**P R O F O R M A**

**Request for Market Information (“RFI”) for   
Supply and Installation of Pallet and Truck**

**for the Chinese Medicine Hospital (“CMH”)**

**(CMHPO Ref. : HHB/H/24/17/3/3/7 )**

To : Project Director (CMHPO)

(Attn. Rex MAK)

[by fax: 2127 4795 or email: rhwmak@healthbureau.gov.hk]

Your ref: (1) in L/M to HHB/H/24/17/3/3/7

In response to the RFI of the CMH, my/our company, with contact details provided in Part 1 below, would like to provide the information and relevant supporting documents in Parts 2 to 8 of this Proforma.

**Part 1 – Supplier’s Contact Details**

From:

(Name of the Supplier): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Name and Post of Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in) (please fill in)

**-----------------------------------------------------------------------------------------------------------------**

*This document does not constitute any offer or invitation / solicitation of any offer in connection with the exercise described herein. Neither this document nor any activities in connection therewith shall create any legal obligations or liabilities in any way on the part of the Health Bureau (HHB) or the Government of Hong Kong Special Administrative Region. Neither this document nor anything contained herein shall form the basis of any contract or commitment whatsoever. In responding to the RFI, a respondent shall be deemed to have agreed to all the terms of this Request for Market Information.*

**Purpose and Background Information of the RFI**

1. Purpose

Chinese Medicine Hospital Project Office (“**CMHPO**”) of the Health Bureau (“**HHB**”) of the Government intends to invite a tender for the supply and installation of pallet and truck (hereinafter refers as the “**Goods**”) for the Chinese Medicine Hospital (“**opCMH**”) located at Pak Shing Kok in Tseung Kwan O. The CMHPO therefore wishes to collect market information on pallet and truck.

1. Background of the CMH Project

The Chief Executive announced in the 2014 Policy Address that the Government had decided to reserve a site in Tseung Kwan O for setting up a CMH. The 2017 Policy Address stated that the Government decided to finance the construction of the CMH and identify by way of tender a suitable non-profit-making organisation (“NPMO”) to operate the CMH. CMH will be owned by the Government and the selected NPMO will operate the CMH. The CMH would be positioned as a flagship Chinese Medicine (“CM”) institution leading the development of CM services and Chinese medicines in Hong Kong. It will be a change driver, promoting service development, education and training, innovation and research, and facilitating collaboration with both local and international parties.

The CMH with provision of 400 beds will provide a comprehensive range of CM services. Service types include pure CM services, services with CM playing the predominant role in collaboration with Western Medicine (“WM”) and Integrated Chinese-Western Medicine (“ICWM”) services. The scope of service to be provided in the CMH covers inpatient, day-patient, outpatient and community outreach services.

To take forward the planning and development of the project on CMH, a designated office i.e. CMHPO, was established under the Health Bureau (the former Food and Health Bureau) on 2 May 2018. Hong Kong Baptist University (HKBU) was selected as the Contractor for the CMH operation. HKBU, as the Contractor, has incorporated a company limited by guarantee, namely HKBU Chinese Medicine Hospital Company Limited as the Operator to manage, operate and maintain the CMH. The CMH project has proceeded to the commissioning stage in 2021. It is targeted to commence hospital services by phases from 2025.

More information on the services provision and design of the CMH can be found in the following link:

<https://www.healthbureau.gov.hk/en/press_and_publications/otherinfo/200900_cmhp/index.html>.

**Note to Suppliers**

1. If your company have more than one pallet and truck that may meet the requirements of the Goods stated in this Proforma, **please complete and return, together with relevant supporting documents, one set of Proforma for each different pallet and truck**.

