**Appendix F – Checklist for Submission of Tender**

1. Tenderers are requested to check and ensure that all of the following proposals, documents and information are submitted with their Tenders. Tenderers shall note Clause 4.3 of the Terms of Tender that failure to submit the proposals, documents and information as stipulated therein (viz. items (i) to (iv) in the table below) before the Tender Closing Time will lead to the Tender **not** being considered further.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Proposals, documents and information** | **Tick “✓” to confirm submission** | **Manner of submission** | |
| **Paper-based Tendering** | **Electronic Tendering** |
| (i) | (a) (for Paper-based Tendering) a duly signed Offer to be Bound in Part 5 of the Tender Form; or  (b) (for Electronic Tendering) checked the box signifying the Tenderer’s agreement with Offer to be Bound in Part 5 of the Tender Form |  | one set of original and two sets of copies | checked the box signifying the Tenderer’s agreement with Offer to be Bound |
| (ii) | the duly completed Part 9 of Appendix A |  | one set of original and two sets of copies | one set of certified true copy |
| (iii) | a duly completed Service Implementation Proposal in the form of Parts A to D of Appendix B |  |
| (iv) | a Price Proposal with the unit price quotations for all Items in the Price Schedule of Appendix C duly completed |  | one set of original and two sets of copies | one set of certified true copy (stored in a file named “**Price.doc**”) |

2. Tenderers must submit the documents and information requested in the Tender Documents or relevant to its Tender as stipulated in the table below before the Tender Closing Time or upon subsequent request.

|  | **Proposals, documents and information** | **Tick “✓” to confirm submission** | **Manner of submission** | | |
| --- | --- | --- | --- | --- | --- |
| **Paper-based Tendering** | **Electronic Tendering** |
| (i) | the technical information in the form of Appendix A with all parts (which have not been covered by item (ii) in paragraph 1 above) duly completed |  | one set of original and two sets of copies | one set of certified true copy |
| (ii) | a Service Implementation Proposal in the form of Appendix B with all parts (which have not been covered by item (iii) in paragraph 1 above) duly completed |  | one set of original, two sets of copies, a softcopy of Appendix B in Microsoft Word format stored in a CD-ROM | one set of certified true copy |
| (iii) | a Price Proposal in the form of Appendix C with all parts (which have not been covered by item (iv) in paragraph 1 above) duly completed |  | one set of original and two sets of copies | one set of certified true copy (stored in a file named “**Price.doc**”) |
| (iv) | a duly completed Statement of Compliance in the form of Appendix I |  | one set of original and two sets of copies | one set of certified true copy |
| (v) | a duly signed Non-collusive Tendering Certificate in the form of Appendix J |  |

3. For the other required proposals, documents and information as listed out below, the Government reserves the right to seek clarification or submission under Clause 4.6 of the Terms of Tender or evaluate the Tender on an “as is” basis.

|  | **Proposals, documents and information** | **Tick “✓” to confirm submission** | **Manner of submission** | | |
| --- | --- | --- | --- | --- | --- |
| **Paper-based Tendering** | **Electronic Tendering** |
| (i) | documentary proof showing that the Offer to be Bound in Part 5 of the Tender Form is duly executed by the Tenderer |  | in accordance with Clause 5.1(a) of the Terms of Tender | in accordance with Clause 5.1(b) of the Terms of Tender |
| (ii) | if the Tenderer is a society registered or exempted from registration under the Societies Ordinance (Cap. 151), the written consent in the form of Appendix H duly completed by the Tenderer’s office-bearers who have signed the Offer to be Bound |  | one set of original and two sets of copies | one set of certified true copy |
| (iii) | Documentary proof and detailed information on the Tenderer’s experience in providing employment-related support services in GBA Mainland cities to Young Persons working in the GBA Mainland cities in the past five (5) years immediately preceding the Original Tender Closing Date |  | one copy | one copy |
| (iv) | Documentary proof and detailed information on the nominated Contract Manager’s work experience and documentary proof showing that the Contract Manager is a full-time employee of the Tenderer on the date of Tender submission as required under Clause 6.1(b) of the Terms of Tender |  | one copy | one copy |
| (v) | Documentary proof and detailed information on the nominated Officer-in-Charge’s qualification and work experience and documentary proof showing that the Officer-in-Charge is a full-time employee of the Tenderer on the date of Tender submission as required under Clause 6.1(c) of the Terms of Tender |  |
| (vi) | Documentary proof and detailed information on the Tenderer’s 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 |  |
| (vii) | Documentary proof and detailed information on Tenderer’s operating at least three (3) physical service centres located in GBA Mainland cities which must include Shenzhen and Guangzhou for providing employment-related support services for Hong Kong people working in the GBA Mainland cities on the date of Tender submission as required under Clause 6.1(e) of the Terms of Tender |  |

