**(For Paper-based Tendering, to be inserted into the envelope of “Technical Proposal”)  
(For Electronic Tendering, to be stored in a file named “Technical.doc” or**

**in any other file name except “Price.doc”)**

**Appendix A –**

**Information on the Tenderer and its Key Personnel**

**Tenderers are strongly advised to take note of the Essential Requirements in Clause 6 of the Terms of Tender, Service Specifications and the Marking Scheme before preparing this Appendix A.** **Tenderers may complete this Appendix in either English or Chinese.**

|  |  |  |
| --- | --- | --- |
| **(1)** | **Name of the Tenderer** *(Tenderer must ensure that the name stated below be the same as the one stated in the Offer to be Bound form.)* | |
|  | Chinese: |  |
|  | English: |  |

|  |  |  |
| --- | --- | --- |
| **(2)** | **The Tenderer is** *(please “✓” where appropriate and attach the relevant documents as required in paragraph 3 of Appendix F to the Terms of Tender)*  **Note: The documentary proof shall demonstrate the Tenderer complies with the Essential Requirement in Clause 6.1 of the Terms of Tender. Tenderers should note the consequence of non-compliance of an Essential Requirement as provided in Clause 6.3 of the Terms of Tender.** | |
|  | □ | a society registered or exempted from registration under the Societies Ordinance (Cap. 151) (Registration no.: \_\_\_\_\_\_\_\_\_\_) |
|  | □ | a company registered under the Companies Ordinance (Cap. 622) or Predecessor Companies Ordinance (Cap. 32) (Registration no.: \_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | □ | an entity rendered by any Ordinance of the Laws of Hong Kong as a body corporate  (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(3)** | **Is the Tenderer being recognised as approved charitable institution or trust of a public character and being exempted from tax under Section 88 of the Inland Revenue Ordinance?** *(please “✓” where appropriate)* | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | □ | Yes | □ | No | | | | |
|  |  | | | |
| **(4)** | **Does the Tenderer have full power, authority and legal capacity to carry out all parts of the Services in the nine (9) GBA Mainland cities on the terms and conditions of the proposed Contract as required under Clause 6.1(d) of the Terms of Tender?**  *(Please “✓” where appropriate and attach the relevant documents as required paragraph 3 of Appendix F to the Terms of Tender.)* | | | |
|  | □ | Yes | □ | No |

