inspection and/or any of the Acceptance Tests by or at the time as stated in the Contract (whether in the Implementation Timetable or in other part of the Special Conditions of Contract); or
 - (g) the Contractor’s failure to provide any duly certified test certificate or laboratory test report in respect of any part of the Acceptance Tests by the time as required in the Contract (whether in the

Implementation Timetable or in other part of the Special Conditions of Contract); or else that such certificate or report has been issued but it states that any quantity of any Item from a batch of Goods or a sample taken therefrom fails any of the Acceptance Tests.

- 10.3 Upon the issuance of a Rejection Notice under Clause 10.1 above, without prejudice to other rights and claims of the Government, the Government may exercise all or any one or more of the following rights (and none of them is mutually exclusive of any of the other of them):
- (a) reject the entire faulty batch or at the election of the Government, just the faulty unit(s) as specified in the Rejection Notice;
 - (b) require the Contractor to remove the entire faulty batch or at the election of the Government, just the faulty unit(s), within the period prescribed in the Rejection Notice;
 - (c) require the Contractor to promptly repair the entire faulty batch or at the election of the Government just the faulty unit(s) and procure each unit of each Item in the entire faulty batch (or each faulty unit as the case may be) to pass all or any part of the Inspections and all or any part of the Acceptance Tests not later than a deadline date, all of which requirements and the extent of such requirements shall be as specified by the Government in the Rejection Notice;
 - (d) require the Contractor to promptly replace the entire faulty batch, or at the election of the Government just the faulty unit(s) specified in the Rejection Notice, and deliver to the Government the replacement batch or unit(s) of Goods (as the case may be), and procure each unit of each Item in the replacement batch or replacement unit(s) (as the case may be) to pass all or any part of the Inspections and all or any part of the Acceptance Tests, not later than a deadline date, all of which requirements and the extent of such requirements shall be as specified by the Government in the Rejection Notice;
 - (e) reject all other batches of Goods which have been Ordered or otherwise scheduled to be delivered under the Contract but not yet accepted;
 - (f) refrain from purchasing any Goods which have not been accepted or where applicable, issuing any Order for any of Goods; and the Government's obligation under Clause 4.1 or 4.2 (including the caps as mentioned therein) of the General Conditions of Contract (as the case may be) shall no longer apply regardless of whether

the Government also terminates the Contract or partially terminates the Contract under Sub-clause (i) below;

- (g) obtain replacement goods and services as covered by the price quotation of the Goods (including all transportation and insurance) whether for the faulty unit(s) or for the entire batch (as the Government may determine) from a third party as the Government may deem fit in which event the Contractor shall be responsible for all losses, liabilities, expenses and costs incurred by the Government including without limitation all of the following: (i) any excess cost incurred by the Government for procuring such replacement goods and services; (ii) the costs of all stop-gap measures taken by the Government whilst awaiting the delivery of the replacement goods and/or services; (iii) the extra operation and maintenance costs for operating and maintaining the original property which the faulty unit(s) or faulty batch was supposed to replace; and (iv) all administrative and legal cost incurred by the Government for procuring the replacement goods and services from a third party and for arranging any stop-gap measures;
- (h) charge and demand the payment of liquidated damages for delay up to the date of actual acceptance by the Government of the replacement Goods which is eventually supplied by the Contractor, and which replaces the faulty units or faulty batch (as the case may be) covered in the Rejection Notice; and/or
- (i) terminate the entire Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract depending on the election of the Government.

10.4 If the Government rejects any Goods under Clause 10.3(a) and/or 10.3(e) above which are not to be repaired or replaced under Clause 10.3(c) or 10.3(d) above, or under Clause 10.9 and/or 10.10(a) below, the Contractor shall forthwith refund to the Government all Goods Price and all other monies, if any, previously paid by the Government to the Contractor in respect of the rejected Goods plus interest to accrue at the rate specified in Clause 14.15 of the General Conditions of Contract during the period from the date of payment by the Government to the date of refund by the Contractor.

10.5 If the Contractor fails to remove any Goods in accordance with a requirement made under Clause 10.3(b) above, the Government may dispose of the Goods as it sees fit. The Government shall not be liable to the Contractor (in contract, tort or otherwise) in respect of such disposal and the Contractor shall pay the Government all costs and expenses incurred by the Government for the disposal.

- 10.6 If the right under Clause 10.3(c) or (d) above is exercised, but the repaired or replacement Goods is still found to be in breach of any of the Overall Specifications, or the Warranties, or still fails any of the Inspections or Acceptance Tests, or the Contractor fails to provide the replacement Goods or repair the faulty units or faulty batch (as the case may be), within the time specified in the Rejection Notice or such other time as agreed by the Government, the Government shall be entitled to exercise all or any one or more of the rights set out in Clause 10.3 above by issuing another Rejection Notice (including the right of rejection and to demand a refund under Clause 10.4 above). Where the Contractor delivers the same faulty units or faulty batch which has been rejected and holds it out as replacement Goods or repaired Goods, it shall be deemed to have failed to provide the replacement Goods or repair the faulty units or faulty batch (as the case may be).
- 10.7 If there is any dispute between the Government and the Contractor concerning whether faulty unit(s) or faulty batch complies with any of the Overall Specifications or any Warranties or any other requirement of the Contract or concerning the results of any Inspections or Acceptance Tests (“Dispute”), the Government may, but is not obliged to, on its own appoint a surveyor or an expert or an Independent Accredited Laboratory to be nominated by the Government or otherwise whose nomination is agreed to by the Government in the appropriate field to investigate into and/or establish the validity of the results of any Inspections and/or Acceptance Tests and/or re-conduct any Inspections and/or Acceptance Tests. The surveyor or expert or Independent Accredited Laboratory shall act as an expert but not an arbitrator and the decision of the expert shall be binding on both Parties. The costs of the appointment shall be borne by the losing party of the Dispute. In the event that for any reason the Government does not elect to make any appointment under this Clause 10.7, any dispute shall be resolved in accordance with Clause 44.2 of the General Conditions of Contract (or other provision which replaces or supplements it, if any).
- 10.8 Risk in all Goods rejected or returned by the Government to the Contractor remains with the Contractor (irrespective of the location of the Goods) and they shall be collected by the Contractor at the Contractor’s expense. Should the Contractor fail to do so within fourteen (14) days upon the request from the Government, the Government shall be free to dispose of the same and any costs incurred thereby shall be recoverable from the Contractor as a debt.
- 10.9 Time shall be of the essence of this Contract. Without prejudice to the rights of the Government under Clauses 10.1 and 10.3 above, a batch of Goods may be rejected by the Government by giving a notice to the Contractor to this effect (“Non-delivery Rejection Notice”) if the

Contractor fails to deliver the entire quantity of the batch of Goods to all of the applicable Location(s) for that batch of Goods by the Deadline Delivery Date for that batch of Goods or otherwise fails to do so in accordance with the requirements of the Contract and where applicable the Order (“Delayed Goods”).

10.10 Upon the issuance of a Non-delivery Rejection Notice under Clause 10.9 above, without prejudice to other rights and claims of the Government, the Government may exercise all or any one or more of the following rights (and none of them is mutually exclusive of any of the other of them (unless otherwise expressly stated in the Special Conditions of Contract)):

- (a) on top of the rejection of the Delayed Goods, reject also all other batches of Goods which have been Ordered or otherwise scheduled to be delivered under the Contract but not yet accepted through the issue of the Acceptance Note; and/or
- (b) exercise all or any one or more of the rights specified in Clauses 10.3(e) to (i) above (excluding Clause 10.3(h)) in such order as the Government deems fit.

10.11 In lieu of issuance of a Non-delivery Rejection Notice under Clause 10.9 above, without prejudice to other rights and claims of the Government, where the Contractor does eventually deliver the Delayed Goods to the Government, and that the Government does choose to accept the Delayed Goods, and where liquidated damages for delay is provided for in the Special Conditions of Contract, the Contractor shall pay liquidated damages for the delay as stated in the Special Conditions of Contract (where applicable).

11. Title and Risk

11.1 All title, beneficial ownership, interest to, in and of the Goods in respect of which an Acceptance Note has been issued, shall be and shall remain the exclusive property of and shall vest in the Government absolutely forthwith from the issue of such Acceptance Note free and clear of all liens, claims, mortgages, charges, and any other form of encumbrance, contractual rights, and third party rights or interest of whatsoever nature.

11.2 All title, beneficial ownership, interest to, in and of the Goods in respect of which acceptance is under Clause 9.1(b) of the General Conditions of Contract, shall be and shall remain the exclusive property of and shall vest in the Government absolutely forthwith from the date of delivery to the Location(s) free and clear of all liens, claims, mortgages, charges, and any other form of encumbrance, contractual rights, and third party rights or interest of whatsoever nature.

11.3 All risks to and arising from the Goods shall remain with the Contractor, and shall not pass to the Government unless and until acceptance of such Goods.

12. Insurance for the Goods

The Contractor shall take out adequate property insurance in respect of the Goods covering its full value whilst it is in transit and after it has arrived in Hong Kong unless and until acceptance under Clause 9.1 of the General Conditions of Contract. Where in relation to any Goods, the risks mentioned in Clause 11.3 of the General Conditions of Contract still remain with the Contractor as provided for under that Clause, under no circumstances whatsoever will the Government be liable or responsible for any loss or destruction of such Goods or any other property or death or personal injury of any person unless (a) any such loss or destruction of the Goods or any other property is caused after the Goods has been delivered to the Location(s) and that such loss or destruction is due to the Government's gross negligence; or (b) unless any personal injury or death of any person is caused by the negligence (as defined in the Control of Exemption Clauses Ordinance, Chapter 71 of the Laws of Hong Kong) of the Government.

13. Rejection after Acceptance

13.1 Notwithstanding the acceptance of a batch of Goods or any payment of the Contract Price for the batch of Goods, the Government shall be entitled to, any time within the first twelve (12) months or a longer period specified in the Special Conditions of Contract after acceptance, reject all or any unit of any Item of the batch of Goods ("faulty unit(s)") or the entire batch of the Goods to which the faulty unit(s) belongs ("faulty batch") by giving a notice to this effect to the Contractor ("Rejection Notice") if:

- (a) faulty unit(s) are in breach of any of the Warranties; and
- (b) any change in the condition of the faulty unit(s) or faulty batch is only caused by the defect or non-conformity constituting the breach of any of the Warranties; and other than that, there is no other substantial change in the condition of the faulty unit(s) or faulty batch.

13.2 Upon the issuance of a rejection notice pursuant to Clause 13.1(a) above, without prejudice to the other rights and claims of the Government, the Government may exercise all or any one or more of the rights as specified in Clauses 10.3 to 10.8 of the General Conditions of Contract (mutatis

mutandis). References therein to “faulty unit(s)” and “faulty batch” shall mean those as mentioned in Clause 13.1 above.

14. Payment of the Contract Price

- 14.1 In consideration of the Contractor’s due and proper performance of all its obligations in accordance with all terms and conditions of the Contract and subject always to all and any set-off, deductions or withholding, the Government shall pay the Contractor the Contract Price in accordance with the payment timetable set out in the Price Schedule.
- 14.2 Where the payment timetable stated in the Price Schedule provides that the Goods Price shall be payable in one lump sum, unless otherwise agreed in writing by the Government, in respect of any batch of Goods delivered to the Government, the Government shall not have any obligation to pay the Contractor the Goods Price for such batch of Goods unless and until the batch of Goods has been accepted by the Government. In accordance with the aforesaid requirement:
- (a) Where acceptance of a batch of the Goods is required to be through the issue of an Acceptance Note and that an Acceptance Note has indeed been issued in respect of the batch of the Goods, the Government shall pay the Contractor the Goods Price for the batch of Goods within thirty (30) days after the date of Acceptance Note in respect of such batch of Goods or within thirty (30) days after the receipt of the invoice from the Contractor (which has included all necessary deductions) (whichever is the later).
 - (b) If acceptance of a batch of the Goods can be under Clause 9.1(b) of the General Conditions of Contract as stated in the Special Conditions of Contract, and provided that the Government has not issued any Rejection Notice during that one-month period in respect of that batch of Goods or earlier, the Government shall pay the Contractor the Goods Price for that batch of Goods within thirty (30) days after the expiry of the one-month period as mentioned in Clause 9.1(b) of the General Conditions of Contract or within thirty (30) days after the receipt of the invoice from the Contractor (which has included all necessary deductions) (whichever is the later).
- 14.3 Where the payment timetable stated in the Price Schedule provides that the Goods Price for the batch of Goods (where there is just one batch) or each batch of Goods or all batches of Goods (as the case may be) shall be payable in instalments, the Government shall pay each instalment of the Goods Price for such batch(es) of Goods within thirty (30) days after the due date of the instalment as stated in the payment timetable or within

thirty (30) days after the receipt of the invoice from the Contractor (which has included all necessary deductions, set-off and withholding) (whichever is the later). Where there is more than one batch of Goods, unless otherwise expressly specified, the payment schedule as stated in the Price Schedule shall provide for separate payment timetable for each batch of Goods and each instalment amount (as a percentage of the Goods Price) shall be calculated based on the Goods Price for that batch of Goods only. For the avoidance of doubt, unless otherwise specified in the Special Conditions of Contract, no separate payment shall be made for any individual quantity of any Item within a batch. The milestone for each instalment payment must be achieved by all Item(s) and all quantities of such Item(s) covered by a batch before that instalment of the Goods Price for that batch is payable.

- 14.4 Apart from the Contract Price, no other money shall be payable by the Government to the Contractor or any other person under the Contract. Save as otherwise expressly provided for in the Contract, the Contractor shall perform, comply with and observe all provisions of the Contract and its obligations under the Contract at its own costs and expenses. All things done by the Contractor and all things supplied by the Contractor shall be deemed as things done and supplied within the scope of the Contract. No additional money shall be payable by the Government in the absence of any express provision specifically for the relevant subject matter.
- 14.5 Without prejudice to Clause 14.4 above, the Goods Price in relation to a batch of Goods is inclusive of and deemed to be inclusive of all charges including the costs of packaging, packing, delivery, transportation, shipping, carriage, insurance, loading and unloading of the batch of Goods and inland freight, broker's fees, custom house's fees, duties, imposts and levies, and all Licence Costs referred to in Clause 7.1 of the General Conditions of Contract, the Warranty Services, and all other costs and charges for the supply and delivery of the batch of Goods to the Location(s).
- 14.6 The Service Price in respect of each batch of Goods which requires Maintenance Services (i.e. those items as listed in the Price Schedule) shall be payable in respect of each billing period within the Maintenance Period for that batch of Goods but after the Warranty Period for that batch of Goods. Each billing period is the period of such length as specified in Part B of the Price Schedule. The Service Price is payable in arrears for each billing period after satisfactory completion of the relevant Maintenance Services for the respective period. The Service Price in respect of an Item is inclusive of and deemed to be inclusive of all replacement units and parts and the costs as mentioned in Clause 14.5 above in relation to such replacement units and parts, as well as manpower to effect all Maintenance Services for such Item.

- 14.7 Save as otherwise expressly provided for in the Contract, the Contractor shall not be entitled to any adjustment in the Contract Price for any reason (including foreign exchange fluctuations).
- 14.8 Notwithstanding Clause 14.5 above, where the Goods are to be delivered on terms other than F.I.S., the Goods Price shall exclude the charges for all those activities which shall be the responsibility of the Government as buyer depending on the applicable Incoterms of the International Chamber of Commerce which are stated to be applicable in the Special Conditions of Contract.
- 14.9 Where and to the extent this Contract constitutes a standing offer to supply the Goods to the Government if and when demanded during the Order Period, the Contractor and the Government hereby acknowledge and agree that the consideration for the standing offer shall be one (1) Hong Kong dollar, payable by the Government to the Contractor, if and when demanded, and that the Contractor irrevocably undertakes to keep the standing offer open throughout the Order Period.
- 14.10 The Contractor shall invoice the Government for any payment of the Contract Price. The Contractor shall deliver to the Government at the Location(s) or at such other address specified in the Special Conditions of Contract or such other address stipulated by the Government any time by notice in writing, an invoice setting out the Order number of the batch of Goods to which the invoice relates (where an Order has been issued), the particulars of such batch of Goods (including the quantity and the applicable unit price), the amount of Contract Price payable for the Goods after taking into account all applicable deductions, set-off and withholding, and such other information as the Government Representative may require from time to time. Where the Location(s) are multiple Government departments and/or bureaux, or multiple locations within the same Government department or bureau, the invoice for a batch of Goods delivered to a Government department or bureau or a Location shall be issued and delivered to the Receiving Officer of that Government department or bureau or the Receiving Officer of the Location (unless otherwise specified in the Special Conditions of Contract).
- 14.11 Unless otherwise specified in the Special Conditions of Contract, an invoice for an instalment of the Goods Price and where applicable the Service Price should be issued to the postal address of the relevant user department specified in (1) of the Appendix to the Terms of Tender.
- 14.12 Notwithstanding any provision of the Contract, the Government is entitled to withhold payment of all or any part of the Contract Price and any other sum payable by the Government to the Contractor under the Contract if:

- (a) the Contractor fails to observe or perform any provision of the Contract;
- (b) the Government disputes on any reasonable ground its obligation to pay the amount in question;
- (c) the Government has reasonable grounds to believe that the Contractor is or will be liable to the Government under any provision of the Contract for the loss or damage suffered by the Government; or
- (d) withholding of payment is required by any applicable law or regulation for tax or otherwise.

14.13 No payment made by the Government under the Contract shall prejudice or carry any implication whatsoever on any rights or cause of action which has accrued or may accrue, or any remedy available, to the Government in respect of any breach of the Contract by the Contractor.

14.14 The Government shall not be held responsible or liable for any delay in payment and no interest or other surcharge or any other payment howsoever described shall be charged to the Government due to (a) invoices not having been issued in accordance with this Clause 14, or (b) the amount billed in the invoices not having been duly calculated in accordance with the provisions of the Contract (including without limitation not having taken into account all applicable deductions, set-off or withholding), or (c) the Contractor disputing any deductions or set-off or withholding made by the Government pursuant to the Contract, or (d) any invoice or correspondence being improperly addressed contrary to the requirements stipulated in the Contract. Each invoice shall include all deductions, set-off and withholding which may be made pursuant to the terms of the Contract and shall show the net amount payable. If the Contractor does not render an invoice charging a correctly stated net amount due to its failure to take into account all appropriate deductions, set-off or withholding or otherwise, the Government may, but is not obliged to, pay the net amount which duly takes into account all appropriate deductions, set-off and withholding.

14.15 In the event that the Contractor fails to pay any sum of money on the date it falls due or upon demand by the Government under the Contract, it shall pay interest on such sum to accrue from the due date up to the date of actual payment in full at the rate of 1% above the rate per annum which shall be a simple average of the rates per annum announced by the note-issuing banks of Hong Kong from time to time to be its prime lending rate for Hong Kong dollars. Such interest shall accrue on a daily basis in year of 365 days (“default interest rate”). For the applicable interest rate when a court judgment or an award from the arbitrator is

obtained (if any), the interest rate to accrue on such judgment sum or awarded sum shall be the aforesaid default interest rate, or such rate as may be determined from time to time by the Chief Justice of Hong Kong by order for judgment debt interest (whichever rate is the higher rate).

14.16 Where the Contractor is outside Hong Kong, payment will be made by telegraphic transfer to the Contractor's bank account as specified in Part D of the Price Schedule. All charges imposed by the banks outside Hong Kong shall be borne by the Contractor. In addition, any charges imposed by the banks in Hong Kong for carrying out any special request(s) by the Contractor shall be borne by the Contractor, or the Contractor shall reimburse the Government for the same if the Government has settled such charges with the bank.

15. Warranty Services for the Goods

15.1 Without prejudice to the rights and claims of the Government arising from any breach of the Warranties, the Contractor shall, for a period of twelve (12) months after the date of the Government's acceptance of any Goods or a longer period specified in the Special Conditions of Contract (or any other applicable part of the Contract) or a longer period committed by the Contractor in its Tender (where applicable) ("Warranty Period") provide the warranty and after-sales services as specified in this Clause 15 and where applicable any other provisions elsewhere in the Contract including without limitation the Special Conditions of Contract and to the extent not inconsistent also in the Contractor's Tender for the Contract free of charge to the Government ("Warranty Services").

15.2 In respect of a batch of Goods accepted by the Government, without prejudice to all other rights and claims of the Government, the Contractor shall, from time to time upon the demand of the Government during the Warranty Period, make good and remedy (whether by repair or replacement as the Government may elect) to the reasonable satisfaction of the Government all defects or mal-functions or deficiencies in that batch of Goods (whether arising from defective design, materials, workmanship or otherwise) discovered at any time during the Warranty Period and notified by the Government to the Contractor ("Defective Warranty Goods"). In performing the Warranty Services, the Contractor shall supply all brand new replacement parts and labour at its cost. The Contractor shall promptly make good and remedy all defects, malfunctions and deficiencies (whether by repair or replacement with brand new Goods or parts of such Goods as the Government may elect) to the Government's reasonable satisfaction no later than the time requirements specified in the Special Conditions of Contract or in the absence of which no later than 48 hours after the Defective Warranty Goods are returned to the service centre or within such other time as the

parties may agree. In lieu of returning the Defective Warranty Goods to the service centre, the Warranty Services may be effected on-site at the Location or another location at which the Defective Warranty Goods are located. In doing so the Contractor shall send competent engineers on-site in compliance with all such response time and resolution time as stated in the Special Conditions of Contract.

- 15.3 If the Contractor fails to make good or remedy any defect or malfunction or deficiency in accordance with Clause 15.2 above, the Government may, after notifying the Contractor of its intention, arrange to make good and remedy the defects or malfunction or deficiency by repair or replacement at the Contractor's risk and expense. All costs incurred by the Government arising from such repair or replacement (including cost of replacement parts and units) shall be borne by the Contractor without prejudice to any other rights which the Government may have against the Contractor.
- 15.4 In the event that the Contractor is required under the Contract to replace any Defective Warranty Goods but it does not at the same time call for the return of the Defective Warranty Goods, no responsibility for the Defective Warranty Goods shall rest upon the Government, and the Government may dispose of them after a reasonable time in whatever manner as it sees fit. The Contractor shall compensate the Government all costs and expenses incurred in connection with the disposal. The Government shall not be liable to the Contractor (in contract, tort or otherwise) in respect of such disposal.
- 15.5 The Contractor shall be liable to perform all Warranty Services regardless of whether or not the Goods, or any part thereof, were manufactured by it. If it is not the Manufacturer, without prejudice to its obligations under this Contract, at the request of the Government or where the Contractor cannot perform the Warranty Services on its own, the Contractor shall ensure that the Manufacturer or otherwise the authorised agent as specified by the Contractor for this purpose in the Contract provides the same Warranty Services upon the demand of the Government as if references to the Contractor mean such manufacturer or authorised agent.
- 15.6 Where stated to be required in the Special Conditions of Contract, the Contractor shall ensure that each batch of Goods complies with certain minimum availability level as specified in the Special Conditions of Contract. There shall be an extension of the Warranty Period for that batch of Goods for non-compliance with the availability level as stated in the Special Conditions of Contract. Upon such extension, the Contractor shall continue to provide the free of charge Warranty Services for the relevant batch of Goods throughout the extension.

15.7 Where stated to be required in the Contract, the Contractor shall provide the Maintenance Services for the Goods on the terms as set out in the Special Conditions of Contract and/or the Technical Specifications (and/or in such other applicable part of the Contract).

16. Contract Deposit

16.1 The Contractor shall pay the Contract Deposit in accordance with Paragraph 24 of the Terms of Tender (and/or where applicable in accordance with the relevant Paragraph of the Terms of Tender (Supplement) which supplements or replaces such Paragraph 24 (in whole or in part)).

16.2 If the Contractor fails to comply with Clause 16.1 above, the Government shall have the right to terminate the entire Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract depending on the election of the Government.

16.3 Without prejudice to Clause 16.2 above, if the Contractor fails to comply with Clause 16.1 above, the Government may deduct from any sum due or payable by the Government to the Contractor from time to time, an amount equal to the Contract Deposit to serve as the Contract Deposit.

16.4 If:

- (a) the Contractor fails to comply with any provision of the Contract, the Government may deduct from the Contract Deposit paid in cash, or call on the banker's guarantee, to recover the amount of costs, losses, damages or expenses suffered or incurred by the Government arising from or relating to such failure; or
- (b) any amount is due or payable by the Contractor to the Government under the Contract, the Government may deduct from the Contract Deposit paid in cash, or call on the banker's guarantee, to recover the amount due or payable,

in each case of Sub-clause (a) or (b) above, irrespective of whether or not a demand for payment has been made against the Contractor.

16.5 The Contract Deposit (whether paid in cash or in the form of the banker's guarantee) may be deducted or called on by the Government without the Government first having recourse to any other security or rights or taking any other steps or proceedings against the Contractor or any other person, and may be enforced for any balance due after resorting to any one or

more of other means of obtaining payment or discharge of the monies, obligations and liabilities owing by the Contractor to the Government.

- 16.6 If any deduction is made by the Government from the Contract Deposit or a call is made on the banker's guarantee any time prior to the expiry or termination of the Contract, the Contractor shall, within twenty-one (21) days after the date of the written demand by the Government, deposit a further sum or provide a further banker's guarantee, in a sum equal to the amount so deducted or so called, which further sum shall be added to the residue and form part of the Contract Deposit. If the Contractor is required to provide a further banker's guarantee under this Clause 16.6, the further banker's guarantee must comply with the requirements in Paragraphs 24.4(a) to (c) of the Terms of Tender.
- 16.7 Where the total Contract Price payable for all Goods and the Maintenance Services to be procured under the Contract is likely to exceed the original Total Estimated Contract Value, the Government may, by written notice to the Contractor, require the Contractor to submit to the Government such additional amount as further Contract Deposit such that the Contract Deposit shall at all times during the Contract Period be an amount equivalent to the percentage specified in Clause 16.1 above of the revised Total Estimated Contract Value (or of another applicable amount as specified in the Special Conditions of Contract). The additional amount shall be confirmed by the Government in the notice.
- 16.8 If a notice is issued by the Government under Clause 16.7 above, the Contractor shall within twenty-one (21) days deliver to the Government the additional amount of further Contract Deposit required in the notice in the form of either cash or a further banker's guarantee. The further banker's guarantee must comply with the requirements in Paragraphs 24.4(a) to (c) of the Terms of Tender. A further Contract Deposit paid by the Contractor to the Government shall form part of the Contract Deposit.
- 16.9 If the Contractor fails to comply with Clause 16.6, 16.7 or 16.8 above, the Government shall have the right to terminate the entire Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract depending on the election of the Government.
- 16.10 Upon the expiry or termination of the Contract Period:
- (a) if the Contract Deposit is paid in cash, the Government shall, after deducting the sums due from the Contractor to the Government, return the balance of the Contract Deposit (if any) in cash and without interest to the Contractor by the date specified in (i) or (ii) below, whichever is applicable:

- (i) the end of three (3) months counting from the date of early termination or expiry of the Contract Period; or
 - (ii) in the case if at the time of expiry or early termination of the Contract Period, there is any outstanding right or claim of the Government, or any outstanding obligation or liability of the Contractor, whether under or arising from or in relation to the Contract, the date on which all such rights and obligations, and claims and liabilities have actually been carried out, completed and discharged (as confirmed by the Government in writing).
- (b) if the Contract Deposit is paid by way of a banker's guarantee, the banker's guarantee shall be discharged and released in accordance with the guarantee period as stated therein.

(the applicable period specified in Sub-clause (a) or (b) above is referred to as the "Guarantee Period".)

16.11 Where by the time of expiry of the Guarantee Period, any claim of the Government or any liability of the Contractor, whether under or arising from or in relation to the Contract cannot yet be quantified or finalised, the Government may, without prejudice to its other rights and remedies, pay the entire Contract Deposit or any part thereof (whether in cash or in banker's guarantee) into a suspense account, for so long as it considers necessary, and pending the quantification or finalisation of the amount of the claim or liability. Upon quantification or finalisation of the amount of all or any claims or liabilities, the Government shall apply the amount in the suspense account in or towards satisfaction of the quantified amount. Where there is any remaining amount in the suspense account after such application, the Government will return the remaining amount to the Contractor without interest. Where the amount in the suspense account is insufficient to cover all or any claims or liabilities, the Government reserves all rights and remedies against the Contractor in respect of such claims and liabilities.

16.12 Where the Contract Period is more than three (3) years, the Government may conduct periodic financial vetting of the Contractor with a view to ensuring that the Contractor remains financially healthy for the performance of the Contract and depending on the results, take necessary actions as the Government considers appropriate. Periodic financial vetting may be conducted at an interval of every three (3) years of the Contract Period. Upon request of the Government, the Contractor shall within seven (7) days provide all such information to the Government for such periodic financial vetting which may include information as specified in Annex A to the General Conditions of Contract.

17. Recovery of Sums Due

Where the Contractor has incurred any liability to the Government, whether at law or in equity and whether such liability is liquidated or unliquidated, the Government may set off, whether by way of equitable set off or at common law the amount of such liquidated liability and a reasonable estimate of the amount of any unliquidated liability, against any sum then due or which at any time thereafter may become due from the Government to the Contractor under the Contract or any other contract made between the Government and the Contractor.

18. Liability and Indemnities

18.1 Neither the Government nor any of its employees or agents shall be under any liability whatsoever for or in respect of:

- (a) any loss of or damage to any of the Contractor's property or that of its employees or agents however caused (whether by any Negligence of the Government or any of its employees or agents or otherwise); or
- (b) any injury to or death of the Contractor (in the case where the Contractor is a natural person) or any of its employees or agents, save and except any such injury or death caused by the Negligence of the Government or any of its employees (in the course of employment).

18.2 Without prejudice to any other provision of the Contract, the Contractor shall indemnify each of the Government, its assigns, successors-in-title, and its employees, agents and authorised users (each an "Indemnified Party") from and against:

- (a) all and any liabilities and indebtedness (including liabilities to pay damages or compensation), losses, damage, costs, charges and expenses incurred or suffered by an Indemnified Party of whatsoever nature (including all legal and expert costs, charges and expenses on a full indemnity basis); and
- (b) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted by any person against an Indemnified Party or by an Indemnified Party against any person (regardless of whether or not they have been settled or compromised) (collectively, "Claims" and each a "Claim") and everything stated in Sub-clause (a) above incurred or suffered by an Indemnified Party in all and any such Claims,

which arise directly or indirectly as a result of or in connection with, or which relate in any way to, all or any of the following:

- (i) the breach of any provisions of the Contract by the Contractor;
- (ii) the negligence, recklessness, tortious acts or wilful act or omission of the Contractor, its employees, agents or sub-contractors;
- (iii) any Warranty which is incorrect, inaccurate, incomplete or misleading;
- (iv) the non-compliance by the Contractor, its employees, agents or sub-contractor(s) with any applicable law or regulation, order or requirement of any government agency or authority;
- (v) any act or omission of the Contractor, or its employees, agents or sub-contractors, in the performance of the Contract notwithstanding that the Contractor is authorised or obliged to do or commit any such act or omission under this Contract;
- (vi) any loss, damage, injury or death referred to in Clause 18.1 above save and except injury or death caused by the Negligence of the Government or any of its employees (in the course of employment); or
- (vii) any injury or death of any third party, or any loss or damage to property sustained by any third party, in consequence of any act, omission, default, or negligence of the Contractor or any of its employees, agents and sub-contractors.

Each of the above is separate and shall be construed independently and shall not prejudice or be limited by reference to or inference from the other of them or other provisions of this Contract.

- 18.3 In the event of any person suffering any injury or death in the course of or arising out of the Contract and whether there be a claim for compensation or not, the Contractor shall verbally inform the Government Representative as early as practicable and deliver to the Government a written report within seven (7) working days after the occurrence of the injury or death, or on an earlier date specified by the Government Representative.

18.4 For the purposes of this Clause 18, “Negligence” (appearing in upper case) shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Chapter 71 of the Laws of Hong Kong).

18.5 The indemnities, payment and compensation given in pursuance of the Contract by the Contractor shall not be affected or reduced by reason of any failure or omission of the Government in enforcing any of the terms and conditions of the Contract.

19. Termination

19.1 In the event that:

- (a) the Contractor is in breach of any provision of the Contract which in the opinion of the Government is not capable of remedy;
- (b) the Contractor commits a breach of any provision of the Contract which is capable of remedy and fails to remedy the same within fourteen (14) days from the date of service of notice by the Government (or such longer period as specified in the notice) requiring such remedy;
- (c) any Warranty is incorrect, inaccurate, incomplete or misleading;
- (d) the Contractor has made a material misrepresentation (including submission of false statement or inaccurate information) during the tendering process of the Contract;
- (e) the Contractor, any officer (including director), employee, agent or sub-contractor of the Contractor commits an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) or any law of a similar nature in relation to the Contract or any other contract made by the Contractor with the Government;
- (f) the Contractor abandons the Contract in whole or in part;
- (g) the Contractor assigns or transfers or purports to assign or transfer all or any part of the Contract or all or any of its rights or obligations thereunder without the prior written consent of the Government; or
- (h) any event or circumstance occurs which enables the Government to terminate the Contract under any one of the following provision of the General Conditions of Contract:

- (i) Clause 10.3(i) (Rejection);
- (ii) Clause 10.10(b) (Rejection);
- (iii) Clause 13.2 (Rejection after Acceptance);
- (iv) Clause 16.2 or 16.9 (Contract Deposit);
- (v) Clause 22.3(b) (Intellectual Property Rights Indemnities);
- (vi) Clause 25.3 (Probity);
- (vii) Clause 32.3 (Force Majeure);
- (viii) Clause 33 (Illegal Workers);
- (ix) Clause 40.4 (Admission of Contractor Personnel to Government Premises); or
- (x) Paragraph 33.3(c) of the Terms of Tender (Warranty against Collusion),

the Government may by seven (7) days' written notice to the Contractor terminate the Contract immediately.

