To be inserted into the

PRICE INFORMATION ENVELOPE

**NOT** the technical information envelope

**SCHEDULE**

**(A) – Fee Proposal**

**(A) Price**

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Description of Services | Period | Estimated Value  (HK$) |
| 1 | Provision of Service for District-based Programmes for Racial Harmony (North, Sha Tin and Tai Po Districts) | 1/7/2023 – 31/12/2023 |  |
| **Estimated Contract Value (HK$):** | | |  |

Note

|  |  |
| --- | --- |
| (1) | **The Bidder shall provide a budget breakdown of the estimated value.** |
| (2) | The Bidder shall note that the above quoted price is inclusive of all the staff cost, administrative fee and other associated costs and expenses. |
| (3) | Financial proposal with estimated contract value exceeding the budget ceiling indicated will **not** be considered. |
| (4) | Subject to the Contractor’s provision of the services to the satisfaction of the Government, the Government shall pay the estimated contract value by way of instalments in the amounts, and in accordance with the payment schedule, specified in paragraph 2 of Special Conditions of Contract. |
| **(5)** | **If the amount of actual expenditure of the Contractor is less than the estimated contract value, the payment of Service Fee will be limited to the amount of actual expenditure.** |

|  |  |  |
| --- | --- | --- |
| Name of Bidder | : |  |
| Signature of Authorised Person to Sign Quotation | : |  |
| Name of Authorised Person in Block Letters | : |  |
| Position/Title | : |  |
| Tel. No. | : |  |
| Fax No. | : |  |
| Date | : |  |
| Company Chop | : |  |

**(B) Payment Discount**

1. Bidders are requested to indicate below what discount rate they would allow on the quoted prices if payment is made in full within:

|  |  |
| --- | --- |
|  | 14 clear working days from the date of receipt of the invoice or from the date of acceptance of the Services, whichever is the later : \_\_\_\_\_\_ % discount |

1. A Bidder should insert the word ‘Nil’ in the space provided above if it does not offer any payment discount. No discount offer will be assumed if the space is left blank.
2. A Bidder is requested to ensure that no more than two digits after the decimal places are quoted for the above discount.
3. Should the date of receipt, certification and acknowledge of the invoice fall on a non-working day, the 14 working days’ period for payment discount shall count from the working day immediately following such date, or the date of acceptance of Services, whichever is later.
4. Any offer of payment discount **will not be taken into account** in the evaluation of the Quotation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed by an authorised signatory for and on behalf of the Bidder: | | |  | | |
| Name and Post of authorised signatory: | | |  | | |
| Name of Bidder: | | |  | | |
| Tel No.: |  | Fax No.: |  | Date: |  |

To be inserted into the

TECHNICAL INFORMATION ENVELOPE

**NOT** the price information envelope

**SCHEDULE**

**(B) – Technical Proposal**

*(Please use separate sheet if required.)*

1. **Company / Organisation status**

|  |  |  |
| --- | --- | --- |
| Name of Bidder (in English) | : |  |
| Name of Bidder (in Chinese) | : |  |
| Registered Address of Bidder | : |  |
|  |  |  |

The Bidder should provide proof of the following:

* + 1. Statutory organisations or organisations registered under the laws of the Hong Kong Special Administrative Region (e.g. the Companies Ordinance (Cap.622)); and
    2. Granted a tax-exemption status under Section 88 of the Inland Revenue Ordinance (Cap. 112) which remains valid as at the time of submission of quotation.

1. **Information of the Bidder**

The Bidder should provide the following information in respect of its organisation:

1. organisation structure and name of key management personnel;
2. existing services provided by the organisation
3. authorised contact person and means of contact such as official address, telephone number, fax number, website address
4. track record and experience of the organisation in providing similar services to ethnic minorities, in particular the publicity outcome of past projects

*(Please use separate sheet if required.)*

1. **Summary of activities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of activity** | **Nature of activity\*** | **Date(s) of activity** | **Total duration of activity** | **Venue** | **No. of target participants** | |
| **Chinese** | **Non-Chinese** |
| *e.g.* | *Leadership skills Training* | *Training Class* | *5,12,19,26 September*  *2, 9, 16, 23 October*  *1, 8, 15, 22 November* | *24 hrs* | *XXX classroom* | *20* | *20* |
|  | *Certificate Presentation Ceremony for graduates of Leadership Training* | *Presentation Ceremony* | *12 December* | *2 hrs* | *XXX Sports Ground* | *20 +*  *200 audience* | *20 +*  *200 audience* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\* Examples are “interest class”, “skill training”, “community outreach”, “volunteer service”, “sports programme”, “festive event”, etc.*

* 1. **Detailed programme design and content** *(Please provide details of the programme design for each activity listed in the summary above, including the objectives and implementation plan. If the activity is considered as a signature event, please provide a separate paragraph.)*
  2. **Implementation schedule**

|  |  |
| --- | --- |
| **Year/Month** | **Project Milestones** |
|  |  |
|  |  |
|  |  |

* 1. **Contingency plan** *(Please provide a contingency plan in case of social distancing restrictions and/or closure of venues.)*

1. **Deliverables and impact**

**Expected programme achievement and deliverables**

*(Please include a brief account of mechanism used to evaluate the achievement and deliverables.)*

*(e.g.. The local Chinese and ethnic minority participants applied their newly acquired skills and collaborated to produce XXXX, which they shared with other needy people to promote the message of racial harmony to the wider community. The programme will be evaluated by after-event questionnaires.)*

* 1. **Outcome indicators and expected level of attainment**

|  |  |
| --- | --- |
| **Proposed outcome indicators** (*Benefits for users during and after services and programmes*) | **Level of attainment (%)** |
| *e.g. Participants agree that the programme has increased their understanding of cultures of different ethnicity.* | *e.g. 80%* |
|  |  |
|  |  |

1. **Manpower plan** (*Please show the number, qualification and experience of full-time and part-time staff who will involve in the Programmes, in particular how your staff will provide support for non-Chinese participants.)*
2. **Publicity plan**
   1. **General publicity** *(Please describe publicity efforts to promote the programme and racial harmony messages to the general public.)*

|  |  |
| --- | --- |
| **Year/Month** | **Summary of publicity plan** |
|  |  |
|  |  |
|  |  |

* 1. **Recruitment of target participants** *(Please provide details of your recruitment and promotional efforts to achieve the number of target participants specified in part 3.)*

1. **Quality assurance and financial management** *(Please provide a brief account of quality assurance and financial management mechanism in place to monitor the project progress and budget.)*
2. **Statement of Compliance**

[Please refer to Clause 14 of Terms of Quotation (Supplement).]

|  |  |  |
| --- | --- | --- |
| \* | (i) | I / We confirm that my / our offer does **comply fully** with the terms and conditions and Service Specifications stipulated in Quotation Document. |
| \* | (ii) | I / We confirm that my / our offer **does not comply** with the terms and conditions and Service Specifications in the following aspects: |
|  |  |  |
|  |  |  |

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**Note: \* Please tick  in the box where appropriate.**

1. **Quotation Validity Period**

According to Clause 4 of the Terms of Quotation (Supplement), Bidders are requested to note that their offers for this quotation shall remain valid for 90 days from the Quotation Closing Date.

|  |  |  |
| --- | --- | --- |
| Name of Bidder | : |  |
| Signature of Authorised Person to Sign Quotation | : |  |
| Name of Authorised Person in Block Letters | : |  |
| Position/Title | : |  |
| Tel. No. | : |  |
| Fax No. | : |  |
| Date | : |  |
| Company Chop | : |  |