|  |  |  |
| --- | --- | --- |
| **(5)** | **Registered Address** | |
|  | Chinese: |  |
|  | English: |  |
| **(6)** | **Website:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(7)** | **Contact Person** | | | | |
|  | Name: |  | | Post title: |  |
|  | Telephone no.: |  | | Fax no.: |  |
|  | Correspondence address: | |  | | |
|  | Email address: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(8)** | | **Brief Description of the Background of the Tenderer**  Please briefly describe the background of the Tenderer (e.g. date of establishment, objectives, history, the business name under GBA YES (if different from the Tenderer’s name in the Offer to be Bound), core activities, services provided and relevant expertise) in not more than 200 words.   |  | | --- | |  | | |
| **(9)** | | **Qualification/Experience of Key Personnel**  A Tenderer is required to submit the following information for evaluation of Tender; **otherwise, the Tenderer’s Tender will not be considered further (see Clause 4.3(b) of the Terms of Tender).** Please use additional sheets if the space provided is not sufficient and mark clearly on the sheets the relevant part of the Appendix A being referred to. | |
| **(i)** | | **Contract Manager** | |
|  | | **(a)** | **Is the nominated Contract Manager employed in Hong Kong by the Tenderer and a full-time1 employee of the Tenderer on the date of Tender submission?** *(Please “🗸” where appropriate.)*  **🗆 Yes 🗆 No** |
|  | | **(b)** | **Did the nominated Contract Manager, in the past five (5) years immediately preceding the Original Tender Closing Date, have at least two (2) aggregate years of work experience in supervising employment-related support services for Young Persons working in the nine (9) GBA Mainland cities?** *(Please “🗸” where appropriate and attach the relevant documentary proof.)*  **🗆 Yes 🗆 No** |
|  | | Note: Please refer to Clause 6.2 of the Terms of Tender and the example set out therein on how the work experience will be calculated.  1Employed to work for a minimum of forty-four (44) hours per week | |
|  | | **(c)** | Please indicate below the work experience of the nominated Contract Manager in supervising the provision of employment-related support services for Young Persons working in the nine (9) GBA Mainland cities in the past five (5) years immediately preceding the Original Tender Closing Date.  For experience gained by the nominated **Contract Manager, Tenderer is required to fill-in the table below and provide documentary proof, for example, employment record(s) showing the name of employer, post title, employment period, managerial or supervisory responsibilities relating to the provision of employment-related support services for Young Persons, age of service recipient(s) of employment-related support services, for substantiation of the claims.** |
|  | |  |  |
|  | |  | The list in the table below together with the documentary proof must demonstrate the Tenderer complies with the Essential Requirement in Clause 6.1(b) of the Terms of Tender. Tenderers should note that any non-compliance of an Essential Requirement will result in the Tender **not** being considered further. |
|  | **Please provide the name of the nominated Contract Manager and fill-in the table below:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in Chinese)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(in English)**   | Employer | Post title | Employment period  (dd/mm/yyyy – dd/mm/yyyy) | Work experience in supervising the provision of employment-related support services for Young Persons working in the nine (9) GBA Mainland cities (Yes/No) | Number of calendar days counted for accumulated experience in the period | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  | **Total** | **days** | | | | |
| **(ii)** | | **Officer-in-Charge** | |
|  | | **(a)** | **Is the nominated Officer-in-Charge employed in Hong Kong by the Tenderer and a full-time2 employee of the Tenderer on the date of Tender submission?** *(Please “🗸” where appropriate.)* |
|  | |  | **🗆 Yes 🗆 No** |
|  | | **(b)** | **Has the nominated Officer-in-Charge been awarded a bachelor’s degree or above?** *(Please “🗸” where appropriate and attach the documentary proof on educational qualification(s).)* |
|  | |  | **🗆 Yes 🗆 No** |
|  | | **(c)** | **Did the nominated Officer-in-Charge, in the past five (5) years immediately preceding the Original Tender Closing Date, have at least eighteen (18) aggregate months of work experience gained in at least one (1) of the nine (9) GBA Mainland cities in providing employment-related support services for Young Persons working in the GBA Mainland cities, which must include (1) eighteen(18) months’ full-time work experience of independently handling enquiries and giving advice on issues related to the Employment Ordinance (Cap. 57) and employment laws in Guangdong Province; and (2) eighteen(18) months’ full-time work experience of organising group activities of recreational and educational nature in the Guangdong Province?** *(Please “🗸” where appropriate and attach the relevant documentary proof.)*  **🗆 Yes 🗆 No** |
|  | | 2 Employed to work for a minimum of forty-four (44) hours per week | |
|  | | **(d)** | Please indicate below the work experience of the nominated Officer-in-Charge gained in at least one (1) of the nine (9) GBA Mainland cities in providing employment-related support services for Young Persons working in the GBA Mainland cities in the past five (5) years immediately preceding the Original Tender Closing Date. |
|  | |  | For experience gained by the nominated Officer-in-Charge, **Tenderer is required to fill-in the table below and provide documentary proof, for example, employment record(s) showing the name of employer, post title, employment period, responsibilities of providing employment-related support services for Young Persons, the age of service recipient(s) and/or employment-related support record(s) showing the service period and the age of service recipients, for substantiation of the claims.** |
|  | |  | The list in the table below together with the documentary proof must demonstrate the Tenderer complies with the Essential Requirement in Clause 6.1(c) of the Terms of Tender. Tenderers should note any non-compliance with an Essential Requirement will result in the Tender **not** being considered further. |
|  | | **Please provide the name of the nominated Officer-in-Charge and fill-in the table below:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in Chinese) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in English)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Employer | Post title | Employment period  (dd/mm/yyyy –dd/mm/yyyy) | Work experience gained in at least one (1) of the nine (9) GBA Mainland cities in providing employment-related support services for Young Persons working in the GBA Mainland cities, which must include (i) eighteen(18) months’ full-time work experience of independently handling enquiries and giving advice on issues related to the Employment Ordinance (Cap.57) and employment laws in Guangdong Province; and (ii) eighteen (18) months’ full-time work experience of organising group activities of recreational and educational nature in the Guangdong Province. (Yes/No) | Number of calendar days counted for accumulated experience in the period | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  | **Total** | **days** | | | | |