19.2 The Government may immediately terminate the Contract upon the occurrence of any of the following events:

- (a) a proposal is made for a voluntary arrangement or any other composition, scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors;
- (b) if the Contractor is an incorporated body, a shareholders' or members' resolution has been passed that it be wound up or dissolved (other than voluntarily for the purpose of bona fide reconstruction or solvent amalgamation the terms of which have been approved by the Government in advance);
- (c) a petition is presented for the winding up or dissolution or bankruptcy of the Contractor, which is not dismissed within fourteen (14) days after the petition is presented;
- (d) the Contractor is or becomes insolvent, or any order is made for the Contractor's bankruptcy or winding up or dissolution;
- (e) an administrator, administrative receiver, receiver or similar officer is appointed over the whole or any part of the Contractor's business or assets;
- (f) the Contractor suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business;
- (g) the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences

endangering national security or which would otherwise be contrary to the interest of national security;

- (h) the continued engagement of the Contractor or the continued performance of the Contract is contrary to the interest of national security; or
- (i) the Government reasonably believes that any of the events mentioned above is about to occur.

19.3 Separate from the event mentioned in Clause 19.1(h)(vii) above and Clause 32.3 of the General Conditions of Contract, where there is a Force Majeure Event, the Government may terminate the Contract in part or in whole pursuant to Clause 32.7 of the General Conditions of Contract. In case of partial termination of any part but not the whole of the Contract under this Clause 19.3 (including the partial termination of the Contract in relation to one or more batches of Goods), the partial termination shall be referred to as “Partial Termination Due to FM”.

19.4 Notwithstanding anything herein to the contrary, the Government may at any time and from time to time during the Contract Period, at its discretion and without cause, suspend or terminate the Contract or any part thereof by giving the Contractor one month’s written notice of such suspension or termination. In the case of suspension, the written notice shall specify the period of the suspension (“Suspension Period”) and the scope of the suspension (viz., the suspension of the Order Period and/or the Contract Period, and/or the Deadline Delivery Date for all or any of the batches of the Goods which have not yet been accepted or the Services which have not yet been performed) (“Suspended Goods” or “Suspended Services”, as the case may be). In case of partial termination of any part but not the whole of the Contract under this Clause (including the partial termination of one or more batches of Goods), the partial termination shall be referred to as “Partial Termination by Notice”.

19.5 Instead of terminating the Contract in relation to all batches of Goods pursuant to Clause 19.1 or 19.2 above, the Government may elect, but is not obliged, to terminate the Contract in relation to one or more batches of Goods only (“Partial Termination Due to Default”). The term “Partial Termination” may mean a Partial Termination Due to FM or a Partial Termination by Notice or a Partial Termination Due to Default and in each case a “Partial Termination”. The batches of Goods to which a Partial Termination relates are referred to as “Terminated Goods”. The Terminated Goods may cover all or any batches of Goods which have not been accepted up to the time of the Partial Termination.

19.6 Each of the grounds entitling the Government to terminate the Contract as specified in Clauses 19.1 to 19.5 above and in each Sub-clause of

Clauses 19.1 and 19.2 shall be construed independently and shall not be limited or restricted by reference to or inference from any other ground or any other provision of this Contract.

20. Termination Consequences

20.1 Upon expiry or early termination of the Contract (howsoever occasioned) (“Termination”):

- (a) the Contract shall be of no further force and effect, but without prejudice to:
 - (i) the Government’s rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breaches of the Contract by the Contractor (including any breach(es) which entitle the Government to terminate the Contract);
 - (ii) the rights and claims which have accrued to a Party prior to the Termination;
 - (iii) the continued existence and validity of those provisions which are expressed to or which in their context by implication survive the Termination (however occasioned) (including Clauses 2, 3, 7, 11, 13, 14.12 to 14.15, 15 to 47 of the General Conditions of Contract, the Interpretation, the Interpretation (Supplement) and such other provisions as specified in the Special Conditions of Contract); and
 - (iv) the obligations of the Contractor in respect of a batch of Goods which has not been accepted before the Termination but also has not been rejected by the Government before or upon Termination; if elected by the Government in the same notice of the Termination (but not otherwise), the Contractor shall continue to perform all obligations in full accordance with all applicable provisions of the Contract (but not just those provisions mentioned in Sub-clause (iii) above);
- (b) the Government shall not be responsible for any claim, legal proceeding, liability, loss (including any direct or indirect loss, any loss of revenue, profit, business, contract or anticipated saving), damages (including any direct, special, indirect or consequential damages of whatsoever nature) or any cost or expense, suffered or incurred by the Contractor arising out of or in relation to the Termination;

- (c) without prejudice to the other rights and claims of the Government including the right to seek indemnity under Clause 18.2 of the General Conditions of Contract, in the event of the Termination under Clause 19.1 or 19.2 of the General Conditions of Contract, the Contractor shall be liable for all losses, damage, costs and expenses incurred by the Government arising from the Termination including without limitation (i) the price payable by the Government for procuring goods and services and/or spare parts under separate contract(s) up to the maximum quantities which would have been procurable under this Contract in excess of the price payable for such Goods and/or such services (including where applicable the Maintenance Services) and/or such spare parts under this Contract; and (ii) in the case of the warranty repair and after-sales services during an uncompleted part of the Warranty Period after the Termination, the Contractor shall be liable to compensate the Government the full cost incurred by the Government for procuring such services from another contractor (or from within the Government); (iii) the costs of any stop-gap measures implemented by the Government pending the procurement of the replacement goods and services; (iv) all administrative and legal costs incurred in (1) monitoring the Contract over any delay prior to the Termination; (2) effecting the Termination; and (3) procuring replacement goods and services and where applicable stop-gap measures as mentioned in (i) to (iii) above; and (v) any difference between those costs arising from maintaining and supporting the existing property with which the Goods were intended to replace. Interim and/or final statements of these losses, damage, liabilities, costs and expenses may be issued from time to time after the Termination by the Government to the Contractor whereupon the Contractor shall be liable to pay such amount as demanded in each of these statements within seven (7) days. For the avoidance of doubt, for the determination of the losses as mentioned in sub-clause (i) above, all amounts and costs incurred by the Government shall be taken into account regardless of (1) whether the relevant contractors and/or suppliers are appointed through open tendering or restricted tendering or through direct appointment; (2) whether one single or multiple contractors or suppliers have been appointed for the replacement services and/or goods; (3) whether an in-house team is deployed alone or in conjunction with such contractors and suppliers for performing the replacement services; (4) the difference of manufacturer or model or any specifications of the replacement goods provided they serve the same or similar functions as the Goods; and (5) the time taken for the procurement of the replacement goods and services;

- (d) in the event of the Termination under Clause 19.1 or 19.2 above,
 - (i) those batches of Goods not accepted before the Termination shall no longer be payable by the Government; and (ii) the Contractor shall forthwith refund to the Government without any deduction all amounts of the Goods Price previously paid under the Contract for all or any Goods which have not been accepted, plus interest of such amounts, to accrue at the rate specified in Clause 14.15 of the General Conditions of Contract from the date of payment by the Government to the actual date of complete refund by the Contractor;
- (e) where the Termination is under Clause 19.3 or 19.4 above, in relation to any Goods which have not been accepted prior to the Termination, the parties shall negotiate in good faith concerning the amount payable by the Government to the Contractor for work done and costs incurred by the Contractor for arranging such Goods to be delivered (“Quantum Meruit Payment”); where there has been advance payment by the Government for such Goods, if it is agreed that the Quantum Meruit Payment falls short of the advance payment, the Contractor shall refund the difference to the Government without interest; if the opposite, the Government shall pay the difference to the Contractor without interest;
- (f) for any batch of Goods which has been accepted by the Government prior to the Termination (or after the Termination under the circumstances mentioned in Clause 20.1(a)(iv) above) and in respect of which there is any amount of Contract Price which has not been paid as at the Termination, the payment shall be subject to all deductions, set-off and withholding of all and any amounts due and payable by the Contractor to the Government; and the Government will only pay any balance thereof without interest after all deductions, set-off and withholding have been made and after acceptance of such batch of Goods;
- (g) the Contractor shall remove those Goods which have been rejected by the Government (if any) from the Government’s premises at the Contractor’s own cost and expenses without delay; failing which the Government shall be free to dispose of the same as it sees fit and any costs incurred by the Government arising from such disposal shall be recoverable from the Contractor as a debt;
- (h) at the request of the Government, the Contractor shall enter into and perform all deeds of assignment, transfer or novation in favour of the Government or in favour of any person whom the Government may designate, for the assignment, transfer or novation of any contract, arrangement or other subject matter whatsoever (including without limitation licences in relation to any

Intellectual Property Rights) on such terms and conditions as the Government may stipulate; and procure any other third party whom the Government considers necessary for effecting or perfecting such assignment, transfer or novation to enter into and perform any such deeds of assignment, transfer or novation;

- (i) the Contractor shall immediately return to the Government all Government Property which is supplied or in respect of which access is granted to the Contractor by the Government for the purposes of or in relation to the Contract; and
- (j) the Contractor shall provide all such assistance as the Government may request from time to time after the Termination to facilitate an orderly and effective handover of the work already completed under the Contract to the Government or another contractor to be appointed by the Government. Where some Goods have already been accepted, to provide assistance to the Government or its contractor in relation to the installation operation or maintenance of the Goods.

20.2 Upon a Partial Termination pursuant to Clause 19.3 or 19.4 or 19.5 of the General Conditions of Contract:

- (a) the provisions in the Contract to the extent they apply or concern or relate to the Terminated Goods shall be of no further force and effect, but without prejudice to:
 - (i) the Government's rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breaches of the Contract by the Contractor;
 - (ii) the rights and claims which have accrued to a Party prior to the Partial Termination; and
 - (iii) the continued existence and validity of all remaining provisions of the Contract; and
- (b) all of the consequences specified in Clause 20.1 above (apart from Clause 20.1(a) above) shall apply save that (i) references to "Termination" shall mean "Partial Termination"; references to "Goods" shall mean the "Terminated Goods"; and (ii) for Clauses 20.1(c) and (d), it shall apply to a Partial Termination Due to Default; and for Clause 20.1(e), it shall only apply to a Partial Termination Due to FM or a Partial Termination By Notice.

20.3 Upon the issue of a suspension notice pursuant to Clause 19.4 of the General Conditions of Contract in relation to the Suspended Goods or

Suspended Services for the Suspension Period specified therein (“Suspension”):

- (a) the Contract in relation to the Suspended Goods or the Suspended Services shall be of no force and effect during the Suspension Period but subject to the same provisions set out in Clauses 20.1(a)(i) to (iii) above save that references therein to Termination shall mean Suspension;
- (b) the Contract in relation to the Suspended Goods or the Suspended Services shall resume immediately upon expiry of the Suspension Period (or such other date as the Government may subsequently stipulate by varying the Suspension Period by serving at least fourteen (14) days’ notice on the Contractor);
- (c) unless and to the extent waived by the Government Representative in writing, Clauses 20.1(b) and (j) shall apply in the case of a Suspension save that references therein to Termination shall mean Suspension;
- (d) the Government has no obligation to pay the Contract Price (or any part thereof) to the Contractor for any Suspended Goods accepted or Suspended Services performed but unpaid as at the date when the Suspension comes into effect or at any time during the Suspension Period; and any such obligation shall only resume as the Contract resumes pursuant to Clause 20.3(b) above but strictly on and subject to the terms and conditions of the Contract; any Contract Price paid in advance of the Suspension need not be refunded; and
- (e) the Contractor shall not and has no obligation to perform its obligations in relation to the Suspended Goods or the Suspended Services as at the date when the Suspension comes into effect or at any time during the Suspension Period; and save as directed by the Government in relation to any uncompleted part of the Contractor’s obligations in relation to the Suspended Goods or Suspended Services as at the date of the Suspension, any such obligation will resume as the Contract resumes pursuant to Clause 20.3(b) above whereupon the Contractor shall resume its obligations in relation to the Suspended Goods and/or the Suspended Services strictly on and subject to the terms and conditions of the Contract.

21. Intellectual Property Rights

Warranties and Representations

21.1 The Contractor hereby warrants and represents that:

- (a) the Goods and the Deliverables to be supplied under the Contract, the process of their manufacture or preparation, and any operation, possession, distribution, export, import or sale by the Contractor of such Goods and Deliverables under the Contract, and the performance of the Services, do not infringe the Intellectual Property Rights of any person.
- (b) If and to the extent licence is required for the Contractor to sell the Goods or to perform the Services, the Contractor has a valid and subsisting licence granted from the person who has the legal power to grant the same whether it be the Manufacturer (or its authorised agent or any other rightful person) in its favour which entitles the Contractor to sell and supply the Goods and to perform the Services on the terms and conditions set out in the Contract.
- (c) The possession, import, purchase, usage and operation in the manner and for the purposes contemplated by the Contract of the Goods and the Deliverables by the Government, its authorised users, assigns, and successors-in-title of the Goods and the Deliverables, and the performance of the Services, will not infringe the Intellectual Property Rights of any person.
- (d) The Contractor is not aware of and has no reason to believe that in relation to the Goods, the Services or the Deliverables (i) there is any judgment or order or ruling or decision from any court of competent jurisdiction or from any arbitration body that such Goods or Deliverables infringe the Intellectual Property Rights of any person; or (ii) any claims, actions or proceedings or arbitration have been initiated or threatened against it or the Manufacturer or a sub-contractor of the Contractor for infringement of any Intellectual Property Rights of any person; or (iii) any agreement having been entered into to settle any such claims, actions, proceedings or arbitration. Each of the events mentioned in (i) to (iii) above shall be referred to as “Infringement Event”.

Notification

21.2 Within seven (7) days of the first written request from the Government, the Contractor shall provide all such documentary evidence to the satisfaction of the Government to prove compliance with the Warranties specified in Clause 21.1 above.

21.3 In the event that there is any Infringement Event (as defined in Clause 21.1(d) above) which has not already been notified to the Government during the tendering stage under Paragraph 20 of the Terms of Tender, without prejudice to the rights and claims of the Government, the Contractor shall immediately notify the Government concerning such Infringement Event, and continue to update the Government concerning the progress and status thereof. In addition, the Contractor shall provide all such information and documents to the Government concerning such Infringement Event as the Government may request.

Licence to use the Goods and the Deliverables

21.4 Without prejudice to the Contractor's obligations under the Contract including this Clause 21 and Clause 24 of the General Conditions of Contract, unless and to the extent otherwise specified in the Special Conditions of Contract, the Government does not claim ownership of any Intellectual Property Rights which may subsist in the Goods or any of the Deliverables (if any).

21.5 The Contractor hereby grants, or in case it is not empowered to do so, shall at its own cost and expense procure that there will be granted to the Government and each of its authorised users, assigns and successors-in-title (collectively "licensees" and each a "licensee") the licences which are non-exclusive (except that ownership and rights as an owner including right to possession shall be on an exclusive basis), royalty-free sub-licensable, irrevocable, transferable, effective throughout the world and throughout the Licence Term for all purposes as stated in the Contract and as and how the licensee sees fit:

- (a) to use, make copies, modify and make adaptations or customisations of the Deliverables or any part thereof; and
- (b) to the extent any Intellectual Property Rights subsist in the Goods or in the design of the Goods, to use, possess, distribute, repair, replace and if required as part of the work to be performed by the Contractor under the Contract, modify, adapt or customise, the Goods and any part of the Goods,

(all of the rights mentioned above in Sub-clauses (a) and (b) above and those as mentioned in the provisions of the Special Conditions of Contract supplementing this Clause 21 shall be collectively referred to as "Licensed Rights"; and the licences as provided for in this Clause 21.5 and in the aforesaid provisions of the Special Conditions of Contract shall be collectively referred to as "Licences").

21.6 The Contractor hereby undertakes to procure, obtain and produce for inspection by the Government within seven (7) working days upon

request, at its own cost and expense, all proper licences clearances and releases in writing and completion of all other formalities and requirements necessary to ensure that the Licences have been validly and legally granted to each licensee in accordance with Clause 21.5 above.

21.7 Reference to the Licence Term in Clause 21.5 above shall mean

- (a) in the case of the Licence referred to in Clause 21.5(a) above, the full remaining period (as from time to time extended, renewed or revived) during which all or any of the respective Intellectual Property Rights in the Deliverables continue to subsist under all and any applicable laws (including the laws of Hong Kong), counting from the date the relevant Deliverable is created; and
- (b) in the case of the Licence referred to in Clause 21.5(b) above or any other Licence in relation to any other subject matter as specified in the provisions of the Special Conditions of Contract supplementing this Clause 21, the full remaining period (as from time to time extended, renewed or revived) during which all or any of the respective Intellectual Property Rights in the Goods (or such subject matter as specified in the aforesaid provisions of the Special Conditions of Contract) continue to subsist under all and any applicable laws including the laws of Hong Kong, counting from the date the Goods (or the relevant subject matter) are delivered to the Government.

21.8 Apart from the Contract Price, under no circumstances whatsoever shall the Government or any other licensee be liable or responsible to pay to the Contractor or any other person any money (whether on a recurrent or non-recurrent basis) for all or any of the Licences or for the Licensed Rights.

Waiver of Moral Rights

21.9 The Contractor hereby irrevocably waives and undertakes to procure, at its own costs and expense, all relevant authors of the Deliverables to irrevocably waive all the moral rights therein (whether past, present or future). The waiver shall operate in favour of the Government, its assigns, authorised users and successors-in-title and shall take effect upon creation or delivery to the Government of the relevant Deliverables or the grant of the relevant Licence (as the case may be).

21.10 In the event that for any reason whatsoever a Licence referred to in Clause 21.5 above has not been granted in favour of a licensee, the Contractor shall forthwith, or shall ensure that the licensor(s) who is capable of granting the Licence will respectively forthwith, upon the first written demand of the Government execute such deed and all other

necessary documents under which the Government, its authorised users, successors-in-title and assigns shall be granted such Licence on the terms set out in Clause 21.5 above.

21.11 References to “authorised users” in this Clause 21 and Clause 22 of the General Conditions of Contract and other parts of the Contract shall include, without limitation, customers of or persons receiving services from the Government or other authorised users of the Goods.

22. Intellectual Property Rights Indemnities

22.1 In addition to, and without prejudice to Clause 18.2 of the General Conditions of Contract and the remaining provisions of this Clause 22, the Contractor shall indemnify and keep indemnified each of the Government, its authorised users, employees, agents, assigns, and successors-in-title (collectively “IP Indemnified Parties”) from and against

- (a) all and any liabilities and indebtedness (including liabilities to pay damages or compensation), losses, damage, costs, charges and expenses incurred or suffered by an IP Indemnified Party of whatsoever nature (including all legal and expert costs, charges and expenses on a full indemnity basis); and
- (b) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted by any person against an IP Indemnified Party or by an IP Indemnified Party against any person (regardless of whether or not they have been settled or compromised) (collectively, “Claims” and each a “Claim”) and everything stated in (a) above incurred or suffered by an IP Indemnified Party in all and any such Claims,

which arise directly or indirectly as a result of or in connection with, or in relation to the infringement or alleged infringement of any Intellectual Property Right of any person by the Contractor or an IP Indemnified Party due to all or any of the following:

- (i) the exercise of the Licensed Rights;
- (ii) the performance by the Contractor of the Contract or the supply of all or any of the Goods or Deliverables or the provision of the Services in the manner provided for or contemplated under the Contract;
- (iii) the enjoyment or exercise by that IP Indemnified Party of any of its right or powers under the Contract;

- (iv) (whether or not involving any element of fault or negligence on the part of the Contractor) any act, omission or default by the Contractor in the performance of the Contract;
- (v) the breach of any Warranties concerning Intellectual Property Rights (including those set out in Clause 21.1 of the General Conditions of Contract); or
- (vi) any Infringement Event (as defined in Clause 21.1(d) of the General Conditions of Contract).

(Each of the above is an “infringing act” and is separate and shall be construed independently and shall not prejudice, or be limited by reference to or inference from, the other of them or other provisions of this Contract.)

22.2 In the event that there is an infringing act or an alleged infringing act, the Contractor shall as soon as it becomes aware of the same, but in any event within seven (7) days of the first written request of the Government or such longer period as the Government may allow, at its own costs and expenses, without prejudice to any other rights and claims of an IP Indemnified Party (including in particular those under Clauses 18 and 22 of the General Conditions of Contract):

- (a) procure the consent and licence of all relevant persons on such terms to the satisfaction of the Government to permit the infringing act or alleged infringing act, failing which the Government shall have the right, but not the obligation, to procure the same, and any costs incurred by the Government shall be recovered from the Contractor on a full indemnity basis; or
- (b) replace or modify the Goods so as to avoid infringement or alleged infringement of any third party’s Intellectual Property Rights (in which event the Contractor shall compensate the Government for the full amount of any loss and damage sustained or incurred by the Government arising from such replacement or modification) provided always that any suggestion to make any replacement or modification must first be raised by the Government in writing, and then proposed by the Contractor for the Government’s acceptance and be subject to the same Inspections and Acceptance Tests (as the Government may stipulate) and other applicable terms and conditions of the Contract. If the Government does not raise any suggestion or refuses acceptance in relation to any proposed modification or replacement, the Contractor must seek the consent and licence pursuant to Clause 22.2(a) above.

- 22.3 Without prejudice to any other rights and claims that the Government may have under the Contract or at law (including without limitation to claim indemnity from the Contractor in light of any Claims against the Government pursuant to Clause 18 of the General Conditions of Contract and/or Clause 22.1 above), where neither Clause 22.2(a) nor 22.2(b) above can be accomplished or elected to be exercised by the Government (in the case of Clause 22.2(b) above),
- (a) the Government may reject all or any Goods (regardless of whether they have been delivered or accepted) (“IP Infringing Goods”); and
 - (b) the Government shall have the right to terminate the entire Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract depending on the election of the Government. Upon such rejection and termination, the Contractor shall forthwith refund to the Government with interest, all monies previously paid to the Contractor under the Contract in respect of all IP Infringing Goods. The interest rate mentioned in Clause 14.15 of the General Conditions of Contract will be applied to accrue from the date of payment by the Government to the date of actual refund by the Contractor.
- 22.4 As and when the Government may require, and regardless of whether all or any of Goods have been delivered and accepted by the Government, the Contractor shall, at its cost, forthwith upon receiving written directions and instructions from time to time of the Government, take all such actions (including initiating or defending a legal action in its name or in such other manner as the Government deems fit), or provide to the Government all such documents or information in the possession or under the control of the Contractor, to cause all and any claims, demands, or actions instituted against the Government and/or the Contractor to be withdrawn, resisted, disputed, counter-claimed, settled or compromised in such manner as the Government may direct.

23. Conflict of Interest

- 23.1 The Contractor shall during the Contract Period and for six (6) months thereafter:
- (a) ensure that it (including each and every officer, employee and agent of the Contractor) and each of its sub-contractors and each of their respective employees, officers and agents engaged in the discharge of the obligations hereunder, and each of their respective

associates and associated persons (collectively “Restricted Group”) shall not undertake any business, activity, service, task, or job or do anything whatsoever for its own account (whether on its own or in conjunction with another person(s) in a joint venture or partnership or other business entity) or for or on behalf of another person (other than in the proper performance of the Contract) which conflicts or which may be seen to conflict with the Contractor’s duties or obligations under the Contract without the prior written approval of the Government; and

- (b) forthwith notify the Government in writing of all or any facts which may reasonably be considered to give rise to a situation where the interests (of whatsoever nature) of the Contractor or any other member of the Restricted Group, conflict or compete, or may be seen to conflict or compete, with the Contractor’s duties or obligations under the Contract.

23.2 The Contractor shall ensure that itself and each other member of the Restricted Group shall keep themselves informed and that each other member of the Restricted Group shall inform the Contractor and keep it informed regularly of all facts which may reasonably be considered to give rise to a situation in which its and/or their interests conflict or compete, or may be seen to conflict or compete, with the Contractor’s obligations under this Contract.

23.3 In the Contract:

- (a) “associate” of a person means:
 - (i) a relative or partner of that person; or
 - (ii) a company one or more of whose directors is in common with one or more of the directors of that person;
- (b) “associated person” of a person means:
 - (i) any person who has control, directly or indirectly, over the second-mentioned person;
 - (ii) any person who is controlled, directly or indirectly, by the second-mentioned person; or
 - (iii) any person who is controlled by, or has control over, the person mentioned in (i) or (ii) above;
- (c) “control” over another person (“person under control”) means the power of a person to secure:

- (i) by means of the holding of shares or interests or the possession of voting power in or in relation to that person under control or any other person;
- (ii) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that person under control or any other person; or
- (iii) by virtue of holding office as a director in that person under control or any other person;

that the affairs of the person under control are conducted in accordance with the wishes of that person exercising control;

- (d) “director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director;
- (e) “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent; and
- (f) “Restricted Group” has the meaning given to it in Clause 23.1 above.

24. Confidentiality

24.1 The Contractor shall not disclose and shall treat as proprietary to the Government and confidential all Government Data, any other information, report, document, plan, record, data (including any personal particulars records and personal data (as defined in the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong)), database, code or particulars (a) furnished or disclosed by or on behalf of the Government or by any other person to the Contractor; or (b) otherwise is accessible by or available to the Contractor in the course of performing the Contract; or (c) where applicable processed by the Goods or transmitted to the Goods or stored in the Goods; or (d) any Deliverable, advice, recommendations, reports or any other materials containing information belonging to the Government or specifically relating to or relevant to the Goods supplied to the Government (collectively “Confidential Information”) in whatever form or media. The restrictions

on disclosure contained in this Clause 24.1 shall not apply to the disclosure of any Confidential Information if:

- (a) such disclosure to any person employed, used or engaged by the Contractor in performing the Contract is made in circumstances where such disclosure is necessary in the reasonable opinion of the Contractor for the performance of the Contractor's duties and obligations under the Contract, provided that the Contractor has imposed on the said person employed, used or engaged an absolute and legally binding obligation to the Contractor to refrain from disclosing the Confidential Information to a third party;
- (b) such Confidential Information is already known to the recipient other than as a result of disclosure by the Contractor or any other member of the Restricted Group; or
- (c) such Confidential Information is or becomes public knowledge other than as a result of disclosure by the Contractor or any other member of the Restricted Group;
- (d) such disclosure is made in circumstances where such disclosure is required pursuant to any laws of Hong Kong or an order of a court of Hong Kong; or
- (e) with the prior consent in writing of the Government.

24.2 Without prejudice to any other provision of the Contract, the Contractor shall indemnify and keep indemnified each of the Government, its assigns successors-in-title and authorised users from and against everything stated in Clauses 18.2(a) and 18.2(b) of the General Conditions of Contract which the Government (or any of its assigns or successors-in-title or authorised users) may suffer or incur directly or indirectly as a result of or arising from or in connection with or in relation to:

- (a) a breach of confidence (whether under the Contract or general law) by the Contractor or any other member of the Restricted Group;
- (b) any actions or claims made in respect of information subject to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), which action and/or claim would not have arisen but for the act, negligence or omission of the Contractor or any of its employees, agents or sub-contractors in connection with the performance of the Contract; and

- (c) any act done or omission in the performance of the Contract that contravenes the Unsolicited Electronic Messages Ordinance (Chapter 593 of the Laws of Hong Kong).
- 24.3 The Contractor shall use the Confidential Information solely for the purposes of the Contract. The Contractor shall not, at any time whether during the Contract Period or after the expiry or termination (howsoever occasioned) of the Contract, use, disclose, publish or reproduce, and shall procure and ensure each person who may be imparted with any Confidential Information in accordance with Clause 24.1 above shall not use, disclose, publish or reproduce, the Confidential Information for any other purposes without the Government's prior written consent.
- 24.4 When requested by the Government, the Contractor shall forthwith require any of its officers or employees or agents or sub-contractors as the Government may stipulate, and such other persons to whom disclosure is made pursuant to Clause 24.1 above, to execute a written undertaking in favour of the Contractor and the Government in a form to be determined by the Government agreeing to the restrictions attached to the Confidential Information set out in this Clause 24 and the Contractor agrees to provide certified true copies of any such undertakings to the Government within fourteen (14) days from the date of request by the Government. The Contractor further agrees that, if so required by the Government, it will, at its own cost and expense, take such actions and steps as are lawful and necessary to enforce such undertaking in the event of any breach thereof by anyone who has executed such undertaking.
- 24.5 The Contractor shall establish and maintain all necessary security measures and procedures for the safe custody of the Confidential Information in the Contractor's possession or under its control and to prevent unauthorised access thereto or use thereof.
- 24.6 The Contractor shall not, and shall ensure that no other member of the Restricted Group will, save to the extent necessary for performing the Contract, peruse, retain possession or control of, or duplicate, any Confidential Information or any copy thereof (in whatsoever media or format).
- 24.7 The Contractor shall ensure that each of its employees, agents, sub-contractors, and any other persons involved in the performance of the Contract are aware of and comply with the provisions of this Clause 24 and the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong).
- 24.8 The Contractor shall promptly notify the Government of, and give the Government all reasonable assistance in connection with, any

proceedings which the Government may institute against any person pursuant to any of the provisions in this Clause 24.

- 24.9 The Contractor acknowledges that any unauthorised disclosure or use of the Confidential Information can cause irreparable harm and significant injury to the Government, the degree of which may be difficult to ascertain or that damages may not be an adequate remedy. Accordingly, the Contractor agrees that the Government shall have the right to obtain and be immediately granted an injunction prohibiting any breach of this Clause 24 and/or specific performance ensuring the compliance of this Clause 24 in light of any threatened or actual breach of this Clause 24, without prejudice to its other rights and claims including those available under the Contract or at law arising from such breach.
- 24.10 Without prejudice to the generality of the foregoing provisions, the Contractor further undertakes that it will not at any time itself or through any associate or associated person or employee, sub-contractor or agent use, sell, license, sub-license, create, develop or otherwise deal in any Confidential Information.
- 24.11 The Government may request the Contractor in writing at any time that any Confidential Information disclosed pursuant to the terms of this Clause 24 and any copies, analyses, compilations and extracts thereof whether in hardcopies, electronic format or other media be returned, destroyed and/or deleted with a written statement to the effect that upon such return, destruction and/or deletion it has not retained in its possession or under its control, either directly or indirectly, any Confidential Information in whatever form and medium. The Contractor shall comply with any such request from the Government within seven (7) days of receipt of such request.

25. Probity

- 25.1 The Contractor acknowledges it has been reminded that:
- (a) dishonesty, theft and corruption on its part or that of its officers, employees, agents or sub-contractors are criminal offences and may lead to prosecution under section 9 of the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong), sections 17, 18D and 19 of the Theft Ordinance (Chapter 210 of the Laws of Hong Kong) and section 161 of the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong); and
 - (b) the soliciting or accepting of advantages, as defined in the Prevention of Bribery Ordinance is not permitted.

- 25.2 The Contractor shall inform its officers, employees (whether permanent or temporary), agents and sub-contractors that the soliciting or accepting of advantages (as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong)) is not permitted. The Contractor shall also caution its officers (including directors), employees and agents and sub-contractors against soliciting or accepting any hospitality, entertainment or inducement which may impair their impartiality in relation to the selection of its sub-contractors, if any, or the supervision of the work of the sub-contractors.
- 25.3 The Government shall have the right to terminate the entire Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract depending on the election of the Government in the event that the Contractor or any of its officers, employees, agents and sub-contractors is convicted of an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong), the Theft Ordinance (Chapter 210 of the Laws of Hong Kong) or the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

26. Insurance

- 26.1 Where and to the extent it is stated to be required in the Special Conditions of Contract, the Contractor shall effect and keep in force, and renew upon expiry, throughout the Applicable Period (as defined in Sub-clause (e) below):
- 26.1.1 a public liability insurance policy in the joint names of (i) the Contractor and (ii) the Government, (with appropriate cross-indemnity clause as if a separate policy has been issued to each of them) subject to a maximum indemnity amount in the sum of not less than an indemnity amount of HK\$10,000,000 or such other amount as stated in the Special Conditions of Contract for each claim or a series of claims arising from one event, but otherwise unlimited in the aggregate indemnity amount for all claims arising during the entire period of insurance (“public liability insurance policy”); and
- 26.1.2 any other insurance policies specified in the Special Conditions of Contract (if any);
- (a) with an insurance company authorised under the Insurance Ordinance (Chapter 41 of the Laws of Hong Kong) and on such terms and conditions as shall be approved by the Government;
- (b) (applicable to the public liability insurance policy under Clause 26.1.1 above) against liability to pay damages and

compensation for injury or death of any person and loss or damage to any property;

- (c) (applicable to the public liability insurance policy under Clause 26.1.1 above) where such injury or death or loss or damage occurs during the currency of the insurance policy within Hong Kong in connection with the performance of this Contract or otherwise caused by the Goods which are in the custody, possession or under the control of the Contractor (and where the risks to the Goods are still with the Contractor under Clause 11 of the General Conditions of Contract, the Goods are deemed to be in the custody, possession or under the control of the Contractor even if they are at the Government's premises);
- (d) for the purposes of obtaining the Government's approval of the terms and conditions of the insurance policy, before taking out of the same, if required by the Government, the Contractor shall submit the draft insurance policy to the Government for review no later than one (1) week after the Date of Tender Acceptance; and
- (e) the Applicable Period for the public liability insurance policy shall be the Contract Period; and for other insurance policies specified to be required in the Special Conditions of Contract, such Applicable Period shall be as stated in the Special Conditions of Contract.

26.2 Without prejudice to Clause 26.1 above, the Contractor shall effect and maintain employer's liability insurance in respect of all its employees and other staff in accordance with all applicable laws and regulations.

26.3 If required by the Government, the Contractor shall deliver to the Government copies of all insurance policies required under the Contract together with receipts or other evidence of payment of the latest premium due under the policies.

26.4 For all insurance policies required under the Contract, the Contractor shall comply with and observe duly and punctually all terms and conditions set out in these policies. The Contractor shall be responsible for lodging claims with the insurance company and shall notify the insurance company within the time period specified in the policy of the occurrence of any event liable to give rise to a claim covered by the relevant insurance policy.

