

Tender briefing for Provision of Support Services for Young Persons Participating in Greater Bay Area Youth Employment Scheme (GBA YES)

為參加「大灣區青年就業計劃」
受聘青年提供支援服務

Disclaimer

Information in this tender briefing (including this set of PowerPoint slides) is not exhaustive and is for reference only. The Tender Documents remain the sole source of authority on the provisions of this Invitation to Tender. In the event of any conflict or inconsistency between the Tender Documents (including the addendum or supplementary documents, if any) and the information provided in this briefing session, the Tender Documents shall prevail. Tenderers shall refer to the Tender Documents in full.

Briefing Rundown

Time	Sessions
15:00 – 16:00	Overview of Tender
	Background Information
	Service Specifications
	Essential Requirements
16:00 – 16:15	Break
16:15 – 17:15	Tender Preparation
	Tender Submission
	Financial Vetting
	Contract Deposit
	Tender Evaluation and Marking Scheme
	Tenderer's Enquiry
	Award of Contract
	Payment of Contract Price
	Q&A Session

Overview of the Tender

Purpose

The Government aims to engage a Contractor during the Contract Period to provide the support services for Young Persons participating in GBA YES in the Mainland cities of the GBA.

Overview of the Tender

Contract Period

- The Contract shall commence on **2 May 2025** or a date specified by the Government, whichever is later, for 24 months.
- The Government may, by serving a 30-day notice, extend the Contract Period for not more than 6 months on the same terms and conditions

(Clause 1 of Conditions of Contract)

Overview of the Tender

Tender documents

The Tender documents consist of :

- Tender Form
 - Part 1 – Interpretation
 - Part 2 – Terms of Tender (attached with Appendices A to K)
 - Part 3 – Conditions of Contract
 - Part 4 – Service Specifications
- (Clause 1 of Terms of Tender)

Overview of the Tender

Tender documents

 中華人民共和國香港特別行政區政府
勞工處

歡迎辭 | 最新消息 | 關於我們 | 公共服務 | 勞工法例 | 立法會事宜 | 刊物及媒體

家 > 關於我們 > 招標資料 > 招標公告

招標公告

勞工處招標項目

招標編號	項目	截標日期 (香港時間)
LD PT 03/2024	為「青年就業起點」提供管理服務	2025年3月28日 (正午12時)
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  附件1: 招標文件  附件2: 相關表格的電子檔案 [Word 檔案]	2025年3月20日 (正午12時)

Prospective Tenderers may download full set of Tender documents from Labour Department's website or e-Tendering System

Background Information

The scheme

- 「大灣區青年就業計劃」鼓勵在香港及大灣區均有業務的企業，聘請香港的青年到大灣區內地城市工作，促進他們的事業發展及大灣區內人才交流。
- 自2025年起，參加「大灣區青年就業計劃」的資格由以往最近三年大學畢業，放寬至29歲或以下及持副學位或以上學歷，而向企業發放的津貼上限則上調至每月12,000港元或青年月薪的百分之六十，以較低者為準，為期最長18個月。

Background Information

The scheme

- 18個月計劃期間，企業須以不低於月薪18,000港元聘請獲頒學士或以上學位青年，並按市場薪酬水平聘用持有副學位學歷的青年
- 企業須按照香港法例聘用青年

Background Information

Purpose of Services

The Services are provided to help the Scheme Participants

- adapt to the new environment in the GBA Mainland cities
- solve problems encountered at workplace and daily life
- build up peer support and professional network
- deepen their understanding of the country

The Services are free of charge and provided predominantly in the Mainland cities i.e. 廣州、深圳、珠海、佛山、惠州、東莞、中山、江門及肇慶

Estimated No. of Scheme Participants

- The estimated number of Scheme Participants, i.e. service users, falls within the range of 800 to 1 300 anytime during the Contract Period, including those joining the scheme from 2023 to 2027.
- The figures are given for Contractor's reference only and are not figures to which the Government binds itself to adhere.

Estimated No. of Scheme Participants

- The Contractor shall be able to provide the Services to not less than such estimated number of the Scheme Participants with variation of 10% upward adjustment.
- All Scheme Participants are referred to the Contractor by the Government

Service Specifications

Service Centres (服務中心)

- The Contractor shall operate **physical Service Centres** located in at least **3 different GBA Mainland cities**. The locations must include **Shenzhen and Guangzhou**.
- Opening hours from **9:00 a.m. to 5:30 p.m.** from **Monday to Friday** except Mainland public holidays
- The Contractor shall assign at least 1 staff member to handle enquiries from Scheme Participants and conduct face-to-face interviews whenever necessary during the opening hours.