**Part 2 – General Information of the Goods**

**Item 1.1: Plastic Pallet**

|  |  |
| --- | --- |
| 1. Place of origin |  |
| 1. Name of manufacturer |  |
| 1. Address of the manufacturer’s factory or plant (“Manufacturing Plant”) |  |
| 1. Product name of the item |  |
| 1. Model number/ name/ version number of the item |  |
| 1. Authorised agent or distributor of the manufacturer in Hong Kong |  |
| 1. Packing (if applicable) |  |
| 1. Delivery method and route (where the place of origin is outside Hong Kong) |  |
| 1. Warranty period of the item   (*Please refer to section F in Part 3 for details of the warranty service requirements*) | \_\_\_\_\_\_\_\_\_\_\_\_ months from Acceptance of the item  (*Should not be less than 12 months*) |
| 1. Expected serviceable life (*Please specify any components of the item that cannot meet the serviceable life*) | The item shall have a serviceable life of \_\_\_\_\_\_\_ years from its date of acceptance except the following components:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*Please also provide the expected life of these excluded components*) |

**Item 1.2: Electric Pallet Truck**

|  |  |
| --- | --- |
| 1. Place of origin |  |
| 1. Name of manufacturer |  |
| 1. Address of the manufacturer’s factory or plant (“Manufacturing Plant”) |  |
| 1. Product name of the item |  |
| 1. Model number/ name/ version number of the item |  |
| 1. Authorised agent or distributor of the manufacturer in Hong Kong |  |
| 1. Packing (if applicable) |  |
| 1. Delivery method and route (where the place of origin is outside Hong Kong) |  |
| 1. Warranty period of the item   (*Please refer to section F in Part 3 for details of the warranty service requirements*) | \_\_\_\_\_\_\_\_\_\_\_\_ months from Acceptance of the item  (*Should not be less than 12 months*) |
| 1. Expected serviceable life (*Please specify any components of the item that cannot meet the serviceable life*) | The item shall have a serviceable life of \_\_\_\_\_\_\_ years from its date of acceptance except the following components:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*Please also provide the expected life of these excluded components*) |
| 1. \*Total weight of the proposed item | \_\_\_\_\_\_\_\_\_\_\_\_kg |
| 1. \*Floor loading requirement for the proposed item | \_\_\_\_\_\_\_\_\_\_\_ kPa |

\* *The maximum floor loading capacity where the item is to be installed is* ***5 kPa****. Please ensure that your proposed item can comply with this requirement.*

**Part 3 – Indicative Technical Requirements**

*Notes to Suppliers for Completion of Part 3*

1. *Unless specified otherwise, the “****Goods****” in this Part 3* ***refers to section A1.1 below****.*
2. *The indicative technical requirements are for the purpose of collecting market information only. They are subject to changes and do not represent the final technical requirements of the intended tender.*
3. *Please indicate, as a point by point compliance statement, whether your proposed Goods “****Comply****” or “****Not Comply****” with an indicative technical requirement stated in Column II by ticking (🗸) in the appropriate box under* ***Column III*** *and* ***Column IV*** *respectively.*
4. ***Where applicable****, please quote the value of your proposed Goods in either Column III (if “****Comply****”) or Column IV (if “****Not Comply****”) respectively against corresponding indicative technical requirement (use additional sheet(s) if space is insufficient*
5. *Please provide supporting documents (such as catalogues, user manual and/or operation manual, DICOM conformance statement, etc.) to illustrate the features of your proposed pallet and truck against the corresponding indicative technical requirements.*