26.5 If the Contractor fails to give effect to or maintain any insurance policy required under the Contract, the Government may make such alternative arrangements as it considers appropriate to protect its interests and may

recover from the Contractor the costs of putting such in place and maintaining such arrangements.

26.6 No provision including any indemnity limit specified in any insurance policy required under the Contract shall relieve the Contractor of any liability under the Contract or be construed as a cap on the liability of the Contractor under the Contract. It is the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability under the Contract.

27. Process Agent

Where the Contractor does not have a place of business in Hong Kong, the Contractor shall irrevocably appoint the person whose name and address are set out in the Appendix to the Terms of Tender as its process agent to receive on its behalf service of process of any legal action or proceedings arising out of or in connection with the Contract in Hong Kong. Service upon the process agent shall be good service upon the Contractor whether or not it is forwarded to and received by the Contractor. If, for any reason, the process agent ceases to be or ceases to be able to act as process agent, or no longer has an address in Hong Kong, the Contractor hereby agrees to appoint a substitute process agent with an address in Hong Kong acceptable to the Government and to deliver to the Government a copy of the substitute process agent's acceptance of that appointment within thirty (30) days. In the event that the Contractor fails to appoint a substitute process agent, or fails to notify the Government of the name and address for service of that substitute process agent, it shall be effective service for the Government to serve the process upon the last known address in Hong Kong of the last known process agent for the Contractor notified to the Government notwithstanding that such process agent is no longer found at such address or has ceased to act or has ceased to be able to act.

28. Relationship of the Parties

The Contractor enters into the Contract with the Government as an independent contractor only and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership, or a joint venture between the Government and the Contractor. Unless otherwise expressly provided for in the Contract, neither Party is authorised to act in the name of, or on behalf of, or otherwise bind the other Party.

29. Assignment and Sub-contracting

29.1 Unless otherwise provided for in the Contract, the Contractor shall not, without the prior written consent of the Government, assign, transfer,

sub-contract or otherwise dispose of any of its interests, rights, benefits or obligations under the Contract. The performance of the Contract by the Contractor shall be personal to it. Any person purportedly appointed by the Contractor as agent shall be treated as sub-contractors for the purpose of this Clause 29 and for the whole of the Contract.

- 29.2 Acceptance of the Tender does not signify the Government's acceptance of any sub-contracting proposal set out in the Tender.
- 29.3 The Government may impose conditions either to be complied with by the Contractor and/or any proposed sub-contractors before giving any approval under Clause 29.1 above including without limitation the execution of a sub-contractor's undertaking by the proposed sub-contractor in favour of the Government in such form and substance to be prescribed by the Government. Where the Government requests the same, a certified copy of the sub-contract shall be deposited with the Government within seven (7) days after the effective date of the sub-contract.
- 29.4 The Contractor shall remain fully liable and shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any part of the Contract or supply contract with the Manufacturer (or its agent). The Contractor shall be responsible for all acts, defaults, omissions and neglect of any of its officers, employees, agents, sub-contractors (at whatever level), and the Manufacturer, and employees and agents of any such sub-contractor and those of the Manufacturer as if they were its own.

30. Disclosure of Information

- 30.1 The Contractor hereby irrevocably authorises, consents and agrees that the Government may, whenever it considers appropriate or upon request by any person (written or otherwise) and without any further reference to the Contractor, disclose to any person in such form and manner as the Government considers fit:
- (a) a brief description of the Goods and where applicable the Maintenance Services supplied or to be supplied by the Contractor;
 - (b) the Total Estimated Contract Value and any other fees, cost and expense payable to the Contractor pursuant to the Contract;
 - (c) the engagement by the Government of the Contractor under the Contract and the name and address of the Contractor; and
 - (d) the date of award of the Contract.

- 30.2 Disclosure may also be made by the Government under any of the circumstances specified in Paragraph 30.2 of the Terms of Tender in relation to any information concerning or relating to the Contractor or the Contract or the Goods or the Deliverables (including information recorded in whatever media).
- 30.3 Nothing in this Clause 30 or in Paragraph 30.2 of the Terms of Tender shall imply or be construed that the Government owes any duty of confidentiality to the Contractor including without limitation in relation to any information relating to or concerning this Contract or the Contractor or the Goods or the Deliverables.

31. Publicity

- 31.1 Whether before, during or after the expiry or termination of the Contract Period, the Contractor shall not use the Government's name in any document, publication, advertisement or publicity material without the prior written consent of the Government.
- 31.2 Subject to Clause 31.1 above, the Contractor shall submit to the Government Representative for approval all the proposed advertising or other publicity material relating to the Contract, the Goods or other products supplied or other work done in connection with the Contract wherein the Government's name is mentioned or language used from which a connection with the Government can reasonably be inferred or implied.
- 31.3 Notwithstanding any consent or approval given under Clause 31.1 or 31.2 above, whenever required by the Government, the Contractor shall remove all advertisement and publicity materials relating to the Contract wherein the Government is mentioned or language used from which a connection with the Government can reasonably be inferred or implied and the Contractor must comply with such request.

32. Force Majeure

- 32.1 If the Contractor becomes aware of any matter likely to constitute a Force Majeure Event, the Contractor shall forthwith notify the Government in writing concerning such matter and provide the Government with all relevant information as the Government may request.
- 32.2 Within seven (7) days after the occurrence of a Force Majeure Event or earlier, the Contractor shall notify the Government in writing of the full particulars of the Force Majeure Event including its nature, extent, how the Force Majeure Event has and/or will materially prevent it from

performing the Contract or such part thereof, and likely duration of such material prevention.

- 32.3 Provided the Government is satisfied with the Contractor's claim of a Force Majeure Event which has materially prevented and/or will continue to materially prevent it from performing its obligations under the Contract or such part thereof, the Contract or such part thereof strictly to the extent of such prevention shall be suspended during the subsistence of such Force Majeure Event commencing from a date to be agreed between the Parties ("Suspension due to Force Majeure"). Where the Government is not so satisfied about any alleged claim of a Force Majeure Event, there shall be no Suspension due to Force Majeure. The Contractor may not allege or claim any event as a Force Majeure Event. Any failure by the Contractor to perform any obligation under the Contract shall be treated as default and entitles the Government to terminate the Contract under any applicable Sub-clause of Clause 19.1 or Clause 19.2 of the General Conditions of Contract or partially terminate the Contract under Clause 19.5 of the General Conditions of Contract.
- 32.4 Without prejudice to the generality of Clause 32.3 above, whilst the Suspension due to Force Majeure subsists:
- (a) the Contractor shall not be required to perform any part of its obligations under the Contract strictly to the extent it is materially prevented from doing so by the Force Majeure Event ("Affected Obligations") but it shall use its best endeavours to remove or mitigate the effect of the Force Majeure Event on the Affected Obligations;
 - (b) the Government may make alternative arrangements for the performance of the Affected Obligations, whether by another person or otherwise, without compensation to the Contractor;
 - (c) the Contractor shall not be entitled to any payment of money in respect of the Affected Obligations (if any money would have been payable in the first place);
 - (d) notwithstanding anything in the Contract to the contrary, no compensation shall be payable by either Party to the other due to any losses or damage arising from the Suspension due to Force Majeure; and
 - (e) the Contractor shall continue to fully and punctually perform and observe all of its other obligations which are not affected by the Force Majeure Event in full accordance with the requirements of the Contract including those obligations which are not Affected

Obligations, and to that extent, all terms and conditions of the Contract shall continue to apply and be in full force and effect.

- 32.5 Following the issue of a notice by the Contractor under Clause 32.1 above which has led to Suspension due to Force Majeure under Clause 32.3 above, the Contractor shall keep the Government informed once every week or at such longer frequency as may be allowed by the Government, and in any event from time to time upon the request of the Government, of:
- (a) the likely duration of the relevant Force Majeure Event and of its effect of materially preventing the Contractor from performing the Affected Obligations;
 - (b) the actions taken or proposed to be taken by the Contractor to mitigate or minimise the effects of that Force Majeure Event (“Mitigation Actions”); and
 - (c) any other matters relevant to that Force Majeure Event or the Contractor’s performance affected by that Force Majeure Event.
- 32.6 As soon as the relevant Force Majeure Event has terminated or otherwise that the Government considers that the Mitigation Actions have minimised the effect of the Force Majeure Event on the ability of the Contractor to perform the Affected Obligations, the Contractor shall forthwith notify the Government, or the Government may on its own, after consultation with the Contractor, by notice in writing to the Contractor, determine the appropriate date for resuming the performance of the Affected Obligations (“Resumption Date”). The Contractor shall immediately after the termination of the Force Majeure Event or with effect from Resumption Date as determined by the Government in the aforesaid manner, resume performance of the Affected Obligations in accordance with the terms and conditions of the Contract. In the event of any disagreement between the Government and the Contractor on the appropriate Resumption Date, the Government’s decision shall be final in the absence of manifest error.
- 32.7 Should a Suspension due to Force Majeure subsists for more than thirty (30) days, the Government shall be entitled to, but is not obliged to, terminate the Contract (whether in whole or in part) pursuant to Clause 19.3 of the General Conditions of Contract (depending on the election of the Government).

33. Illegal Workers

The Contractor undertakes not to employ illegal workers in the execution of this Contract or any other Government contracts. Should the Contractor be found to have employed illegal workers in breach of this undertaking, the Government Representative may, on behalf of the Government, by notice, terminate this Contract pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate this Contract pursuant to Clause 19.5 of the General Conditions of Contract (depending on the election of the Government).

34. Notices

34.1 Each notice, demand, invoice, correspondence or other communication, given or made under the Contract by a Party shall be in writing and delivered or sent to the other Party at the applicable postal address, facsimile number or email address mentioned in the Appendix (or such other postal address, facsimile number or email address as the addressee has by no less than seven (7) working days' prior written notice specified to the other Party).

34.2 Such notices, demands, invoice, correspondence or other communications shall be addressed as provided in Clause 34.1 above and, if so addressed, shall be deemed to have been duly given or made as follows:

- (a) if sent by personal delivery during normal business hours on a working day, upon delivery at the address of the relevant Party;
- (b) if sent by post (regardless of whether during or outside normal business hours), two (2) working days (for any place in Hong Kong) and seven (7) working days (for any place outside Hong Kong) after the date of posting which is a working day;
- (c) if sent by facsimile during normal business hours on a working day, when despatched with confirmed receipt as evidenced by the transmission report generated at the end of the transmission of such facsimile by the facsimile machine used for such transmission; or
- (d) if sent by email during normal business hours on a working day, upon despatch unless the sender has received a non-delivery notification from his own computer system.

34.3 Notice, demand, invoice, correspondence or other communication to the Contractor from the Government in the prescribed manner specified in Clause 34.2 above (whether from a Government Representative of the department specified in (1) or specified in (2) of the Appendix) shall be

deemed to have been served provided that the notice, demand, invoice, correspondence or other communication has been sent to the correct applicable contact of the Contractor as specified in the Appendix.

34.4 Notice, demand, correspondence or other communication to the Government shall be to the applicable contact(s) as specified in the Appendix (as the same may from time to time be revised) depending on the subject matter to which it relates. Invoices shall be issued to the addressee as specified in Clause 14.10 or 14.11 of the General Conditions of Contract (whichever is applicable).

34.5 Nothing in this Clause 34 shall affect the validity of any notice, demand, invoice or communication despatched by personal delivery or by fax or by email outside normal business hours whether on a working day or a non-working day. Any such notice, demand, invoice, correspondence or other communication fulfilling the conditions specified in Clause 34.2 above shall be deemed to have been duly given or made on the next working day following from the date of personal delivery or fax or email. Where posting is not done on a working day, it shall be deemed to have been done on the next working day after such day.

35. Entire Agreement

35.1 The Contract constitutes the whole agreement between the Parties and supersedes any previous agreements or arrangements between them relating to the subject matter hereof. The Contractor acknowledges that in entering into the Contract, it has not relied on any statements, warranties or representations given or made by the Government. On the other hand, the Government has relied on the Warranties when entering into the Contract.

35.2 All of the provisions of the Contract shall remain in full force and effect notwithstanding the delivery of the Goods and the issuance of any Acceptance Note (except insofar as those obligations which have been fully performed).

36. Execution of Further Documents

The Contractor shall at its own cost and expense do and execute any further things and document(s) (or procure that the same be done or executed) as may be required by the Government to give full effect to the provisions in this Contract and shall provide all such documents and materials to the Government within fourteen (14) days of the date of the Government's written request or such longer period as may be agreed by the Government in writing.

37. Variations

Subject to other provisions of the Contract which provide for the power of the Government to make changes, no waiver, cancellation, alteration or amendment of or to the provisions of the Contract shall be valid unless made by an agreement in writing and duly signed by the Contractor and the Government and in which agreement, the Parties expressly agree to the relevant waiver, cancellation, alteration or amendment of or to the provisions of the Contract as specified therein.

38. Severability and Exclusion of the Contra Proferentum Rule

38.1 If any provision of the Contract is found by any authority or court of competent jurisdiction to be illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the other provisions of the Contract, all of which shall remain in full force and effect.

38.2 The Contract is based on the Standard Terms and Conditions (Reference No. GLD-TERMS-1 (December 2022)) issued by the Government. Nevertheless, the court or arbitrator interpreting or construing any provision of this Contract shall not apply any rule of construction (including the contra proferentum rule) that a document is to be construed more strictly against any one party which has put it forward.

39. Waiver

39.1 Time shall be of the essence of the Contract but no failure, delay, forbearance or indulgence by any Party to the Contract to exercise any right, power or remedy available to it under the Contract or at law or in equity shall operate as a waiver thereof; nor shall any single or partial exercise of the same preclude any other or further exercise thereof or the exercise of any other right, power or remedy. A right or a remedy of each Party under the Contract shall be cumulative and not exclusive of any other rights, power or remedies provided by the Contract, at law or in equity. Without limiting the foregoing, no waiver by any Party of any breach by the other Party of any provision hereof shall be deemed to be a waiver of any subsequent breach of that or any other provision hereof.

39.2 Without prejudice to the generality of Clause 39.1 above, any right of termination of the Contract or any other right, power or remedy of whatsoever nature conferred upon the Government under the Contract shall be exercisable by it in addition to and without prejudice to any other rights and remedies available to it under the Contract or at law (and,

without prejudice to the generality of the foregoing, shall not extinguish any right to damages to which the Government may be entitled in respect of the breach of the Contract) and no exercise or failure to exercise a right of termination shall constitute a waiver by the Government of any other right, power or remedy.

40. Admission of Contractor Personnel to Government Premises

- 40.1 Upon request from time to time by the Government, the Contractor shall provide to the Government a list of the names, posts, staff identity card numbers, addresses and telephone numbers of all Contractor's employees, agents and sub-contractors who may at any time require admission on behalf of the Contractor to any premises occupied by the Government for the purposes of the Contract if so required by the Government Representative, and in that event such list shall specify the capacities in which those persons are employed by or connected with the Contractor and shall contain such other particulars as the Government Representative may reasonably require.
- 40.2 The Contractor shall ensure that while any of the Contractor's employees, agents and sub-contractors is on the Government's premises they will conform to the Government's normal codes of staff and security practice.
- 40.3 The Government Representative reserves the right to refuse to admit to the Government premises any person, whose admission would be, in the reasonable opinion of the Government Representative, undesirable.
- 40.4 In the event that the Contractor fails to comply with this Clause 40 and it is determined that such failure is prejudicial to the interests of the Government, the Government Representative may thereupon terminate the Contract forthwith pursuant to Clause 19.1 of the General Conditions of Contract or partially terminate the Contract pursuant to Clause 19.5 of the General Conditions of Contract (depending on the election of the Government).

41. Assistance in Legal Proceedings

- 41.1 If and whenever requested to do so by the Government Representative, the Contractor shall provide to the Government all relevant information, documents (including documentation and statements from staff) and other assistance in connection with any inquiry, investigation, arbitration, tribunal hearings or court proceedings in which the Government may become involved or any internal disciplinary hearing of the Government that arises out of or in connection with the Contract or the Contractor's presence at the Government's premises. If requested by the Government,

the Contractor shall arrange for relevant staff to give evidence at such inquiries, investigations, arbitrations, hearings or proceedings.

- 41.2 Where the Contractor or any employees, agents or contractors of the Contractor become aware of an incident, accident or other matter which may give rise to a claim or legal proceedings by a third party against the Government or the Contractor or in respect of the Contract, it shall notify the Government Representative immediately in writing giving full details of such incident, accident or matter as the Government Representative may require.

42. Retention of Records

The Contractor shall keep and maintain until seven (7) years after the expiry of the Contract, or such longer period as may be agreed by the Parties, full and accurate records in relation to the Contract including the Goods supplied under it, all expenditure reimbursed by the Government, and all payments made by the Government. If requested by the Government, the Contractor shall afford the Government or its representative or authorised person access to the records and to make and retain copies thereof as may be requested by the Government or its representative or authorised person.

43. Joint and Several Obligations

- 43.1 Where the Contractor comprises more than one person, each such person assumes all obligations of the Contractor under or arising from or in connection with or in relation to the Contract on a joint and several basis.
- 43.2 A reference to the Contractor in this Contract is a reference to each of the persons constituting the Contractor.

44. Governing Law and Jurisdiction

- 44.1 The Contract shall be governed by and construed in accordance with the laws of Hong Kong.
- 44.2 The Parties hereby agree to submit to the exclusive jurisdiction of the courts of Hong Kong in relation to any matters or dispute arising out of or in connection with or in relation to the Contract.

45. Contracts (Rights of Third Parties) Ordinance

The Parties hereby declare that nothing in this Contract confers or purports to confer on any person not being a Party to this Contract any benefit or any right to enforce any term of this Contract under or pursuant to or for the purposes of the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong).

46. United Nations Convention on Contracts for the International Sale of Goods not applicable

The Parties hereby agree that the provisions of the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Contract.

47. Order of Precedence

47.1 In the event of, and only to the extent of, any conflict or inconsistency amongst or between any provisions of the Contract, the following order of precedence shall be applied, but only in so far as is necessary to resolve that conflict or inconsistency:

- (a) the Special Conditions of Contract;
- (b) the Technical Specifications;
- (c) the Terms of Tender (Supplement);
- (d) the Interpretation (Supplement);
- (e) the Schedules;
- (f) the General Conditions of Contract;
- (g) the Terms of Tender;
- (h) the Interpretation;
- (i) other Tender Documents which forms part of the Contract; and
- (j) any other materials which were submitted by the Contractor as part of its Tender and attached to the Contract.

47.2 The Deliverables are items to be prepared and/or supplied by the Contractor pursuant to requirements of the Contract. They shall form part of the Contract. Notwithstanding, unless the Parties agree in writing in

the manner specified in Clause 37 of the General Conditions of Contract, no Deliverables shall seek to waive, alter, cancel or amend any provisions of any documents listed in Clause 47.1 above. No general approval of, or signature by, the Government of any such Deliverable shall be taken as agreement or approval of any such waiver, cancellation, alteration or amendment, unless the Government expressly acknowledges and agrees on a case-by-case basis to this effect. This shall apply even if any such Deliverable is signed or given approval after the Date of Tender Acceptance. In the case of specifications set out in the design for any of the Goods (if any) and test plans for the Acceptance Tests (if any) which have been in form and substance approved by the Government in writing, or which have otherwise been signed by both parties in writing, the Contractor hereby expressly acknowledges and agrees that they serve to further elaborate the objectives and requirements set out in the Contract. None of such further elaboration shall be taken as inconsistency or out-of-scope of the requirements of the Contract.

Information Required for Periodic Financial Vetting

The Contractor shall upon request by the Government (“Request”), submit the following information for assessment of its financial capability for purposes of the periodic financial vetting as mentioned in Clause 16.12 of the General Conditions of Contract.

- (a) Originals (or copies certified by its auditors) of the audited accounts of the Contractor, and the audited consolidated accounts of the group if the Contractor is a subsidiary of another company for the three (3) financial years prior to the date of Request. The audited accounts must comply with the following requirements:
 - (i) The audited accounts must be prepared on the same basis for each year in accordance with accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong).
 - (ii) The latest audited accounts must be for the period ending no more than eighteen (18) months before the date of Request.
 - (iii) The audited accounts must contain the directors’ report, auditors’ report, statement of financial position (also referred to as balance sheet), statement of profit or loss and other comprehensive income (also referred to as income statement), statement of changes in equity, statement of cash flows and notes to the accounts.
 - (iv) All such accounts must have been audited by certified public accountants (practising) or for a non-Hong Kong company, by auditors recognised by the local law of the place of the company’s establishment.
 - (v) If any such accounts are in a language other than Chinese or English, translations, certified as accurate by the respective consulate or a notary public registered in Hong Kong, must be provided.
 - (vi) If the Contractor is a joint venture or partnership, audited accounts for each member of the joint venture or partnership must be submitted if the members are incorporated bodies.

Remarks: Unaudited accounts are acceptable only if the Contractor is an unincorporated business where audited accounts are not mandatorily required, or the Contractor is a newly established business where the first accounts are not yet available. For unincorporated businesses, tax records such as profits tax assessment issued by the Inland Revenue Department for the past three (3) financial years (if available) shall be provided. The unaudited accounts and tax records must be certified by the sole proprietor, partners or directors of the Contractor, certified public accountants or other accountants acceptable to the Government.

- (b) Management accounts in respect of the period (“unaudited period”) following the latest audited accounts submitted under Paragraph (a)(ii) of this Annex A up to a date not more than three (3) months before the date of Request if such unaudited period has not been covered by the latest audited accounts. The accounts shall be prepared on the same basis in accordance with accounting principles generally accepted in Hong Kong. They must be certified by (i) the sole proprietor, partners or a director of the Contractor, or (ii) certified public accountants or other accountants acceptable to the Government as mentioned in Paragraph (a)(iv) of this Annex A;
- (c) Projected statement of profit or loss and other comprehensive income and statements of cash flows for the remainder period of the Contract counting from the Request, showing the projected revenue, operating expenses, capital expenditure and the sources of finance such as upfront investment and/or debt financing. The projected accounts and statements must comply with the following requirements:
 - (i) For a company, they should be certified by a director or company secretary. For a joint venture or partnership, a separate certification from each member of the joint venture or partnership is required.
 - (ii) The assumptions used in preparing the projections shall be reasonable and shall be clearly stated. All the supporting schedules and detailed calculations shall also be provided.
 - (iii) The projections must include at least the projected revenue, details of operating expenses, capital expenditure, sources of finance, and other particulars showing how the Contractor will deal with the Contract.
- (d) Original letters from bankers, where applicable, confirming lines of credit facilities available to the Contractor and the current undrawn/unutilised balances of such credit facilities on or after a

specified date fixed by the Government and stipulating the expiry date of the facilities;

- (e) Copies (certified by the sole proprietor, partners, directors or company secretary of the Contractor) of letters of undertaking, minutes of board meetings or returns of allotment of shares to support injection of capital, where applicable; and
- (f) Such other information as the Government considers appropriate.

**THE GOVERNMENT OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION
Government Logistics Department
TENDER FOR THE SUPPLY OF GOODS**

Tender Ref. : A4000782022

TENDER FORM

Contract No. : _____

LODGING OF TENDER

To be acceptable as a Tender, this form, properly completed in triplicate and enclosed in a sealed plain envelope marked “Tender for the Supply of Condiments, Marinates and Other Food Items to the Correctional Services Department”

and addressed to the Chairman, Tender Opening Committee,

must be deposited in the Government Logistics Department

Tender Box situated on Ground Floor, North Point Government Offices,
333 Java Road, North Point, Hong Kong

before 12:00 noon (time) on 11 August 2023 (date) (Hong Kong time). Late Tenders will not be accepted.

INTERPRETATION

PART 1 — TERMS OF TENDER

PART 2 — GENERAL CONDITIONS OF CONTRACT

The Interpretation, the Terms of Tender and the General Conditions of Contract forming part of the Standard Terms and Conditions are available for viewing and downloading from the following website:

- <https://pcms2.gld.gov.hk/iprod/#/ssm10701>

Copies of the above-mentioned documents can also be obtained from the following:

Procurement Division, Government Logistics Department
9/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
(Internet Homepage - <https://www.gld.gov.hk>)

PART 3 — SPECIAL CONDITIONS OF CONTRACT

Attached to this Tender Form (if any).

PART 3A — TECHNICAL SPECIFICATIONS

Attached to this Tender Form (if any).

PART 3B — SCHEDULES AND ANNEXES

Annex A – Part I – Method of providing the Contract Deposit, Part II – Form of Banker’s Guarantee
Annex B – Guidance Note GN-1
The Appendix – Contact Details
The Price Schedule
The Particulars of Goods Schedule
The Compliance Schedule
The Completeness Check Schedule
The Information Schedule
The Non-collusive Tendering Certificate

PART 3C — OTHER TENDER DOCUMENTS

The Interpretation (Supplement)
The Terms of Tender (Supplement)

Attached to this Tender Form (if any).

Dated this 30th day of June 20 23

Steven TSANG

Government Representative

**PART 4 — OFFER TO BE BOUND
(PLEASE SIGN AND SUBMIT THIS PART 4
WITHOUT CHANGING THE ORIGINAL TEXT)**

1. Having read the Tender Documents, I/we, the Tenderer mentioned below, agree to be bound by all of the terms and conditions as stipulated therein.

2. I/We, the Tenderer mentioned below, do hereby agree to supply all and any of the Goods at the one-time unit prices quoted by me/us in the Price Schedule free of all other charges, subject to and in accordance with the terms and conditions of the Tender Documents.

3. (Applicable only where the Terms of Tender (Supplement) of the Tender Documents require the submission of price quotation for Maintenance Services but not otherwise), I/we, the Tenderer mentioned below, do hereby agree to provide the Maintenance Services at the annual unit prices quoted by me/us in the Price Schedule free of all other charges, subject to and in accordance with the terms and conditions of the Tender Documents.

*# Signed by the Tenderer/Signed by an authorised signatory for and on behalf of the Tenderer :

.....

Name of the Tenderer :

.....

Name and title of the authorised signatory (where applicable) :

.....

Date :

.....

Notes:

- (i) *For Paper-based Tendering, the Offer to be Bound to be submitted shall be Part 4 of this Tender Form or a printed copy from a softcopy of Part 4 of this Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 4 of this Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will **not be considered further**.*

- (ii)* *For Paper-based Tendering, this Part 4 – Offer to be Bound shall be signed and submitted in the Tender before the Tender Closing Time. This signed Part 4 – Offer to be Bound to be submitted must not be a photocopy of the original, otherwise, **the Tender will not be considered further**.*

- (iii) *In compliance with the restriction set out in Paragraph 14.1(b) of the Terms of Tender, the Tenderer shall not make any alteration to the original text set out in this Part 4 – Offer to be Bound, otherwise **the Tender will not be considered further**. Deleting inapplicable word “I/we” or “me/us” or the alternative wording denoted by # above is however not to be treated as an alteration.*

Tender Ref: A4000782022

PART 5
MEMORANDUM OF ACCEPTANCE

On behalf of the Government of the Hong Kong Special Administrative Region,

I _____
(name and position of officer)

accept your Tender for the Contract relating to the following Item(s). A copy of each document constituting the Contract is hereby attached for identification purposes.

Dated this _____ day of _____ 20 _____

Signed by the said _____

in the presence of: _____

香港特別行政區政府
政府物流服務署
招標承投供應貨品

招標編號： A4000782022

投標表格

合約編號： _____

投遞標書

投遞標書，必須填妥此表格，一式三份密封於無標記的信封內，信封面註明

「為懲教署供應佐料、醃料及其他食品

投標書」，

致 開標委員會 主席收，並於 二〇二三 年 八 月 十一 日
正午十二時 (香港時間) 前投入設於 香港北角渣華道 333 號
北角政府合署地下的政府物流服務署 的投標箱內。逾期投標概不受理。

釋義

第 1 部分 — 招標條款

第 2 部分 — 一般合約條款

有關標準條款及條件內所載的釋義部分、招標條款和一般合約條款，請到以下網站查閱和下載：

- <https://pcms2.gld.gov.hk/iprod/#/ssm10701>

上述文件亦可在下列辦事處索取：

香港北角渣華道 333 號北角政府合署 9 樓
政府物流服務署採購科
(互聯網網頁 — <https://www.gld.gov.hk>)

第 3 部分 — 特別合約條款

夾附於本投標表格內 (如有)。

第 3 甲部分 — 技術規格

夾附於本投標表格內 (如有)。

第 3 乙部分 — 附表及附件

附件甲 — 第 I 部分 — 繳交合約按金的方法，第 II 部分 — 銀行保證書

附件乙 — 環保須知 (GN-1)

附錄 — 聯絡詳情

價格附表

貨品詳情附表

符合規格附表

完整查核附表

資料附表

不合謀投標確認書

第 3 丙部分 — 其他招標文件

釋義 (補充)

招標條款 (補充)

夾附於本投標表格內 (如有)。

日期： 二〇 二三 年 六 月 三十 日

曾昭奇

政府代表

第 4 部分 — 應約履行
(請簽署及提交本第 4 部分
請勿更改原文)

1. 我／我們，下述投標者，經參閱本招標文件後，同意受當中訂定的所有條款及條件約束。
2. 我／我們，下述投標者，同意按照本招標文件的招標條款及條件，以我／我們在價格附表呈報的一次性單價，依約供應全部及任何貨品，不再收取其他任何費用。
3. (只在本招標文件的招標條款(補充)要求遞交維修保養服務報價單的情況下適用)我／我們，下述投標者，同意按照本招標文件的招標條款及條件，以我／我們在價格附表呈報的年度單價，依約提供維修保養服務，不再收取其他任何費用。

*# 由投標者簽署／獲授權簽署人為及
代表投標者簽署 :

投標者名稱 :

獲授權簽署人姓名及職位(如適用) :

日期 :

備註：

- (i) 就紙張式投標而言，投標者遞交的「應約履行」須是本投標表格的第 4 部分，或本投標表格第 4 部分的軟拷貝打印本，又或其硬複本或打印本的影印本或掃描本。投標者為遞交「應約履行」而以任何方式複製本投標表格的第 4 部分(包括以打字方式複製表格)均不獲接受。如「應約履行」不符合上述要求，有關標書將不獲進一步考慮。
- (ii) *就紙張式投標而言，第 4 部分-「應約履行」須在截標時間前簽署和遞交。投標者遞交的第 4 部分-「應約履行」須為已簽署的正本，不得為影印本，否則有關標書將不獲進一步考慮。
- (iii) 為遵守招標條款第 14.1(b)段所訂明的限制，投標者不得對第 4 部分-「應約履行」的原文作出任何更改，否則有關標書將不獲進一步考慮。但，刪除不適用的字詞(「我／我們」)或上文#所標示的替代用詞並不被視作更改。

第 5 部分
接受投標備忘錄

本人 _____

(姓名及職位)

現代表香港特別行政區政府，接納你就以下項目的合約遞交的標書。現付上構成合約的每份文件的副本，以供識別之用：

日期：二〇 _____ 年 _____ 月 _____ 日

簽署人：

見證人：

Interpretation (Supplement)

The following definitions shall replace the original definitions appearing in the Interpretation Section of the Standard Terms and Conditions (Ref. No. GLD-TERMS-1 (December 2022)):

Defined Terms	Definitions
“Contract”	shall have the same definition given in the Interpretation but shall also include Attachment A (List of Delivery Locations), Attachment B (Outlines of Work Plan and Contingency Plan) and Attachment C (Past Consumption on Condiments, Marinates and Other Food Items) to the Special Conditions of Contract.
“Contract Date”	means 1 January 2024 or the Date of Tender Acceptance, whichever is the later.
“Goods”	means the Condiments, Marinates and Food Items to be supplied by the Contractor under the Contract.
“Locations”	means any or all the locations as specified in Attachment A (List of Delivery Locations) to the Special Conditions of Contract and/or such other locations as may be designated by CSD from time to time.
“Marking Scheme”	shall have the same definition given in the Interpretation and it shall be set out at Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement) and its Attachment.
“Tender Documents”	shall have the same definition given in the Interpretation but the documents referred to in part (k) of the definition shall include Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) and its Attachment, and Annex B (Reply Slip) to the Terms of Tender (Supplement); and Attachment A (List of Delivery Locations), Attachment B (Outlines of Work Plan and Contingency Plan) and Attachment C (Past Consumption on Condiments, Marinates and Other Food Items) to the Special Conditions of Contract.
“Total Estimated Contract Value”	means the Total Estimated Goods Price.
“working day”	means Monday to Friday, other than the following: (i) a public holiday; or (ii) a day on which: (a) Tropical Cyclone Warning Signal No. 8 or above is hoisted; or (b) Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force, for any time during the normal business hours.

The following new definitions shall be added to the definitions appearing in the Interpretation Section of the Standard Terms and Conditions (Ref. No. GLD-TERMS-1 (December 2022)):

Defined Terms	Definitions
“Accepted and Non-faulty Batches”	has the meaning given to it in Clause 13(e) of the Special Conditions of Contract.
“BH”	means the Bauhinia House of CSD.
“CCCI”	means the Cape Collinson Correctional Institution of CSD.
“Census and Statistics Department”	means the Census and Statistics Department of the Government.
“CLRC”	means the Chi Lan Rehabilitation Centre of CSD.
“Condiments, Marinates and Other Food Items”	means the condiments, marinates and other food items specified in the Technical Specifications to be supplied by the Contractor under the Contract.
“Contingency Plan”	refers to the contingency plan submitted by the Contractor and accepted by the Government in accordance with Clause 17 of the Special Conditions of Contract.
“Contract Manager”	means the contract manager appointed by the Contractor in accordance with Clause 20 of the Special Conditions of Contract.
“Contract Sample”	has the meaning given to it in Paragraph 11(g) of the Terms of Tender (Supplement).
“Controlling Officer”	means the head of a Penal Institution.
“Correctional Services Department” or “CSD”	means the Correctional Services Department of the Government.
“Department of Health” or “DH”	means the Department of Health of the Government.
“Emergency Stock”	has the meaning given to it in Clause 22(a) of the Special Conditions of Contract.