- END of Appendix A -

**（如為紙張式投標，此附件須放入「技術建議」信封」）**

**（如為電子投標，此附件須存放於名為「Technical.doc」或**

**其他檔案名稱（「Price.doc」除外）的檔案）**

**附件A –**

**投標者及主要職員的資料**

**投標者填寫附件A前，請務必留意「招標條款」第6條所列的必要規定、「服務規格」及評分標準。投標者可用中文或英文填寫本附件。**

|  |  |  |
| --- | --- | --- |
| **(1)** | **投標者名稱***（必須與「應約履行」表格(即Offer to be Bound)內提供的名稱相同）* | |
|  | 中文： |  |
|  | 英文： |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(2)** | **投標者是***（請於適當的空格內填上「✓」號，並夾附「招標條款」附件F第3段所要求的相關證明文件）* | | | |
|  | **註：下列的資料連同所提交的證明文件，須能證明投標者已符合「招標條款」第6.1(a)條所列的必要規定。投標者必須留意「招標條款」第6.3條內註明有關未能符合必要規定的後果。** | | | |
|  | □ | 根據《社團條例》（香港法例第151章）註冊或獲豁免註冊的社團（註冊編號：\_\_\_\_\_\_\_\_\_\_\_\_\_） | | |
|  | □ | 根據《公司條例》（香港法例第622章）或《前身條例》（香港法例第32章）註冊的公司（註冊編號：\_\_\_\_\_\_\_\_\_\_\_\_\_） | | |
|  | □ | 根據香港法例成立的法人團體  （請註明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_） | | |
| **(3)** | **投標者是否根據《稅務條例》第88條獲豁免繳稅的認可慈善機構或慈善信託團體***（請於適當的空格內填上「✓」號）* | | | |
|  | □ | 是 | □ | 否 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(4)** | **投標者是否符合「招標條款」第6.1(d)條所列的必要規定，有能力、獲授權及法定資格在大灣區內地城市提供合約下的服務*？****（請於適當的空格內填上「🗸」號，並夾附「招標條款」附件F第3段所要求的相關證明文件）* | | | |
|  | □ | 是 | □ | 否 |

|  |  |  |
| --- | --- | --- |
| **(5)** | **註冊地址** | |
|  | 中文： |  |
|  | 英文： |  |

|  |  |  |
| --- | --- | --- |
| **(6)** | **網址：** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(7)** | **聯絡人** | | | |
|  | 姓名： |  | 職銜： |  |
|  | 電話號碼： |  | 傳真號碼： |  |
|  | 通訊地址： |  | | |
|  | 電郵地址： |  | | |