4. Tenderers must take note of the following.

1. For Paper-based Tendering, a Tenderer shall put the duly completed Price Proposal in Appendix C (i.e. item (iv) in paragraph 1 and item (iii) in paragraph 2 above) inside the Price Proposal envelope clearly marked “Tender Reference: LD PT 04/2024 – Tender for the Provision of Support Services for Young Persons Participating in Greater Bay Area Youth Employment Scheme (GBA YES) – Price Proposal”. For all other documents and information as mentioned in paragraphs 1 to 3 above, a Tenderer shall put them inside the Technical Proposal envelope clearly marked “Tender Reference: LD PT 04/2024 – Tender for the Provision of Support Services for Young Persons Participating in Greater Bay Area Youth Employment Scheme (GBA YES) – Technical Proposal”.
2. A Tenderer shall insert both the Technical Proposal envelope and Price Proposal envelope into one single large sealed envelope clearly marked “Tender Reference: LD PT 04/2024 – Tender for the Provision of Support Services for Young Persons Participating in Greater Bay Area Youth Employment Scheme (GBA YES). All the envelopes must not bear any distinguishing matter, mark, or advertisement that indicates the identity of the Tenderer. The large sealed envelope containing both the Technical Proposal envelope and Price Proposal envelope shall be addressed to the “Chairman, Tender Opening Committee, Government Logistics Department.
3. Total number of pages for Appendix B does not exceed 50 pages in A4 size paper for text (with margin not less than 25mm and character font size not less than 12).
4. For Electronic Tendering, all documents and information other than the Price Proposal in Appendix C shall be included in the file of the Technical Proposal named “Technical.doc” or any other file name except “Price.doc”. The Tenderer must submit its Tender in accordance with the terms and condition of use of the PCMS and the e-Tender Box; and through the e-Tender Box through the use of any one type of digital certificates recognised by and uploaded to the e-Tender Box or through an Identification Code.
5. The above checklist is by no means exhaustive and is provided for Tenderers’ references only. Nothing in this checklist shall limit the Government’s absolute right to request any other information or supporting documents in connection with or arising out of this Invitation to Tender.

- END of Appendix F -

**附件F – 遞交標書備忘清單**

1. 投標者須查核並確保連同下述建議、文件和資料遞交標書。投標者須留意「招標條款」第4.3段所述，如未能在截標時間前遞交下述建議、文件和資料（即以下表格第(i)至(iv)項），其標書將不獲進一步考慮。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **建議、文件及資料** | **請填上「✓」確認已遞交** | **遞交方式** | |
| **紙張式投標** | **電子投標** |
|  | (a)（如為紙張式投標）填妥及已簽署投標表格第5部的「應約履行」(Offer to be Bound)；或  (b)（如為電子投標）在示明投標者同意投標表格第5部「應約履行」(Offer to be Bound)的方格內填上剔號。 |  | 一份正本及兩份副本 | 在示明投標者同意「應約履行」的方格內填上剔號 |
|  | 已填妥附件A內第9部 |  | 一份正本及兩份副本 | 一份經核證真實副本 |
|  | 已填妥附件B內A至D部的服務推行建議 |  |
|  | 已填妥附件C內價格附表上所有項目的單價報價 |  | 一份正本及兩份副本 | 一份經核證真實副本（存放於名為「**Price.doc**」的檔案） |

2. 投標者必須根據招標文件的要求或因應與標書相關，於截標時間前或按政府後來提出的要求，遞交以下表格列明的文件及資料。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **建議、文件及資料** | **請填上「✓」確認已遞交** | **遞交方式** | |
| **紙張式投標** | **電子投標** |
| (i) | 已填妥附件A內所有部分（上述第1段第(ii)項涵蓋範圍以外）所需的技術資料 |  | 一份正本及兩份副本 | 一份經核證真實副本 |
| (ii) | 已填妥附件B內所有部分（上述第1段第(iii)項涵蓋範圍以外）所需的服務推行建議 |  | 一份正本、兩份副本及儲存在唯讀光碟（CD-ROM）的電腦副本（Microsoft Word格式） | 一份經核證真實副本 |
| (iii) | 已填妥附件C內所有部分（上述第1段第(iv)項涵蓋範圍以外） |  | 一份正本及兩份副本 | 一份經核證真實副本（存放於名為「**Price.doc**」的檔案）一份經核證真實副本 |
| (iv) | 已填妥的「符合規定聲明」（附件I） |  | 一份正本及兩份副本 | 一份經核證真實副本 |
| (v) | 已簽署「不合謀投標確認書」（附件J） |  |