| **Column**  **I** | **Column**  **II** | **Column**  **III** | **Column**  **IV** |
| --- | --- | --- | --- |
| **Section** | **Technical Specification** | **Tick (🗸) the Appropriate Box**  *(For aspects “Not Comply”, please also provide alternative proposal, if any)* | |
| **Comply** | **Not Comply** |
| **A** | **Technical Requirements** |  |  |
| **1** | **Overall Requirements** |  |  |
| 1.1 | The plastic pallet shall be used to pile up, store and transport goods while the electric pallet truck shall be used to lift and transporting pallets. |  |  |
| 1.2 | The Goods shall have the following item: |  |  |
|  | 1. One hundred (100) sets of the plastic pallet as detailed in section A2 below; and |  |  |
|  | 1. Twelve (12) sets of the electric pallet truck as detailed in section A3 below. |  |  |
| 1.3 | Serviceable Life  The Goods shall have a serviceable life of not less than ten (10) years from its Final Acceptance Date (“**Serviceable Life**”). |  |  |
| 1.4 | The successful tenderer shall be responsible for the provision of the implementation services, identified as Item 2 in Part 5, for the Goods as stipulated in section B below. |  |  |
| 1.5 | The successful tenderer shall be responsible for the provision of the Training, identified as Item 3 in Part 5, as stipulated in section Cbelow. |  |  |
| 1.6 | The successful tenderer shall be responsible for the supply of the Documentation for the System, identified as Item 4 in Part 5, as stipulated in section D below. |  |  |
| 1.7 | The successful tenderer shall be responsible for the performance of acceptance tests as stipulated in section E below. |  |  |
| **2** | **Item 1.1: Plastic Pallet** |  |  |
| 2.1 | Dimensions (W) x (L) x (H):  1000mm x 1200mm x 150mm (+ 5%). |  |  |
| 2.2 | Load capacity of the plastic pallet when moving on the truck shall be greater than or equal to 1500kg. |  |  |
| 2.3 | Grid surface shall be provided. |  |  |
| 2.4 | Forklift entry shall be 4-way. |  |  |
| 2.5 | The plastic pallet shall be constructed with HDPE or better plastic material. Manufacturer’s certificate shall be produced for verification upon request. |  |  |
| **3** | **Item 1.2: Electric Pallet Truck** |  |  |
| 3.1 | General |  |  |
| 3.1.1 | Load capacity of the electric pallet truck shall be not less than 1500kg. |  |  |
| 3.1.2 | Load centre distance of the electric pallet truck shall be 600mm (± 5%). |  |  |
| 3.1.3 | The load distance from the centre of drive axle to fork shall be 946mm (± 5%). |  |  |
| 3.1.4 | Wheelbase of the electric pallet truck shall be 1185mm (± 5%). |  |  |
| 3.2 | Tyres |  |  |
| 3.2.1 | The supplier shall supply the electric pallet truck with Polyurethane or better tires. |  |  |
| 3.2.2 | Size of front tyres: Ø140mm x 55mm (± 5%). |  |  |
| 3.2.3 | Size of rear tyres: Ø80mm x 93mm (± 5%). |  |  |
| 3.2.4 | Tread distance between front tyres shall be 420mm (± 5%). |  |  |
| 3.2.5 | Tread distance between rear tyres shall be 380mm (± 5%). |  |  |
| 3.3 | Dimensions |  |  |
| 3.3.1 | Overall length of the electric pallet truck should be 1560mm (± 5%). |  |  |
| 3.3.2 | Overall width of the electric pallet truck should be 540mm (± 5%). |  |  |
| 3.3.3 | The lift height of the electric pallet truck shall be 115mm (± 5%). |  |  |
| 3.3.4 | Height of tiller in drive-position: |  |  |
|  | 1. Minimum: greater than or equal to 700mm. |  |  |
|  | 1. Maximum: less than or equal to 1170mm. |  |  |
| 3.3.5 | Fork dimensions (W)x(L)x(H): 160mm x 1150mm x 50mm (± 5%). |  |  |
| 3.3.6 | Distance between fork-arms should be greater than or equal to 540mm. |  |  |
| 3.3.7 | The turning radius shall be less than or equal to 1485mm. |  |  |
| 3.4 | Performance Data |  |  |
| 3.4.1 | Travel speed: |  |  |
|  | 1. Laden: greater than or equal to 4km/h with a maximum speed not more than 5km/h. |  |  |
|  | 1. Unladen: greater than or equal to 4km/h with a maximum speed not more than 5km/h. |  |  |
| 3.4.2 | Lift speed: |  |  |
|  | 1. Laden: greater than or equal to 0.018m/s. |  |  |
|  | 1. Unladen: greater than or equal to 0.023m/s. |  |  |
| 3.4.3 | Lowering speed: |  |  |
|  | 1. Laden: greater than or equal to 0.034m/s. |  |  |
|  | 1. Unladen: greater than or equal to 0.023m/s. |  |  |
| 3.4.4 | Maximum gradeability: |  |  |
|  | 1. Laden: greater than or equal to 4%. |  |  |
|  | 1. Unladen: greater than or equal to 16%. |  |  |
| 3.4.5 | The electric pallet truck shall be equipped with electromagnetic service brake. |  |  |
| 3.4.6 | Drive motor operating per hour should be less than or equal to 0.65kW. |  |  |
| 3.4.7 | Battery voltage shall be greater than or equal to 24V 20Ah. |  |  |
| 3.4.8 | Sound level at driver's ear according to EN12053 shall be less than 74dB(A). |  |  |
| **B** | **Implementation Services** |  |  |
| **1** | **Pre-installation** |  |  |
| 1.1 | The price quoted shall include local delivery, installation, on-site acceptance test and training. |  |  |
| 1.2 | The supplier shall provide the conditions of delivery, including but not limited to packing and necessary environmental requirements for the CMH’s consideration. |  |  |
| 1.3 | The success tenderer shall arrange insurance coverage they think right and appropriate to cover damages to the equipment during the period of delivery, storage, installation, testing and commissioning. |  |  |
| 1.4 | The success tenderer shall be responsible to clear away all packing materials, demolished and unused structural materials to a legal place after delivery and installation of the equipment at his own cost. |  |  |
| 2 | **Installation of the Goods** |  |  |
