**References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these respective documents in BD-TERMS-2 (January 2022).**

**1. Information and documents required under Paragraph 7.1 of the Terms of Tender:**

|  |  |  |
| --- | --- | --- |
|  | Name of the Tenderer |  |
|  | Principal place of business of the Tenderer (in address form) |  |
|  | Type of business entity of the Tenderer | **company / sole proprietorship / partnership / statutory corporation /other**  (\*Please delete whichever is not applicable.) |
|  | Shareholders/partners/proprietor of the Tenderer and their percentage of ownership |  |
|  | Length of business experience |  |
|  | Names of the following:  (i) managing director and other directors;  (ii) partners; or  (iii) sole proprietor |  |
|  | Place and date of incorporation or formation |  |
|  | Business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise |  |
|  | Names and addresses of banks which are prepared to provide references or other relevant financial data which indicate the financial viability of the Tenderer |  |
|  | 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) | Please attach if applicable. |
|  | (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. |
|  | (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. |
|  | Employee’s Compensation Insurance Policy  Name of insurer:  Policy No:  Expiry date: |  |
|  | A certified extract 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) | Please attach if applicable. |

**2. Information required under Paragraph 16.1 “Government Discretion” of the Terms of Tender under BD-TERMS-2 (January 2022)**

|  |  |
| --- | --- |
| \*(a) | I/We confirm that none of the events as mentioned in Paragraphs 16.1(a) to 16.1(g) of the Terms of Tender has ever occurred. |
|  |  |
| \*(b) | I/We confirm that the following event(s) as mentioned in Paragraphs 16.1(a) to 16.1(g) of the Terms of Tender has occurred: |

|  |  |
| --- | --- |
| **Date** | **Details of the Event** |
|  |  |
|  |  |
|  |  |

Note: \*Please delete whichever is not applicable.

**3. Contact Person**

[Please refer to Paragraph 12 of the Terms of Tender (Supplement).]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) | **During office hours** | | | | |
|  | Name of Contact Person: | |  | | |
|  | (IN BLOCK LETTERS) | | | | |
|  | Telephone No.: |  | | Fax No.: |  |
|  | Email : |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (b) | **After office hours (including public holidays)** | | | | |
|  | Name of Contact Person: | |  | | |
|  | (IN BLOCK LETTERS) | | | | |
|  | Telephone No.: |  | | Fax No.: |  |
|  | Email : |  | |  | |

**4. Details of Vehicle Deployment Plan**

[Please refer to Paragraph 20(c)(i) of the Terms of Tender (Supplement) and Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table A below the details of the Vehicle Deployment Plan **before the Tender Closing Time** for the Government’s evaluation.  **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A1) under Stage III of the Marking Scheme.** To facilitate verification by the Government, the Tenderer shall **submit supporting documents or other documentary evidence** (where applicable) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government’s written request**.

**Table A - Vehicle Deployment Plan**

|  |  |
| --- | --- |
| **Aspects to be covered** | **Details to be provided by the Tenderer** |
| * Design of routes for providing the Regular Services |  |
| * Vehicle mobilization plans for Regular Services, taking into account the infection control requirements and contingency plans |  |
| * Vehicle mobilization plans for On-demand Services, taking into account the infection control requirements and contingency plans |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table A – Vehicle Deployment Plan” at the top of each separate sheet to indicate the relevant table to which the proposals belong.) |
|  | (2) | All practicable and effective proposals included in the proposed Vehicle Deployment Plan submitted by the successful Tenderer in Assessment Criterion (A1) under Stage III of the Marking Scheme shall form part of the Contract. |

**5. Details of Staff Management Plan**

[Please refer to Paragraph 20(c)(ii) of the Terms of Tender (Supplement) and the Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table B below the details of the Staff Management Plan **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A2) under Stage III of the Marking Scheme.** To facilitate verification by the Government, the Tenderer shall **submit supporting documents or other documentary evidence** (where applicable) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government’s written request.**

**Table B - Staff Management Plan**

|  |  |
| --- | --- |
| **Aspects to be covered** | **Details to be provided by the Tenderer** |
| * Organisation chart showing the proposed workforce, including off-site management and on-site staff to be deployed to this Contract, the experience and qualification of senior management, the chain of command between the management and other grades of staff; |  |
| * Staff mobilization plans for Regular Services and On-demand Services, taking into account the infection control requirements and contingency plans |  |
| * Quality assurance plan to ensure and monitor staff discipline and quality of services |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table B – Staff Management Plan” at the top of each separate sheet to indicate the relevant table to which the proposals belong.) |
|  | (2) | All practicable and effective proposals included in the proposed Staff Management Plan submitted by the successful Tenderer in Assessment Criterion (A2) under Stage III of the Marking Scheme shall form part of the Contract. |

**6. Details of Customer Services Plan**

[Please refer to Paragraph 20(c)(iii) of the Terms of Tender (Supplement) and the Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table C below the details of the Customer Services Plan **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A3) under Stage III of Marking Scheme.** To facilitate verification by the Government, the Tenderer shall **submit supporting documents or other documentary evidence** (where applicable) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government’s written request.**