Defined Terms	Definitions
“ESG Proposal”	means a proposal of measure(s) or arrangement(s) in relation to (i) environmental protection or sustainability (E) or (ii) social responsibility (S) or (iii) governance (G) (collectively “ESG”) which may but need not be directly relevant to the procurement covered by this Invitation to Tender, but which can bring about positive value(s) and/or benefit(s) to the Government or the public at large. Such proposal shall result in any one or more of the benefit(s) and/or positive values as listed under assessment criterion A2(b) of the Marking Scheme.
“Food and Environmental Hygiene Department” or “FEHD”	means the Food and Environmental Hygiene Department of the Government.
“Group” or “group”	refers to a group of condiments, marinates and other food items specified in the Price Schedule, i.e. Group I being the Condiments, Marinates and Food Items to be delivered to the Penal Institutions located on Hong Kong Island, in Kowloon and Hei Ling Chau; and Group II being the Condiments, Marinates and Food Items to be delivered to the Penal Institutions located in the New Territories and on Lantau Island; and “groups” refers to all of the two (2) groups of Condiments, Marinates and Food Items.
“HLCI”	means the Hei Ling Chau Correctional Institution of CSD.
“HLTC”	means the Hei Ling Chau Addiction Treatment Centre of CSD.
“Hygiene Manager”	means a member of the Contractor’s management team who (a) possesses at least one of the qualifications recognised by FEHD; and (b) will be responsible for ensuring that the Condiments, Marinates and Food Items supplied under the Contract are in compliance with local government health and safety regulations including regulations administered by FEHD and DH.
“Innovative Suggestion” (in upper or lower case)	means either the Pro-innovation Proposal or the ESG Proposal but not both, which will be assessed under assessment criterion A2(a) or A2(b) of the Marking Scheme.
“ISO”	means the International Organization for Standardization.
“LCKRC”	means the Lai Chi Kok Reception Centre of CSD.
“LCRC”	means the Lai Chi Rehabilitation Centre of CSD.
“LHRC”	means the Lai Hang Rehabilitation Centre of CSD.
“LKCI”	means the Lai King Correctional Institution of CSD.

Defined Terms	Definitions
“LSCI”	means the Lai Sun Correctional Institution of CSD.
“LWCI”	means the Lo Wu Correctional Institution of CSD.
“Marine Department”	means the Marine Department of the Government.
“MHP”	means the Ma Hang Prison of CSD.
“NKCI”	means the Nei Kwu Correctional Institution of CSD.
“Penal Institutions”	means penal institutions under the management and control of CSD within Hong Kong.
“PH”	means the Phoenix House of CSD.
“PLH”	means the Pelican House of CSD.
“Pro-innovation Proposal”	means a proposal which is directly relevant to the performance of the Contract and brings improvement / benefit to the Government resulting in any one or more of the benefit(s) and/or positive values as listed under assessment criterion A2(a) of the Marking Scheme.
“PSWCI”	means the Pak Sha Wan Correctional Institution of CSD.
“PUCI”	means the Pik Uk Correctional Institution of CSD.
“PUP”	means the Pik Uk Prison of CSD.
“Reference Contract”	has the meaning given to it in the note under Paragraph 25(a) of the Terms of Tender (Supplement).
“Rejected Goods”	has the meaning given to it in Clauses 6(g) and 8(c) of the Special Conditions of Contract.
“Sample Evaluation”	has the meaning given to it in Paragraph 11(i) of the Terms of Tender (Supplement).
“Security Check”	has the meaning given to it in Clause 18(a) of the Special Conditions of Contract.
“SLPC”	means the Siu Lam Psychiatric Centre of CSD.
“SP”	means the Stanley Prison of CSD.
“SPP”	means the Shek Pik Prison of CSD.
“STCI”	means the Sha Tsui Correctional Institution of CSD.

Defined Terms	Definitions
“Temporary Excluded Rights”	has the meaning given to it in Clause 8(a)(ii) of the Special Conditions of Contract.
“TFCI”	means the Tong Fuk Correctional Institution of CSD.
“TGCI”	means the Tai Tam Gap Correctional Institution of CSD.
“TLCI”	means the Tai Lam Correctional Institution of CSD.
“TLCW”	means the Tai Lam Centre for Women of CSD.
“Transport Department”	means the Transport Department of the Government.
“TTCI”	means the Tung Tau Correctional Institution of CSD.
“WLRC”	means the Wai Lan Rehabilitation Centre of CSD.
“Work Plan”	refers to the work plan submitted by the Contractor and accepted by the Government in accordance with Clause 17 of the Special Conditions of Contract.

The following definitions appearing in Clause 1 of the Interpretation Section of the Standard Terms and Conditions (Ref. No. GLD-TERMS-1 (December 2022)) shall not apply:

“Estimated Service Price for an Item”, “Maintenance Period”, “Maintenance Services”, “Services”, “Service Price” and “Warranty Services”.

The following interpretation principles shall apply in addition to those specified in Clause 1 of the Interpretation Section of the Standard Terms and Conditions (Ref. No. GLD-TERMS-1 (December 2022)):

Throughout the Contract, all references to the “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these respective documents as appearing in the Standard Terms and Conditions (Ref. No. GLD-TERMS-1 (December 2022)).

Terms of Tender (Supplement)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

1. Subject of Tender Invitation

[Paragraph 1.1 of the Terms of Tender shall be read subject to this Paragraph 1.]

The Goods to be procured under this Invitation to Tender are:

- (a) condiments, marinates and other food items (i.e. Items 1 to 29 of the Technical Specifications) to be delivered to the Penal Institutions located on Hong Kong Island, in Kowloon and Hei Ling Chau under Group I; and
- (b) condiments, marinates and other food items (i.e. Items 1 to 29 of the Technical Specifications) to be delivered to the Penal Institutions located in the New Territories and on Lantau Island under Group II,

collectively referred to as “Condiments, Marinates and Food Items” as more particularly described in the Technical Specifications.

2. Applicability of WTO GPA

[Paragraph 1.10 of the Terms of Tender shall be read subject to this Paragraph 2.]

The WTO GPA applies to this Invitation to Tender.

3. Partial Tender

[Paragraph 3.1 of the Terms of Tender shall be read subject to this Paragraph 3.]

A Tenderer may bid for just one (1) or all of the two (2) Groups specified in Part A of the Price Schedule. The Tender for a Group must cover all Items (i.e. Items 1 to 29) of that Group as specified in the Price Schedule. **A Tenderer’s Tender with incomplete or partial quotation for an individual Group in the Price Schedule will result in the Tender for that Group not being considered further.** Tenders for each Group will be evaluated separately.

4. Multiple Tenders from the Same Tenderer

[Paragraph 3.1 of the Terms of Tender shall be read subject to this Paragraph 4.]

If a Tenderer proposes to offer two (2) or more alternative products for the same Item of a Group in response to this Invitation to Tender, the Tenderer shall submit one (1) Tender for each such product for that Group.

5. Two-envelope System

[Paragraph 3.7 of the Terms of Tender shall be read subject to this Paragraph 5.]

(a) A Tenderer shall note that a two-envelope system is adopted in this Invitation to Tender. Regardless of whether Paper-based Tendering or Electronic Tendering is used, the Tenderer shall submit its Tender in two (2) separate proposals, one as the Technical Proposal and another as the Price Proposal comprising the items as follows:

(i) Technical Proposal

This proposal shall contain:

- (1) for Paper-based Tendering, the duly signed Part 4 “Offer to be Bound” of the Tender Form complying with all requirements set out in Paragraph 3.3(a) of the Terms of Tender;
- (2) all information in the Particulars of Goods Schedule;
- (3) the Compliance Schedule and the Information Schedule;
- (4) if not already covered above, all information and documents specified in Paragraph 7 of the Terms of Tender (Supplement);
- (5) all information and supporting documents required in Tables D to G of the Information Schedule; and
- (6) all other documents and information required to be submitted as part of the Tender excluding those mentioned in Paragraph 5(a)(ii) below.

(ii) Price Proposal

This proposal shall contain the **Price Schedule**, with all Items of the Group(s) the Tenderer is bidding fully priced, costed and totalled as appropriate.

(b) Tender submission under two-envelope system

(i) Paper-based Tendering

If this method is used, the **Technical Proposal** and the **Price Proposal** shall be placed inside **two (2) separate envelopes** clearly marked as specified below respectively:

- (1) “Technical Proposal (Tender Ref.: A4000782022 - Tender for the Supply of Condiments, Marinates and Other Food Items to the Correctional Services Department)”; and
- (2) “Price Proposal (Tender Ref.: A4000782022 - Tender for the Supply of Condiments, Marinates and Other Food Items to the Correctional Services Department)”.

The two (2) envelopes shall then be placed together inside one (1) large envelope, addressed, sealed and submitted as specified in Paragraph 3.11(a)(i) of the Terms of Tender.

(ii) Electronic Tendering

If this method is used, the Tenderer shall submit the **Technical Proposal** and the **Price Proposal** as **separate attachment files**, using the file names as set out under Paragraphs 5(b)(ii)(1) and (2) below, in accordance with the manner specified in Paragraphs 3.11(a)(ii) and 3.13 of the Terms of Tender:

- (1) Technical Proposal - a Tenderer may use “**technical.doc**” as file name or other file names except “envelope2.doc”; and
- (2) Price Proposal - the name of the file **must be “envelope2.doc”**.

6. **List of Additional Essential Documents and Items Which Must be Submitted by the Tenderer as Part of its Tender Before the Tender Closing Time**

[Paragraph 3.3 of the Terms of Tender shall be read subject to this Paragraph 6.]

Paragraphs 3.3(c) and 3.3(e) of the Terms of Tender shall not apply.

7. **List of Documents and Items Which Must Be Submitted by the Tenderer as Part of its Tender Before the Tender Closing Time or Otherwise Upon Request by the Government After the Tender Closing Time (If any Such Request is Made)**

[Paragraph 3.4 of the Terms of Tender shall be read subject to this Paragraph 7.]

The following shall be submitted by the Tenderer as part of its Tender **before the Tender Closing Time or otherwise within the time specified upon request by the Government after the Tender Closing Time** (if any such request is made), otherwise the Tender for the Group(s) to which the failure relates will not be considered further (or where the requested items are stated to be applicable to all Group(s) the Tenderer is bidding, the entire Tender for all Group(s) will not be considered further):

- (a) (applicable to the Group(s) the Tenderer is bidding) other information required in the Particulars of Goods Schedule which are not identified as “essential information”;
- (b) (applicable to all Group(s) the Tenderer is bidding) information and documents required in Tables A, B (if applicable) and C of the Information Schedule (see Paragraphs 10.1, 12 and 20.2 of the Terms of Tender and Paragraph 16 of the Terms of Tender (Supplement));
- (c) (applicable to the Group(s) the Tenderer is bidding) the tender samples of the offered Items specified in Paragraph 11 of the Terms of Tender (Supplement);
- (d) (applicable to all Group(s) the Tenderer is bidding) a certified extract of the Tenderer’s board resolution or other documentary evidence acceptable to the

Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender shall also be required if (a) (in the case of Paper-based Tendering), the signatory of the Offer to be Bound, or (b) in the case of Electronic Tendering using an Identification Code, the person submitting the Tender, is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be) under Paragraph 10.1(j) of the Terms of Tender (if applicable); and

- (e) (applicable to all Group(s) the Tenderer is bidding) the contact details of the Tenderer/Contractor and Process Agent (if applicable) required in parts (4) and (5) respectively in the Appendix to the Terms of Tender (Contact Details) (see Paragraph 18.1 of the Terms of Tender); and
- (f) (applicable to all Group(s) the Tenderer is bidding) the signed Non-collusive Tendering Certificate for Paper-based Tendering (see Paragraph 33.2 of the Terms of Tender).

8. Tender Validity Period

[Paragraph 4.2 of the Terms of Tender shall be read subject to this Paragraph 8.]

- (a) The default Tender Validity Period after the Tender Closing Date specified in Paragraph 4.2 of the Terms of Tender shall not apply.
- (b) The Tender Validity Period shall be **180 days** after the Tender Closing Date.

9. The Subject Matters Covered by the Unit Price for Items

[Paragraph 5.1 of the Terms of Tender shall be read subject to this Paragraph 9.]

- (a) In relation to each Item of the Group(s) the Tenderer is bidding, the following shall be included and deemed to have been included in the Unit Price for each Item for the Group(s) the Tenderer is bidding (i.e. which is identified as Items 1 to 29 for Groups I and II respectively):
 - (i) the supply of one (1) unit of the Item in full compliance with all mandatory features as stated in the Technical Specifications and the Innovative Suggestion(s) set out in Table G of the Information Schedule (where applicable), to be delivered to Hong Kong on an F.I.S. basis;
 - (ii) the delivery of the Item (including all tolls for the use of road, bridge, harbour, tunnel, channel and pier, etc., all costs of procuring the licences, certificates, permits (such as Closed Road Permit for Lantau Closed Roads and Prohibited Zone Permit for Tung Chung Road for all vehicles to reach the Penal Institutions on Lantau Island) and approvals required to be issued or obtained for the Item under the Contract, packaging, labelling, shipping, carriage (vehicles and/or vessels), insurance, and stacking of the Item

therein in accordance with the instructions given by the Receiving Officer(s)) to Locations as listed in Attachment A (List of Delivery Locations) to the Special Conditions of Contract on Hong Kong Island, in Kowloon, in the New Territories and on outlying islands as specified in the Order. The Government may make any change to the list of Locations in Attachment A (List of Delivery Locations) to the Special Conditions of Contract during the Contract Period. **A Tenderer's Tender for a Group quoting delivery terms other than F.I.S./Hong Kong (e.g. F.O.B., C.I.F./Hong Kong) or different rates for different delivery locations or imposing an additional service charge for delivery to any particular location will not be considered further;**

- (iii) the provision of the documents and/or information in accordance with Clauses 5, 6, 15, 18, 19, 24 and 29 of the Special Conditions of Contract;
- (iv) the arrangements of Inspection in accordance with Clause 6 of the Special Conditions of Contract;
- (v) the provision of at least three (3) motor vehicles and at least one (1) marine vessel in accordance with Clause 15 of the Special Conditions of Contract;
- (vi) the provision of packing of the Goods in accordance with Clause 16 of the Special Conditions of Contract.
- (vii) the provision of Work Plan and Contingency Plan in accordance with Clause 17 of the Special Conditions of Contract;
- (viii) the provision of food and safety personnel in accordance with Clause 19 of the Special Conditions of Contract;
- (ix) the appointment of a Contract Manager in accordance with Clause 20 of the Special Conditions of Contract;
- (x) if required by CSD, the provision of a laboratory report in accordance with Clause 21 of the Special Conditions of Contract;
- (xi) the provision of emergency stock at each of the Penal Institutions in accordance with Clause 22 of the Special Conditions of Contract;
- (xii) where applicable, the provision of ISO certification in accordance with Clause 24 of the Special Conditions of Contract;
- (xiii) where applicable, the provision of vehicle(s) meeting the green requirement in accordance with Clause 25 of the Special Conditions of Contract;
- (xiv) the procurement of all licences and permits for exporting the Items to Hong Kong; and
- (xv) all other subject matters and work to be provided and performed by the Contractor which are necessary to ensure delivery of the Items to the Government.

- (b) All price quotations in the Price Schedule must be fixed and may only be adjusted in accordance with Clause 4 of the Special Conditions of Contract. **A Tender with any other price variation clause including without limitation one which is based on foreign exchange market fluctuation will not be considered further.**
- (c) In relation to each Item of the Group(s) the Tenderer is bidding, the Tenderer should enter "N/C" (i.e. no charge) or other equivalent expression for any of the Items offered on a "free of all charges" basis of the Group(s). If a Tenderer fails to enter any price quotation for any of the Items of the Group(s) the Tenderer is bidding, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer offers such Item(s) free of charge to the Government.
- (d) The Government may require a Tenderer, who in the opinion of the Government, has submitted an unreasonably low price, to justify and demonstrate to the reasonable satisfaction of the Government that such Tenderer is capable of carrying out and completing the Contract. Failing to so justify and demonstrate to the Government's satisfaction would entitle the Government to reject the Tenderer's Tender.
- (e) A Tenderer shall ensure that all the Items offered (i) shall comply with the mandatory features of the Technical Specifications; (ii) shall conform in all respects to the requirements of the applicable laws and Government health and safety regulations, including regulations administered by FEHD or DH, such as Food and Drugs (Composition and Labelling) Regulations (Chapter 132W of the Laws of Hong Kong); and (iii) are not adulterated or misbranded and are not articles which may not be sold in Hong Kong under any applicable law, regulation or code of practice.

10. Permissible Currency

[Paragraphs 5.1 and 5.9 of the Terms of Tender shall be read subject to this Paragraph 10.]

- (a) For the avoidance of doubt, prices in the Price Schedule shall be quoted only in Hong Kong dollars or US dollars (which is a Permissible Currency), but not in any other currency. **A Tenderer's Tender for a Group will not be considered further if the Unit Price for any of the Items of the Group it intends to offer is quoted in a currency other than Hong Kong dollars or US dollars in the Price Schedule.**
- (b) Whilst an Item may be quoted in Hong Kong dollars or US dollars in the Price Schedule, all payment to the successful Tenderer will always be made in Hong Kong dollars. The conversion rate shall be based on the official opening selling rate of US dollars into Hong Kong dollars as quoted by The Hongkong and Shanghai Banking Corporation Limited ruling on the date of payment by the Government.

11. Tender Sample

[Paragraph 6.3 of the Terms of Tender shall be read subject to this Paragraph 11.]

- (a) In relation to the Group(s) a Tenderer is bidding, the Tenderer shall submit and deliver **two (2) packs of EACH of the offered Items for Items 15 to 23 (at least 500g per pack for each of Items 15 to 20 and at least two (2) packs in original packing for each of Items 21 to 23)** as tender samples, free of all charges to the Government, before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request at the Government's discretion, for the Government's evaluation. For the avoidance of doubt, if the Goods offered by the Tenderer for respective Items under Groups I and II are the same, the Tenderer is required to submit only one batch of the tender samples for Items 15 to 23 with the quantities specified above.
- (b) The tender samples shall be delivered to the following location during office hours (i.e. from 0900 to 1300 hours and 1400 to 1745 hours on a working day):

Officer-in-Charge of Samples
Procurement Division
Government Logistics Department
9/F., North Point Government Offices
333 Java Road, North Point
Hong Kong

A receipt for the tender samples duly signed by the Officer-in-Charge of Samples should be obtained as proof of delivery.

- (c) **A Tenderer's Tender for the Group(s) the Tenderer is bidding will not be considered further if no tender sample or insufficient weights/quantities of the tender samples for any Item of the Group(s) are submitted by the Tenderer before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request at the Government's discretion.**
- (d) A Tenderer is requested to seal its tender samples in such a manner that they shall not become loose or cannot be replaced without breaking the seal.
- (e) A label bearing the following information should be attached to each of the tender samples:
- (i) the tender reference number;
 - (ii) the Tenderer's name;
 - (iii) a brief description of the tender sample;
 - (iv) the Item number which should be identical to the Item number and, where applicable, the Group number shown in the Price Schedule; and
 - (v) the Tender Closing Date.
- (f) The tender samples may be rejected if they are not properly contained, sealed or labelled in the manner described in Paragraphs 11(d) and 11(e) above.

- (g) The tender samples submitted by the successful Tenderer will be treated as contract samples (“**Contract Sample**”).
- (h) The tender samples submitted by the Tenderers will not be returned.

Sample Evaluation

- (i) The tender samples submitted by the Tenderer(s) in accordance with Paragraph 11(a) above will be subject to sample evaluation by CSD on the product description, ingredient, and if applicable, weight/volume against the Technical Specifications for the respective Items and the organoleptic examination to verify the compliance of the offered Items with the mandatory features of the Technical Specifications (“**Sample Evaluation**”).
- (j) Notwithstanding any document submitted by the Tenderer containing any certificate to the contrary and/or notwithstanding any statement of compliance made by the Tenderer, **a Tenderer’s Tender for the Group(s) the Tenderer is bidding will not be considered further if the result of the Sample Evaluation reveals that any of its tender samples for the respective Group(s) fails in any part of the Sample Evaluation.**

12. Delivery Requirements

[Paragraph 8.1 of the Terms of Tender shall be read subject to this Paragraph 12.]

- (a) The Goods shall be supplied on an “as and when required” basis through the issue of an Order and:
 - (i) **For Penal Institutions accessible by vehicles (including those Penal Institutions located on Lantau Island)**
shall be delivered within three (3) working days from date of the Order or the date specified in the Order, whichever is the later; and
 - (ii) **For Penal Institutions only accessible by vessels (other than those Penal Institutions located on Lantau Island)**
shall be delivered within five (5) working days from date of the Order or the date specified in the Order, whichever is the later,to the Penal Institutions as stipulated in Clause 5 of the Special Conditions of Contract.
- (b) A Tenderer shall confirm in **Part B of the Compliance Schedule** that it will comply with the delivery requirements as stipulated in Paragraph 12(a) above. If a Tenderer does not complete Part B of the Compliance Schedule, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the delivery requirements as stipulated in Paragraph 12(a) above.
- (c) **A Tenderer’s Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the delivery requirements as stipulated in Paragraph 12(a) above.**

13. Certification Requirements

[Paragraph 9.1 of the Terms of Tender shall be read subject to this Paragraph 13.]

Without prejudice to the desirable certification specifications set out in Table E of the Information Schedule, Paragraph 9.1 of the Terms of Tender shall not apply.

14. Track Record Requirement

[Paragraph 9.2 of the Terms of Tender shall be read subject to this Paragraph 14.]

Paragraph 9.2 of the Terms of Tender shall not apply.

15. Company/Business Organisation Status

[Paragraph 10.2 of the Terms of Tender shall be read subject to this Paragraph 15.]

The legal opinion as referred to in Paragraph 10.2 of the Terms of Tender may not be required if the Tenderer has been awarded with a contract from GLD or CSD any time within 12 months prior to this Invitation to Tender and that a legal opinion was provided for such contract.

16. Sub-contractors

[Paragraph 12.4 of the Terms of Tender shall be read subject to this Paragraph 16.]

If a Tenderer proposes a sub-contractor in **Table B of the Information Schedule** in accordance with Paragraph 12.1 of the Terms of Tender, the Tenderer shall submit a sub-contractor's undertaking as specified in Paragraph 12.4 of the Terms of Tender.

17. Requirements of the Service Centre and the Operator of the Service Centre

[Paragraph 12.5 of the Terms of Tender shall be read subject to this Paragraph 17.]

Paragraph 12.5 of the Terms of Tender shall not apply.

18. Marking Scheme and Tender Evaluation

[Paragraphs 21.1 and 21.3(a) of the Terms of Tender shall be read subject to this Paragraph 18.]

(a) There is a Marking Scheme for this Invitation to Tender and Paragraph 21.1(a) of the Terms of Tender shall not apply.

(b) Without prejudice to other rights and powers of the Government not to consider a Tender under other applicable provisions in the Tender Documents, the evaluation of a Tender will be conducted in accordance with the Marking Scheme and subject further to Paragraphs 18(c) to 18(f) below.

(c) Technical Assessment

Assessment of individual assessment criteria under Stage III of the Marking Scheme will be based on the information contained in **Tables D to G of the Information Schedule** submitted by the Tenderer **before the Tender Closing**

Time. A Tenderer shall submit the information required in the Tables as mentioned above **before the Tender Closing Time**. **Otherwise, no mark will be given** for the corresponding assessment criteria. Marks will be given in accordance with the marking guidelines as detailed in the Marking Scheme.

(d) Price Assessment

The prompt payment discount quoted in the Price Schedule will **not** be taken into account in the tender price assessment.

(e) If there is more than one (1) conforming Tender obtaining the same highest combined score in accordance with the Marking Scheme as set out above in respect of a Group, preference will be given to the Tender with the highest/a higher weighted technical score for that Group.

(f) Subject to Paragraph 18(e) above, a Tenderer whose Tender obtained the highest combined score for one or both Group(s) and who is considered by the Government to be capable of undertaking the Contract would normally be awarded the Contract for that Group(s). There is no limit on the number of Group(s) which may be awarded to that Tenderer.

19. Scope of the Tender for Evaluation

[Paragraph 21.4 of the Terms of Tender shall be read subject to this Paragraph 19.]

(a) Partial tender is allowed and Tenders for each Group based on the classification in the Price Schedule will be evaluated separately.

(b) **A Tenderer's Tender for a Group will not be considered further if its Tender:**

(i) **fails to cover all Items (i.e. Items 1 to 29) of that Group as specified in the Price Schedule; or**

(ii) **with incomplete or partial quotation for any of the Items of that Group in the Price Schedule.**

20. Food and Safety Personnel Requirements

(a) It is an **essential requirement** that the successful Tenderer shall comply with the food and safety personnel requirements as stipulated in Clause 19 of the Special Conditions of Contract.

(b) A Tenderer shall confirm in **Part C of the Compliance Schedule** that it will comply with the food and safety personnel requirements as stipulated in Paragraph 20(a) above. If a Tenderer does not complete Part C of the Compliance Schedule, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the food and safety personnel requirements as stipulated in Paragraph 20(a) above.

- (c) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the food and safety personnel requirements as stipulated in Paragraph 20(a) above.**

21. Requirements for the Provision of Motor Vehicles and Marine Vessel(s)

- (a) It is an **essential requirement** that a successful Tenderer shall comply with the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Clause 15 of the Special Conditions of Contract.
- (b) A Tenderer shall confirm in **Part D of the Compliance Schedule** that it will comply with the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Paragraph 21(a) above. If a Tenderer does not complete Part D of the Compliance Schedule, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the requirements for the provision of motor vehicle and marine vessel(s) as stipulated in Paragraph 21(a) above.
- (c) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with the requirements for the provision of motor vehicle and marine vessel(s) as stipulated in Paragraph 21(a) above.**

22. Packing Requirements

- (a) It is an **essential requirement** that a successful Tenderer shall comply with the packing requirements as stipulated in Clause 16 of the Special Conditions of Contract.
- (b) A Tenderer shall confirm in **Part E of the Compliance Schedule** that it will comply with the packing requirements as stipulated in Paragraph 22(a) above. If a Tenderer does not complete Part E of the Compliance Schedule, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the packing requirements as stipulated in Paragraph 22(a) above.
- (c) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the packing requirements as stipulated in Paragraph 22(a) above.**

23. Emergency Stock Requirements

- (a) It is an **essential requirement** that a successful Tenderer shall comply with the emergency stock requirements as stipulated in Clause 22 of the Special Conditions of Contract.

- (b) A Tenderer shall confirm in **Part F of the Compliance Schedule** that it will comply with the emergency stock requirements as stipulated in Paragraph 23(a) above. If a Tenderer does not complete Part F of the Compliance Schedule, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the emergency stock requirements as stipulated in Paragraph 23(a) above.
- (c) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with the emergency stock requirements as stipulated in Paragraph 23(a) above.**

24. Not Used

25. Desirable Tenderer's Experience Requirement

- (a) If a Tenderer is able to meet the desirable Tenderer's experience requirement that a Tenderer has at least an aggregate of 365 days' experience in the business of supplying condiments and marinates within or outside Hong Kong as a contractor under a contract or different contracts ("**Reference Contract(s)**")* within the past five (5) years immediately preceding the Original Tender Closing Date, the Tenderer shall:
 - (i) provide the **details of the Reference Contract(s) in Table D of the Information Schedule before the Tender Closing Time**; and
 - (ii) **submit documentary evidence**, i.e. the relevant contract(s), reference letter(s) of current/previous client(s) and other relevant documents, to substantiate its claim on past experience to the satisfaction of the Government **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request at the Government's discretion.**

Note: * Reference Contract refers to a contract that:

- (1) is directly related to the business of supplying condiments and marinates; and
- (2) has an annual average value of not less than HK\$1 million each. For contracts denominated in a currency other than Hong Kong dollars, the contract value will be converted to Hong Kong dollars and the conversion will be based on the official opening selling rate of the relevant currency quoted by the Hong Kong Association of Banks on the Original Tender Closing Date.

In respect of each Group, the assessment of assessment criterion B3 under Stage III of the Marking Scheme shall be based on the details of Reference Contract(s) provided by the Tenderer in Table D of the Information Schedule **before the Tender Closing Time.**

- (b) For the avoidance of doubt, a Tenderer's experience under different contracts will not be double-counted for those overlapping periods. A Tenderer's experience under different contracts with overlapping periods is to be counted in accordance with the following example:

Contract	Contract period	Contract period without overlapping with an earlier contract	Number of days counted for accumulated experience
A	1/6/2021 to 31/5/2022	1/6/2021 to 31/5/2022	365 days
B	1/1/2022 to 31/12/2022	1/6/2022 to 31/12/2022	214 days
Total:			579 days

In the case where the Tenderer is a Partnership, the experience under the name of the Partnership, subject to the full compliance with the requirement as mentioned above, will be counted as the Tenderer's experience. Relevant documentary proof should be provided.

- (c) A Tenderer's Tender will be considered as **not meeting** the desirable Tenderer's experience requirement as specified in Paragraph 25(a) above, and **no mark will be given for assessment criterion B3** under Stage III of the Marking Scheme for the Group(s) the Tenderer is bidding **if**:
- (i) the Tenderer fails to provide the details of the Reference Contract(s) in Table D of the Information Schedule before the Tender Closing Time irrespective of whether the relevant documentary evidence as required in Paragraph 25(a)(ii) above has been provided with the Tenderer's Tender before the Tender Closing Time; or
 - (ii) the Tenderer has provided the details of the Reference Contract(s) in Table D of the Information Schedule as required in Paragraph 25(a)(i) above before the Tender Closing Time **but**:
 - (1) the relevant documentary evidence as required in Paragraph 25(a)(ii) above is missing or not provided within the time which may subsequently be stipulated in the Government's written request at the Government's discretion; or
 - (2) the submitted documentary evidence as required in Paragraph 25(a)(ii) above fails to prove that the Tenderer is able to comply with the desirable Tenderer's experience requirement specified in Paragraph 25(a) above; or
 - (3) the Reference Contract(s) is not directly related to the business of supplying condiments and marinates as required in Paragraph 25(a) above; or
 - (4) the submitted documentary evidence as required in Paragraph 25(a)(ii) above fails to meet any of the requirements as stipulated in Paragraphs 25(a) and 25(b) above.

26. Desirable Certification Requirement

- (a) If a Tenderer is able to meet this desirable certification requirement that a Tenderer's quality management system has accredited to the ISO 9001 standard with the scope of certification related to stores management (e.g. import, wholesales and logistics), the Tenderer shall:
- (i) confirm in **Table E of the Information Schedule** that it has been accredited to ISO 9001 standard for quality management system **before the Tender Closing Time**, and provide a copy of a valid ISO 9001 (Quality Management System) certificate awarded to the Tenderer certifying the Tenderer's quality management system is accredited to the ISO 9001 standard and the scope of certification is related to stores management (e.g. import, wholesales and logistics) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request at the Government's discretion; or**
 - (ii) provide a copy of a valid ISO 9001 (Quality Management System) certificate awarded to the Tenderer certifying the Tenderer's quality management system is accredited to the ISO 9001 standard and the scope of certification is related to stores management (e.g. import, wholesales and logistics) **before the Tender Closing Time.**
- (b) The issue date of the Tenderer's ISO 9001 (Quality Management System) certificate specified in Paragraph 26(a) above shall be on or before the Original Tender Closing Date and the certificate shall be valid as at the Original Tender Closing Date and shall continue to be valid throughout the Contract Period as a contract requirement. For the avoidance of doubt, only the accreditation as mentioned in Paragraph 26(a) above gained in the same business entity of the Tenderer will be counted. The same business entity of the Tenderer refers to the company with the same unique company registration number under the Companies Ordinance (Chapter 622) or its equivalent.
- (c) The certificate submitted in accordance with Paragraph 26(a) above shall be an original, or a true copy certified by the issuer or a lawyer duly qualified to practise the laws of the place of incorporation, formation or establishment of the Tenderer. In case an original or a certified true copy is not available when submitting the Tender, a copy may be submitted. The original or certified true copy shall be provided by the Tenderer within the time which may subsequently be stipulated in the Government's written request at the Government's discretion.
- (d) A Tenderer's Tender will be considered as **not meeting** the desirable certification requirement as specified in Paragraph 26(a) above, and **no mark will be given for assessment criterion B4** under Stage III of the Marking Scheme for the Group(s) the Tenderer is bidding if:
- (i) the Tenderer has confirmed in Table E of the Information Schedule that the Tenderer does not comply with the desirable certification requirement as specified in Paragraph 26(a) above and does not provide a copy of a valid certificate as required in Paragraph 26(a)(ii) above with its Tender before the Tender Closing Time; or

- (ii) the Tenderer fails to confirm in Table E of the Information Schedule that it is able to comply with the desirable certification requirement as specified in Paragraph 26(a) above and does not provide a valid certificate as required in Paragraph 26(a)(ii) above with its Tender before the Tender Closing Time; or
- (iii) the Tenderer has confirmed its compliance with the desirable certification requirement in Table E of the Information Schedule before the Tender Closing Time **but**:
 - (1) a copy of the relevant certificate as required in Paragraph 26(a)(ii) above is missing or not provided within the time which may subsequently be stipulated in the Government's written request at the Government's discretion; or
 - (2) the submitted certificate is invalid or fails to meet any of the relevant requirements stipulated in Paragraphs 26(a) and 26(b) above; or
 - (3) the original or certified true copy of the submitted certificate as required in Paragraph 26(c) above is not provided within the time which may subsequently be stipulated in the Government's written request at the Government's discretion.