| 2.1 | The Goods shall be installed, tested and become ready for use by the timeline specified in Part 4 with all costs included. |  |  |
| 2.2 | The successful tenderer shall coordination with the Design and Build Contractor and other Government contractors for the installation of the Goods. |  |  |
| 2.3 | Inclusion of installation work which shall be carried out by suitably qualified persons including without limitation registered electrical worker(s) with valid registration under relevant legislation. |  |  |
| 2.4 | The equipment and installation shall be in compliance with the relevant requirements of the latest edition of “Electrical Products (Safety) Regulation” under Electricity Ordinance, Chapter 406 of the Laws of Hong Kong and “Code of Practice for the Electricity (Wiring) Regulations” enforced by EMSD. |  |  |
| 2.5 | The successful tenderer shall note in particular the location of installation of the Goods within the scope of the CMH operator instruction. The successful tenderer shall make all his own arrangements as necessary for such works, and for the delivery of the Goods offered. All delivery means, labours and the like shall be allowed for and provided by the successful tenderer. The delivery method, routing and schedule shall be submitted. |  |  |
| **C** | **Training** |  |  |
| 1. | The successful tenderer shall provide on-site free of charge comprehensive equipment operation, maintenance and overhaul training course for the end user and the CMH maintenance staff in the venue provided by the CMH. |  |  |
|  | 1. Two (2) types of major training courses shall be offered. The duration of each training course should be at least 4 hours excluding one hour for lunch for each training course; |  |  |
|  | 1. The training shall include classroom lectures and hand-on training with the Goods; |  |  |
|  | 1. The course of training shall include all materials such as notes, charts for the participants. These materials shall be available in hardcopy at the time of training to each attendee; |  |  |
|  | 1. The training course shall be conducted in either English or Cantonese or both, as directed by the Government/the CMH Operator.; |  |  |
|  | 1. The schedule of local operational training shall be closely matched with the equipment installation and commissioning. The final schedule shall be agreed by the CMH Operator; |  |  |
|  | 1. The successful tenderer shall provide soft copies of all training materials and operation manual. The intellectual property rights of the aforementioned materials shall remain vested in the CMH. |  |  |
| 2 | The training shall be conducted by the specialist(s) or qualified person fully conversant with the operation. |  |  |
| 3 | The instructor(s) shall be fully conversant in Cantonese and English. All training and training materials provided shall be in Traditional Chinese or English. |  |  |
| **D** | **Documentation** |  |  |
| 1 | Two original hardcopies of the manufacturer’s operation manual and two original hardcopies of maintenance and service manual complete with a full set of circuit diagrams and a spare parts list for each item shall be submitted with the delivery of equipment. The supplied documentation shall be in Traditional Chinese or English. The intellectual property rights of the aforementioned materials shall remain vested in the CMH. |  |  |
| 2 | The CMH is allowed to make copies of the manuals for training or operational purposes. |  |  |
| **E** | **Acceptance Tests** | | |
| 1 | Once completion of delivery of the plastic pallet and installation of the electric pallet truck on site by the successful tenderer, the equipments shall be tested for acceptance at site carried out by the CMH representative(s) and/or by the successful tenderer and witness by a representative from concerned parties. The acceptance tests shall include checking on materials used, safety device and feature, structure strength, functional tests and performance. |  |  |
| 2 | The successful tenderer shall provide all testing instruments and materials to conduct site acceptance tests. All testing instruments to be used for the acceptance test shall be calibrated and copies of calibration certificates shall be forwarded to the CMH for records within one month after the completion of calibration. |  |  |
| 3 | Full functional tests for demonstration of compliance of the Goods with operational and reliability requirements shall be provided by the successful tenderer to the satisfaction of the CMH representative. In the event that the equipment fails to conform to the requirements specified in section A of Part 3, the successful tenderer is required to carry out appropriate remedial measures and/or any rectification works, including replacement of the entire equipment, where deemed necessary. |  |  |
| **F** | **Indicative Warranty Service** | | |
| 1 | The successful tenderer shall provide at least one-year warranty period for the section A of this part mentioned equipment supplied, or any part or portion thereof, starting from the acceptance of the Goods. During warranty period, all services which include replacement of faulty parts, breakdown services by qualified maintenance personnel who received training from manufacturer, shall be provided free of charge to the CMH. The successful tenderer shall provide relevant documents to prove that the maintenance personnel processes adequate skill for repair or replacement. |  |  |
| 2 | The successful tenderer shall replace all faulty parts with no additional costs to the CMH Operator, the replacement unit/component, if acceptable to the CMH Operator, shall be treated as a part of the Goods. |  |  |