(Clauses 7&8 of Service Specifications, Part A of Appendix B)

Service Specifications

Service Centres (服務中心)

- The Service Centres shall be conveniently accessible by public transportation, equipped with appropriate and sufficient safety facilities, in compliance with the relevant laws and regulations in the Mainland.
- The Service Centres may not be exclusively used for the delivery of Services of this Contract.

(Clauses 7&8 of Service Specifications, Part A of Appendix B)

Service Specifications

Service Centres (服務中心)

- The Contractor shall effect and keep in force, and renew upon expiry, throughout the Contract Period an **insurance policy with an insurance company authorised in the Mainland cities where the Service Centres are operated** on such terms and conditions as shall be approved by the Government. The insurance policy shall be **comparable with a public liability insurance policy effective in Hong Kong** subject to a maximum indemnity amount in the sum of not less than an indemnity amount of HK\$10,000,000 for each claim or a series of claims arising from one event, but otherwise unlimited in the aggregate indemnity amount for all claims arising during the entire period of insurance against liability to pay damages and compensation for injury or death of any person and loss or damage to any property.

(Clauses 7&8 of Service Specifications, Part A of Appendix B,
Clause 18.2 of Conditions of Contract)

Service Specifications

Talks (講座)

- The Contractor shall organise 15 talks at irregular intervals as proposed by the Contractor and accepted by the Government in each 12-month period (i.e. 30 talks during the Contract Period).
- The talks shall equip the Young Persons with the essential knowledge to adapt to working and living in the GBA Mainland cities.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- Each talk shall last for 1.5 to 2 hours, in hybrid mode with the onsite session held in a location agreed by the Government in the Mainland or Hong Kong and the online webinar operated on a virtual platform easily accessible by participants staying in the Mainland.
- Each talk shall accommodate at least 30 people.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- Subject to the actual demand for the talks and with approval by the Government, the Contractor may organise a maximum of 5 additional talks, *or* replace 5 out of the required 15 talks with other activities serving the same purposes in each 12-month period.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- The Contractor shall, through its own resources and network, provide informative sessions on relevant topics such as social security insurance, taxation, banking, housing, facilitation measures of Guangdong Province, etc.
- The Contractor shall be responsible for promotion and enrolment of participants.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- The venue for the onsite session shall be able to accommodate at least 15 people. It shall be located in the city centre and conveniently accessible by public transportation. The Contractor shall ensure that the venue is equipped with the necessary audio-visual equipment and sufficient seats for participants, in compliance with relevant laws and regulations related to personal safety and health.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- The Contractor shall identify and secure at least 1 speaker to deliver each talk through its own resources and network
- The speakers shall have at least 1 year of work experience in the Mainland in the past 5 years immediately preceding the date of the talk

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Talks (講座)

- For other details on planning, arranging speakers, publicity, collecting feedback, submission of proposal and post-event report, please refer to the Service Specifications.

(Clauses 9-11 of Service Specifications, Part A of Appendix B)

Service Specifications

Telephone Hotline and Social Media Chat Group (電話熱線及社交媒體專屬群組)

- Both telephone hotline and social media chat group shall be operated from **9 a.m. to 9 p.m. every day year round** to provide timely support for Scheme Participants in the Mainland and render assistance to resolve employment disputes and any other problems they encountered in the workplace and daily life.

(Clauses 12-13 of Service Specifications, Part A of Appendix B)

Service Specifications

Telephone Hotline and Social Media Chat Group (電話熱線及社交媒體專屬群組)

- The Contractor shall assign at least 1 staff member to answer any telephone calls and respond to the messages in the chat group received during the service hours
- The Contractor shall assign 1 staff member to oversee the operation of the telephone hotline and social media chat group to ensure that the services are highly responsive.

(Clauses 12-13 of Service Specifications, Part A of Appendix B)

Service Specifications

Telephone Hotline and Social Media Chat Group (電話熱線及社交媒體專屬群組)

- An initial response within 24 hours is required.
- The Contractor shall provide immediate assistance for urgent matters and make referrals to Government bureaux/departments or appropriate local authorities or parties whenever necessary.

