**References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in BD-TERMS-2 (January 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 5 of the Terms of Tender (Supplement) that failure to submit any of the proposals, documents and information as stipulated therein (viz., items (a) to (d) 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.

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|  |  | 1. 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. Please note that retyping Part 4 of the Tender Form for submission is not permitted. Part 4 of the Tender Form shall be the actual form as obtained from the Government or a printed copy of the soft copy obtained from the Government or a photocopy of any such form. |
|  |  | 1. (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. |
|  |  | 1. The quotation of (i) one lump sum Monthly Rate for the Regular Services in paragraph (a) of Part A of Schedule 1 (Price Schedule); (ii) one common unit rate for the provision of the type of On-demand Services which is item (i) in paragraph (b) of Part A of Schedule 1 (Price Schedule); and (iii) one common unit rate for the provision of those types of On-demand Services which are items (ii) to (v) in paragraph (b) of Part A of Schedule 1 (Price Schedule). |
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|  |  | 1. The Vehicle registration number of the Vehicles offered in column (4) of Tables A1, B1 and C1 of Schedule 2 (List of Vehicles Offered). |

**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 and Paragraph 6 of the Terms of Tender (Supplement)that failure to submit any of the proposals, documents and information as stipulated therein (viz., items (e) to (l) 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 12.1 of the Terms of Tender, after the Tender Closing Time will lead to the Tender not being considered further (but subject to the proviso as mentioned at the beginning of Paragraph 6 of the Terms of Tender (Supplement)).

Please check the box below to confirm that the item specified opposite is indeed submitted.

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|  |  | 1. For each of the Vehicles offered in any Table in Schedule 2 (List of Vehicles Offered) where the vehicle registration number has been provided in column (4): all information required in any Table of Schedule 2 (List of Vehicles Offered) other than (i) the information in column (4); and (ii) the information required in columns (7) to (9) for offered Vehicles in Tables C1, C2 and D3 which should be submitted under item (p) of Part C below. |
|  |  | 1. For each of the Vehicles offered in any Table in Schedule 2 (List of Vehicles Offered) where the vehicle registration number has been provided in column (4): copies of (i) all vehicle licences issued in the name of the Tenderer or, if applicable, those member(s) of the same group of companies to which the Tenderer belongs; (ii) vehicle passenger licences/hire car permits issued in the name of the Tenderer or, if applicable, those member(s) of the same group of companies to which the Tenderer belongs; (iii) Seat Belt Confirmation (as defined in note 3 at the end of Annex A to the Service Specifications) for each of the offered Vehicles listed in Schedule 2 (List of Vehicles Offered); and (iv) the confirmation document(s) issued by the member(s) of the same group of companies to which the Tenderer belongs that it/they will make available to the Tenderer the relevant Vehicle(s) for the performing Services under the Contract, if applicable. Each confirmation document shall be accompanied with documentary evidence to prove that the company is under the same group with the Tenderer, if applicable. |
|  |  | 1. All information required in Schedule 3(Compliance Schedule). |
|  |  | 1. All information as required in paragraphs 1 to 3 of Schedule 4 (Information Schedule); |
|  |  | 1. 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) (see Paragraph 7.1(j) of the Terms of Tender). |
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|  |  | 1. The contact details of the Tenderer required in part (2) in the Appendix to the Terms of Tender (see Paragraph 14.1 of the Terms of Tender). |
|  |  | 1. (Applicable to Paper-based Tendering only) the signed Schedule 5 (Non-collusive Tendering Certificate) (see Paragraph 29.2 of the Terms of Tender). 2. In case the Information System as specified in Clause 4.3.8 under the Service Specifications is not to be developed by the Tenderer using its own in-house resources, the Tenderer shall provide supporting document(s) to prove that it has lined up an IT contractor to develop the Information System. |

**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 (m) to (r) specified below) under Paragraph 12.1 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.

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|  |  | 1. Other information required in the Price Schedule in addition to the ones mentioned in item (c) above including without limitation the weekly quotation for setting up and operating a service counter at land border control point. |
|  |  | 1. 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 (see Paragraph 7.1(e) of the Terms of Tender). |
|  |  | 1. (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 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) (see Paragraph 7.1(f) of the Terms of Tender). |
|  |  | 1. If and to the extent any Electric Vehicle is offered in Tables C1, C2 and/or D3, the information required in columns (7) to (9) for offered Vehicles in these Tables of Schedule 2 (List of Vehicles Offered). |
|  |  | 1. Other information required in paragraphs 4 to 10 of Schedule 4 (Information Schedule) in additional to the ones mentioned in item (h) above. |
|  |  | 1. Annex A to the Terms of Tender - Part I - Method of providing the Contract Deposit. |

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| Name of Tenderer: |  |

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| Date: |  |