| 3 | Any replacement parts provided by the successful tenderer shall become the property of the Government / the CMH Operator. Parts removed shall become the property of the successful tenderer provided always that the Government / the CMH Operator shall be entitled to retain any part which is to be replaced if the successful tenderer is unable to erase all the information stored in any form in such parts of the Goods. The successful tenderer shall, before removal of any such part, certify to the Government / the CMH Operator in writing that all information stored in such part has been completely erased and shall be liable for any loss or damage caused by the possession or use of any information remaining in any part of the faulty part(s) so removed. |  |  |
| 4 | The warranty period shall only commence after satisfactory completion of the acceptance and functional testing. |  |  |
| 5 | Any defects found in the section A of this part mentioned equipment within the warranty period shall be fixed free of charge to the CMH. |  |  |
| 6 | The successful tenderer should provide fault reporting hotline or fax number during the warranty period. Upon notification by the CMH of a defect (departure from performance specifications) in the operation of the equipment of part thereof, the supplier shall perform the corrective maintenance within 48 hours upon request from the CMH. This service shall include all necessary repairs, adjustment and replacement of parts to restore the equipment to its normal operational conditions in a time of no more than 3 working days upon receiving notification from the CMH. If such work being maintenance are not completed at the end of particular normal working period, subject to the user’s agreement, the maintenance work will either be completed on next working day, or arrangement will be made for the supplier to carry on working until the particular maintenance task is completed. |  |  |
| 7 | The successful tenderer shall be responsible to make good to the satisfaction of the CMH’s representatives, any defects on the equipment due to improper workmanship, faulty design or component failure which may arise within the warranty period of the equipment. |  |  |
| 8 | The successful tenderer shall submit as an essential part of the offer a yearly maintenance schedule during the warranty period indicating the number of preventive maintenance services required for ensuring a satisfactory performance of the equipment offered. Document, form, operation manual, service manual and manufacturer’s confirmation shall be submitted. If such information is not available, at least two times of preventive maintenance services shall be provided annually. The maintenance services shall be carried out in accordance with the maintenance procedures as described in the relevant equipment services manuals. |  |  |
| **G** | **Indicative Maintenance Service** |  |  |
| 1 | All services which include replacement of faulty parts, breakdown services shall be provided by qualified maintenance personnel who received training from the manufacturer. The successful tenderer shall provide relevant documents to prove that the maintenance personnel processes adequate skill for repair or replacement. |  |  |
| 2 | Upon notification of a defect in the operation of the equipment, or part thereof, the successful tenderer shall attend to the fault within 48 hours. This service shall include all necessary repairs and replacement of parts to restore the equipment to its normal operation conditions within 3 working days once the fault is attended. |  |  |
| 3 | The successful tenderer shall submit a price list of all spare parts of equipment chargeable to the CMH. For spare parts not covered by the submitted prices, the supplier must submit a quotation to the CMH for consideration every time when spare parts are required. |  |  |
| 4 | The following shall be defined as the normal working hours:  0900 - 1800 hours Monday to Friday, excluding public holidays;  The successful tenderer shall accept this as the criteria for providing maintenance service. |  |  |
| 5 | The following shall be provided free of overtime charges to the CMH by the successful tenderer: |  |  |
|  | 1. All maintenance works carried out during normal working hours as defined as section G4. |  |  |
|  | 1. All repair works carried out even beyond normal working hours as defined as section G4 shall also be free of overtime charges, if the successful tenderer is notified of the equipment fault during the defined period of normal working hours. |  |  |
| 6 | All reports of maintenance service shall be documented and provided to the CMH representative as appropriate and filed with the equipment history file. Service records for services conducted during the period, irrespective the service/part being chargeable or not shall be provided. Photocopies of service reports are acceptable provided that they are legible and contain the following information: |  |  |
|  | 1. Nature of service (Scheduled or Corrective maintenance); |  |  |
|  | 1. Equipment location; |  |  |
|  | 1. Arrival time on site; |  |  |
|  | 1. Fault reported (date & time); |  |  |
|  | 1. Fault corrected (date & time); |  |  |
|  | 1. Response time; |  |  |
|  | 1. Down time; |  |  |
|  | 1. Reinstatement (date & time); |  |  |
|  | 1. Action taken; |  |  |
|  | 1. Spare parts used; |  |  |
|  | 1. Current price of spare parts used; |  |  |
|  | 1. Consumable items used; and |  |  |
|  | 1. Current price of consumable items used. |  |  |