(Clauses 12-13 of Service Specifications, Part A of Appendix B)

Service Specifications

Telephone Hotline and Social Media Chat Group (電話熱線及社交媒體專屬群組)

- For other details on day-to-day operation, publicity, preparation and submission of monthly report, compliance and privacy and assistance in addressing misconduct e.g. cyberbullying, please refer to the Service Specifications

(Clauses 12-13 of Service Specifications, Part A of Appendix B)

Service Specifications

Emergency Support (緊急支援)

- If a Scheme Participant encounters an emergency related to an employment dispute in the Mainland and reaches out to the Contractor for assistance, or in the situation when the Government refers a Scheme Participant to the Contractor for emergency support, the Contractor shall promptly provide the assistance in need as far as possible and give updates to the Government at short time intervals.
(Clauses 14-15 of Service Specifications, Part A of Appendix B)

Service Specifications

Emergency Support (緊急支援)

- For other types of emergencies such as a traffic accident, fire or robbery, the Contractor shall assist the Scheme Participant concerned to seek assistance from the responsible local public security authorities, Immigration Department of Hong Kong or Economic and Trade Office of the Government Hong Kong in Guangdong where appropriate.

(Clauses 14-15 of Service Specifications, Part A of Appendix B)

Service Specifications

Emergency Support (緊急支援)

- The Contractor shall at its own costs and resources provide training on the Employment Ordinance (Cap. 57), employment laws and practices in the Mainland, skills of conflict resolution and crisis management, for the staff member(s) appointed to deal with emergencies. The Contractor shall ensure that the responsible staff member(s) is capable of discharging the duties.
(Clauses 14-15 of Service Specifications, Part A of Appendix B)

Service Specifications

Professional Legal Consultation (專業法律諮詢)

- When a Scheme Participant requires legal advice on an **employment-related problem** and the Contractor cannot provide such advice from its own resources, the Contractor shall refer the Scheme Participant concerned to receive professional legal consultation provided by an outside lawyer.
- The outside lawyer(s) engaged by the Contractor must possess the practice licence recognised in the GBA Mainland cities. (Clauses 16-18 of Service Specifications, Part A of Appendix B)

Service Specifications

Professional Legal Consultation (專業法律諮詢)

- The Contractor shall provide a standard package with 40 professional legal consultation sessions each lasting for 1 hour for the two-year Contract.
- If the actual demand exceeds the standard package, the Contractor has to seek prior approval from LD and provide reasons for providing each additional session.

(Clauses 16-18 of Service Specifications, Part A of Appendix B)

Service Specifications

Professional Legal Consultation (專業法律諮詢)

- The Contractor should formulate the criteria for screening in deserving cases that have genuine need for professional legal consultation.
- The Contractor shall submit to the Government the valid professional proof of the outside lawyer(s) engaged by the Contractor.

(Clauses 16-18 of Service Specifications, Part A of Appendix B)

Service Specifications

Counselling Service (輔導服務)

- When a Scheme Participant requires counselling service for resolving emotional and psychological problems **related to employment** and the Contractor cannot provide such service from its own resources, the Contractor shall refer the Scheme Participant concerned to receive counselling service from an outside expert.
- The outside expert(s) must be registered practitioner(s) of clinical and counselling psychology recognised in the GBA Mainland cities.

(Clauses 19-21 of Service Specifications, Part A of Appendix B)

Service Specifications

Counselling Service (輔導服務)

- The Contractor shall provide a standard package with 50 counselling sessions each lasting for 1 hour during the Contract Period.
- If the actual demand exceeds the total number of hours of the standard package, the Contractor shall seek prior approval from the Government and provide reasons for providing each additional session.

(Clauses 19-21 of Service Specifications, Part A of Appendix B)

Service Specifications

Counselling Service (輔導服務)

- The Contractor shall formulate the criteria for screening in deserving cases that have genuine need for counselling service.
- The Contractor shall submit the valid professional proof of the registered practitioner(s) of clinical and counselling psychology engaged by the Contractor.

(Clauses 19-21 of Service Specifications, Part A of Appendix B)

Service Specifications

Group Activities (團體活動)

- Organising 5-7 group activities of recreational/ cultural/ educational nature in the Mainland in each 12-month period during the Contract Period
- Capacity of each group activity shall be at least 30 Scheme Participants
- Objectives of the group activities are to deepen Scheme Participants' understanding of the national development and assist them to build up personal network

(Clauses 22-23 of Service Specifications, Part A of Appendix B,
Clauses 7&18 of Conditions of Contract)

Service Specifications

Group Activities (團體活動)

- The Contractor shall make a detailed plan for each group activity including the theme, venue, programme rundown, facilities and equipment required, budget, itinerary, insurance, transportation, staff-to-Scheme Participants ratio, etc.
- If procurement of goods and/or services are necessary for organising a group activity, the Contractor may claim for reimbursements, subject to a ceiling of HK\$29,000 for each group activity.