27. Desirable Green Requirement on Vehicles

- (a) If a Tenderer is able to meet the desirable green requirement on vehicles that at least one (1) vehicle to be used for the Contract meeting EURO VI standard, the Tenderer shall:
 - (i) provide the **registration number(s) of such proposed vehicle(s) in Table F of the Information Schedule before the Tender Closing Time**; and
 - (ii) **submit** the following documentary evidence proving that the proposed vehicle(s) to be used for the Contract meeting EURO VI standard **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request at the Government's discretion**:

For self-owned vehicle(s) which is registered under the name of the Tenderer

- (1) a copy of vehicle registration documents of the proposed vehicle(s).

For self-owned vehicle(s) which is registered under the name of a subsidiary or holding company of the Tenderer

- (1) a copy of vehicle registration documents of the proposed vehicles;
- (2) a proof of relationship between the registered owner of the proposed vehicle(s) and the Tenderer; and

- (3) a written confirmation on the full right and authority of the Tenderer to use the proposed vehicles.

For rented vehicle(s)

- (1) a copy of vehicle registration documents of the proposed vehicles; and
 - (2) a copy of the relevant rental contract/agreement. In the event that the current rental contract/agreement expires before the Tender Validity Period, the Tenderer is required to submit a written agreement(s) between the Tenderer and its proposed agent/sub-contractor evidencing that it is teaming up with the proposed agent/sub-contractor which would provide such vehicle(s) to the Tenderer should it be awarded the Contract for the relevant Group(s).
- (b) For the avoidance of doubt, if the same vehicle(s) meeting EURO VI standard is proposed for Groups I and II, marks will be given for assessment criterion A1 under Stage III of the Marking Scheme for both Groups I and II.
- (c) A Tenderer's Tender will be considered as **not meeting** the desirable green requirement on vehicles as specified in Paragraph 27(a) above, and **no mark will be given for assessment criterion A1** under Stage III of the Marking Scheme for the Group(s) the Tenderer is bidding **if**:
- (i) the Tenderer fails to provide the registration number(s) of the proposed vehicle(s) in Table F of the Information Schedule before the Tender Closing Time irrespective of whether the relevant documentary evidence as required in Paragraph 27(a)(ii) above has been provided with the Tenderer's Tender before the Tender Closing Time; or
 - (ii) the Tenderer has provided the registration number(s) of the proposed vehicle(s) in Table F of the Information Schedule as required in Paragraph 27(a)(i) above before the Tender Closing Time **but**:
 - (1) the relevant documentary evidence as required in Paragraph 27(a)(ii) above is missing or not provided within the time which may subsequently be stipulated in the Government's written request at the Government's discretion; or
 - (2) the submitted documentary evidence as required in Paragraph 27(a)(ii) above fails to prove that the Tenderer is able to comply with the desirable green requirement on vehicles specified in Paragraph 27(a) above; or
 - (3) the submitted documentary evidence as required in Paragraph 27(a)(ii) above fails to meet any of the requirements as stipulated in Paragraph 27(a)(ii) above.
- (d) If a Tenderer does propose such vehicle(s) which are acceptable to the Government, it will be bound to provide such proposed vehicle(s) as part of the Contract.

28. Acceptance of Innovative Suggestions

(a) Pro-innovation Proposal

A Tenderer shall provide details and elaboration on whether and how its Pro-innovation Proposal(s) is directly related to (i) the enhancement of the delivery efficiency and/or security control; (ii) the enhancement of the food safety and overall hygiene; or (iii) providing benefit that could facilitate the institutional operation in **Table G of the Information Schedule before the Tender Closing Time**. **Otherwise, no mark will be given for assessment criterion A2(a)** under Stage III of the Marking Scheme.

(b) ESG Proposal

A Tenderer shall provide details and elaboration on whether and how its ESG Proposal(s) would bring about positive values/benefits to the Government, or the public at large in **Table G of the Information Schedule before the Tender Closing Time**. **Otherwise, no mark will be given for assessment criterion A2(b)** under Stage III of the Marking Scheme. Such ESG Proposal(s) may improve (i) environmental protection (e.g. reduction in energy consumption, use of renewable energy such as solar energy); (ii) social responsibility (e.g. employment of people with disabilities and/or rehabilitated persons for the contract); and/or (iii) governance. The proposed ESG Proposals may but need not be directly relevant to the performance of the Contract.

(c) A Tenderer shall submit all relevant supporting documents in its tender submission **before the Tender Closing Time** to substantiate the effectiveness and practicability of its proposed Innovative Suggestions. Except for the factual supporting documentary evidence (e.g. test reports/certificates) which may be provided upon the Government's written request, **any additional information not contained in the original tender submission but provided by the Tenderer after the Tender Closing Time will not be taken into account in the evaluation.**

(d) The Government may, at its absolute discretion, accept one or more of the Innovative Suggestions proposed by the successful Tenderer in its Tender. The Accepted Innovative Suggestion(s) shall form an integral part of the Contract.

(e) Please refer to the notes in Table G of the Information Schedule on how marks will or will not be awarded under the assessment criteria as mentioned in Paragraphs 28(a) and 28(b) above.

29. Contract Deposit and Financial Vetting

[Paragraph 23 of the Terms of Tender shall be read subject to this Paragraph 29.]

(a) The Tenderer has to demonstrate its financial capability before it can be considered for the award of the Contract. For this purpose, the Tenderer is required to submit the following documents for financial vetting:

(i) Originals (or copies certified by its auditors) of the audited accounts of the Tenderer, and the audited consolidated accounts of the group if the

Tenderer is a subsidiary of another company for the three (3) financial years prior to the Tender Closing Date. The audited accounts must comply with the following requirements:

- (1) The audited accounts must be prepared on the same basis for each year in accordance with accounting principles generally accepted in Hong Kong and the disclosure requirements of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) or otherwise in accordance with all applicable laws and regulations of its place of incorporation.
- (2) The latest audited accounts must be for the period ending no more than 18 months before the Tender Closing Date.
- (3) The audited accounts must contain the directors' report, auditors' report, statement of financial position (also referred to as balance sheet), statement of profit or loss and other comprehensive income (also referred to as income statement), statement of changes in equity, statement of cash flows and notes to the accounts.
- (4) All such accounts must have been audited by certified public accountants (practising) or for a non-Hong Kong company, by auditors recognised by the law of its place of incorporation.
- (5) If any such accounts are in a language other than Chinese or English, translations, certified as accurate by the respective consulate or a notary public registered in Hong Kong, must be provided.
- (6) If the Tenderer is a joint venture or partnership, audited accounts for each member of the joint venture or partnership must be submitted if the members are incorporated bodies.

Remarks: Unaudited accounts are acceptable only if the Tenderer is an unincorporated business where audited accounts are not mandatorily required, or the Tenderer is a newly established business where the first accounts are not yet available. For unincorporated businesses, tax records such as profits tax assessment issued by the Inland Revenue Department of the Government or the equivalent body in the Tenderer's place of business for the past three (3) financial years (if available) should be provided. The unaudited accounts and tax records must be certified by the sole proprietor, partners or directors of the Tenderer, certified public accountants or other accountants acceptable to the Government.

- (ii) Management accounts with a period ending not more than three (3) months before the Tender Closing Date if this has not been covered by the latest audited accounts. The accounts shall be prepared on the same basis in accordance with accounting principles generally accepted in Hong Kong or otherwise in accordance with all applicable laws and regulations of its place of incorporation (in the case the Tenderer is incorporated) or place of

business (in the case the Tenderer is an unincorporated entity). They must be certified by (1) the sole proprietor, partners or directors of the Tenderer; or (2) certified public accountants or other accountants acceptable to the Government;

- (iii) Projected statement of profit or loss and other comprehensive income and statements of cash flows of the Contract for each contract year and the pre-operating period and, if possible, those of the Tenderer during the Contract Period, setting out the revenue, details of operating expenses, capital expenditure including the initial investments and the sources of finance, and other particulars showing how the Tenderer will deal with the Contract. The projected accounts and statements must comply with the following requirements:
 - (1) They should be certified by the company's chief executive. For a joint venture or partnership, separate certification from each member of the joint venture or partnership is required.
 - (2) The assumptions used in preparing the projections should be reasonable and must be clearly stated. All the supporting schedules and detailed calculations should also be provided.
 - (3) The assumptions by the Government included in the Tender Document must be reflected in the Tenderer's projections.
- (iv) Original letters from bankers, confirming lines of credit facilities available to the Tenderer and the current undrawn/unutilised balances of such credit facilities within 15 days before the Tender Closing Date and stipulating the expiry date of the facilities;
- (v) Copies (certified by the sole proprietor, partners, directors or company secretary of the Tenderer) of letters of undertaking, minutes of board meetings or returns of allotment of shares to support injection of capital;
- (vi) Written confirmation from a guarantor that it is willing to provide financial support or guarantee to the Tenderer, where applicable;
- (vii) Description and amount of any other tenders outstanding that have been submitted to the Government;
- (viii) Description and amount involved of all contracts (both public and private) currently on hand;
- (ix) The latest three (3) to six (6) months' bank statements (originals or certified true copies) confirming balances of its major bank accounts; and
- (x) The following background information of the Tenderer:
 - (1) Identity of the Tenderer and its nature of business, i.e., whether it is an incorporated body, a sole proprietorship, a partnership or a joint venture, etc.

- (2) Place and date of incorporation or formation;
 - (3) The ownership details including name(s) of shareholders/partners/proprietor/joint venture members and their percentages of ownership. For tenders submitted by a new joint venture or a consortium, details of the nature and the proposed roles of the members should be provided; and
 - (4) If the Tenderer is a subsidiary, the names(s) and place(s) and dates(s) of incorporation of its immediate and ultimate holding companies.
- (b) Tenderers shall upon the request in writing by the Government provide the documents mentioned in Paragraph 29(a) above and any other financial and corporate information as required by the Government for assessment of the financial capability of the Tenderer to undertake the Contract within the time stipulated in the written request by the Government.
- (c) If the successful Tenderer has **passed** the financial vetting, it shall submit to the Government a Contract Deposit either in cash or in the form of a banker's guarantee in an amount equivalent to **2% of the Total Estimated Goods Price**.
- (d) If the successful Tenderer **fails** in the financial vetting, or it is a newly established company, or it is unable to submit adequate information for conducting a meaningful financial vetting, the Tenderer shall submit to the Government a Contract Deposit either in cash or in the form of a banker's guarantee in an amount equivalent to **6% of the Total Estimated Goods Price**.

30. Tender Briefing Session

- (a) A tender briefing session will be held at 16:00 hours on 17 July 2023 at CSD Headquarters, Room 2439, 24/F., Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong. Although attendance at the tender briefing session is not compulsory, prospective Tenderers are strongly advised to attend. A prospective Tenderer who wishes to attend the briefing session is requested to complete the **reply slip at Annex B (Reply Slip) to the Terms of Tender (Supplement)** and fax it to the Commissioner of Correctional Services [Attn.: Principal Officer (Catering & Dietetics)] on fax number (852) 2802 4903 on or before 13 July 2023. **For planning purposes, the number of representatives of each prospective Tenderer is limited to two (2).**
- (b) Questions for clarification at the tender briefing session may be submitted in writing to the Commissioner of Correctional Services [Attn.: Principal Officer (Catering & Dietetics)] on fax number (852) 2802 4903 on or before 13 July 2023.
- (c) In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or a Black Rainstorm Signal, or "extreme conditions after super typhoon" announced by the Government being in force, for any duration at or after 14:00 hours on 17 July 2023, the tender briefing session scheduled for that day will be cancelled and the Government will notify prospective Tenderers who have submitted a reply slip the arrangement of the rescheduled tender briefing session.

31. Contact Details

[The Appendix to the Terms of Tender (Contact Details) shall be read subject to this Paragraph 31.]

- (a) The correspondence and notices mentioned in (b) of the Appendix to the Terms of Tender (Contact Details) in relation to a batch of Goods shall be addressed to the Receiving Officer of the Location to which that batch of Goods are delivered (or to be delivered).
- (b) The address of the Receiving Officer as stated in (3) of the Appendix to the Terms of Tender (Contact Details) shall be the same address as the Location to which the Goods are delivered (or to be delivered).

-End-

Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

1. A two-envelope approach with a technical to price weighting of **50 : 50** will be adopted for tender evaluation whereby price assessment will be conducted separately from and subsequent to technical assessment. Tenders for **each Group** will be evaluated separately (viz., referred to as “the Group being evaluated”). Without prejudice to other provisions in the Tender Documents under which a Tender will or may not be considered further, Tenders received for each Group will be evaluated in the following manner.

Stage I – Completeness Check

2. Tenders will be checked to ensure the completeness of the tender submissions as measured against the listed items as set out in Paragraph 3.3 of the Terms of Tender and Paragraph 6 of the Terms of Tender (Supplement), except that the price information which will be checked in Stage IV assessment. A Tenderer which has adopted Paper-based Tendering but has failed to submit the item mentioned in Paragraph 3.3(a)(i) of the Terms of Tender by the Tender Closing Time will lead to its entire Tender **not** being considered further. For the information mentioned in Paragraph 3.3(d) of the Terms of Tender, a Tenderer which has failed to submit such information for any one Item(s) covered by the Group being evaluated, that Tenderer’s Tender for that Group will not be considered further. Tenders which have passed this Stage I assessment will proceed to Stage II assessment.

Stage II – Assessment of Compliance with Essential Requirements

3. Tenders which have passed Stage I assessment will be checked to ensure their compliance with the essential requirements as set out in the Tender Documents and tender samples submitted will be subject to the Sample Evaluation to ascertain their compliance with the relevant mandatory features of the Technical Specifications. A Tender for one or more Item(s) covered by the Group being evaluated which fails to meet any of the essential requirements will lead to that entire Group **not** being considered further. Tenders which have passed this Stage II assessment will proceed to Stage III assessment.

Stage III – Technical Assessment

4. All Tenders for a Group being evaluated which have passed Stages I and II assessments will be evaluated according to the assessment criteria of the Marking Scheme shown below and the marking guidelines detailed in the Attachment to this Annex A.

Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Applicable to Groups I and II

Assessment Criteria	Maximum Marks
Section A - Technical Aspects	
1. Green Requirement on Vehicles	4
2. Innovative Suggestion	
(a) Pro-innovation Proposals - directly relevant to the performance of the Contract	60
(b) ESG Proposals - measures to improve environmental protection, sustainability or governance or social responsibility which may but need not be directly relevant to the performance of the Contract	16
Sub-total for Section A	80
Section B – Experience and Certification	
2. Relevant Experience of the Tenderer	15
3. ISO 9001 Certificate	5
Sub-total for Section B	20
Total Technical Marks	100

5. A maximum weighted technical score of **50** will be allocated to the Tender achieving the highest overall technical mark for the Group being evaluated. The weighted technical scores of other Technical Proposals of the Tenderers which have passed Stages I and II assessments will be calculated in accordance with the following formula:

$$\text{Weighted Technical Score of a Tender} = 50 \times \frac{\text{Overall technical mark of the Tender for the Group being evaluated}}{\text{Highest overall technical mark amongst all Tenders for the Group being evaluated which have passed Stages I and II assessments}}$$

Stage IV – Price Assessment

6. The Price Proposals of the Tenders which have passed Stages I and II assessments and completed Stage III assessment will be evaluated based on the total amount of the Estimated Goods Price in Part A of the Price Schedule for the Group being evaluated (referred to as the “tender price” below). The Price Proposals for the Group being evaluated with (i) incomplete or partial quotation for such Group in the Price Schedule and/or (ii) the Unit Price for any of the Items of the Group which is quoted in a currency other than Hong Kong dollars or US

Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

dollars in the Price Schedule will **not** be considered further. A maximum weighted price score of **50** will be allocated to the Price Proposal with the lowest tender price for the Group being evaluated. The weighted price scores of the Price Proposals of other Tenderers for the Group being evaluated which have passed Stages I and II assessments and completed Stage III assessment will be calculated in accordance with the following formula:

$$\text{Weighted Price Score of a Tender} = 50 \times \frac{\text{Lowest tender price amongst all Tenders for the Group being evaluated which have passed Stages I and II assessments and completed Stage III assessment}}{\text{Tender price of the Tender for the Group being evaluated}}$$

Stage V – Calculation of Combined Score

7. The combined score of each of the Tender proposals that have completed Stages III and IV assessments for the Group being evaluated will be calculated as follows:

$$\text{Combined Score} = \text{Weighted Technical Score} + \text{Weighted Price Score}$$

(Note: All figures of the weighted technical scores, weighted price scores and combined scores in Stages III to V assessments will be rounded to the nearest two (2) decimal places. Figures with the values at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward whereas figures with the values at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the values at the second decimal place.)

8. If there is more than one (1) conforming Tender obtaining the same highest combined score in accordance with the Marking Scheme as set out above, preference will be given to the Tender with the highest/a higher weighted technical score for the Group being evaluated.
9. Subject to Paragraph 8 above, a Tenderer whose Tender obtained the highest combined score for the Group being evaluated and who is considered by the Government to be capable of undertaking the Contract will be awarded the Contract for that Group. There is no limit on the number of Groups being awarded to the same Tenderer.

Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Marking Guidelines for Groups I and II

Assessment Criteria	Maximum Marks out of 100 Total Marks	Guidelines to Tenderers for Attaining Marks in Technical Assessment
A. Technical Aspects	80	
<p>A1. Green Requirement on Vehicles</p> <p>A Tenderer should have at least one (1) vehicle to be used for the Contract meeting EURO VI standard.</p> <p>(Paragraph 27 of the Terms of Tender (Supplement)) (Note 1)</p>	4	<p>Marks will be given as follows:</p> <p>4 marks - More than two (2) vehicles to be used for the Contract meeting EURO VI standard and supported by documentary evidence</p> <p>2 marks - One (1) to two (2) vehicles to be used for the Contract meeting EURO VI standard and supported by documentary evidence</p> <p>0 mark - No vehicle to be used for the Contract meeting EURO VI standard <u>or</u> no valid documentary evidence is provided</p>

Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Assessment Criteria	Maximum Marks out of 100 Total Marks	Guidelines to Tenderers for Attaining Marks in Technical Assessment
A2. Innovative Suggestion		
<p>(a) Pro-innovation Proposals</p> <p>A Tenderer should propose effective and practicable Pro-innovation Proposals which are directly related to the performance of the Contract and would bring improvement /benefit to the Government resulting in:</p> <p>(i) enhancement of the delivery efficiency and/or security control; or</p> <p>(ii) enhancement of the food safety and overall hygiene; or</p> <p>(iii) providing benefit that could facilitate the institutional operation.</p> <p>(Paragraph 28 of the Terms of Tender (Supplement)) (Note 2)</p>	60	<p>Marks will be given to effective and practicable Pro-innovation Proposals as follows:</p> <p>60 marks - Four (4) or more effective and practicable Pro-innovation Proposals</p> <p>45 marks - Three (3) effective and practicable Pro-innovation Proposals</p> <p>30 marks - Two (2) effective and practicable Pro-innovation Proposals</p> <p>15 marks - One (1) effective and practicable Pro-innovation Proposal</p> <p>0 mark - No effective and practicable Pro-innovation Proposal</p>

Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Assessment Criteria	Maximum Marks out of 100 Total Marks	Guidelines to Tenderers for Attaining Marks in Technical Assessment
A. Technical Aspect (cont'd)	80	
A2. Innovative Suggestion		
<p>(b) ESG Proposals</p> <p>A Tenderer should propose effective and practicable ESG Proposals which may but need not be directly relevant to the performance of the Contract, but would bring about positive values/benefits to the Government, or the public at large. Such ESG Proposals may improve:</p> <p>(i) environmental protection (e.g. reduction in energy consumption, use of renewable energy such as solar energy);</p> <p>(ii) social responsibility (e.g. employment of people with disabilities and/or rehabilitated persons for the contract); and/or</p> <p>(iii) governance.</p> <p>(Paragraph 28 of the Terms of Tender (Supplement)) (Note 2)</p>	16	<p>Marks will be given to effective and practicable ESG Proposals as follows:</p> <p>16 marks - Four (4) or more effective and practicable ESG Proposals</p> <p>12 marks - Three (3) effective and practicable ESG Proposals</p> <p>8 marks - Two (2) effective and practicable ESG Proposals</p> <p>4 marks - One (1) effective and practicable ESG Proposal</p> <p>0 mark - No effective and practicable ESG Proposal</p>

Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Assessment Criteria	Maximum Marks out of 100 Total Marks	Guidelines to Tenderers for Attaining Marks in Technical Assessment
B. Experience and Certification	20	
<p>B3. Relevant Experience of the Tenderer</p> <p>A Tenderer should have at least an aggregate of 365 days' experience in the business of supplying condiments and marinates within or outside Hong Kong as a contractor under a contract or different contracts within five (5) years immediately before the Original Tender Closing Date.</p> <p>(Paragraph 25 of the Terms of Tender (Supplement)) (Note 3)</p>	15	<p>Marks will be given as follows:</p> <p>15 marks - Equal to or more than 1 825 days' relevant experience and supported by documentary evidence of relevant Reference Contract(s).</p> <p>12 marks - Equal to or more than 1 460 days' but less than 1 825 days' relevant experience and supported by documentary evidence of relevant Reference Contract(s).</p> <p>9 marks - Equal to or more than 1 095 days' but less than 1 460 days' relevant experience and supported by documentary evidence of relevant Reference Contract(s).</p> <p>6 marks - Equal to or more than 730 days' but less than 1 095 days' relevant experience and supported by documentary evidence of relevant Reference Contract(s).</p> <p>3 marks - Equal to or more than 365 days' but less than 730 days' relevant experience and supported by documentary evidence of relevant Reference Contract(s).</p> <p>0 mark - Less than 365 days' or no relevant experience <u>or</u> no valid documentary evidence is provided.</p>

Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement)

Assessment Criteria	Maximum Marks out of 100 Total Marks	Guidelines to Tenderers for Attaining Marks in Technical Assessment
B. Experience and Certification (cont'd)	20	
<p>B4. Valid ISO 9001 (Quality Management System) certificate of the Tenderer</p> <p>A Tenderer should be accredited to ISO 9001 (Quality Management System) certification under the scope related to stores management (e.g. import, wholesales and logistics) before the Original Tender Closing Date.</p> <p>(Paragraph 26 of the Terms of Tender (Supplement)) (Note 4)</p>	5	<p>Marks will be given as follows:</p> <p>5 marks - The Tenderer is accredited to the ISO 9001 (Quality Management System) certification and supported by documentary proof of relevant certificate which is valid as at the Original Tender Closing Date</p> <p>0 mark - The Tenderer is not accredited to ISO 9001 (Quality Management System) certification as at the Original Tender Closing Date <u>or</u> no valid documentary proof is provided</p>

- Notes: (1) For assessment criterion A1, please refer to Paragraph 27 of the Terms of Tender (Supplement) and notes in Table F of the Information Schedule on how marks will or will not be awarded.
- (2) For assessment criteria A2(a) and A2(b), please refer to Paragraph 28 of the Terms of Tender (Supplement) and notes in Table G of the Information Schedule on how marks will or will not be awarded.
- (3) For assessment criterion B3, please refer to Paragraph 25 of the Terms of Tender (Supplement) and notes in Table D of the Information Schedule on how marks will or will not be awarded.
- (4) For assessment criterion B4, please refer to Paragraph 26 of the Terms of Tender (Supplement) and notes in Table E of the Information Schedule on how marks will or will not be awarded.

**Annex B (Reply Slip) to the Terms of Tender (Supplement)
Reply Slip**

To: Commissioner of Correctional Services
(Attn.: Principal Officer (Catering & Dietetics))
Fax. No.: (852) 2802 4903

Tender Ref.: A4000782022
Supply of Condiments, Marinates and Other Food Items
to the Correctional Services Department

Tender Briefing Session
(Please refer to Paragraph 29 of the Terms of Tender (Supplement))

I/We would like to attend the following tender briefing session:

Date : 17 July 2023
Time : 16:00 hours
Venue : CSD Headquarters
Room 2439, 24/F.,
Wanchai Tower, 12 Harbour Road,
Wan Chai, Hong Kong.

Full name of Attendee(s)

Post Title

Mr /Mrs /Miss _____

Mr /Mrs /Miss _____

Name of Company: _____

Signed by an authorised signatory for
and on behalf of the Company: _____

Full name (in block letters) and Post: _____

Telephone. No.: _____

Facsimile No.: _____

Mobile Phone No.: _____

Email: _____

Special Conditions of Contract

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

1. Contract Period

[Clause 1.1 of the General Conditions of Contract shall be read subject to this Clause 1.]

- (a) Subject to any provisions for earlier termination or extension of this Contract, the Contract Period shall commence from the Contract Date for a period of 36 months.
- (b) Notwithstanding Clause 1(a) above, the Government shall also be entitled to extend the Contract Period by giving at least one (1) month’s notice to this effect any time before the expiry of the original Contract Period (as last extended where applicable). The length of the extension shall be as stated in the notice but the total period of one or more extensions shall not exceed six (6) months. The Government may extend the Contract Period more than once.

2. Order Period

[Clause 1.2 of the General Conditions of Contract shall be read subject to this Clause 2.]

Clause 1.2 of the General Conditions of Contract shall apply.

3. Additional Warranties

[Clause 3 of the General Conditions of Contract shall be read subject to this Clause 3.]

Without prejudice to Clause 3 of the General Conditions of Contract, the Contractor warrants, represents and undertakes that:

- (a) the Goods conform in all respects to the Overall Specifications and the Contract Samples (if applicable);
- (b) the Government shall provide the Contractor with drawings and information reasonably required for the Contractor’s guidance in the execution of the Contract free of charge. If required by the Government, the Contractor shall return all such drawings to the Government upon the expiry or early termination of the Contract;
- (c) the Contractor shall ensure that the standard and quality of the Goods delivered to all Penal Institutions are consistent throughout the Contract Period;
- (d) the Contractor shall guarantee that the storage conditions of the Goods as recommended by the manufacturer(s)/distributor(s)/supplier(s) are being adhered to at all times prior to their receipt by the Government; and

- (e) the Contractor shall ensure that all the Goods offered (i) shall comply with the mandatory features of the Technical Specifications; (ii) shall conform in all respects to the requirements of the applicable laws and Government health and safety regulations, including regulations administered by FEHD or DH, such as Food and Drugs (Composition and Labelling) Regulations (Chapter 132W of the Laws of Hong Kong); and (iii) are not adulterated or misbranded and are not articles which may not be sold in Hong Kong under any applicable law, regulation or code of practice.

4. **Price Variation**

[Clause 5 of the General Conditions of Contract shall be read subject to this Clause 4.]

- (a) All Unit Prices specified in the Price Schedule for the Items shall remain valid throughout the Contract Period and the Unit Prices shall only be subject to adjustment (if any) in accordance with the provision of this Clause 4 after 12 months from the Contract Date:

- (i) Adjustment of the Unit Prices specified in the Price Schedule shall be conducted annually based on the average percentage change over a period of 12 months preceding the second/third year of the Contract Period of the following indices published monthly by the Census and Statistics Department. The Contractor may refer to the following website for reference:

<https://www.censtatd.gov.hk/en/EIndexbySubject.html?scode=270&pcode=D5600001>

The Consumer Price Index for “**Basic food**” in Consumer Price Index (A) (“CPI(A)”).

- (ii) Should the above index cease to be published at any time during the Contract Period, a suitable substitute (including the base index) as recommended by the Census and Statistics Department as an equivalence to the index will be used for computation. Any alternative price adjustment mechanism shall be agreed in writing between the Contractor and the Government.
- (iii) The following formula shall be adopted for computation of the annual adjustment of the Unit Price of the Goods for the second/third year of the Contract Period:

$$\frac{(A - B)}{B} \times 100\% = \text{percentage of increase or decrease (rounded to the nearest two (2) decimal places*)}$$

where A = The 12 months' average of the relevant index of CPI(A) for the first/second year of the Contract Period (rounded to the nearest 2 decimal places*);

B = The relevant index of CPI(A) for the month of the Tender Closing Date.

Note: * The percentage of increase or decrease and the 12 months' average of the relevant index of CPI(A) for the first/second year of the Contract Period shall be rounded to two (2) decimal places. Figure(s) below 0.005 will be rounded to 0 and figure(s) equal to or above 0.005 will be rounded to 0.01.

- (iv) Adjustment of the Unit Prices shall be made if there is an increase or a decrease of A against B as specified in the adjustment formula above. A credit/debit note covering the difference in total prices payable for the Goods delivered in the second or third year should be issued quarterly by the Contractor to the Government.
- (v) Price adjustments for the Unit Prices for any of the Items as set out in the Price Schedule shall be calculated by multiplying the aggregate net invoice value of the month by the respective increase or decrease percentage of the same period referred to in Clauses 4(a)(iii) and 4(a)(iv) above. The total amount of price adjustments shall be rounded off to the nearest ten cents.

Example 1:

$$\frac{(100.57 - 93.7)}{93.7} \times 100\% = +7.33\%$$

where 100.57 = The 12 months' average of the relevant index of CPI(A) for the first year of the Contract Period;

and 93.7 = The relevant index of CPI(A) for the month of the Tender Closing Date.

The Unit Price for the second year of the Contract Period will be adjusted upward (i.e. +7.33%). If the Unit Price of the Item quoted in the Price Schedule is HK\$100.00, then the Unit Price of the Item for the second year of the Contract Period will be HK\$107.33 (i.e. HK\$100.00 x 107.33%).

Example 2:

$$\frac{(88.0 - 93.7)}{93.7} \times 100\% = -6.08\%$$

where 88.0 = The 12 months' average of the relevant index of CPI(A) for the second year of the Contract Period;

and 93.7 = The relevant index of CPI(A) for the month of the Tender Closing Date.

The Unit Price for the third year of the Contract Period will be adjusted downward (i.e. -6.08%). If the Unit Price of the Item quoted in the Price Schedule is HK\$100.00, then the Unit Price of the Item for the third year of the Contract Period will be HK\$93.92 (i.e. HK\$100.00 x 93.92%).

The above examples are for illustration only, and should by no means be regarded as an indication for the offer.

- (b) If the Government extends the Contract Period pursuant to Clause 1(b) of the Special Conditions of Contract, the Unit Prices in the extended Contract Period shall be adjusted in accordance with the formula set out in Clause 4(a)(iii) above but the “A” shall be equal to the 12 months’ average of the relevant index of CPI(A) for the third year of the Contract Period.
- (c) **Any other price variation, for example, one based on foreign exchange market fluctuations, shall not apply.**

5. **Order and Delivery**

[Clause 6 of the General Conditions of Contract shall be read subject to this Clause 5.]

- (a) The Contractor acknowledges and undertakes that:
 - (i) Orders for the Goods may be placed by the Controlling Officers of the Penal Institutions on an “as and when required” basis from time to time and at any time during the Order Period.
 - (ii) The quantity of the Goods to be supplied and delivered to the Government; the destination, the date and the time for delivery of the required Goods; and the conditions, if any, applicable to the delivery of the required Goods may be specified in the Orders for the Goods and the Contractor shall supply and deliver to the Government the quantity of the Goods so specified in the Order; and
 - (iii) The Contractor shall deliver the Goods to the designated unloading zone of Penal Institution(s) or the designated pier according to the date and time for delivery of the required Goods as specified in an Order (“**Deadline Delivery Date**”):
 - (1) **For Penal Institutions accessible by vehicles (including those Penal Institutions located on Lantau Island)**
Within three (3) working days from date of an Order or the date specified in the Order, whichever is the later; and
 - (2) **For Penal Institutions only accessible by vessels (other than those Penal Institutions located on Lantau Island)**
Within Five (5) working days from date of an Order or the date specified in the Order, whichever is the later.
- (b) For Penal Institutions (including those Penal Institutions located on Lantau Island) accessible by vehicles, the Contractor shall, at its own cost and expense, obtain all necessary permits, such as Closed Road Permit for Lantau Closed Roads and Prohibited Zone Permit for Tung Chung Road, for all vehicles for accessing to the Penal Institutions on Lantau Island.