**Part 4 – Implementation Plan**

*(Note to Suppliers: Please provide the estimated time periods required for the completion of the following tasks, counting from the date of issue an order (“Order Date”). Both the start and end date of the Order Date is referenced as* ***Month 0****. The Goods should be* ***Ready for Use in the last month of the Implementation Plan.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks of the Implementation Plan** | | **Estimated Time Period for**  **Performing the Tasks**  (The Order Date is set as Month **0**) | |
| **Start** (Month) | **End** (Month) |
|  | Order Date *(i.e. the date of order placed by the Government, if any)* | **0** | **0** |
|  | Submission of Site Preparation Information (if applicable) |  |  |
|  | Design of the Goods (if applicable) |  |  |
|  | Delivery of the Goods |  |  |
|  | Installation of the Goods |  |  |
|  | Implementation Services (*Please refer to* ***section B in Part 3*** *for details*) |  |  |
|  | Training (*Please refer to* ***section C in Part 3*** *for Details*) |  |  |
|  | Delivery of Documentation (*Please refer to* ***section D in Part 3*** *for details*) |  |  |
|  | Acceptance Tests |  |  |
|  | Any other tasks considered necessary by your company *(Please provide details, use separate sheet if space is insufficient)*: |  |  |
|  | Goods Ready for Use *(i.e. the date when the Goods has passed all acceptance tests and accepted by the Government)* | **0** |  |

**Part 5 – Indicative Price Information**

(*Note* *to Suppliers: The price information provided in this Part 5 is for Government’s consideration only and shall not constitute any commitment on the part of the Government or your company. Nevertheless, please provide the information as accurate as possible.*)

**(a) Indicative Price Information for the Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Estimated**  **Quantity** | **One-time Unit Price (HK$)** | **Estimated Goods Price for the Item specified opposite**  **(HK$)** |
|  |  | **(a)** | **(b)** | **(c) = (a) x (b)** |
| 1 | Supply, delivery, installation, testing and commissioning of the Goods and related accessories, as more particularly specified in **section A1.1 in Part 3**, including the provision of a minimum 12-month warranty period. | 1 set |  | ***(Please also provide breakdown cost for key components of the System, if any)*** |
| 1.1 | Plastic Pallet | 100 sets |  |  |
| 1.2 | Electric Pallet Truck | 12 sets |  |  |
| 2 | Provision of implementation services as detailed in **section B in Part 3** | 1 lot |  |  |
| 3 | Provision of training services as detailed in **section C in Part 3** | 2 courses |  |  |
| 4 | Documentation as detailed in **section D in Part 3** | 1 lot |  |  |
| 5 | Other (please specify) | (please specify) |  |  |
| **Total One-time Charge**  (i.e. Sum of Estimated Goods Prices of Item 1- 5) | | | |  |