(Clauses 22-23 of Service Specifications, Part A of Appendix B,
Clauses 7&18 of Conditions of Contract)

Service Specifications

Group Activities (團體活動)

- For procurement of goods and/or services necessary for organising a group activity, the Contractor has to obtain quotations from 2 or more potential suppliers
- The Contractor shall take out a personal accident insurance policy for each Scheme Participant joining a group activity in the Mainland and take necessary measures to minimise the risk of personal safety.

(Clauses 22-23 of Service Specifications, Part A of Appendix B,
Clauses 7&18 of Conditions of Contract)

Service Specifications

Group Activities (團體活動)

- The Contractor shall not claim for reimbursements from the Government for recovering the costs related to the functioning and management of business for providing the Services, such as wages, costs for the employees' compensation insurance, staff transportation expenses, staff training expenses, office rent, furniture, etc.
- The Contractor shall be responsible for promotion and enrollment.

(Clauses 22-23 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Group Activities (團體活動)

- For other details on planning, publicity, collecting feedback, submission of proposal and post-event report, compliance with laws and claims for reimbursements, please refer to the Conditions of Contract and Service Specifications.

(Clauses 22-23 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Visits to Enterprises (研學交流)

- The Contractor shall organise 4 - 6 visits to different large corporations in the Mainland that fall within the “**Fortune China 500**” (《財富》中國500強排行榜) in recent 2 years counting from the date of visit, in each 12-month period during the Contract Period (www.fortunechina.com)
- The capacity of each visit to enterprise(s) shall be sufficient for accommodating at least 30 Scheme Participants.

(Clauses 24-25 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Visits to Enterprises (研學交流)

- Purpose of visits: To provide the Scheme Participants with the opportunities to learn from the senior management and successful entrepreneurs.
- The Contractor shall make the requests for organising the visits and liaise with the enterprise(s) at its own resources and costs. It shall make a detailed plan for each visit to enterprise(s) including but not limited to the theme, programme rundown, facilities and equipment required, budget, itinerary, insurance, transportation and staff-to-Scheme Participants ratio.

(Clauses 24-25 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Visits to Enterprises (研學交流)

- If procurement of goods and/or services are necessary for organising a visit to enterprise, the Contractor may claim for reimbursements, subject to a ceiling of HK\$21,000 for each visit.
- The Contractor has to take out a personal accident insurance policy for each Scheme Participant joining a visit to enterprise(s) in the Mainland and take necessary measures to minimise the risk of personal safety.

(Clauses 24-25 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Visits to Enterprises (研學交流)

- The Contractor shall be responsible for promotion and enrollment.
- For other details on planning, publicity, collecting feedback, submission of proposal and post-event report, compliance with laws and claims for reimbursements, please refer to the Conditions of Contract and Service Specifications.

(Clauses 24-25 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Small Group activities (小組活動)

- The Contractor shall organise up to fifty (50) small group activities in the Mainland in each twelve (12)-month period
- Each small group activity shall be sufficient for accommodating at least ten (10) Scheme Participants.
- The small groups could be formed by their common interests, needs, work locations, professions to foster peer support.

(Clauses 26-27 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Small Group activities (小組活動)

- The Contractor shall make a detailed plan for each small group activity including but not limited to the theme, venue, programme rundown, facilities and equipment required, budget, itinerary, insurance, transportation and staff-to-Scheme Participants ratio.
- If procurement of goods and/or services are necessary for organising a small group activity, the Contractor may claim for reimbursements, subject to a ceiling of HK\$2,000 for each activity.

(Clauses 26-27 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Small Group activities (小組活動)

- The Contractor shall be responsible for promotion and enrollment.
- For other details on planning, publicity, collecting feedback, submission of proposal and post-event report, compliance with laws and claims for reimbursements, please refer to the Conditions of Contract and Service Specifications.