- (c) For Penal Institutions only accessible by vessels, the Contractor shall deploy its own staff resources to deliver and unload the Goods onto the designated pier of Hei Ling Chau at the time or times specified or agreed by the Controlling Officers of the Penal Institutions in Hei Ling Chau. Though the Government will receive the delivered Goods at the designated pier(s) of Hei Ling Chau and arrange the subsequent land transport to deliver the Goods from the pier(s) to the Penal Institution(s), the Goods being carried by the Government's vehicles and/or trolleys are at the risk of the Contractor and the Government accepts no responsibility whatsoever. Subject to the approval of the Controlling Officer of individual Penal Institution, the Contractor may appoint an employee to oversee the Goods until they are unloaded at and accepted by the respective Penal Institution.
- (d) The Contractor shall ensure that all deliveries shall be made **between 0830 and 1200 hours**, subject to a pre-set schedule to be agreed with the Controlling Officer(s) of individual Penal Institutions. The Contractor shall unload the Goods at the designated unloading zone of a Penal Institution or the designated pier as quickly as possible.
- (e) The Contractor shall at its own cost and expense provide the delivery vehicles and/or vessels and all necessary facilities, including nylon nets and planks, to deliver and facilitate loading/unloading of the Goods. The Contractor shall ensure that all such facilities are in good working condition and shall arrange for their replacement whenever necessary at the Contractor's own cost and expense. The Contractor shall also ensure that the sizes and weights of the vehicles are suitable for delivery to and manoeuvring inside the Penal Institutions requiring land delivery.
- (f) The Contractor shall deploy a dedicated delivery team of regular employees to perform delivery of the Goods to any of the Penal Institutions.
- (g) The Contractor shall take all necessary measures to protect the Goods delivered from rain and direct sunlight and shall use insulated containers for delivery where necessary.
- (h) CSD will delegate the daily responsibility for receiving and inspecting the Goods to the Receiving Officers of the Penal Institutions. The Contractor shall submit, upon each delivery of Goods, a delivery note to the Receiving Officer(s) of the Penal Institutions for inspection. The Contractor shall indicate in the delivery note, item by item, the total quantity/weight of every item ordered by/delivered to the relevant Penal Institutions. The Contractor shall provide a monthly report to the Controlling Officers of respective Penal Institutions indicating the accumulated stock of every item in case the quantity/weight of the Goods delivered are in excess of that ordered by the relevant Penal Institutions..
- (i) The Contractor shall note that, normally, at least one (1) delivery will be required per week for each of the Locations specified in List I of Attachment A (List of Delivery Locations) to the Special Conditions of Contract. However, CSD reserves its right to require more frequent deliveries, whenever necessary. The Contractor acknowledges and agrees that:

- (i) it shall ensure that, in case of extreme conditions after super typhoon, typhoon signals, black rainstorm signals or warnings for other severe weather conditions, deliveries will be made as soon as possible when the weather conditions permit; and
- (ii) if any severe weather warnings (including tropical cyclone signals, rainstorm warning signals) are in force, detailed delivery arrangements shall be worked out with CSD or the Controlling Officer of the respective Penal Institution as necessary.
- (j) The Contractor shall ensure that all its employees deployed in carrying out the delivery services under the Contract shall keep to such parts of the Government premises as are necessary for the due discharge of the Contractor's obligations under the Contract.
- (k) The safety of any vessel and vehicle used by the Contractor and brought alongside or onto the Government premises, piers or wharves, as the case may be, shall be the sole responsibilities of the Contractor and the Contractor shall indemnify the Government in respect of any loss or damages to such Government premises, piers or wharves.
- (l) The Contractor shall deliver the Goods to the Locations as listed in Attachment A (List of Delivery Locations) to the Special Conditions of Contract. The Government may make any change to the list of Locations in Attachment A (List of Delivery Locations) to the Special Conditions of Contract during the Contract Period by giving to the Contractor a written notice of not less than three (3) working days in advance and the Contractor shall deliver the Goods to such new Location(s) in accordance with the provisions of the Contract at no additional cost to the Government.
- (m) The Contractor shall obtain all necessary export licences, certification and other documentation for the supply and delivery of the Goods to the Government in accordance with the Contract.
- (n) Clauses 6.2, 6.3, 6.4, 6.7 and 6.10 of the General Conditions of Contract shall not apply.

6. Inspection, Acceptance and Rejection

[Clauses 8.1, 9, 10 and 13 of the General Conditions of Contract shall be read subject to this Clause 6.]

- (a) (i) When a batch of Goods is delivered to the Penal Institution, the Goods delivered will be randomly selected by the Receiving Officer for inspection and testing to check for compliance with the Overall Specifications and the Contract Sample; and to ascertain the Goods delivered are fit for purpose and of merchantable quality ("**Inspection**"). The Contractor shall provide all reasonable assistance to the Government in relation to all such inspection and testing free of charge.
- (ii) Without prejudice to the generality of the foregoing, CSD may, by giving reasonable prior notice to the Contractor, inspect or test the Goods either in the

form of a finished product or in the process of manufacture. If required by CSD, the Contractor shall deliver to CSD a certificate or documentary proof showing that the Goods have been inspected and passed the above tests as stipulated in Clause 6(a)(i) above. The Government reserves the right to reject any Goods which were not manufactured in the place as specified in the Contract. The Contractor shall ensure that the goods supplied are of the same source (in terms of the Manufacturer, the brand and Place of Origin) as stated in the Contract.

- (iii) No failure by the Government to make a complaint at any time of an inspection or test, and no approval or consent given during or after such inspection or test shall constitute a waiver by the Government of any rights or remedies it has or may have in respect of the Goods. The Government reserves all its rights to reject the Goods whether under the provisions of the Contract, in law or otherwise.
- (b) In addition to the grounds for issuing a Rejection Notice in respect of a faulty batch of Goods as specified in Clause 10.1 of the General Conditions of Contract, the Controlling Officer of the respective Penal Institution shall be entitled to issue a Rejection Notice under Clause 10.1 of the General Conditions of Contract in respect of a batch of Goods if a batch of Goods (viz., “**faulty batch**”) or any quantity of the Goods comprised therein (viz., faulty units):
 - (i) fails any Inspection as mentioned in Clause 6(a) above; or
 - (ii) is in breach of any requirements specified in Clause 21 of the Special Conditions of Contract and such breach cannot be reasonably discovered by the Government at the time of delivery (for example, where the quantity or conditions of the Goods cannot be examined until the packaging is removed). The Controlling Officer of the respective Penal Institution shall be entitled to reject those Goods by giving a written notice to the Contractor (1) at any time before the expiry date or best before date indicated in the packaging of an item of the Goods; or (2) if no such date is indicated in the packaging, within 12 months from the date of delivery of such item of the Goods; or
 - (iii) underweight Goods delivered.
- (c) No Acceptance Note will be issued in respect of any batch of the Goods and Clauses 9.1(a), 9.2, 9.3 and 9.4 of the General Conditions of Contract shall not apply.
- (d) Clause 9.1(b) of the General Conditions of Contract shall apply. If no Rejection Notice is issued under Clause 10.1 of the General Conditions of Contract (as supplemented by Clause 6(b) above) during the one (1) month period from the date of a receipt issued in respect of a batch of Goods, that batch of Goods shall be regarded to have been accepted under Clause 9.1(b) of the General Conditions of Contract.
- (e) In respect of each Order, the Contractor will, upon delivery of the Goods to the destination (each as specified in the Order), obtain a receipt from the Receiving Officer. For the avoidance of doubt, such receipt shall not constitute an acceptance or acknowledgement by the Government of (i) the Goods delivered, or (ii) the condition, quantity or the nature of such Goods.

- (f) Notwithstanding any provision of the Contract, due delivery of any Goods to the Government shall not be regarded to have taken place unless and until such Goods are accepted by the Government pursuant to the Contract.
- (g) All batches of Goods which the Rejection Notice(s) relate (viz., **faulty batches**) as well as those other batches which have been ordered but not yet delivered and/or not yet accepted (as the case may be) are collectively known as “**Rejected Goods**”.
- (h) Where there are Rejected Goods which are not requested to be or have not been replaced to the satisfaction of the Government under Clause 10.3(d) of the General Conditions of Contract, but the Government does not terminate the Contract (in whole or in part), the Contractor shall still have to perform the obligations specified in Clause 20.1(d) of the General Conditions of Contract (refund of the Contract Price in respect of the Rejected Goods) within seven (7) days after the issue of the Rejection Notice.
- (i) Upon receipt of a Rejection Notice, the Contractor shall, at its own cost and expense:
 - (i) replace the Goods and deliver such replacement Goods to the relevant Penal Institution within two (2) working days or such other period of time as specified by the Controlling Officer of the respective Penal Institution; and
 - (ii) immediately remove the Rejected Goods.
- (j) If the Contractor fails to remove and/or dispose of any Rejected Goods in accordance with Clause 6(i) above, the Government may remove and/or dispose of the Rejected Goods as it sees fit. The Government shall not be liable to the Contractor (in contract, tort or otherwise) in respect of such removal and/or disposal and the Contractor shall pay the Government all costs and expenses incurred by the Government for such removal and/or disposal.
- (k) Risk in all Goods rejected or returned by the Government to the Contractor remains with the Contractor (irrespective of the location of the Goods) and they shall be returned to the Contractor at the Contractor’s expense.
- (l) In the event of a dispute arising from the Inspection and/or rejection of the Goods delivered, the Contractor should refer the matter to the CSD in writing within 72 hours with a copy of the correspondence to GLD:

Correctional Services Department
Address: Unit 2004-9, 20/F., Honour Industrial Centre, 6 Sun Yip Street, Chai Wan, Hong Kong
Attention: Senior Supplies Officer (Central Supplies)
Fax number: (852) 2870 0563

with a copy to:

Government Logistics Department
Address: 9/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong
Attention: Senior Supplies Officer (A)
Fax number: (852) 2116 0102

7. **Excess Goods**

- (a) The Contractor acknowledges that, for each consignment, the items and quantities of Goods delivered to a Penal Institution must agree with those actually specified in the Order for such Penal Institution.
- (b) The Receiving Officer(s) of the respective Penal Institution is entitled to reject any excess goods which are not specified in the respective Order (“**Excess Goods**”).
- (c) The Contractor shall at its own cost and expense to remove any Excess Goods immediately from the Penal Institution concerned if and when required by the Government. Otherwise, the Government may remove and/or dispose of the Excess Goods as the Government sees fit. The Government shall not be liable to the Contractor (in contract, tort or otherwise) in respect of such removal and/or disposal and the Contractor shall pay the Government all costs and expenses incurred by the Government for such removal and/or disposal.
- (d) The Contractor acknowledges that any Excess Goods kept in the Penal Institutions shall remain the property of the Contractor. The Contractor shall collect such Excess Goods, if any, from the Penal Institutions upon completion or the expiry of the Contract.
- (e) For the avoidance of doubt, the Government will not pay for any Excess Goods unless Orders for such Goods are placed by Penal Institutions.

8. **Delay or Failure in delivery and Liquidated Damages for Delay**

[Clauses 10.3(h) and 10.11 of the General Conditions of Contract shall be read subject to this Clause 8.]

- (a) Clauses 10.9 and 10.10 of the General Conditions shall apply in the event of any delay or failure in the delivery of any batch of Goods in accordance with any one (1) Order issued by CSD (viz., **Delayed Goods**), but:
 - (i) Clause 10.10(a) of the General Conditions of Contract shall not apply (unless it becomes applicable under Clause 8(b)(i) below);
 - (ii) the rights mentioned in Clause 10.10(b) of the General Conditions of Contract shall exclude the right of the Government to exercise any of the rights specified in Clause 10.3(e) of the General Conditions of Contract (rejection of other batches ordered but not yet delivered and/or not yet accepted), Clause 10.3(f) of the General Conditions of Contract (refraining from issuing new Orders) and Clause 10.3(i) of the General Conditions of Contract (termination or partial termination of the Contract) (collectively, “**Temporary Excluded Rights**”) unless they become applicable under Clause 8(b)(i) below; and
 - (iii) no liquidated damages for any delay in the delivery of the Goods shall be payable and Clauses 10.3(h) and 10.11 of the General Conditions of Contract shall not apply.

- (b) Where the Contractor within any six (6) months of the Contract Period has delayed or failed to deliver five (5) or more batches of Goods (viz., Delayed Goods) in accordance with five (5) or more Orders issued by CSD, in addition to all or any one (1) or more rights which are exercisable as mentioned in Clause 8(a) above in relation to each such batch of Delayed Goods,
 - (i) Clause 10.10(a) of the General Conditions of Contract and the Temporary Excluded Rights shall immediately become exercisable and applicable; but
 - (ii) no liquidated damages for any delay in the delivery of the Goods shall be payable and Clauses 10.3(h) and 10.11 of the General Conditions of Contract shall not apply.
- (c) All batches of Delayed Goods which are to be rejected under Clause 10.9 of the General Condition of Contract as well as those other batches which have been Ordered but not yet delivered and/or not yet accepted and are to be rejected under Clause 8(b)(i) above, are collectively known as “**Rejected Goods**”.

9. Payment for the Contract Price

[Clause 14 of the General Conditions of Contract shall be read subject to this Clause 9.]

- (a) In consideration of the Contractor’s due and proper performance of its obligations in accordance with the Contract, the Government shall pay the Contractor for the Goods supplied to each Penal Institution on a monthly basis (“**Monthly Payment**”).
- (b) The Monthly Payment in respect of a month shall be the sum of the prices for the items of Goods supplied by the Contractor at the respective unit prices as set out in the Price Schedule, subject to any payment discounts or deductions provided in the Contract, and in an amount rounding to the nearest two (2) decimal places. Figure below 0.005 will be rounded to 0 and figure equal to or above 0.005 will be rounded to 0.01.
- (c) The Monthly Payment will be made in Hong Kong dollars. If an Item is quoted in US dollars, the payment to the Contractor will be made in Hong Kong dollars. The conversion rate shall be based on the official opening selling rate quoted by The Hongkong and Shanghai Banking Corporation Limited ruling on the date of payment by the Government.
- (d) The Contractor shall invoice the Government for any payment of the Goods supplied to each Penal Institution on a monthly basis. The Contractor shall state in each invoice:
 - (i) Order number of the deliveries;
 - (ii) the particulars of the Goods delivered (including the quantity and unit price of such Goods);
 - (iii) the amount payable for the Goods delivered; and
 - (iv) such other information as CSD may require from time to time.

- (e) Invoices and correspondence concerning payment shall be addressed to the Controlling Officer of the respective Penal Institution or as may be otherwise advised by CSD. The Government shall not be responsible for any delay in payment if invoices and correspondence are not sent and addressed in accordance with this Clause 9.
- (f) Any payment discount(s) offered by the successful Tenderer in Part C of the Price Schedule will form part of the Contract.
- (g) Clauses 14.2(a), 14.3, 14.6, 14.8, 14.9 and 14.11 of the General Conditions of Contract shall not apply.

10. Minimum Availability Level

[Clause 15.6 of the General Conditions of Contract shall be read subject to this Clause 10.]

Clause 15.6 of the General Conditions of Contract shall not apply.

11. Maintenance Services

[Clause 15.7 of the General Conditions of Contract shall be read subject to this Clause 11.]

No maintenance services will be required and Clause 15.7 of the General Conditions of Contract shall not apply.

12. Contract Deposit

[Clause 16 of the General Conditions of Contract shall be read subject to this Clause 12.]

The Contractor shall deposit with the Government via the Director of Government Logistics within 21 days from the Contract Date, an amount (“Contract Deposit”) equivalent to 2% of the Total Estimated Goods Price (if it passes financial vetting), or 6% of the Total Estimated Goods Price (if it fails financial vetting) as specified by the Government in the Tender Acceptance.

13. Termination

[Clause 19.1 of the General Conditions of Contract shall be read subject to this Clause 13.]

- (a) The right to early terminate the Contract under Clauses 10.10(b) and 19.1(h)(ii) of the General Conditions of Contract shall only become exercisable due to failures or delay in delivering five (5) or more batches of Goods within any six (6) months of the Contract Period as mentioned in Clause 8(b) of the Special Conditions of Contract.
- (b) Clause 19.1(h)(iii) of the General Conditions of Contract shall not apply.
- (c) In addition to Clauses 19.1(c) to 19.1(h) of the General Conditions of Contract (subject to the qualifications and exclusions as mentioned in Clauses 13(a) and 13(b) above), the Government may, by seven (7) days’ written notice to the Contractor terminate the Contract immediately in the event that the Contractor persistently fails to comply with or observe any provisions of the Contract regardless of whether these

failures are remediable or have been remedied (other than those failures mentioned in Clause 13(a) above). For the purpose of this Clause 13(c), the same type of failure occurring three (3) times or more during a period of six (6) months shall be deemed to be a persistent failure.

- (d) In addition to Clauses 19.1(a) to 19.1(h) of the General Conditions of Contract, the Government may by seven (7) days' written notice to the Contractor terminate the Contract immediately if an event or circumstances occur(s) which enable(s) the Government to terminate the Contract under Clause 18(d) of the Special Conditions of Contract.
- (e) Where there is a Termination of the entire Contract under Clause 19.1 of the General Conditions of Contract (subject to the qualifications and exclusions as mentioned in Clauses 13(a) to 13(d) above) or under Clause 19.2 or 19.3 of the General Conditions of Contract, and where there are batches of Goods which have already been accepted and are not Rejected Goods (as defined in Clause 6(g) or 8(c) of the Special Conditions of Contract (where applicable)) ("**Accepted and Non-faulty Batches**"), there shall be no rejection of these Accepted and Non-faulty Batches. The consequences specified in Clause 20 of the General Conditions of Contract shall be read subject to the following provisions:
 - (i) in calculating the amounts under Clauses 20.1(c)(i) and 20.1(c)(v) of the General Conditions of Contract, the Accepted and Non-faulty Batches shall not be taken into account; and
 - (ii) the amount to be refunded under Clause 20.1(d) of the General Conditions of Contract shall exclude the Contract Price for the Accepted and Non-faulty Batches but shall include the Contract Price for all those Rejected Goods (as defined in Clause 6(g) or 8(c) of the Special Conditions of Contract (where applicable)).
- (f) Instead of terminating the entire Contract, the Government may, under Clause 19.5 of the General Conditions of Contract (subject to the qualifications and exclusions as mentioned in Clauses 13(a) to 13(d) above), elect to partially terminate the Contract in relation to all or any of those Rejected Goods (as defined in Clause 6(g) or 8(c) of the Special Conditions of Contract (where applicable) (viz., Terminated Goods).

14. Insurance

[Clause 26.1 of the General Conditions of Contract shall be read subject to this Clause 14.]

The insurance policy specified in Clause 26.1.1 of the General Conditions of Contract shall not be required.

15. Provision of Motor Vehicles and Marine Vessel(s)

- (a) The Contractor agrees, undertakes and warrants that it owns or has acquired through a rental contract, for the purpose of the Contract:
 - (i) at least three (3) motor vehicles for delivery of the Goods to the Penal Institutions (including those Penal Institutions located on Lantau Island) accessible by vehicles; and
 - (ii) at least one (1) marine vessel for delivery of the Goods to the Penal Institutions only accessible by vessels.
- (b) The Contractor shall submit a copy of the **valid vehicle registration licence** issued by the Transport Department for each of the vehicles and a copy of the **valid operating licence** issued by the Marine Department for the marine vessel (i) within two (2) weeks from the Date of Tender Acceptance; and (ii) within two (2) weeks from the annual renewal of the respective licence to CSD for record purpose.
- (c) The Contractor shall ensure that the marine vessel(s) deployed for execution of the Contract shall be equipped with the necessary lifting appliance and equipment which have been properly certified in accordance with the prevailing Code of Practice issued by the Marine Department under section 45A of the Merchant Shipping (Local Vessels) Ordinance, Chapter 548 of the Laws of Hong Kong to ensure the safe delivery of the Goods to the destination(s).
- (d) The Contractor shall not change the vehicle(s) and/or vessel(s) deployed for the performance of the Contract without the prior written approval of CSD. If the Contractor proposes to change the vehicle(s) and/or vessel(s), it shall submit details of the proposed replacement vehicle(s) and/or vessel(s) to CSD for approval at least one (1) week before the date of the proposed change.

16. Packing Requirements

- (a) The Contractor undertakes that:
 - (i) all the Goods supplied shall be marked and labelled in accordance with any law, regulation or code of practice applicable in Hong Kong;
 - (ii) **none of the Goods** shall be packed in glass containers; and
 - (iii) unless the Goods are in its original packaging as provided by the Manufacturer(s) or its authorised distributor(s) and is less than 25 kg per pack, the Goods shall be packed (1) in clean, sturdy plastic bags/containers and free from metallic component; and (2) in 1 kg, 5 kg or 10 kg per pack and/or the exact quantity as ordered by the Penal Institutions. For the avoidance of doubt, the Goods delivered for Items 21 and 22 must be in their original packaging.

- (b) The Contractor agrees that the packaging of the Goods and any subsequent changes shall be approved by CSD and the Receiving Officer of the respective Penal Institution shall have the absolute discretion to reject any items of the Goods the packaging of which is different from the approved ones.
- (c) If repacking of any Goods has to be made before delivery of such Goods, the Contractor shall obtain prior approval from CSD in writing. The Contractor shall submit a copy of the valid licence for repacking the relevant Goods or the food factory licence issued by the Food and Environmental Hygiene Department to CSD to support that it or its sub-contractor is licensed to repack the Goods. Within two (2) weeks from the annual renewal of the relevant licence, the Contractor shall submit a copy of the valid licence to CSD for record purpose.

17. Work Plan and Contingency Plan

- (a) The Contractor shall prepare a work plan and a contingency plan in accordance with the instructions in Attachment B (Outlines of Work Plan and Contingency Plan) to the Special Conditions of Contract and submit them to CSD for approval within two (2) weeks from the Date of Tender Acceptance.
- (b) If, in the reasonable opinion of CSD, the submitted work plan and/or contingency plan is/are not detailed enough and/or not workable, the Contractor shall make revisions to the plan(s) as CSD may require and submit, within two (2) weeks from the date of CSD's written request, the revised plan(s) to CSD for approval. If the Contractor repeatedly fails to submit the revised plan(s) that is/are acceptable to CSD within the time specified in CSD's written request, the Government shall be entitled to terminate the Contract in accordance with Clause 13(c) above. The work plan and the contingency plan submitted by the Contractor and approved by CSD shall be referred to as "**Work Plan**" and "**Contingency Plan**".
- (c) The Contractor shall ensure that its employees will follow strictly the procedures and practices set out in the Work Plan when delivering the Goods to CSD throughout the Contract Period.
- (d) If the Contractor is unable to deliver the required quantity of the Goods for any reason not caused by the Government, the Contractor shall immediately activate the Contingency Plan mentioned in Clause 17(b) above. Failure by the Contractor to activate the said Contingency Plan in case of any disruption in supply shall be regarded as a material breach of the Contract.
- (e) The Controlling Officer of a Penal Institution can introduce special and precautionary arrangements for the purpose of health and safety from time to time and/or in response to epidemic outbreaks, and the Contractor shall comply with such special and precautionary arrangements as required by the Government.

18. Security Requirements

- (a) For security reasons, each of the Contractor's employees who is required to enter Penal Institutions will be subject to security check as required under Prisons Ordinance (Chapter 234 of the Laws of Hong Kong) ("**Security Check**"). The Contractor shall only deploy employees who have passed the Security Check to deliver the Goods to the Penal Institutions. It will be regarded as a material breach of the Contract if the Contractor deploys any person who has not been subject to the Security Check or who has failed in the Security Check to deliver the Goods to the Penal Institutions.
- (b) For the purpose of conducting the Security Check as required under Clause 18(a) above, the Contractor shall provide to CSD all necessary information of its employees as required by CSD within seven (7) working days from the Date of Tender Acceptance. In case there is any change to the Contractor's employees who will be deployed for carrying out the delivery services, the Contractor shall provide to CSD all necessary information of the proposed additional/replacement employee(s) at least seven (7) working days before the proposed change. The Contractor is regarded to have agreed to, and to have obtained from each individual whose information (including without limitation personal data) is provided in the Contract, his consent for disclosure, use and further disclosure by CSD of such information for the purpose of conducting the Security Check.
- (c) Before the Contractor's delivery team, delivery vehicle(s) and/or vessel(s) enter the unloading zone of a Penal Institution or the designated pier(s), whichever is applicable, the Controlling Officer of such Penal Institution may, at his sole discretion and for security reasons, carry out inspection on (i) members of the Contractor's delivery team and/or (ii) the delivery vehicle(s) and/or (iii) vessel(s) deployed for delivering the Goods to the Penal Institution. The Contractor shall ensure that the tools or other articles prohibited under section 18 of the Prisons Ordinance, Chapter 234 of the Laws of Hong Kong will not be mixed with the Goods during delivery to the Penal Institutions. It will be regarded as a material breach of the Contract if any of the Contractor's employees, vehicles and vessels is found to have brought into or in any other manner introduce or convey into any of the Penal Institutions or convey to any persons who are in the legal custody of CSD any unauthorised articles as defined under section 18 of Prisons Ordinance, Chapter 234 of the Laws of Hong Kong. The Contractor shall also note that it will be an offence if any person commits a breach of section 18 of Prisons Ordinance, Chapter 234 of the Laws of Hong Kong.
- (d) The Government shall be entitled to forthwith terminate the Contract if the Contractor has committed five (5) or more breaches of any stipulated conditions in Clause 18(a) and/or Clause 18(c). For the avoidance of doubt, each type and each instance of failure will be counted as one (1) breach.
- (e) For security reasons, the recording function of the reversing video device installed in any goods vehicle(s) or other vehicle(s) deployed for discharge of the Contractor's obligations under the Contract must be switched off within the premises of any CSD office or Penal Institution. The Contractor shall observe and comply with all laws, by-laws and regulations on road traffic at all times within the premises of any CSD office or Penal Institution.

19. Food and Safety Personnel

- (a) The Contractor shall assign at least one (1) employee in its management team as the Hygiene Manager who shall be responsible for ensuring that the Condiments, Marinates and Food Items supplied under the Contract are in compliance with local government health and safety regulations including regulations administered by FEHD and DH. The Hygiene Manager(s) shall possess at least one (1) of the qualifications recognised by FEHD as set out in the following web-sites:

https://www.fehd.gov.hk/english/events/hmhs_scheme/index.html

https://www.fehd.gov.hk/tc_chi/events/hmhs_scheme/index.html

Other equivalent qualifications may be considered subject to CSD's approval.

- (b) The Contractor shall provide a copy of the documentary evidence, e.g. certificate or diploma to prove that its assigned Hygiene Manager(s) possesses the required qualifications to the satisfaction of the Government within two (2) weeks from Date of Tender Acceptance. The assigned Hygiene Manager(s) shall not be replaced unless prior written approval has been given by CSD. If there is any change to the Hygiene Manager(s), the Contractor shall at least two (2) weeks before the proposed change, submit the curriculum vitae of another proposed hygiene manager to CSD for approval.

20. Contractor's Representative

The Contractor shall appoint one (1) of its employees as the contract manager ("**Contract Manager**") for this Contract. The Contract Manager shall have the responsibility and commensurate authority for the overall progress of the Contract and to whom all questions regarding the Contract can be referred to. For the purpose of this Clause, the Contractor shall within two (2) weeks from the Date of Tender Acceptance provide to CSD the name and contact information of its assigned Contract Manager. If there is any subsequent change to the assigned Contract Manager, the Contractor shall notify CSD at least seven (7) days before the change.

21. Health and Safety Regulations

- (a) The Contractor warrants that:
- (i) all the Goods supplied under the Contract shall conform in all respects to the requirements of the applicable laws and Government health and safety regulations, including regulations administered by the Food and Environmental Hygiene Department or the Department of Health, such as Food and Drugs (Composition and Labelling) Regulations (Chapter 132W of the Laws of Hong Kong);
 - (ii) all the Goods are not adulterated or misbranded and are not articles which may not be sold in Hong Kong under any applicable law, regulation or code of practice; and

- (iii) the Contractor shall state the origin of the Goods supplied when required by the Government and at all times throughout the Contract follow the handling methods stipulated by the Government at the Government discretion in safeguarding food hygiene and prevention of epidemic outbreaks.
- (b) The Contractor undertakes that all premises (including storage/packing area, passages and loading/unloading area), vehicles and vessel(s) used in connection with this Contract (collectively referred as “facilities”) shall be kept clean and in good order. The Contractor agrees that the facilities shall be open to inspection by CSD or its authorised persons at all times during the Contract Period. CSD reserves the right to reject delivery of any Goods if CSD is dissatisfied with the conditions of the Contractor’s facilities.
- (c) The Contractor shall, if required by CSD, provide a laboratory report at the Contractor’s own cost and expense, supporting that the Goods supplied are free from harmful substances and conform in all respects to the requirements of applicable laws and Government health and safety regulations, including regulations administered by FEHD or DH.
- (d) The Contractor, if required, shall furnish CSD with a proof note or a certificate showing that the Goods have been subject to the normal tests for such Goods or such tests as CSD may reasonably require.

22. Emergency Stock

- (a) The Contractor shall, during the Contract Period, at its own cost and expense, keep at each of the Penal Institutions as listed in Lists I and II of Attachment A (List of Delivery Locations) to the Special Conditions of Contract not less than 20% of the average monthly consumption of the following Items specified in the Technical Specifications (“**Emergency Stock**”):
 - (i) Item 1 (Cooking oil);
 - (ii) Item 2 (Granulated white sugar);
 - (iii) Item 3 (Iodised cooking salt and brown sugar);
 - (iv) Item 13 (Tea, Chinese);
 - (v) Item 14 (Tea, English/Ceylon);
 - (vi) Item 18 (Skimmed (non-fat) milk powder);
 - (vii) Item 19 (Full cream milk powder);
 - (viii) Item 24 (Dried lily flower); and
 - (ix) Item 25 (Black fungus).
- (b) (i) While the Emergency Stock shall remain the property of the Contractor subject to Clause 22(b)(ii) below, the Contractor shall ensure that the Emergency Stock is always maintained in good condition. The Contractor shall replace the Emergency Stock with fresh supplies when the expiry dates / the best before dates of the Items are less than four (4) months. The Contractor shall then replace the Emergency Stock by the same quantities from the regular supplies at least once every month or on a continuous “first-in-first-out” basis.

- (ii) The Contractor shall verify in writing with the Penal Institutions the quantity of the Emergency Stock and that all Items of the Emergency Stock meets the expiry dates requirements as mentioned in Clause 22(b)(i) above at least once a month.
 - (iii) Any Emergency Stock that is not in good condition shall immediately be replaced by the Contractor without any additional cost to the Government.
 - (iv) The Penal Institutions on Hei Ling Chau will arrange road transport for returning the Emergency Stock that is not in good condition to the pier on Hei Ling Chau at agreed times. The Contractor shall provide labour for immediate removal and loading of the replaced items onto its own vessel(s) at the pier.
- (c) (i) The Emergency Stock at the Penal Institutions shall be kept at the Contractor's own risk and without any liability whatsoever to the Government. CSD will, however, take reasonable steps to ensure that the areas allocated for storage of the Emergency Stock are suitable for the purpose.
- (ii) In the event the Contractor fails to supply the Goods for whatever reason, without prejudice to the Government's right and remedies under the provisions of this Contract, CSD may withdraw the Emergency Stock deposited by the Contractor in the Penal Institutions and will settle the cost of the Items concerned in accordance with the respective Unit Prices set out in the Price Schedule.
- (iii) It is the responsibility of the Contractor to work with the Controlling Officer of each of the Penal Institutions for collecting all the Emergency Stock kept at the respective Penal Institution after the early termination or expiry of the Contract. CSD will dispose of all Emergency Stock if they are not collected by the Contractor one (1) month after the early termination or expiry of the Contract.
- (d) The past consumption on Condiments, Marinates and Other Food Items of each Penal Institution is provided at Attachment C (Past Consumption on Condiments, Marinates and Other Food Items) to the Special Conditions of Contract for the Contractor's reference.

23. Survey Expenses

If the Government discovers any defect in the Goods, the Government may, at the costs and expenses of the Contractor, appoint a surveyor or an expert in the appropriate field to investigate into and/or establish the nature of the defect.

24. Requirement of ISO Certification

The Contractor shall ensure that the ISO certification as committed in Table F of the Information Schedule (if applicable) shall be valid throughout the Contract Period. Upon renewal of the ISO certification as committed in Table F of the Information Schedule (if applicable), the Contractor shall submit a copy of the renewed ISO certification to the Government Logistics Department (Attn.: Assistant Supplies Officer (A1) on fax no. 2116 0102) within two (2) weeks of the renewal.

25. Provision of Vehicle(s) Meeting Green Requirement

- (a) Where applicable, the Contractor shall deploy the vehicle(s) which was proposed by the Contractor in its Tender (if and to the extent the Contractor has proposed in its Tender and accepted by the Government) meeting the green requirement (i.e. meeting EURO VI standard) for execution of the Contract.
- (b) The vehicle(s) deployed by the Contractor under Clause 25(a) above shall not be replaced unless prior written approval has been given by CSD. If there is any change to the deployed vehicle(s), the Contractor shall submit the details of the proposed vehicle(s) to CSD for approval at least two (2) weeks before the proposed change.

26. Further Assurance

The Contractor shall, forthwith upon the first written request of the Government, do all such things and execute all such deeds and documents as the Government may deem necessary or desirable to implement or to give legal effect to the provisions of the Contract and transactions provided for or contemplated under the Contract.

27. Audit

The Contractor shall keep and maintain until six (6) years after the expiry of the Contract, or such longer period as may be agreed by the parties, full and accurate records of the Contract including the Goods supplied under it, all expenditure reimbursed by the Government, and all payments made by the Government. If requested by the Government, the Contractor shall provide the Government or its representative access to the records as may be requested by the Government.

28. Failure to carry out Accepted Innovative Suggestions

(a) The Contractor undertakes and warrants that it shall carry out all Accepted Innovative Suggestions. In the event that the Contractor fails to carry out in full any of the Accepted Innovative Suggestions in relation to any batch of Goods or any part thereof or otherwise not relating to any Goods, (in each case a “non-complied Accepted Innovative Suggestion”), the Contractor shall, subject to Clauses 28(b) to 28(d) below, pay to the Government a sum of money calculated according to the applicable formula as liquidated damages for EACH of such non-complied Accepted Innovative Suggestions:

(i) Liquidated damages relating to the Contractor’s failure to fully carry out an Accepted Innovative Suggestion in relation to a batch of Goods or any part thereof (**L1**)

$$L1 = C \times W(T) \times \frac{M(IS)}{M(TP)}$$

where C = the Contract Price for the relevant batch of Goods or any part thereof in respect of which the Contractor fails to carry out the non-complied Accepted Innovative Suggestion (but the amount shall be before the deduction of liquidated damages for the non-complied Accepted Innovative Suggestion)

$W(T)$ = the weighting, expressed as a percentage, of the technical assessment in the overall Marking Scheme (i.e. 50%)

$M(IS)$ = the marks that would be given to one (1) Pro-innovation Proposal or ESG Proposal (as the case may be) in accordance with the Marking Scheme (regardless of whether marks are actually given during tender evaluation to the non-complied Accepted Innovative Suggestion) (i.e. 15 or 4 marks)

$M(TP)$ = the maximum technical marks for the Technical Proposal in the Marking Scheme (i.e. 100 marks)

(ii) Liquidated damages relating to the Contractor’s failure to fully carry out an Accepted Innovative Suggestion which is not related to any Goods (**L2**)

$$L2 = C \times W(T) \times \frac{M(IS)}{M(TP)} \times \frac{P}{CP}$$

where C = the total amount of Contract Price payable under the whole of the Contract (but the amount shall be before the deduction of liquidated damages for all non-complied Accepted Innovative Suggestions covered by this formula)

- $W(T)$ = *the weighting, expressed as a percentage, of the technical assessment in the overall Marking Scheme (i.e. 50%)*
- $M(IS)$ = *the marks that would be given to one (1) Pro-innovation Proposal or ESG Proposal (as the case may be) in accordance with the Marking Scheme (regardless of whether marks are actually given during tender evaluation to the non-complied Accepted Innovative Suggestion) (i.e. 15 or 4 marks)*
- $M(TP)$ = *the maximum technical marks for the Technical Proposal in the Marking Scheme (i.e. 100 marks)*
- P = *duration of time expressed in number of days during which the Contractor fails to fully carry out the relevant Accepted Innovative Suggestion within the Contract Period up to the day the amount of the liquidated damages is determined for the time being or up to the end of the Contract Period as the case may be*
- CP = *Contract Period expressed in number of days*

The amount calculated in accordance with the above formulae represents a reasonable sum proportionate to the Government's legitimate interest in the enforcement of the relevant Accepted Innovative Suggestion.