|  |  |
| --- | --- |
| **(8)** | **投標者的背景資料** |

請以不超過200字簡述投標者的背景（例如：成立日期、宗旨、歷史、於「大灣區青年就業計劃」下的營運名稱（如與「應約履行」內所列的投標者名稱不符）、主要從事的業務或服務、提供的服務，以及相關資歷）。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | |
| **(9)** | | **主要職員的資歷／經驗**  投標者須提供以下資料作投標評分之用；**否則其標書將不會獲進一步考慮（請參閱「招標條款」第4.3(b)條）**。如以下提供的空位不足以填寫所有資料，投標者可另紙書寫，並在附加的紙張上清楚註明有關資料是補充附件A的哪一部分。 | | | | |
| **(i)**  **(a)** | | **合約經理**  **獲提名的合約經理在投標時是否投標者的全職1僱員？***（請於適當的空格內填上「🗸」號）*  **🗆** 是 **🗆** 否 | | | | |
| **(b)** | | **獲提名的合約經理是否在緊接原定截標日期前5年內，獲取至少2年管理或督導為在九個大灣區內地城市工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的工作經驗？***（請於適當的空格內填上「🗸」號）*  **🗆** 是 **🗆** 否  備註：請參閱「招標條款」第6.2條內所列如何計算工作經驗的例子。 | | | | |
| **(c)** | | 請於下列表格詳細列明，在緊接原定截標日期前5年內，獲提名的合約經理管理或督導為在九個大灣區內地城市工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的工作經驗的資料。  獲提名的合約經理所獲得的相關服務經驗，**須於下列表格內填報有關資料，並同時提供相關的證明文件，例如︰工作證明文件（當中載有僱主名稱、職位名稱、就業期間、從事為香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的相關管理或督導的工作職責、與就業有關的支援服務的服務對象的年齡）**。  投標者於下表所提供的資料連同其所提交的證明文件，須能證明投標者已符合「招標條款」第6.1(b)條所列的必要規定。投標者必須留意任何未能符合必要規定的情況將會導致標書不獲進一步考慮。  1每星期受僱工作最少44小時  **請提供獲提名的合約經理的姓名及填妥下列表格：**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （中文姓名）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （英文姓名）**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 僱主 | 職位名稱 | 就業期間  （日/月/年—  日/月/年） | 管理或督導為在九個大灣區內地城市工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的工作經驗（是／否） | 於該段期間內，被計算為累積經驗的曆日數目 | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  | 總數 | 日數 | | | |
| **(ii)**  **(a)** | | **中心主管**  **獲提名的中心主管在投標時是否投標者的全職2僱員？***（請於適當的空格內填上「🗸」號）*  **🗆** 是 **🗆** 否 | | |
| **(b)** | | **獲提名的中心主管是否擁有學位或以上的學歷？***（請於適當的空格內填上「🗸」號並夾附相關學歷證明文件）*  **🗆** 是 **🗆** 否 | | |
| **(c)** | | **獲提名的中心主管是否在緊接原定截標日期前5年內，獲取至少18個月在九個大灣區內地城市中其中最少一個城市為在當地工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”），提供與就業有關的支援服務的工作經驗，當中必須包括(1)18個月獨立處理有關《僱傭條例》（第 57章）及廣東省與就業相關法例的查詢及提供意見；及(2)18個月在廣東省舉辦康樂及教育性質的團體活動？***（請於適當的空格內填上「🗸」號並夾附相關證明文件）*  **🗆** 是 **🗆** 否 | | |
| **(d)** | | | 請於下列表格詳細列明，在緊接原定截標日期前5年內，獲提名的中心主管在九個大灣區內地城市中其中最少一個城市為在當地工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的經驗的資料。  獲提名的中心主管所獲得的相關服務經驗，**須於下列表格內填報有關資料，並同時提供相關的證明文件，例如︰工作證明文件（當中載有僱主名稱、職位名稱、就業期間、從事為香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的工作職責、與就業有關的支援服務的服務對象的年齡），及/或與就業有關的支援服務紀錄（當中載有服務期及服務對象的年齡）。**  投標者於下表所提供的資料連同其所提交的證明文件，須能證明投標者已符合「招標條款」第6.1(c)條所列的必要規定。投標者必須留意任何未能符合必要規定的情況將會導致標書不獲進一步考慮。  2每星期受僱工作最少44小時  **請提供中心主管的姓名及填妥下列表格：**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （中文姓名）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ （英文姓名）**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 僱主 | 職位名稱 | 就業期間  （日/月/年—  日/月/年） | 在九個大灣區內地城市中其中最少一個城市為在當地工作的香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業有關的支援服務的工作經驗，當中必須包括 (i) 18個月獨立處理有關《僱傭條例》（第 57章）及廣東省與就業相關法例的查詢及提供意見的全職工作經驗；及 (i) 18個月在廣東省舉辦康樂及教育性質的團體活動的全職工作經驗。 （是／否） | 於該段期間內，被計算為累積經驗的曆日數目 | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  | 總數 | 日數 | | |

- 附件A完 -