(Clauses 26-27 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Setting up/operating Scheme Association and Organising Networking Events (成立/營運計劃的協會及舉辦協會活動)

- The Contractor shall assist Scheme Participants in establishing/operating an association for the Scheme and organising networking events to facilitate the Scheme Participants to build up personal networks and provide a continuous development platform.
- The assistance for setting up and operating the association includes forming the executive committee or re-election of the executive committee, preparing the memorandum and articles of association, providing guidance on organising different activities for members of the association.

(Clauses 28-29 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Setting up/operating Scheme Association and Organising Networking Events (成立/營運計劃的協會及舉辦協會活動)

- Both past and current Scheme Participants can register as members of the association.
- The Contractor shall organise a mentorship programme to enable exchanges and sharing of experiences with past Scheme Participants.
- The Contractor shall also organise 4 - 12 networking events in the Mainland in each 12-month period. The capacity of each networking event shall be sufficient for accommodating at least 30 past or current Scheme Participants .

(Clauses 28-29 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Setting up/operating Scheme Association and Organising Networking Events (成立/營運計劃的協會及舉辦協會活動)

- The Contractor shall make a detailed plan for each networking event including but not limited to the theme, venue, programme rundown, facilities and equipment required, budget, itinerary, insurance, transportation and staff-to-Scheme Participants ratio.
- If procurement of goods and/or services are necessary for organising a networking event, the Contractor may claim for reimbursements, subject to a ceiling of HK\$10,000 for each activity.

(Clauses 28-29 of Service Specifications, Part A of Appendix B, Clause 7 of Conditions of Contract)

Service Specifications

Setting up/operating Scheme Association and Organising Networking Events (成立/營運計劃的協會及舉辦協會活動)

- For other details on planning, publicity, collecting feedback, submission of proposal and post-event report, compliance with laws and claims for reimbursements, please refer to the Conditions of Contract and Service Specifications.

(Clauses 28-29 of Service Specifications, Part A of Appendix B,
Clause 7 of Conditions of Contract)

Service Specifications

Provision of Information and Reports

The Contractor shall submit

- a report within 2 weeks after each activity
- the monthly report on telephone hotline and social media chat group within 14 working days after the end of each month
- a quarterly report and statistical returns within one (1) month after the end of each quarter ending on 31 March, 30 June, 30 September and 31 December, which shall include relevant performance figures, cases requiring special attentions, activities organised and measures implemented for the purpose of achieving objectives of the Services and the Accepted Innovative Suggestions

(Clauses 30&31 of Service Specifications)

Service Specifications

Manpower Requirements

The Contractor shall appoint a **Contract Manager (合約經理)** who must be a full-time staff member directly employed by the Contractor in Hong Kong to work for a minimum of 44 hours per week and, in the past 5 years immediately preceding the date of employment, have at least 2 aggregate years of work experience in supervising employment-related support services for Young Persons working in the 9 GBA Mainland cities.

(Clauses 34-39 of Service Specifications)

Service Specifications

Manpower Requirements

Responsibility of **Contract Manager**:

- a) monitoring the effective, quality and uninterrupted delivery of Services;
- b) overseeing the timely assignment of staff members or its agent(s) and sub-contractor(s);
- c) conducting regular reviews on the Services;
- d) conducting thorough investigation on any complaints on the Services received and irregularities detected by the Government;
- e) authorising and overseeing the timely submission of forms, reports and;
- f) handling and answering enquiries from the Government; and
- g) attending regular management meetings with the Government.

(Clauses 34-39 of Service Specifications)

Service Specifications

Manpower Requirements

The Contractor shall also appoint an **Officer-in-Charge (中心主管)** to coordinate all aspects of the operation of the Services. The Officer-in-Charge must have been awarded a **bachelor's degree or above** of any academic disciplines and, in the past five (5) years immediately preceding the date of employment, 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.

(Clauses 34-39 of Service Specifications)

Service Specifications

Manpower Requirements

The relevant work experience of the Officer-in-Charge must include:

- a) 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
 - b) eighteen (18) months' full-time work experience of organising group activities of recreational and educational nature in the Guangdong Province.
- (Clauses 34-39 of Service Specifications)

Service Specifications

Manpower Requirements

- At any time during the Contract Period, the Contractor must assign at least **four (4) full-time staff members** for providing the Services, who are directly employed by the Contractor, its agent(s) and/or sub-contractor(s), other than the outside lawyers, outside experts for counselling service or the Officer-in-Charge.
- They may not be exclusively employed for the delivery of Services of this Contract provided that the Services delivered by the Contractor shall be in accordance with the terms and conditions of the Contract and to the satisfaction of the Government