- (b) The number of Accepted Innovative Suggestions which are Pro-innovation Proposals which the Contractor fails to fully carry out and upon which liquidated damages are payable under the applicable formula in Clause 28(a) above shall not exceed the maximum number of Pro-innovation Proposals to which marks could be awarded to a Tenderer in the Marking Scheme. The same for those Accepted Innovative Suggestions which are ESG Proposals. However, there is no limit on the number of batches of Goods in respect of which liquidated damages shall be payable under the first formula of Clause 28(a).
- (c) The aggregate amount of liquidated damages payable pursuant to the first formula and the second formula in Clause 28(a) above may not exceed 15% of the value of "C" in the respective formula.
- (d) The liquidated damages payable pursuant to the first formula in Clause 28(a) may be deducted from the Contract Price payable in respect of the batch of Goods to which the non-complied Accepted Innovative Suggestion relates or from any other Contract Price payable during the Contract Period. The Government reserves the right to demand the payment of the liquidated damages from time to time including the time when the invoice in respect of the relevant batch of Goods is to be settled or in respect of any subsequent batch or at the end of the Contract Period whether by setting off from any invoiced amount or from the Contract Deposit (if any). The liquidated damages payable pursuant to the second formula in Clause 28(a) may likewise be deducted in the same manner from any Contract Price or from the Contract Deposit. Alternatively, any such amount shall be settled by the Contractor in cash as per the demand of the Government within seven (7) days.

- (e) For the avoidance of doubt, for any batch of such Goods that an Accepted Innovative Suggestion is not complied with, liquidated damages shall be calculated separately under Clause 28(a) for each such batch.

29. Contract Monitoring

- (a) The Contractor shall provide to the Director of Government Logistics (Attn.: Assistant Supplies Officer (A1) on fax no.: (852) 2116 0102) and the Commissioner of Correctional Services (Attn.: Senior Supplies Officer (Central Supplies) on fax no.: (852) 2870 0563), every alternate month, a statement in MS Excel format showing the following particulars:
 - (i) Contract number;
 - (ii) Order numbers and date of Order;
 - (iii) Quantities ordered and the total value of each Order;
 - (iv) Delivered quantities and outstanding delivery quantities, where applicable, of individual Items;
 - (v) Bi-monthly and cumulative order quantities/value and period-end contract balance quantity/value; and
 - (vi) Such other particulars as may be requested by the Government in writing.
- (b) The Contractor shall inform the Director of Government Logistics (Attn.: Assistant Supplies Officer (A1) on fax no.: 2116 0102) and the Commissioner of Correctional Services (Attn.: Senior Supplies Officer (Central Supplies) on fax no.: (852) 2870 0563), immediately when the total accumulated value of all Orders has reached 70% of the Total Estimated Goods Price.

-End-

Attachment A (List of Delivery Locations) to the Special Conditions of Contract

List I

At present, deliveries of the Goods to the following Penal Institutions are required:

Institution

Address

Group I

Hong Kong Island

Stanley Prison (SP)	99 Tung Tau Wan Road, Stanley
Tung Tau Correctional Institution (TTCI)	70 Tung Tau Wan Road, Stanley
Pak Sha Wan Correctional Institution (PSWCI)	101 Tung Tau Wan Road, Stanley

Kowloon

Lai Chi Kok Reception Centre (LCKRC)	5 Butterfly Valley Road, Lai Chi Kok
Lai King Correctional Institution (LKCI)	16 Wa Tai Road, Kwai Chung

Hei Ling Chau

Hei Ling Chau Correctional Institution (HLCI)	Hei Ling Chau
Hei Ling Chau Addiction Treatment Centre (HLTC)	Hei Ling Chau
Lai Sun Correctional Institution (LSCI)	Hei Ling Chau

Group II

The New Territories

(a) Sai Kung

Pik Uk Prison (PUP)	397 Clear Water Bay Road, Sai Kung
Pik Uk Correctional Institution (PUCI)	399 Clear Water Bay Road, Sai Kung

(b) Tuen Mun

Tai Lam Correctional Institution (TLCI)	108 Tai Lam Chung Road, Tai Lam Chung
Tai Lam Centre for Women (TLCW)	110 Tai Lam Chung Road, Tai Lam Chung
Siu Lam Psychiatric Centre (SLPC)	21 Hong Fai Road, Siu Lam

(c) North District

Lo Wu Correctional Institution (LWCI)	163 Ho Sheung Heung Road, Sheung Shui
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Lantau Island

Shek Pik Prison (SPP)	47 Shek Pik Reservoir Road
Sha Tsui Correctional Institution (STCI)	35 Shek Pik Reservoir Road
Tong Fuk Correctional Institution (TFCI)	31 Ma Po Ping Road

Attachment A (List of Delivery Locations) to the Special Conditions of Contract

List II

At present, deliveries of the Goods to the following Penal Institutions are not required. However, the Contractor may be required to deliver the Goods to these Penal Institutions whenever is necessary by the Government and the Contractor shall deliver the Goods in accordance with the delivery schedules and requirements of the Contract.

Institution

Address

Group I

Hong Kong Island

Cape Collinson Correctional Institution (CCCI)	123 Cape Collinson Road, Chai Wan
Ma Hang Prison (MHP)	40 Stanley Village Road, Stanley
Tai Tam Gap Correctional Institution (TGCI)	110 Shek O Road

Kowloon

Chi Lan Rehabilitation Centre (CLRC)	16 Wa Tai Road, Kwai Chung
Lai Hang Rehabilitation Centre (LHRC)	4/F., 3 Lung Yan Road, Tai Wo Ping
Pelican House (PLH)	Front Portion, 3 Lung Yan Road, Tai Wo Ping
Phoenix House (PH)	3 Lung Cheung Road, Tai Wo Ping

Hei Ling Chau

Nei Kwu Correctional Institution (NKCI)	Hei Ling Chau
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Group II

The New Territories

Tuen Mun

Bauhinia House (BH)	Block C, 18 Tai Lam Chung Road
Wai Lan Rehabilitation Centre (WLRC)	Blocks A & B, 18 Tai Lam Chung Road

Lantau Island

Lai Chi Rehabilitation Centre (LCRC)	35 Shek Pik Reservoir Road
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Note: The above lists I and II of delivery locations are provided for reference only. The Government may make any change to the lists of Locations in this Attachment A during the Contract Period by giving to the Contractor a written notice of not less than three (3) working days in advance and the Contractor shall deliver the Goods to such new Location(s) in accordance with the provisions of the Contract at no additional cost to the Government.

Attachment B (Outlines of Work Plan and Contingency Plan)
to the Special Conditions of Contract

(Clause 17 of the Special Conditions of Contract)

The **Contractor** shall prepare a **work plan** and a **contingency plan** in accordance with the instructions in this Attachment B and submit them to CSD for approval **within two (2) weeks from the Date of Tender Acceptance**. The work plan and contingency plan shall set out the proposed procedures and practices for the following aspects to ensure that the delivery services in respect of the Goods will be of good quality, safe, reliable and efficient. The plans should be feasible and practicable and enable the Contractor to deliver its services in a professional manner. The Contractor is encouraged to provide additional measures and initiatives, if any, that could further enhance any aspect of its delivery services.

Part I – Outline of Work Plan

Individual aspects of the work plan in respect of the offered delivery services

The work plan submitted shall include the following individual aspects :

- (i) Provide a clear and informative **organisation chart** of the proposed workforce, showing the structure of sections/divisions according to the major functions such as warehousing, logistics, sales/customer support, accounting and administration;
- (ii) Provide details on the proposed workforce showing the number of staff employed, post titles, duties and qualifications of managerial and supervisory staff in the management team;
- (iii) Provide **post title and telephone number(s)** of contact point(s) to facilitate communication with the Government Representative during weekdays (within office hours and after office hours), Public Holidays, Saturdays and Sundays;
- (iv) Provide details on staff training/monitoring, schedule of surprise checks/site inspections by supervisors and arrangements for recording commendations/ disciplinary action;
- (v) Provide information regarding the possession of national/international quality accreditation standard, such as ISO and Environmental Management System;
- (vi) Provide details on measures in relation to food safety/hygiene/quality control;
- (vii) Provide details on procedures regarding the storage of condiments, marinates and other food items, delivery of the Goods to Penal Institutions;
- (viii) Provide details on the business hours of the warehouse for loading and unloading;
- (ix) Provide details on time of departure from warehouse and time of arrival at Penal Institutions;
- (x) Provide details on delivery schedule including number of delivery teams, number of workmen, vehicles and vessels with lifting and handling equipment and tools for completing the job requirements;
- (xi) Provide details on guidelines in maintaining records relating to the execution of the Contract such as vouchers, delivery notes, invoices, records of complaint, driving records of the drivers, etc; and
- (xii) Provide details on maintenance of vehicles/marine vessel/tools/equipment.

Attachment B (Outlines of Work Plan and Contingency Plan)
to the Special Conditions of Contract

(Clause 17 of the Special Conditions of Contract)

Part II – Outline of Contingency Plan

Individual aspects of the contingency plan in respect of the offered delivery services

The contingency plan submitted shall include the following individual aspects :

- (i) Provide particulars of the contingency arrangements if the vehicle assigned to provide delivery services is caught in traffic accidents or gridlock;
- (ii) Provide particulars of contingency arrangements to tackle problems of vehicle/marine vessel non-availability due to breakdowns or other reasons;
- (iii) Provide particulars of arrangements to meet sudden shortage/absence of staff or emergency/unforeseen circumstances such as labour disputes;
- (iv) Provide particulars of arrangements in bad weather situations, such as typhoons, rainstorms and landslides;
- (v) Provide particulars of replacement arrangements for items rejected due to unacceptable quality by the Penal Institutions;
- (vi) Provide particulars on arrangements to meet situations whereby there is a sudden shortage of specific items due to such reasons as food safety concerns or market shortage. (N.B.: A four (4) weeks' advance notice should be given to the Government for the shortage and alternative arrangements to overcome the shortage should be proposed for Government's approval); and
- (vii) Provide detailed contact information under the contingency plan, e.g. the name(s), rank(s) and contact number(s) of liaison staff.

Attachment C (Past Consumption on Condiments, Marinates and Other Food Items) to the Special Conditions of Contract
 (Clause 22 of the Special Conditions of Contract)
 (For reference only)

Item Institution	Past consumption on condiments, marinates and other food items of each Penal Institution in 2022																				
	1	2	3	4	5	6	7	8	9	11	13	14	15	16	17	18	19	20	21	22	23
	(kg)																		(pack)		(kg)
BH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CCCI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLRC	117	145	67	57	0	2	2	0	0	0	28	4	22	57	16	71	0	0	0	0	0
HLCI	5 487	6 945	2 889	2 794	34	373	114	24	24	30	1 200	691	1 027	2 767	867	4 367	0	0	0	0	0
HLTC	3 382	4 272	1 845	1 688	16	192	71	15	14	14	772	326	641	1 686	519	2 497	0	0	0	0	0
LCKRC	25 727	32 417	13 763	12 974	149	1 541	540	117	117	120	5 740	2 822	4 836	12 882	3 990	19 612	0	0	0	0	119
LCRC	344	429	196	169	1	8	7	1	1	0	83	16	66	169	49	219	0	0	0	0	0
LHRC	256	319	146	126	1	6	5	1	1	0	62	11	49	126	37	162	0	0	0	0	0
LKCI	877	1 092	507	431	4	15	19	4	4	0	215	30	169	431	125	538	0	0	0	0	0
LSCI	1 344	1 685	696	668	6	104	26	5	5	8	288	175	248	666	211	1 073	0	0	0	0	0
LWCI	19 850	25 486	10 255	10 908	241	1 012	454	86	105	70	4 233	2 946	3 720	10 474	3 235	16 789	169	0	0	0	0
MHP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NKCI	870	1 088	505	429	4	15	19	4	4	0	214	30	168	429	124	537	1	0	0	0	0
PH	193	89	76	0	2	3	0	0	1	0	5	29	76	22	95	0	0	0	0	0	0
PLH	200	93	78	0	2	3	0	0	1	0	5	31	78	22	98	0	0	0	0	0	0
PSWCI	4 331	5 494	2 463	2 217	29	117	98	21	21	4	1 038	286	838	2 193	649	2 959	0	0	0	0	0
PUCI	5 617	7 026	3 149	2 760	27	197	122	27	27	11	1 328	348	1 069	2 760	824	3 738	0	0	0	0	0
PUP	5 585	7 102	2 566	2 918	41	702	102	21	22	66	1 033	1 276	995	2 861	968	5 548	0	0	0	0	0
SP	27 025	34 583	14 194	14 539	275	1 482	602	119	135	108	5 879	3 726	5 089	14 104	4 359	22 284	0	0	0	240	0
SLPC	4 337	5 544	2 422	2 229	29	170	96	20	20	10	1 016	367	834	2 204	663	3 126	0	0	1 268	186	10
SPP	8 026	10 290	3 875	4 415	95	675	170	32	40	57	1 576	1 601	1 462	4 253	1 364	7 596	0	0	0	365	0
STCI	1 576	3 153	908	778	8	43	34	7	7	1	378	82	302	777	229	1 021	0	9	0	300	0
TFCI	9 569	12 527	4 519	5 274	112	920	197	37	46	81	1 826	2 081	1 731	5 064	1 655	9 350	0	3	0	0	0
TGCI	2 215	2 852	400	1 276	28	794	19	2	5	83	100	1 434	309	1 203	520	3 982	0	0	0	0	0
TLCI	5 975	7 484	3 075	2 976	30	472	118	26	26	40	1 274	801	1 102	2 964	942	4 812	0	0	0	0	0
TLCW	5 946	7 536	3 268	3 074	48	199	135	28	30	10	1 369	516	1 133	3 017	905	4 352	73	0	0	0	0
TTCI	5 938	7 517	3 194	3 051	42	315	128	27	28	23	1 332	649	1 121	3 009	924	4 539	0	0	0	0	0
WLRC	65	81	37	31	0	1	1	0	0	0	15	2	12	31	9	39	0	0	0	0	0
Total:	144 852	185 249	75 093	75 782	1 224	9 361	3 079	624	684	736	31 009	20 280	27 097	74 171	23 377	119 211	243	12	1 268	1 091	129

For Items 10, 12, 24 to 29, the total consumption of all institutions in 2022 were 212 257 kg, 52 527 kg, 827 kg, 1 736 kg, 8 885 kg, 31 580 kg, 14 979 kg and 17 770 kg respectively.

Technical Specifications

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

For both Group I and Group II

Purpose: To provide stable and continuous supply of condiments, marinates and other food items to CSD.

All requirements specified in these Technical Specifications are mandatory features unless otherwise specified.

Item	Description	Specifications	Verification Method
1.	Cooking oil	a. Either (i) pure canola/rape-seed oil, peanut oil, vegetable oil, corn oil or soybean oil; or (ii) mixed cooking oil constituted of at least 30% peanut oil, with the balance be canola/rape-seed oil, vegetable oil, corn oil, soybean oil or sesame oil only	Physical inspection on product label
		b. Free from visible impurities	Organoleptic examination
2.	Granulated white sugar	Free flowing whitish crystals	Organoleptic examination
3.	Iodised cooking salt *	a. Free flowing crystals	Organoleptic examination
		b. 10g of salt in 100ml water shall give a colourless solution	
	c. Iodised with Potassium iodate (KIO ₃)	Physical inspection on product label	
	Brown sugar *	d. (i) Free flowing crystals and (ii) <i>should be covered with a film of cane molasses (desirable feature)</i>	Organoleptic examination
4.	Cornflour, starch or wheatflour	Free flowing powder	Organoleptic examination
5.	Pepper powder (black or white)/five spices powder and ginger powder *	a. Free flowing powder	Organoleptic examination
		b. Normal/typical odour	
		c. No moulds/yeasts shall be visible in the product	
6.	Curry powder and chilli powder *	Free flowing powder	Organoleptic examination

Technical Specifications

Item	Description	Specifications	Verification Method
7.	Tomato paste and vinegar, white *	a. Normal/typical taste and odour	Organoleptic examination
		b. No visible extraneous plant material	
8.	Lo Shui Liu (鹵水料)	a. Normal/typical odour	Organoleptic examination
		b. No moulds/yeasts shall be visible in the product	
9.	Baking soda or meat tenderiser	a. Free flowing white crystalline powder	Organoleptic examination
		b. Alkaline to litmus	Litmus test
10.	Peas or beans or dhal (red/green/soya/black-eyed (眉豆) bean/shelled peanut/yellow split peas/green split beans/ red kidney beans/ green peas)*	No moulds/yeasts/foreign particles shall be visible in the product	Organoleptic examination
11.	Cayenne pepper and red chilli powder *	a. Normal/typical colour and odour	Organoleptic examination
		b. No moulds/yeasts shall be visible in the product	
12.	Flour, Atta (Chapatti flour)	Free flowing powder	Organoleptic examination
13.	Tea, Chinese	a. Normal/typical taste and odour	Organoleptic examination
		b. No moulds/yeasts shall be visible in the product	
14.	Tea, English/Ceylon	a. Normal/typical taste and odour	Physical inspection on product label
		b. No moulds/yeasts shall be visible in the product	
15.	Soy sauce light and soy sauce dark *	Normal/typical taste and odour	Organoleptic examination
16.	Margarine, lardless	a. Normal/typical taste and odour	Organoleptic examination
		b. No foreign particles shall be visible in the product	
		c. The oils and fats used shall be of vegetable origin	Physical inspection on product label

Technical Specifications

Item	Description	Specifications	Verification Method
17.	Jam	a. The fruit(s) used shall be clearly indicated in the product label	Physical inspection on product label
		b. Shall possess the typical taste and odour of the fruit(s) specified in the label	Organoleptic examination
		c. No foreign particles shall be visible in the product	
18.	Skimmed (non-fat) milk powder	a. Normal/typical taste and odour	Organoleptic examination
		b. All ingredients present shall be declared on the label	Physical inspection on product label
19.	Full cream milk powder	a. Normal/typical taste and odour	Organoleptic examination
		b. All ingredients present shall be declared on the label	Physical inspection on product label
20.	High calcium low fat milk powder, 800 – 1 000g per tin	a. Normal/typical taste and odour	Organoleptic examination
		b. Milk fat < 2%	Physical inspection on product label
		c. Calcium > 1 100mg in 100g	
		d. All ingredients present shall be declared on the label	
21.	High calcium low fat milk, 250ml per pack	a. Normal/typical taste and odour	Organoleptic examination
		b. Calcium > 250mg per 250ml	Physical inspection on product label
		c. All ingredients present shall be declared on the label	
22.	Calcium fortified soy milk, 250ml per pack	a. Normal/typical taste and odour	Organoleptic examination
		b. Calcium > 250mg per 250ml	Physical inspection on product label
		c. All ingredients present shall be declared on the label	

Technical Specifications

Item	Description	Specifications	Verification Method
23.	Glucose powder	a. Free flowing whitish crystals	Organoleptic examination
		b. All ingredients present shall be declared on the label.	Physical inspection on product label
		c. <i>Should be 300g per pack (desirable feature)</i>	Physical inspection
24.	Dried lily flower	No moulds/yeasts shall be visible in the product	Organoleptic examination
25.	Black fungus (雲耳)	No moulds/yeasts shall be visible in the product	Organoleptic examination
26.	Dried bean curd sheets	No moulds/yeasts shall be visible in the product	Organoleptic examination
27.	Bean stick (“Gee Jok (枝竹)”)*	No moulds/yeasts shall be visible in the product	Organoleptic examination
28.	Bean sheets (“Tim Jok (甜竹)”)*	No moulds/yeasts shall be visible in the product	Organoleptic examination
	Preserved black beans, bean paste, “Nam Yu (南乳)”*	a. Normal/typical odour b. No moulds/yeasts shall be visible in the product	Organoleptic examination
29.	Preserved vegetable, including “Mui Choy (梅菜)”, “Choy Po (菜脯)”, “Tau Choy (頭菜)”, “Tung Choy (冬菜)” and “Jar Choy (榨菜)”*	No moulds/yeasts/ foreign particles shall be visible in the product	Organoleptic examination

Note: * The estimated quantities for Items 3, 5, 6, 7, 10, 11, 15, 28 and 29 under respective Group(s) specified in Part A of the Price Schedule are the total requirements of the condiments and/or marinates specified in the respective Items of respective Group. The Government reserves the right to order any quantities or a combination of the condiments and/or marinates in a respective Item throughout the Contract Period.

Glossary:

g	= gram	kg	= kilogram
mg	= milligram	ml	= millilitre
%	= per cent		

-End-

PRICE PROPOSAL

Tender Ref.: A4000782022

Price Schedule

(To be completed and returned together with the tender submission)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

Part A - Estimated Goods Price

Group I (Items to be delivered to Penal Institutions located on Hong Kong Island, in Kowloon and Hei Ling Chau)

Item	Description	Estimated Quantity (A1)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B1)	Estimated Goods Price for the Item specified opposite *(HK\$) (A1) x (B1)
Condiments, Marinates and Food Items to be compliant with the Overall Specifications				
1.	Cooking oil	270 000 kilograms		
2.	Granulated white sugar	340 000 kilograms		
3.	Iodised cooking salt and brown sugar #	140 000 kilograms		
4.	Cornflour, starch or wheatflour	140 000 kilograms		
5.	Pepper powder (black or white)/five spices powder and ginger powder #	2 000 kilograms		
6.	Curry powder and chilli powder #	16 000 kilograms		
7.	Tomato paste and vinegar, white #	6 000 kilograms		
8.	Lo Shui Liu (鹵水料)	1 000 kilograms		
9.	Baking soda or meat tenderiser	1 500 kilograms		
10.	Peas or beans or dhal (red/green/soya/black-eyed (眉豆) bean/shelled peanut/ yellow split peas/green split beans/red kidney beans/green peas) #	320 000 kilograms		

PRICE PROPOSAL

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Price Schedule

(To be completed and returned together with the tender submission)

Item	Description	Estimated Quantity (A1)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B1)	Estimated Goods Price for the Item specified opposite *(HK\$) (A1) x (B1)
11.	Cayenne pepper and red chilli powder #	1 100 kilograms		
12.	Flour, Atta (Chapatti flour)	80 000 kilograms		
13.	Tea, Chinese	58 000 kilograms		
14.	Tea, English/Ceylon	33 000 kilograms		
15.	Soy sauce light and soy sauce dark #	50 000 kilograms		
16.	Margarine, lardless	140 000 kilograms		
17.	Jam	42 000 kilograms		
18.	Skimmed (non-fat) milk powder	210 000 kilograms		
19.	Full cream milk powder	550 kilograms		
20.	High calcium low fat milk powder	20 kilograms		
21.	High calcium low fat milk, 250 ml per pack	2 500 packs		
22.	Calcium fortified soy milk, 250 ml per pack	1 650 packs		
23.	Glucose powder	500 kilograms		
24.	Dried lily flower	1 300 kilograms		
25.	Black fungus (雲耳)	3 000 kilograms		
26.	Dried bean curd sheets	13 500 kilograms		
27.	Bean stick (“Gee Jok (枝竹)”)	48 000 kilograms		
28.	Bean sheets (“Tim Jok (甜竹)”) / Preserved black beans, bean paste, “Nam Yu (南乳)” #	22 500 kilograms		

PRICE PROPOSAL

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Price Schedule

(To be completed and returned together with the tender submission)

Item	Description	Estimated Quantity (A1)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B1)	Estimated Goods Price for the Item specified opposite *(HK\$) (A1) x (B1)
29.	Preserved vegetable, including “Mui Choy (梅菜)”, “Choy Po (菜脯)”, “Tau Choy (頭菜)”, “Tung Choy (冬菜)” and “Jar Choy (榨菜)” #	27 000 kilograms		
Total amount of the Estimated Goods Price for Items 1 to 29 under Group I:				

Group II (Items to be delivered to Penal Institutions located in the New Territories and on Lantau Island)

Item	Description	Estimated Quantity (A2)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B2)	Estimated Goods Price for the Item specified opposite *(HK\$) (A2) x (B2)
Condiments, Marinates and Food Items to be compliant with the Overall Specifications				
1.	Cooking oil	270 000 kilograms		
2.	Granulated white sugar	340 000 kilograms		
3.	Iodised cooking salt and brown sugar #	140 000 kilograms		
4.	Cornflour, starch or wheatflour	140 000 kilograms		
5.	Pepper powder (black or white)/five spices powder and ginger powder #	2 000 kilograms		
6.	Curry powder and chilli powder #	16 000 kilograms		
7.	Tomato paste and vinegar, white #	6 000 kilograms		

PRICE PROPOSAL

Tender Ref.: A4000782022

Price Schedule

(To be completed and returned together with the tender submission)

Item	Description	Estimated Quantity (A2)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B2)	Estimated Goods Price for the Item specified opposite *(HK\$) (A2) x (B2)
8.	Lo Shui Liu (鹵水料)	1 000 kilograms		
9.	Baking soda or meat tenderiser	1 500 kilograms		
10.	Peas or beans or dhal (red/green/soya/black-eyed (眉豆) bean/shelled peanut/ yellow split peas/green split beans/red kidney beans/green peas) #	320 000 kilograms		
11.	Cayenne pepper and red chilli powder #	1 100 kilograms		
12.	Flour, Atta (Chapatti flour)	80 000 kilograms		
13.	Tea, Chinese	58 000 kilograms		
14.	Tea, English/Ceylon	33 000 kilograms		
15.	Soy sauce light and soy sauce dark #	50 000 kilograms		
16.	Margarine, lardless	140 000 kilograms		
17.	Jam	42 000 kilograms		
18.	Skimmed (non-fat) milk powder	210 000 kilograms		
19.	Full cream milk powder	550 kilograms		
20.	High calcium low fat milk powder	20 kilograms		
21.	High calcium low fat milk, 250 ml per pack	2 500 packs		
22.	Calcium fortified soy milk, 250 ml per pack	1 650 packs		
23.	Glucose powder	500 kilograms		
24.	Dried lily flower	1 300 kilograms		

PRICE PROPOSAL

Tender Ref.: A4000782022

Price Schedule

(To be completed and returned together with the tender submission)

Item	Description	Estimated Quantity (A2)	F.I.S./Hong Kong	
			One-time Unit Price *(HK) (B2)	Estimated Goods Price for the Item specified opposite *(HK\$) (A2) x (B2)
25.	Black fungus (雲耳)	3 000 kilograms		
26.	Dried bean curd sheets	13 500 kilograms		
27.	Bean stick (“Gee Jok (枝竹)”)	48 000 kilograms		
28.	Bean sheets (“Tim Jok (甜竹)”) / Preserved black beans, bean paste, “Nam Yu (南乳)” #	22 500 kilograms		
29.	Preserved vegetable, including “Mui Choy (梅菜)”, “Choy Po (菜脯)”, “Tau Choy (頭菜)”, “Tung Choy (冬菜)” and “Jar Choy (榨菜)” #	27 000 kilograms		
Total amount of the Estimated Goods Price for Items 1 to 29 under Group II:				

Notes: (1) In preparing this Price Schedule, a Tenderer should pay particular attention to the provisions in Paragraph 5 of the Terms of Tender and Paragraph 9 of the Terms of Tender (Supplement). **All price quotations above must be fixed and may only be adjusted in accordance with Clause 4 of the Special Conditions of Contract. A Tender with any other price variation clause including without limitation one which is based on foreign exchange market fluctuation will not be considered further.**

(2) A Tenderer may bid for just one (1) or all of the two (2) Groups specified in this Price Schedule. **The Tender for a Group must cover all Items of that Group as specified in this Price Schedule. A Tenderer’s Tender with incomplete or partial quotation for an individual Group in this Price Schedule will result in the Tender for that Group not being considered further.** Tenders for each Group will be evaluated separately. **A Tenderer’s Tender quoting different rates for different delivery locations or imposing an additional service charge for delivery to any particular location will not be considered further.**

* (3) Other than Hong Kong dollars, the only Permissible Currency is US dollars. **If a Tender is quoted in US dollars, the Tenderer must delete “HK\$” and add “US\$” in the above table.** If the Tenderer fails to indicate the currency of the price quoted in the Tender, the quotation is deemed to have been made in Hong

Price Schedule

(To be completed and returned together with the tender submission)

Kong dollars (i.e. HK\$). **A Tender submitted in currencies other than HK dollars or US dollars will not be considered further.** Please propose a unit price (**up to two (2) decimal places**) for each of the Items within a Group.

Figures with the values at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward whereas figures with the values at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the values at the second decimal place.

- #(4) The estimated quantities for Items 3, 5, 6, 7, 10, 11, 15, 28 and 29 under respective Groups are the total requirements of the condiments and/or marinates specified in the respective Items. The Government reserves the right to order any quantities or a combination of the condiments and/or marinates in a respective Item throughout the Contract Period.

Part B - Payment Timetable

Subject to the other provisions of the Contract, the Contract Price for a batch of Goods shall be paid to the Contractor in one lump sum in accordance with Clause 14 of the General Conditions of Contract and Clause 9 of the Special Conditions of Contract.

Part C - Payment Discount

1. Tenderers are requested to indicate in the spaces provided below what discounts they would allow on the Contract Price or other amount payable under the Contract (if any) if payment is made in full within –
 - (a) 7 working days from the date of receipt of an invoice or from the due date for such payment as specified in the Contract, whichever is the later:
_____ % discount;
 - (b) 8 to 14 working days from the date of receipt of an invoice or from the due date for such payment as specified in the Contract, whichever is the later:
_____ % discount.
2. Tenderers are requested to insert the word “Nil” in the spaces provided above if they do not offer any payment discount.
3. Tenderers are requested to ensure that no more than two (2) digits after the decimal places are quoted for the above discount.
4. The period of 7 or 8 to 14 working days for payment discount shall be calculated from the date of receipt of an invoice by the Government or the date the relevant payment falls due as specified in the Contract, whichever is the later.

PRICE PROPOSAL

Tender Ref.: A4000782022

Price Schedule

(To be completed and returned together with the tender submission)

5. The prompt payment discount offered in this Part C will not be taken into account in the tender price assessment as stipulated in Paragraph 18(d) of the Terms of Tender (Supplement).
6. If a Tenderer does not complete this Part, it shall be deemed that the Tenderer does not offer any prompt payment discount.

Part D - Banking Details

[Please refer to Paragraph 5.8 of the Terms of Tender and Clause 14.16 of the General Conditions of Contract, which is applicable only if a Tenderer is from a place outside Hong Kong.]

For payment to be made by telegraphic transfer:

- (a) Banker's Name : _____
- (b) Banker's Address : _____
- (c) Name of Account : _____
- (d) Account Number : _____
- (e) Sorting Code : _____

Name of Tenderer: _____

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Particulars of Goods Schedule

(To be completed and returned together with the tender submission)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

1. Particulars of Offer

[Please refer to Paragraph 6 of the Terms of Tender.]

For both Group I and Group II#

The Tenderer shall provide the information below for **each** of the Items for all Group(s) that it is bidding:

Item	Brand name ^{^*} (Column 1)	Place of Origin ^{^*} (Column 2)	Packaging size (Column 3)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

TECHNICAL PROPOSAL

Tender Ref.: A4000782022

Particulars of Goods Schedule

(To be completed and returned together with the tender submission)

Item	Brand name ^{^*} (Column 1)	Place of Origin ^{^*} (Column 2)	Packaging size (Column 3)
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			

- Notes:
- (1) Please use separate sheets if the space above is inadequate.
 - (2) Please input “N/A” if the information is not applicable.
 - (3)[#] Unless otherwise specified by the Tenderer, the information provided in the above table shall be applicable to both Group I and Group II.

Particulars of Goods Schedule

(To be completed and returned together with the tender submission)

Notes: (4)^ **For Items 1 to 14 and 24 to 29**, please enter “N/A” (i.e. not applicable) if the brand name and/or Place of Origin is not available.
(Cont'd)

(5)* **For Items 15 to 23**, a Tenderer shall provide the essential information in Columns 1 and 2 for each of the Items for all Group(s) that it is bidding in the above table with its Tender before the Tender Closing Time. **Otherwise, the Tenderer’s Tender will not be considered further** unless upon clarification with the Tenderer, the Government is satisfied that the information is not applicable (then in such case the information will not be treated as essential information in relation to the Goods offered by the Tenderer).

Name of Tenderer: _____

Compliance Schedule

(To be completed and returned together with the tender submission)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

Part A - Statement of Compliance

[Please refer to Paragraph 7 of the Terms of Tender.]

- (a) * I/We confirm that I/we and my/our offered Goods as more particularly specified in the Particulars of Goods Schedule are **in compliance** with all the mandatory features in the Technical Specifications.
- (b) * I/We confirm that I/we and my/our offered Goods are **not in compliance** with the mandatory features in the Technical Specifications in the following aspects:

<u>Group</u>	<u>Item</u>	<u>Clause No.</u>	<u>Technical Specifications</u>	<u>Details of Deviation</u>
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- Notes: (1) * Please delete whichever is not applicable.
- (2) If a Tenderer does not complete Part A above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer confirms that the offered Goods are in compliance with all the mandatory features set out in the Technical Specifications.
- (3) **A Tenderer’s Tender will not be considered further if the Tenderer expressly indicates non-compliance with all or any mandatory features of the Technical Specifications.** The Government reserves the right to seek clarification on any indication which casts doubt on the true intention of the Tenderer.