**Part 6 – Indicative Maintenance Charges and Spare Parts Price**

(Notes to Suppliers for completion of Part 6)

1. *Pursant to Item 1 of Part 5(a) above, the proposed Goods shall have a warranty period of not less than 12 months. The indicative warranty service requirements are stipulated in* ***section F in Part 3****, which are subject to changes at the sole discretion of the Government.*
2. *Indicative maintenance service requirements after the free warranty period are stipulated in* ***section G in Part 3****, which are subject to changes at the sole discretion of the Government*
3. *It is expected that the maintenance services shall be comprehensive, all inclusive and shall cover all parts, components, labour and software support services. If your company considers that any components of the Goods may not be covered by the maintenance services (****saving that the labour shall always be covered by the maintenance services****) and may need to be charged separately, please indicate replacement costs of these components and their replacement frequency.*
4. *The annual maintenance charge within the serviceable life of the proposed Goods* ***is adjustable in accordance with the consumer price index (B) upon the expiry of each 12-months period of maintenance service****.*
5. **Indicative Maintenance Prices of the Proposed Goods**

| **Item** | **Description** | **Estimated**  **Quantity** | **Annual Maintenance Charge (for the first 12-month period of the Maintenance Period)** | |
| --- | --- | --- | --- | --- |
| **Unit Charge  (HK$)** | **Total Charge (HK$)** |
|  |  | **(a)** | **(b)** | **(c) = (a) x (b)** |
| 1.1 | Plastic Pallet | 100 sets |  |  |
| 1.2 | Electric Pallet Truck | 12 sets |  |  |

1. **Indicative Replacement Prices of the Goods’ Components not covered by the Maintenance Services (if applicable) (***Leave the following table blank if not applicable***)**

(*Note to Suppliers:* ***The labor costs for replacement of these components shall always be covered by the maintenance charges for the provision of the maintenance services*** *regardless whether the prices for the supply of these components are covered by the maintenance services or not.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Name of Items | Indicative  Replacement Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. **Indicative overtime charges for provision of maintenance services after office hours (if applicable)**

(*Note to Suppliers: (1) Office hours mean 0900 to 1800 hours from Monday to Friday excluding public holidays. (2) Minimum service hour(s) per call shall be counted upon arrival of the site.*)

|  |  |  |
| --- | --- | --- |
| (a) | Rates of overtime charges for maintenance service outside the office hours | HK$ per hour |
| (b) | Minimum service hour(s) per call | service hour(s) per call |

1. **Indicative Prices for Replacement of Other Spare Parts (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Name of Items | Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) | Expected time for delivery from date of order  (weeks) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**Part 7 – Supplementary Information**

1. Number of proposed Goods Already Installed (leave blank if information is not available)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Equipment** | **In Hong Kong** | **Globally**  **(Excluding those installed in**  **Hong Kong)** |
| 1.1 | Plastic Pallet | \_\_\_\_\_\_\_\_\_ sets | \_\_\_\_\_\_\_\_\_ sets |
| 1.2 | Electric Pallet Truck | \_\_\_\_\_\_\_\_\_ sets | \_\_\_\_\_\_\_\_\_ sets |

1. Year of Launch of the Proposed Goods (leave blank if information is not available)

|  |  |  |
| --- | --- | --- |
| **Item** | **Equipment** | **First launched in the market in Year** |
| 1.1 | Plastic Pallet |  |
| 1.2 | Electric Pallet Truck |  |

1. Pre-Installation Requirements of the Proposed Goods (if any)

*(Pre-installation requirements may include any preparation work and provisions that are necessary for the installation of the Goods, such as the requirements of ceiling mount support, power supply requirements, etc.)*

**Part 8 – Questionnaire**

|  |  |
| --- | --- |
| **Information Required** | **To be completed by the supplier** |
| 1. What is the payment schedule? |  |
| 1. Please state if any equipment does not have local after-sale service, if yes, please state how long would delivery take for replacement parts. |  |
| 1. Please provide job reference(s) for the Goods. |  |

**END**