(Clauses 34-39 of Service Specifications)

Essential Requirements (必要規定)

A Tenderer **must**:

(a) be a company as defined in the Companies Ordinance (Cap. 622) or the Predecessor Ordinance (Cap. 32); or an entity rendered by any Ordinance of the Laws of Hong Kong as a body corporate; or a society registered or exempted from registration under the Societies Ordinance (Cap. 151);

(Clause 6 of Terms of Tender, Appendix A)

Essential Requirements (必要規定)

(b) have nominated a person to be the Contract Manager (合約經理), who must be employed in Hong Kong by the Tenderer on a full-time basis on the date of Tender submission. The nominated Contract Manager must, 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;

(Clause 6 of Terms of Tender, Appendix A)

Essential Requirements (必要規定)

(c) have nominated a person to be the Officer-in-Charge (中心主管), who must be employed in Hong Kong by the Tenderer on a full-time basis on the date of Tender submission. The nominated Officer-in-Charge must possess tertiary education level, and must, 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 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 as at the Original Tender Closing Date. For the avoidance of doubt, the Contract Manager and the Officer-in-Charge should be different persons;

(Clause 6 of Terms of Tender, Appendix A)

Essential Requirements (必要規定)

(d) 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. A Tenderer is required to provide documentary proof satisfactory to the Government that it can legally provide the Services in accordance with the Law of the People's Republic of China on the Administration of Activities of Overseas Nongovernmental Organizations in the Mainland of China (Overseas NGO Law)(中華人民共和國境外非政府組織境內活動管理法) or under other relevant circumstances; and

(Clause 6 of Terms of Tender, Appendix A)

Essential Requirements (必要規定)

(e) have been 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.

(Clause 6 of Terms of Tender, Appendix A)

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。

(Clause 4 of Terms of Tender, Appendix F)

附件F – 遞交標書備忘清單

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
(i)	(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。
(ii)	已填妥附件A內第9部
(iii)	已填妥附件B內A至D部的服務推行建議
(iv)	已填妥附件C內價格附表上所有項目的單價報價

附件F – 遞交標書備忘清單

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。

(Clause 4 of Terms of Tender, Appendix F)

附件F – 遞交標書備忘清單

	建議、文件及資料
(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
(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
(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）
(iv)	已填妥的「符合規定聲明」（附件I）
(v)	已簽署「不合謀投標確認書」（附件J）

(Clause 4 of Terms of Tender, Appendix F)

附件F – 遞交標書備忘清單

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。

(Clause 4 of Terms of Tender, Appendix F)

附件F – 遞交標書備忘清單

	建議、文件及資料
(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
(ii)	如果投標者為根據《社團條例》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)
(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

(Clause 4 of Terms of Tender, Appendix F)

附件F – 遞交標書備忘清單

	建議、文件及資料
(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

(Clause 4 of Terms of Tender, Appendix F)

Tender Preparation

附件F – 遞交標書備忘清單

	建議、文件及資料
(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

(Clause 4 of Terms of Tender, Appendix F)

Tender Preparation

Important Note

Tenderer must ensure that the name stated in all the documents submitted is the same as the one stated in the Offer to be Bound (「應約履行」) of the Tender Form.

Tender Preparation

Important Note

A Tenderer shall submit its completed Tender in one of the following manners:

Paper-based Tendering	Electronic Tendering
The Tender shall be completed in writing on hardcopy and shall be submitted in triplicate (i.e. three (3) sets of identical documents with one (1) set of originals and two (2) sets of copies)	The Tender comprising the Technical Proposal and Price Proposal shall be submitted (i) in accordance with the terms and conditions of use of the PCMS and the e-Tender Box; and (ii) 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.