Compliance Schedule

(To be completed and returned together with the tender submission)

Part B - Delivery Requirements

[Please refer to Paragraph 12 of the Terms of Tender (Supplement) and Clause 5 of the Special Conditions of Contract.]

- (a) * I/We confirm that I/we **will comply** with the delivery requirements as stipulated in Paragraph 12(a) of the Terms of Tender (Supplement).
- (b) * I/We confirm that I/we **will not comply** with the delivery requirements as stipulated in Paragraph 12(a) of the Terms of Tender (Supplement).

Notes: (1) * Please delete whichever is not applicable.

- (2) If a Tenderer does not complete Part B above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the delivery requirements as stipulated in Paragraph 12(a) of the Terms of Tender (Supplement).
- (3) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the delivery requirements as stipulated in Paragraph 12(a) of the Terms of Tender (Supplement).**

Compliance Schedule

(To be completed and returned together with the tender submission)

Part C – Food and Safety Personnel Requirements

[Please refer to Paragraph 20 of the Terms of Tender (Supplement) and Clause 19 of the Special Conditions of Contract.]

- (a) * I/We confirm that I/we **will comply** with the food and safety personnel requirements as stipulated in Paragraph 20(a) of the Terms of Tender (Supplement).
- (b) * I/We confirm that I/we **will not comply** with the food and safety personnel requirements as stipulated in Paragraph 20(a) of the Terms of Tender (Supplement).

Notes: (1) * Please delete whichever is not applicable.

- (2) If a Tenderer does not complete Part C above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the food and safety personnel requirements as stipulated in Paragraph 20(a) of the Terms of Tender (Supplement).
- (3) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the food and safety personnel requirements as stipulated in Paragraph 20(a) of the Terms of Tender (Supplement).**

Compliance Schedule

(To be completed and returned together with the tender submission)

Part D – Requirements for the Provision of Motor Vehicles and Marine Vessel(s)

[Please refer to Paragraph 21 of the Terms of Tender (Supplement) and Clause 15 of the Special Conditions of Contract.]

- (a) * I/We confirm that I/we **will comply** with the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Paragraph 21(a) of the Terms of Tender (Supplement).
- (b) * I/We confirm that I/we **will not comply** with the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Paragraph 21(a) of the Terms of Tender (Supplement).

Notes: (1) * Please delete whichever is not applicable.

- (2) If a Tenderer does not complete Part D above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Paragraph 21(a) of the Terms of Tender (Supplement).
- (3) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with the requirements for the provision of motor vehicles and marine vessel(s) as stipulated in Paragraph 21(a) of the Terms of Tender (Supplement).**

Compliance Schedule

(To be completed and returned together with the tender submission)

Part E – Packing Requirements

[Please refer to Paragraph 22 of the Terms of Tender (Supplement) and Clause 16 of the Special Conditions of Contract.]

- (a) * I/We confirm that I/we **will comply** with the packing requirements as stipulated in Paragraph 22(a) of the Terms of Tender (Supplement).
- (b) * I/We confirm that I/we **will not comply** with the packing requirements as stipulated in Paragraph 22(a) of the Terms of Tender (Supplement).

Notes: (1) * Please delete whichever is not applicable.

- (2) If a Tenderer does not complete Part E above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the packing requirements as stipulated in Paragraph 22(a) of the Terms of Tender (Supplement).
- (3) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with any of the packing requirements as stipulated in Paragraph 22(a) of the Terms of Tender (Supplement).**

Compliance Schedule

(To be completed and returned together with the tender submission)

Part F – Emergency Stock Requirements

[Please refer to Paragraph 23 of the Terms of Tender (Supplement) and Clause 22 of the Special Conditions of Contract.]

- (a) * I/We confirm that I/we **will comply** with the emergency stock requirements as stipulated in Paragraph 23(a) of the Terms of Tender (Supplement).
- (b) * I/We confirm that I/we **will not comply** with the emergency stock requirements as stipulated in Paragraph 23(a) of the Terms of Tender (Supplement).

Notes: (1) * Please delete whichever is not applicable.

- (2) If a Tenderer does not complete Part F above, subject to any clarification which the Government may seek from the Tenderer, it shall be deemed that the Tenderer agrees with and is bound by the emergency stock requirements as stipulated in Paragraph 23(a) of the Terms of Tender (Supplement).
- (3) **A Tenderer's Tender for all Group(s) the Tenderer is bidding will not be considered further if the Tenderer indicates in its Tender that it will not comply with the emergency stock requirements as stipulated in Paragraph 23(a) of the Terms of Tender (Supplement).**

Name of Tenderer: _____

TECHNICAL PROPOSAL

Tender Ref.: A4000782022

Information Schedule

(To be completed and returned together with the tender submission)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these respective documents in GLD-TERMS-1 (December 2022).

Table A - Information and documents required under Paragraph 10.1 of the Terms of Tender:

(a)	Name of the Tenderer	
(b)	Contact details (i) telephone number: (ii) facsimile number: (iii) email address:	
(c)	Principal place of business of the Tenderer (in address form)	
(d)	Type of business entity of the Tenderer	company / sole proprietorship / partnership / statutory corporation / other* (*Please delete whichever is not applicable.)
(e)	Shareholders/partners/proprietor of the Tenderer and their percentage of ownership	
(f)	Length of business experience	
(g)	Names of the following: (i) managing director and other directors; (ii) partners; or (iii) sole proprietor	
(h)	Place and date of its incorporation or formation	

TECHNICAL PROPOSAL

Tender Ref.: A4000782022

Information Schedule

(To be completed and returned together with the tender submission)

(i)	Business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise	
(j)	Name and addresses of banks which are prepared to provide references or other relevant financial data which indicate the financial viability of the Tenderer.	
(k)	A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) or documentary evidence showing that the Tenderer is exempted from business registration under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong); or if the Tenderer does not carry on business in Hong Kong, the equivalent documents issued by the place of business of the Tenderer	Please attach if applicable.
(l)	(if the Tenderer is a company) a copy of the Memorandum (if any) and Articles of Association, Certificate of Incorporation, Certificate of Change of Name (if any) or equivalent documents issued by the authority of the place of incorporation of the Tenderer	Please attach if applicable.
(m)	(if the Tenderer is a company incorporated in Hong Kong or is registered as a non-Hong Kong company under the Companies Ordinance, Chapter 622 of the Laws of Hong Kong) a copy of the latest annual return filed with the Companies Registry and all subsequent filings since the latest annual return; or (if not) the equivalent documents issued by the authority of the place of incorporation of the Tenderer	Please attach if applicable.

TECHNICAL PROPOSAL

Tender Ref.: A4000782022

Information Schedule

(To be completed and returned together with the tender submission)

(n)	Employee's Compensation Insurance Policy (i) Name of insurer: (ii) Policy no: (iii) Expiry date:	
(o)	A certified extract of the Tenderer's board resolution or other documentary evidence acceptable to the Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender shall also be required if (a) (in the case of Paper-based Tendering), the signatory of the Offer to be Bound, or (b) in the case of Electronic Tendering using an Identification Code, the person submitting the Tender, is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be)	Please attach if applicable.

Table B - Information required under Paragraph 12 of the Terms of Tender (please fill in Nil if no sub-contractor is proposed):

(a)	Name of the proposed sub-contractor	
(b)	Place of business of the proposed sub-contractors (in address form)	
(c)	Obligations proposed to be performed by the proposed sub-contractor	
(d)	Sub-contractor's undertaking as required in Paragraphs 12.4 of the Terms of Tender	Please attach if applicable

Information Schedule

(To be completed and returned together with the tender submission)

Table C - Information required under Paragraph 20.2 of the Terms of Tender:

- * (a) I/We confirm that none of the events as mentioned in Paragraphs 20.1(a) to 20.1(g) of the Terms of Tender has ever occurred.

- * (b) I/We confirm that the following event(s) as mentioned in Paragraphs 20.1(a) to 20.1(g) of the Terms of Tender has occurred:

Date	Details of the Event

Note: * Please delete whichever is not applicable.

Information Schedule

(To be completed and returned together with the tender submission)

Table D – Desirable Tenderer’s Experience Requirement

[Please refer to Paragraph 25 of the Terms of Tender (Supplement) and the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement).]

If a Tenderer is able to meet the desirable Tenderer’s experience requirement as specified in Paragraph 25(a) of the Terms of Tender (Supplement), it shall **provide the details of the Reference Contract(s)** in Table D below **before the Tender Closing Time**, subject to the requirements for submitted documentary evidence as required in Paragraphs 25(a) and 25(b) of the Terms of Tender (Supplement), for the Government’s evaluation. **Otherwise, no mark will be given for assessment criterion B3** under Stage III of the Marking Scheme.

To facilitate the evaluation by the Government, a Tenderer shall **submit the documentary evidence** in accordance with Paragraphs 25(a) and 25(b) of the Terms of Tender (Supplement) to substantiate its claim of compliance with the desirable Tenderer’s experience requirement **before the Tender Closing Time** or, if applicable, within the time which may subsequently be stipulated in the Government’s written request.

The information requested is for the assessment under the corresponding assessment criterion B3 (applicable to Groups I and II) under Stage III of the Marking Scheme. Please refer to Paragraph 25 of the Terms of Tender (Supplement) on how marks will or will not be awarded.

Corresponding assessment criterion in the Marking Scheme	Compliance with the desirable requirement			
Section B – Experience and Certification				
B3. Relevant Experience of the Tenderer (Paragraph 25 of the Terms of Tender (Supplement))	<input type="checkbox"/>	* I/We confirm that I/we am/are able to meet the desirable Tenderer’s experience requirement. The details of Reference Contract(s) are provided as follows:		
	Contract No.	Contract Value (HK\$)	Duration of Contract	Number of Days Counted for the Relevant Contract
	<i>Example</i>	<i>A</i>	<i>1,000,000.00</i>	<i>20.1.2020 to 19.1.2022</i>
	1.			
	2.			
	3.			
	(Please use separate sheet(s) if the space above is inadequate.)			
	<input type="checkbox"/>	* I/We confirm that I/we am/are unable to meet the desirable Tenderer’s experience requirement.		

Information Schedule

(To be completed and returned together with the tender submission)

- Notes:
- (1)* Please tick the box opposite if the compliance statement is confirmed in the affirmative.

 - (2) If the Tenderer confirms in this **Table D** that the Tenderer's experience is in compliance with the desirable Tenderer's experience requirement as specified in Paragraph 25(a) of the Terms of Tender (Supplement), the Tenderer shall provide the details of the Reference Contract(s) in Table D above **before the Tender Closing Time. Otherwise, no mark will be given for assessment criterion B3** under Stage III of the Marking Scheme.

Information Schedule

(To be completed and returned together with the tender submission)

Table E - Desirable Certification Requirement

[Please refer to Paragraph 26 of the Terms of Tender (Supplement) and the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement).]

If a Tenderer **is able to meet the desirable certification requirement** as specified in Paragraph 26(a) of the Terms of Tender (Supplement), it shall **confirm** in Table E below or **provide** a valid ISO 9001 (Quality Management System) certificate as required in Paragraph 26(a) of the Terms of Tender (Supplement) **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given for assessment criterion B4** under Stage III of the Marking Scheme.

To facilitate the evaluation by the Government, a Tenderer shall **submit the documentary evidence** in accordance with Paragraph 26(a) of the Terms of Tender (Supplement) to substantiate its claim of compliance with the desirable certification requirement **before the Tender Closing Time** or, if applicable, within the time which may subsequently be stipulated in the Government’s written request.

The information requested is for the assessment under the assessment criterion B4 (applicable to Groups I and II) under Stage III of the Marking Scheme. Please refer to Paragraph 26 of the Terms of Tender (Supplement) on how marks will or will not be awarded.

Corresponding assessment criterion in the Marking Scheme	Compliance with the desirable requirement
Section B – Experience and Certification	
B4. Valid ISO 9001 (Quality Management System) certificate of the Tenderer (Paragraph 26 of the Terms of Tender (Supplement))	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40px; text-align: center;"> <input type="checkbox"/> </div> <div> <p>* I/We confirm that I/we have been awarded a valid ISO 9001 (Quality Management System) certificate and the scope of certification is related to stores management (e.g. import, wholesales and logistics). A copy of the valid certificate[^] is attached.</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 40px; text-align: center;"> <input type="checkbox"/> </div> <div> <p>* I/We confirm that I/we have not been awarded a valid ISO 9001 (Quality Management System) certificate in respect of my/our quality management system.</p> </div> </div>

- Notes:
- (1)* Please tick the box opposite if the compliance statement is confirmed in the affirmative.
 - (2)[^] If a Tenderer submits the relevant certificate proving the compliance in accordance with Paragraph 26(a) of the Terms of Tender (Supplement). The issue date of such certificate shall be on or before the Original Tender Closing Date and the certificate shall be valid as at the Original Tender Closing Date. It will also be a contract requirement that the certificate shall remain valid throughout the Contract Period.

Information Schedule

(To be completed and returned together with the tender submission)

Table F - Desirable Green Requirement on Vehicles

[Please refer to Paragraph 27 of the Terms of Tender (Supplement) and the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement).]

Unless otherwise expressly specified, all vehicles proposed below shall be deemed to apply to all Group(s) the Tenderer is bidding.

If a Tenderer is able to meet the desirable green requirement on vehicles as specified in Paragraph 27(a) of the Terms of Tender (Supplement), it shall **provide the registration number(s) of such proposed vehicle(s)** in Table F below **before the Tender Closing Time**, subject to the requirements for submitted documentary evidence as required in Paragraphs 27(a) and 27(b) of the Terms of Tender (Supplement), for the Government’s evaluation. **Otherwise, no mark will be given for assessment criterion A1** under Stage III of the Marking Scheme.

To facilitate the evaluation by the Government, a Tenderer shall **submit the documentary evidence** in accordance with Paragraphs 27(a) of the Terms of Tender (Supplement) to substantiate its claim of compliance with the desirable green requirement on vehicles **before the Tender Closing Time or, if applicable, within the time which may subsequently be stipulated in the Government’s written request.**

The information requested is for the assessment under the assessment criterion A1 (applicable to Groups I and II) under Stage III of the Marking Scheme. Please refer to Paragraph 27 of the Terms of Tender (Supplement) on how marks will or will not be awarded.

Corresponding assessment criterion in the Marking Scheme	Compliance with the desirable requirement												
Section A – Technical Aspects													
A1. Green Requirement on Vehicles (Paragraph 27 of the Terms of Tender (Supplement))	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> <p>* I/We confirm that I/we am/are able to meet the desirable green requirement on vehicles. The information of the proposed vehicle(s) is provided as follows:</p> <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 60%;">Registration numbers of the proposed vehicle(s)</th> <th style="width: 35%;">First registration dates of the proposed vehicle(s)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-left: 20px;">(Please use separate sheet(s) if the space above is inadequate.)</p> </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> <p>* I/We confirm that I/we am/are unable to meet the desirable green requirement on vehicles.</p> </div> </div> </div>		Registration numbers of the proposed vehicle(s)	First registration dates of the proposed vehicle(s)	1.			2.			3.		
	Registration numbers of the proposed vehicle(s)	First registration dates of the proposed vehicle(s)											
1.													
2.													
3.													

Information Schedule

(To be completed and returned together with the tender submission)

- Notes:
- (1)* Please tick the box opposite if the compliance statement is confirmed in the affirmative.

 - (2) If the Tenderer confirms in this **Table F** that the proposed vehicle(s) is in compliance with the desirable green requirement on vehicles as specified in Paragraph 27(a) of the Terms of Tender (Supplement), the Tenderer shall provide the registration number(s) of such proposed vehicle(s) in Table F above **before the Tender Closing Time. Otherwise, no mark will be given to assessment criterion A1** under Stage III of the Marking Scheme.

Information Schedule

(To be completed and returned together with the tender submission)

Table G - Details of the Innovative Suggestions

[Please refer to Paragraph 28 of the Terms of Tender (Supplement) and the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement).]

Unless otherwise expressly specified, all Innovative Suggestions (including Pro-innovation Proposals and ESG Proposals) submitted below shall be deemed to apply to all Group(s) and all Items of such Group(s) the Tenderer is bidding.

Pro-innovation Proposals

Tenderers shall provide in Table G below the **details of each of the Pro-innovation Proposals and elaborate how such Proposal(s) could (a) enhance the delivery efficiency and/or security control; (b) enhance the food safety and overall hygiene; or (c) provide benefit that could facilitate the institutional operation before the Tender Closing Time** for the Government's evaluation. **Otherwise, no mark will be given for assessment criterion A2(a) under Stage III of the Marking Scheme.**

Tenderers may submit Pro-innovation Proposals involving application/adoption of new technology/inventions and/or innovative application of existing/matured technology that may enhance the performance of the Contract while contributing to the development of Smart City and innovation and technology development. Pro-innovation Proposals may not necessarily be technology-related.

The improvements / benefits / positive values brought by the Pro-innovation Proposals may be reflected in terms of higher quality standard of the Goods and/or the services provided to CSD and any other benefits which are considered relevant to the use of the Goods; and should be visible, and preferably be quantifiable and measureable.

Tenderers are requested to note that frontline staff in the Penal Institutions handling Condiments, Marinates and Foods Items have no access to the Internet. It would be operationally infeasible for CSD to adopt Pro-innovation Proposals involving the use of Internet in the Penal Institutions.

ESG Proposals

Tenderers shall provide in Table G below the **details of each of the ESG Proposals and elaborate how such Proposals would bring about positive values/benefits to the Government, or the public at large, which may improve (a) environmental protection (e.g. reduction in energy consumption, use of renewable energy such as solar energy); (b) social responsibility (e.g. employment of people with disabilities and/or rehabilitated persons for the contract); and/or (c) governance before the Tender Closing Time** for the Government's evaluation. **Otherwise, no mark will be given for assessment criterion A2(b) under Stage III of the Marking Scheme.** The ESG Proposals may but need not be directly relevant to the performance of the Contract.

Information Schedule

(To be completed and returned together with the tender submission)

Tenderers should highlight the Innovative Suggestion and explain clearly what improvements / benefits / positive values these Innovative Suggestion can bring about to the Government in their submissions to facilitate tender evaluation.

If the Innovative Suggestion is a kind of equipment / tool / facility, Tenderers should provide substantial information, for example, the number to be provided and the mode of operation in the Contract (if applicable) and the expected result, etc.

If the Innovative Suggestion is a kind of measure / scheme, Tenderers should provide substantial information, for example, the coverage, content and the method on how to implement the Innovative Suggestions, and the expected result, etc.

If the Innovative Suggestion is related to employment of people, Tenderers should provide substantial information, for example, the type of employee(s) to be employed and the number and duty of such type of employee(s).

Corresponding assessment criterion in the Marking Scheme	Description	Details of the Innovative Suggestions	Index* of relevant page of the supporting documents (if any)
Section A – Technical Aspect			
A2. Innovative Suggestion			
A2(a) Pro-innovation Proposals (Paragraph 28 of the Terms of Tender (Supplement))	Effective and practicable Pro-innovation Proposals directly related to the performance of the Contract and resulting in:		
	(i) enhancement of the delivery efficiency and/or security control; or		
	(ii) enhancement of the food safety and overall hygiene; or		
	(iii) providing benefit that could facilitate the institutional operation.		

Information Schedule

(To be completed and returned together with the tender submission)

Corresponding assessment criterion in the Marking Scheme	Description	Details of the Innovative Suggestions	Index* of relevant page of the supporting documents (if any)
A2(b) ESG Proposals (Paragraph 28 of the Terms of Tender (Supplement))	Effective and practicable ESG Proposals which may but need not be directly relevant to the performance of the Contract but would bring about positive values/benefits to the Government, or the public at large. Such positive values/benefits may improve:		
	(i) environmental protection (e.g. reduction in energy consumption, use of renewable energy such as solar energy);		
	(ii) social responsibility (e.g. employment of people with disabilities and/or rehabilitated persons for the contract); and/or		
	(iii) governance.		

Notes: (a) Please use separate sheet(s) if the space above is inadequate.

(b)* Tenderer shall use different index for each Innovative Suggestion.

Information Schedule

(To be completed and returned together with the tender submission)

- Notes: (cont'd)
- (c) The Government may, at its absolute discretion, accept one or more of the Innovative Suggestions submitted by the successful Tenderer in its Tender. The Accepted Innovative Suggestion(s) shall form an integral part of the Contract. Any failure to perform such Accepted Innovative Suggestion(s) would be deemed a breach of the contractual obligation, and the Government would be entitled to take follow-up actions in accordance with the existing mechanism for handling breach of contractual obligation e.g. claiming damages and/or termination of the Contract.
 - (d) Pro-innovation Proposals shall be directly related to the performance of the Contract and resulting in (i) enhancement of the delivery efficiency and/or security control; (ii) enhancement of the food safety and overall hygiene; or (iii) providing benefit that could facilitate the institutional operation. A Tenderer shall clearly specify in Table G above whether and how its Pro-innovation Proposal(s) is directly related to any one of the above three (3) aspects. If a Tenderer fails to clearly specify in Table G above whether its Pro-innovation Proposal(s) is directly related to A2(a)(i) or A2(a)(ii) or A2(a)(iii), such Pro-innovation Proposal(s) will be assessed under A2(a)(i). Even if a Pro-innovation Proposal is related to either one or more than one (1) aspect, it will still be treated as one (1) Pro-innovation Proposal under the assessment criterion A2(a). A Pro-innovation Proposal will only be assessed once in this Tender, that is under A2(a)(i) or A2(a)(ii) or A2(a)(iii), even if it fulfils more than one (1) aspect. A Pro-innovation Proposal that is submitted under more than one (1) aspect will be assessed in the following manner: assessment under A2(a)(i) will take precedence over A2(a)(ii), and assessment under A2(a)(ii) will take precedence over A2(a)(iii). A Pro-innovation Proposal which has been assessed under A2(a)(i), regardless of whether marks are scored or not, will not be assessed again under A2(a)(ii) or A2(a)(iii). A Pro-innovation Proposal which has been assessed under A2(a)(ii), regardless of whether marks are scored or not, will not be assessed again under A2(a)(iii).
 - (e) The ESG Proposals may but need not be directly relevant to the performance of the Contract, but would bring about positive values/benefits to the Government, or the public at large. Such ESG Proposals may improve (i) environmental protection (e.g. reduction in energy consumption, use of renewable energy such as solar energy); (ii) social responsibility (e.g. employment of people with disabilities and/or rehabilitated persons for the Contract); and/or (iii) governance. A Tenderer shall clearly specify in Table G above whether and how its ESG Proposal(s) would bring positive values/benefits to any or some or all of the above three (3) aspects.
 - (f) A suggestion that scores marks under Pro-innovation Proposals will not earn marks again under ESG Proposals and vice versa. In case a Tenderer specified the type of a suggestion under both Pro-innovation Proposals and ESG Proposals and the tender assessment panel considers that the same suggestion could earn marks under Pro-innovation Proposals and ESG Proposals, it will be taken as scoring marks under Pro-innovation Proposals only. In case a Tenderer has provided an Innovative Suggestion but fails to specify in Table G above

Information Schedule

(To be completed and returned together with the tender submission)

which type of the Innovative Suggestion it belongs to (i.e. either Pro-innovation Proposal or ESG Proposal), it will be deemed to have submitted an ESG Proposal. A Pro-innovation Proposal / an ESG Proposal yielding benefits in more than one (1) aspect will be treated as one (1) Pro-innovation Proposal / ESG Proposal only.

- (g) Any Pro-innovation Proposal / ESG Proposal which relates to any aspect(s) that **has already been included in the Technical Specifications, or the requirements of the Contract, or other assessment criteria in the Marking Scheme; or is related to access to the Internet service by the staff of the Penal Institutions will not be considered under this assessment criterion A2.**

- (h) Pro-innovation Proposals / ESG Proposals shall be effective and practicable from the Government's point of view. The successful Tenderer should be responsible for the implementation of the Pro-innovation Proposals / ESG Proposals and facilitate the Government's monitoring and inspection of the Pro-innovation Proposals / ESG Proposals without additional cost to the Government. **Marks will not be given to any Pro-innovation Proposal / ESG Proposal which a Tenderer will not be capable of and/or responsible for implementation.**

- (i) Pro-innovation Proposals / ESG Proposals shall not violate, or lead to violation of any laws or regulations; or infringe, or lead to infringement of the Intellectual Property Rights of any party.

- (j) To facilitate verification by the Government, Tenderers shall **submit the documentary evidence** to substantiate its Pro-innovation Proposal / ESG Proposal **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government's written request.**

Name of Tenderer: _____

Completeness Check Schedule

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

The Tenderer is requested to check and ensure that all of the following proposals, documents and information are submitted with its Tender.

Part A

The Tenderer shall note Paragraph 3.3 of the Terms of Tender and Paragraph 6 of the Terms of Tender (Supplement) that failure to submit the proposals, documents and information as stipulated therein (viz., items (a) to (c) specified below) before the Tender Closing Time will lead to the Tender not being considered further.

Please check the box below to confirm that the item specified opposite is indeed submitted.

- (a) In the case of Paper-based Tendering, an “Offer to be Bound” set out in Part 4 of the Tender Form (English or Chinese version) containing an original signature by or on behalf of the Tenderer. The Offer to be Bound to be submitted (other than the signature on the Offer to be Bound which must be original) shall be Part 4 of the Tender Form or a printed copy from a softcopy of Part 4 of the Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 4 of the Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will not be considered further.

- (b) The unit price quotation for each Item of the Group(s) the Tenderer is bidding as specified in Part A of the Price Schedule in Hong Kong dollars or US dollars (see Paragraph 5 of the Terms of Tender and Paragraph 10 of the Terms of Tender (Supplement)).

- (c) The essential information required in the Particulars of Goods Schedule for each Item of the Group(s) the Tenderer is bidding (see Paragraph 6 of the Terms of Tender).

Completeness Check Schedule

Part B

In addition to the documents and/or information specified in Part A above, the Tenderer shall note Paragraph 3.4 of the Terms of Tender that failure to submit the proposals, documents and information as stipulated therein (viz., items (d) to (i) specified below) **before the Tender Closing Time or within the time specified upon subsequent request of the Government**, which may be made pursuant to Paragraph 16.1 of the Terms of Tender, after the Tender Closing Time will lead to the Tender not being considered further (or where the requested items are stated to be applicable to all Group(s) the Tenderer is bidding, the entire Tender for all Group(s) the Tenderer is bidding will not be considered further).

Please check the box below to confirm that the item specified opposite is indeed submitted.

- (d) (Applicable to the Group(s) the Tenderer is bidding) Other Information required in the Particulars of Goods Schedule which are not identified as “essential information”.

- (e) (Applicable to all Group(s) the Tenderer is bidding) Information and documents required in Tables A, B (if applicable) and C of the Information Schedule (see Paragraphs 10.1, 12 and 20.2 of the Terms of Tender and Paragraph 16 of the Terms of Tender (Supplement)).

- (f) (Applicable to the Group(s) the Tenderer is bidding) The tender samples of the offered Items specified in Paragraph 11 of the Terms of Tender (Supplement).

- (g) (Applicable to all Group(s) the Tenderer is bidding) A certified extract of the Tenderer’s board resolution or other documentary evidence acceptable to the Government demonstrating the Tenderer’s authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating the Tenderer’s authorisation and approval for the submission of its Tender shall also be required if (a) (in the case of Paper-based Tendering), the signatory of the Offer to be Bound, or (b) in the case of Electronic Tendering using an Identification Code, the person submitting the Tender, is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be) under Paragraph 10.1(j) of the Terms of Tender (if applicable).

- (h) (Applicable to all Group(s) the Tenderer is bidding) The contact details of the Tenderer/Contractor and Process Agent (if applicable) required in parts (4) and (5) respectively in the Appendix to the Terms of Tender (Contact Details) (see Paragraph 18.1 of the Terms of Tender).

- (i) (Applicable to all Group(s) the Tenderer is bidding) The signed Non-collusive Tendering Certificate for Paper-based Tendering (see Paragraph 33.2 of the Terms of Tender).

Completeness Check Schedule

Part C

Other than the documents and/or information specified in Part A and Part B above, the Tenderer shall note Paragraph 3.5 of the Terms of Tender that the Government reserves the right to seek submission of the documents and/or information as stipulated therein (viz., items (j) to (m) specified below) under Paragraph 16.1 of the Terms of Tender or evaluate the Tender on an “as is” basis.

Please check the box below to confirm that the item specified opposite is indeed submitted.

(j) Parts C and D of the Price Schedule.

(k) The Compliance Schedule (see Paragraph 7 of the Terms of Tender).

(l) Information and supporting documents (if applicable) required in Tables D to G of the Information Schedule (see Paragraphs 25 to 28 of the Terms of Tender (Supplement)).

(m) Annex A to the Terms of Tender - Part I - Method of providing the Contract Deposit.

Name of Tenderer: _____

APPENDIX TO THE TERMS OF TENDER – Contact Details

Contact details of:

All correspondence with the Government or Government Representative relating to matters concerning the Contract from the Contractor shall be addressed to both contacts at (1) and (2) provided that

- (a) all enquiries concerning the Technical Specifications or other technical aspects of the Goods to be lodged by a potential Tenderer; and
- (b) all correspondence and notices concerning the Order, delivery, testing, inspection, acceptance and after-sales services and warranty of the Goods
may only be addressed to the contact at (1) (unless the Government directs otherwise); and
- (c) unless otherwise specified in the Special Conditions of Contract or unless the Contract Price is payable in instalment, all invoices for the Contract Price for a batch of Goods to be issued by the Contractor shall only be addressed to the Receiving Officer taking delivery of that batch of Goods.

(1) the Government (being the user department): Correctional Services Department

Address: Unit 2004-9, 20/F., Honour Industrial Centre,
6 Sun Yip Street, Chai Wan, Hong Kong

Attn.: Senior Supplies Officer (Central Supplies)

Facsimile Number: (852) 2870 0563

(2) the Government (GLD): Government Logistics Department

Address: 9th Floor, North Point Government Offices
333 Java Road, North Point
Hong Kong

Attn.: Controller (Procurement)

Facsimile Number: (852) 2116 0102

(3) the Receiving Officer:

Address: same address as the Goods to which the invoice relates is delivered

Attn.: the Receiving Officer

(4) the Tenderer/Contractor:

Address:

Attn.:

Telephone Number:

Facsimile Number:

Email Address:

(5) Process Agent (for a Tenderer/Contractor incorporated, formed or established outside Hong Kong without a place of business in Hong Kong):

Address:

Attn.:

Telephone Number:

Facsimile Number:

Email Address:

Part I

Method of providing the Contract Deposit

If the Contract is awarded to us, we shall pay to the Government the Contract Deposit *in cash/by way of a banker's guarantee.

* Delete as appropriate.

N.B.: If a Tenderer does not complete this Part, it will be regarded to have undertaken to pay the Contract Deposit to the Government in cash.

Name of Tenderer: _____

Non-collusive Tendering Certificate
(To be completed and returned together with the tender submission)

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in GLD-TERMS-1 (December 2022).

To: the Government

Dear Sir/ Madam,

Non-collusive Tendering Certificate

1. I/We, (name of the Tenderer) _____ of
(address(es) of the Tenderer) _____

refer to the Government’s invitation to tender for the Contract (“Invitation to Tender”) and my/our Tender in response to the Invitation to Tender.

Non-collusion

2. I/We represent and warrant that in relation to the Invitation to Tender:

- (a) My/Our Tender was prepared genuinely, independently and made with the intention to accept the Contract if awarded;
- (b) My/Our Tender was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other Tenderer or competitor) regarding:
 - i) prices;
 - ii) methods, factors or formulas used to calculate prices;
 - iii) an intention or decision to submit, or not submit, any Tender;
 - iv) an intention or decision to withdraw any Tender;
 - v) the submission of any Tender that does not conform with the requirements of the Invitation to Tender;
 - vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Invitation to Tender relates; and
 - vii) the terms of my/our Tender,

and I/we undertake that I/we will not, whether before or after the award of the Contract, enter into or engage in any of the foregoing.

Non-collusive Tendering Certificate

(To be completed and returned together with the tender submission)

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- (a) the Government;
 - (b) a joint venture partner with which I/we have submitted my/our Tender, and such joint venture arrangement has already been notified to the Government in my/our Tender;
 - (c) my/our consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
 - (d) my/our professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to my/our Tender;
 - (e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement;
 - (f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing; and
 - (g) any person other than the Government, provided that the Government has given prior written consent.

Disclosure of subcontracting

4. Without prejudice to other requirements set out in the Tender Documents concerning sub-contracting arrangement, in particular, the requirement to seek the Government's prior written approval before sub-contracting, I/We understand that I/we are required to disclose all proposed sub-contracting arrangements for the Contract to the Government in my/our Tender, including those which will be entered into after the Contract is awarded. I/We warrant that I/we have duly disclosed and will continue to disclose such arrangements to the Government.

Consequences of breach or non-compliance

5. I/We understand that in the event of any breach or non-compliance with any representations, warranties and/or undertakings in this certificate or in Paragraph 33.1 of the Terms of Tender, the Government may exercise any of the rights under Paragraphs 33.3 to 33.5 of the Terms of Tender in addition to and without prejudice to any other rights or remedies available to it against me/us.

Non-collusive Tendering Certificate

(To be completed and returned together with the tender submission)

6. Under the Competition Ordinance (Chapter 619 of the Laws of Hong Kong), bid-rigging is serious anti-competitive conduct. I/We understand that the Government may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “Commission”) and provide the Commission with any relevant information, including but not limited to information on my/our Tender and my/our personal information.

Signed by the Tenderer / Signed
by an authorised signatory for and
on behalf of the Tenderer : _____

Name of the authorised signatory
(where applicable) : _____

Title of the authorised signatory
(where applicable) : _____

Date : _____