**Table C – Customer Services Plan**

|  |  |
| --- | --- |
| **Aspects to be covered** | **Details to be provided by the Tenderer** |
| * Procedures for handling booking requests, enquiries and complaints |  |
| * Management of physical counters, on-site logistical arrangement (e.g. assignment of passengers to vehicles) and crowd control |  |
| * Quality assurance plan to ensure the passengers are boarding the right vehicle and getting off at the right destination, together with their baggage |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table C – Customer Services Plan” at the top of each separate sheet to indicate the relevant table to which the proposals belong.) |
|  | (2) | All practicable and effective proposals included in the proposed Customer Services Plan submitted by the successful Tenderer in Assessment Criterion (A3) under Stage III of the Marking Scheme shall form part of the Contract. |

**7. Details of Information System**

[Please refer to Paragraph 20(c)(iv) of the Terms of Tender (Supplement) and the Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table D below the details of the Information System **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A4) under Stage III of Marking Scheme.** To facilitate verification by the Government, the Tenderer shall **submit supporting documents or other documentary evidence** (where applicable) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government’s written request.**

**Table D – Information System**

(Note: The Information System is an essential requirement under Clause 4.3.8 of the Service Specifications. The Tenderer shall propose specifications in excess of the requirements in the table below.)

|  |  |
| --- | --- |
| **Aspects to be covered** | **Details to be provided by the Tenderer** |
| * Proposed design of the Information System to demonstrate system compatibility and flexibility to facilitate communication among different parties concerned |  |
| * Proposed design of the Information System to demonstrate effectiveness for ensuring data accuracy |  |
| * Quality assurance plan to ensure system security for data protection |  |
| * Proposed design of the Information System to demonstrate effectiveness of automated tools to ensure the speedy transmission of data |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table D – Information System” at the top of each separate sheet to indicate the relevant table to which the proposals belong.) |
|  | (2) | All practicable and effective proposals included in the proposed Information System submitted by the successful Tenderer in Assessment Criterion (A4) under Stage III of the Marking Scheme shall form part of the Contract. |

**8. Details of Contingency Plans**

[Please refer to Paragraph 20(c)(v) of the Terms of Tender (Supplement) and the Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table E below the details of the Contingency Plans **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A5) under Stage III of Marking Scheme.** To facilitate verification by the Government, the Tenderer shall **submit supporting documents or other documentary evidence** (where applicable) **before the Tender Closing Time or within the time which may subsequently be stipulated in the Government’s written request.**

**Table E – Contingency Plans**

|  |  |
| --- | --- |
| **Aspects to be covered** | **Details to be provided by the Tenderer** |
| * Proposal for handling sudden influx of Quarantine Guests as mentioned in Clause 4.6.1(a) and (b) under the Service Specifications |  |
| * Proposal for dealing with disruption of services due to unavailability of assigned vehicles and staff |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table E – Contingency Plans” at the top of each separate sheet to indicate the relevant table to which the proposals belong.) |
|  | (2) | All practicable and effective proposals included in the proposed Contingency Plans submitted by the successful Tenderer in Assessment Criterion (A5) under Stage III of the Marking Scheme shall form part of the Contract. |

**9. Innovative Suggestions**

[Please refer to Paragraph 20(c)(vi) of the Terms of Tender (Supplement) and Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table F below the Innovative Suggestions **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (A6) under Stage III of the Marking Scheme.** To facilitate verification by the Government, the Tenderer shall submit **documentary evidence with its tender** to prove the effectiveness and practicability of its proposed Innovative Suggestion(s) **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. Except for factual documentary evidence existing prior to the Tender Closing Date (e.g. test reports/certificates) which may be provided upon request by the Government, any other additional proposals not contained in the tender submission but provided by the Tenderer after the Tender Closing Time will not be taken into account in the evaluation. All proposed Innovative Suggestion(s) will be assessed on the basis of the proposals provided in the tender submissions and factual documentary evidence provided by the Tenderers. Further instructions on completing this Table F and submission of Innovative Suggestions are set out in Notes 1(a) to (g) at the end of the Attachment to the Marking Scheme.

**Table F - Innovative Suggestions**

|  |  |
| --- | --- |
| **No.** | **Details of Innovative Suggestions to be implemented by the Tenderer** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table F - Innovative Suggestions” at the top of each separate sheet to indicate the relevant table to which the proposals belong. |
|  | (2) | Please refer to Notes (1) of the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement) for details of proposals required in respect of the Innovative Suggestions. |
|  | (3) | All Accepted Innovative Suggestions shall form part of the Contract. |

**10. Years of Experience**

[Please refer to Paragraph 20(c)(vii) of the Terms of Tender (Supplement) and Attachment to the Marking Scheme.]

Tenderers **shall** provide in Table G below the Years of Experience **before the Tender Closing Time** for the Government’s evaluation. **Otherwise, no mark will be given to the Tenderer for the Assessment Criterion (B1) under Stage III of the Marking Scheme.** To facilitate verification by the Government, the Tenderer shall submit **documentary evidence with its tender** to prove the years of experience **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. Further instructions on completing this Table G and the submission of documentary proofs are set out in Notes 2(a) to (f) at the end of the Attachment to the Marking Scheme.

**Table G – Years of Experience**

|  |  |
| --- | --- |
| **Years** | **Brief description of services** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Notes: | (1) | Please use separate sheet(s) if the space above is inadequate.  (Please mark “Table G – Years of Experience” at the top of each separate sheet to indicate the relevant table to which the proposals belong. |
|  | (2) | Please refer to Notes (2) of the Attachment to Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement) for details of proposals required in respect of the Years of Experience. |

|  |  |
| --- | --- |
| Name of Tenderer: |  |