(Clause 4 of Terms of Tender)

Important Note

- The submission of Appendix B (i.e. Service Implementation Proposal 服務推行建議) **shall not be more than 50 pages in A4 size paper for text** (with margin not less than 25mm and character font size not less than 12). Other information, including the related annexes and documentary proof, will not be included in the counting of pages for this purpose.
- For Paper-based Tendering, a Tenderer is also required to submit a softcopy of the Appendix B (i.e. Service Implementation Proposal) in Microsoft Word format stored in a CD-ROM for administrative convenience.
(Clause 4 of Terms of Tender)

Tender Preparation

Offer to be Bound

For Paper-based Tendering, a duly signed Offer to be Bound 「應約履行」 by director /office-bearers of the Tenderer, shall contain an original signature by or on behalf of the Tenderer. The Offer to be Bound to be submitted (other than the signature on the Offer to be Bound which must be original) shall be Part 5 of the Tender Form or a printed copy from a softcopy of Part 5 of the Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 5 of the Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will **not be considered further.**

(Clauses 4&5 of Terms of Tender)

Tender Preparation

Two-envelope Approach



Technical Proposal



Price Proposal

(Clause 5 of Terms of Tender)

Tender Preparation

Two-envelope Approach



Paper-based Tendering

- contain information, documents and proposals, except the Price Proposal
- 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”
- **must not** contain or bear any indication of price information

(Clause 5 of Terms of Tender)

Tender Preparation

Two-envelope Approach



Paper-based Tendering

- deposited in the Specified Tender Box in one large sealed envelope, **together with the Price Proposal**, 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)”. The envelopes must not bear any distinguishing matter, mark, or advertisement that indicates the identity of the Tenderer.

Electronic Tendering

- “**Technical.doc**” as file name or other file names except “Price.doc”

(Clause 5 of Terms of Tender)

Tender Preparation

Two-envelope Approach



Paper-based Tendering

- contain the Price Schedule
- 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”

(Clause 5 of Terms of Tender)

Tender Preparation

Two-envelope Approach



Paper-based Tendering

- deposited in the Specified Tender Box in one large sealed envelope, **together with the Technical Proposal**, 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)”. The envelopes must not bear any distinguishing matter, mark, or advertisement that indicates the identity of the Tenderer.

Electronic Tendering

- “**Price.doc**” as file name
(Clause 5 of Terms of Tender)

Tender Submission

All Tenders, addressed to the Chairman, Tender Opening Committee, Government Logistics Department, must be deposited in the Government Logistics Department Tender Box situated at Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12:00 noon on 20 March 2025. **Late Tenders will not be accepted.**

(Lodging of Tender, Clause 5 of Terms of Tender)

Financial Vetting

If the Total Estimated Service Price for all Items of a Tender exceeds HK\$15 million, the Tenderer has to demonstrate its financial capability before it can be considered for the award of the Contract. For this purpose, the Tenderers, if selected, or otherwise as requested by the Government, are required to submit the relevant documents within seven (7) days for financial vetting.

(Clause 7 of Terms of Tender)

Contract Deposit

The amount of the Contract Deposit payable by the Tenderer shall be determined as follows:

- (a) If the Total Estimated Service Price does not exceed HK\$1.36 million, no Contract Deposit is payable by the Tenderer.
- (b) If the Total Estimated Service Price **exceeds HK\$1.36 million but does not exceed HK\$15 million**, the Tenderer shall deposit with the Government the Contract Deposit of an amount equivalent to **two percent (2%) of the Total Estimated Service Price**.
- (c) If the Total Estimated Service Price **exceeds HK\$15 million**, the Tenderer shall deposit with the Government the Contract Deposit of an amount equivalent to **two percent (2%) (if the Tenderer passes the financial vetting) or five percent (5%) (if the Tenderer fails the financial vetting) of the Total Estimated Service Price**.

(Clause 7 of Terms of Tender)

Contract Deposit

The Contract Deposit shall be non-interest-bearing and shall be deposited with the Government **within fourteen (14) days from the date of the notification of conditional acceptance** as a security for the due and faithful performance of the Contract and as condition precedent to the award of Contracts. The Contract Deposit shall either be in cash or by way of a banker's guarantee in the form as attached in Appendix D to the Terms of Tender, issued by a bank that holds a valid banking licence issued under the Banking Ordinance (Cap. 155) and acceptable to the Government.

(Clause 7 of Terms of Tender)

Tender Evaluation & Marking Scheme

- A technical to price weighting of 70:30 will be adopted
- Tenders received will be evaluated in the following manner:
 - Stage 1 – Completeness Check on the Tender Offers Submitted
 - Stage 2 – Essential Requirements Screening
 - Stage 3 – Technical Assessment
 - Stage 4 – Price Assessment
 - Stage 5 – Calculation of Combined Score

(Appendix G)

Tender Evaluation & Marking Scheme

Stage 3 - Technical Assessment

Part A Execution Plan (Appendix G)