3. 有關其他列明在下表投標者須遞交的建議、文件和資料，政府保留權力根據「招標條款」第4.6段要求投標者作出澄清或遞交，或以「現狀」評審標書。

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **建議、文件及資料** | **請填上「✓」確認已遞交** | **數量** | |
| **紙張式投標** | **電子投標** |
| (i) | 投標表格第5部的「應約履行」(Offer to be Bound) 已妥善簽立的證明文件 |  | 根據招標條款第5.1(a)段的要求 | 根據招標條款第5.1(b)段的要求 |
| (ii) | 如果投標者為根據《社團條例》（香港法例第151章）註冊或獲豁免註冊的社團，由每位簽署了「應約履行」的幹事填妥及簽署的「披露個人資料同意書」（附件Ｈ） |  | 一份正本及兩份副本 | 一份經核證真實副本 |
| (iii) | 投標者在緊接原定截標日期前5年內，在大灣區內地城市為香港青年（即「釋義(Interpretation)」中所定義的 “Young Person”）提供與就業相關的支援服務的經驗的證明文件及詳細資料 |  | 一份副本 | 一份副本 |
| (iv) | 有關招標條款第6.1(b)段要求獲提名擔任合約經理的人士的工作經驗，及其在投標時為投標者的全職僱員的證明文件及詳細資料 |  |
| (v) | 有關招標條款第6.1(c)段要求獲提名擔任中心主管的人士的學歷及工作經驗，及其在投標時為投標者的全職僱員的證明文件及詳細資料 |  |
| (vi) | 有關招標條款第6.1(d)段要求投標者有能力、獲授權及法定資格在大灣區內地城市提供合約下的服務的證明文件及詳細資料 |  |
| (vii) | 有關招標條款第6.1(e)段要求投標者在投標時，在大灣區內地城市經營最少3間用作為在當地工作的香港人提供就業有關的支援服務的服務中心，當中必須包括在深圳及廣州經營的服務中心的證明文件及詳細資料 |  |

4. 投標者必須注意以下事項。

1. 如為紙張式投標，投標者必須將已填妥附件C的價格建議（即上述第1段第(iv)項及第2段第(iii)項）放入價格建議信封，封面必須清楚註明：「招標編號：LD PT 04/2024 —為參加「大灣區青年就業計劃」受聘青年提供支援服務 – 價格建議」，並將所有其他在上述第1至3段內列明的建議、文件及資料，放入技術建議信封，封面必須清楚註明：「招標編號：LD PT 04/2024 —為參加「大灣區青年就業計劃」受聘青年提供支援服務 – 技術建議」。
2. 投標者必須將載有技術建議及價格建議的兩個信封，同時放入一個密封的信封，並在封面註明：「招標編號：LD PT 04/2024—為參加「大灣區青年就業計劃」受聘青年提供支援服務」。所有信封皆不可有任何記認、圖案或符號或廣告，使人能認出投標者的身分。於載有技術建議及價格建議兩個信封的大信封上須註明：「政府物流服務署開標委員會主席收」。
3. 附件B的總頁數不多於50頁A4紙張（文件的邊界不少於25mm，而文字的字型大小須為12或以上）。
4. 如為電子投標，除附件C的價格建議外，所有其他遞交的建議、文件及資料須包括在技術建議的檔案內，檔案名稱應註明為「Technical.doc」或任何「Price.doc」以外的名稱。投標者遞交標書須按照使用採購及合約管理系統和電子投標箱的條款及條件；及透過電子投標箱且使用任何一種獲電子投標箱認可的數碼證書，並將之上載至電子投標箱；或使用識別代碼。
5. 此備忘清單只供投標者參考。上表各項不一定已全面包括投標者在遞交標書前應要注意及檢查的事項。此外，此備忘清單及其內容並不限制政府就此招標邀請，而要求投標者提供其他資料及證明文件的絕對權利。

- 附件F完 -