No.	Assessment Criteria	Max. marks
1.	Management and Operation Plan	55
2.	Supervision Plan	5
3.	Quality Assurance Plan	4
4.	Publicity Plan	4
5.	Innovative Suggestions	
	(a) Pro-innovation Proposals – directly relevant to the Services	13
	(b) ESG Proposals	4
	Sub-total for Part A	85
	(Passing mark for Assessment Criteria 1 to 4)	(17)

Tender Evaluation & Marking Scheme

Stage 3 - Technical Assessment

Part A Execution Plan

No.	Assessment Criteria	Max. marks
1-5	Sub-total for Part A (Passing mark for Assessment Criteria 1 to 4)	85 (17)

Part B Experience of Tenderer (cap at 15%)

No.	Assessment Criteria	Max. marks
6.	Aggregate number of years of experience in providing employment-related supported services for Young Persons in the nine (9) GBA Mainland cities	15
	Sub-total for Part B	15
	TOTAL TECHNICAL MARK	100

(Appendix G)

Stage 3 - Technical Assessment

- **Five-grade approach**
- **Example: Assessment Criterion 1(a)** - Full mark will be given on the Service Implementation Plan on how the operation of Service Centres and organisation of talks will be carried out if:

Four (4) or more service centres will be operated with three (3) or more facilities useful to the employment of the Scheme Participants in each centre. The talks will cover fifteen (15) or more different relevant topics with at least ten (10) proposed speakers having at least two (2) aggregate years of the required work experience in the Mainland in the five (5) years immediately preceding the Original Tender Closing Date. The plan is practical with detailed information on logistical arrangements and all of the required items.

(Appendix G)

Tender Evaluation & Marking Scheme

Stage 3 - Technical Assessment

A maximum weighted technical score of 70 will be allocated to the conforming Tender with the highest total technical mark, while the weighted technical score for other conforming Tenders will be calculated by the following formula:

$$70 \times \frac{\text{Total technical mark of the conforming Tender being assessed}}{\text{The highest total technical mark amongst all conforming Tenders}}$$

(Appendix G)

Tender Evaluation & Marking Scheme

Stage 4 - Price Assessment

A maximum weighted price score of 30 will be allocated to the conforming Tender with the lowest Total Estimated Service Price while the weighted price score for other conforming Tenders will be determined by the following formula:

$$30 \times \frac{\text{The lowest Total Estimated Service Price amongst all conforming Tenders}}{\text{Total Estimated Service Price of the conforming Tender being assessed}}$$

(Appendix G)

Tender Evaluation & Marking Scheme

Stage 5 – Calculation of Combined Score

Weighted technical score + weighted price score

While the Tender with the highest combined score as evaluated in accordance with the Marking Scheme will normally be recommended for award of Contract, the Government is not obliged to accept the Tender with the highest combined score or any Tender.

(Appendix G)

Tenderer's Enquiry

Any enquiries from Tenderers concerning this Invitation to Tender shall be in writing and reach the address, email or fax number provided in Clause 23 of the Terms of Tender at least 5 working days prior to the Tender Closing Date.

(Clause 23 of Terms of Tender)

Award of Contract

The successful Tenderer will receive a letter notifying the conditional acceptance of its Tender, by fax or by post, from the Government (“**Letter of Conditional Acceptance**”) subject to the compliance with the following condition(s) precedent by the deadline specified by the Government therein and/or below:

- (a) payment of the Contract Deposit; and
- (b) any other condition precedent as the Government may consider appropriate.

A legally binding Contract in relation to the Services will be constituted between the Government and the successful Tenderer on the date of compliance with the conditions.

(Clause 12 of Terms of Tender)

Payment of Contract Price

For Items 1, 2, 4 and 10 of Price Schedule (Appendix C)

Milestone	Amount of Contract Price for such Item
30 June 2025	The amount of each instalment is the respective Unit Price in the Price Schedule calculated in proportion to the percentage of the number of days of the relevant period over a twelve (12)-month period.
30 September 2025	
31 December 2025	
31 March 2026	
30 June 2026	
30 September 2026	
31 December 2026	
31 March 2027	
1 May 2027 or the last day of the Contract, whichever is later	

(Clause 7 of Conditions of Contract)

Payment of Contract Price

For Items 3, 5 to 9 and 11 of the Price Schedule (Appendix C), the Unit Price in the Price Schedule for which shall be payable, each time after such Item(s) of Services have been provided and accepted by the Government in writing.

(Clause 7 of Conditions of Contract)

Q & A Session

Thank you!