## Schedule A –

## Information of the Tenderer and its Key Personnel for the Provision of Management Services for the Y.E.S. Centre

**Tender for □ Y.E.S.(Mong Kok) □ Y.E.S.(Kwai Fong)**

(Please “✓” as appropriate)

**Tenderers are strongly advised to take note of Clauses 4 and 5 of the Terms of Tender before preparing for Schedule A. Tenderers may complete this Schedule (Parts 1 and 2) in either English or Chinese.**

**Part 1 Information of the Tenderer**

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| **(a)** | **Name of the Tenderer** *(Tenderer shall ensure that the name stated below be the same as the one stated in the Offer to be Bound form.)* | | |
|  | Chinese: | |  |
|  | English: | |  |
| **(b)** | **The Tenderer is** *(Please “✓” where appropriate and attach the relevant documents as required in Clause 5.2(a) or 5.2(b) of the Terms of Tender.)* | | | |
|  | □ | a company registered under the Companies Ordinance (Registration no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
|  | □ | an entity incorporated under any Ordinance of the Laws of Hong Kong  (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
|  | □ | office-bearer of a society registered or exempted from registration under the Societies Ordinance (Registration no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) acting in his or personal capacity | | |

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| **(c)** | **Registered Address** | |
|  | Chinese: |  |
|  | English: |  |

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| **(d)** | **Website:** |  |

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| **(e)** | **Contact Person** | | | | |
|  | Name: |  | | Post Title: |  |
|  | Tel. No: |  | | Fax No.: |  |
|  | Correspondence Address: | |  | | |
|  |  | |  | | |
|  | E-mail Address: | |  | | |

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| **(f)** | **Employees’ Compensation Insurance Policy** | | | |
|  | Name of Insurer: |  | | |
|  | Policy No.: |  | Expiry Date: |  |

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| **(g)** | **Brief description of the background of the Tenderer**  Please briefly describe the background of the Tenderer including, without limitation, the date of establishment, core activities, services provided, relevant expertise and experience in youth services since establishment. |

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**Part 2 Qualifications and Experience of Key Personnel**

Tenderers are required to propose one nominee for each of the three Key Personnel roles specified below. Failure to provide at least the full name of the nominees in Chinese and/or English for all three Key Personnel roles in (i)(c), (ii)(c) and (iii)(c) of Part 2 below will render the Tender invalid (See paragraph 2 of Annex A to 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 Schedule A being referred to.)

1. **Centre-in-charge**

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| (a) | Is the nominee for the role of the Centre-in-charge a full time employee of the Tenderer as at the date of the tender submission, **and** a Registered Social Worker with a bachelor degree or above in social work recognised by the Social Workers Registration Board as at the Original Tender Closing Date? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(d) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
| (b) | Did the nominee for the role of the Centre-in-charge acquire, in the past seven (7) years immediately preceding the Original Tender Closing Date, at least three (3) aggregate years of work experience gained in Hong Kong in youth services **and** two (2) aggregate years of work experience in the supervision of the operation of a youth centre / youth centres (“centre supervision”)? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(d) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
|  | Note : Please refer to paragraph 4 of Annex A to the Terms of Tender on how the work experience will be calculated. | |
|  |  | |
| (c) | Please indicate in the table below the work experience (excluding experience gained outside Hong Kong) of the nominee for the role of the Centre-in-charge in youth services and centre supervision in the past seven (7) years of immediately preceding the Original Tender Closing Date.  For experience gained by the nominee for the role of the Centre-in-charge, the Tenderer is required to fill in the table below and provide documentary proof for substantiation of claims, including but not limit to the proof of Social Workers Registration from Social Workers Registration Board, academic qualification with a bachelor degree or above in social work recognised by the Social Workers Registration Board, and employment record(s) showing the name of employer, post title, employment period, responsibilities of providing youth services, and centre supervisory responsibilities.  The list together with documentary proof must demonstrate the Tenderer complies with the essential requirement in Clause 4(b)(i)) of the Terms of Tender. Tenders should also note the consequence of non-compliance of an essential requirement as provided in Clause 4 of Terms of Tender and paragraph 4(f) of Annex A to the Terms of Tender. | |

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|  | **Please provide the full name of the nominee for the role of the Centre-in-charge and fill in the table below:**  Note : For counting of experience of the Tenderer’s nominee for the three Key Personnel roles, there shall be **no double counting** of the length of the experience for provision of services during overlapping periods. | | | | | | | | |
|  |  | | **(in Chinese)** | |  | | | **(in English)** |
|  |  | | | | | | | | |
|  | Employer | Post Title | | Employment Period  (dd/mm/yyyy to  dd/mm/yyyy) | | Number of Calendar Days Counted for Accumulated Experience in the Period in | | |
|  | (i) Youth Services | (ii) Centre Supervision | |
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|  | **Total number of calendar days :** | | | | | **days** | **days** | |
|  | **Total number of aggregate years :** | | | | | **years** | **years** | |

**(ii) Type A Professional Staff**

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| (a) | Is the nominee for the role of the Type A Professional Staff a full time employee of the Tenderer as at the date of tender submission, **and** a Registered Social Worker with a bachelor degree or above in social work recognised by the Social Workers Registration Board as at the Original Tender Closing Date? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(e) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
| (b) | Did the nominee for the role of the Type A Professional Staff acquire, in the past three (3) years immediately preceding the Original Tender Closing Date, at least one (1) aggregate year of work experience gained in Hong Kong in youth services? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(e) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
|  | Note : Please refer to paragraph 4 of Annex A to the Terms of Tender on how the work experience will be calculated. | |
|  |  | |
| (c) | Please indicate in the table below the work experience (excluding experience gained outside Hong Kong) of the nominee for the role of the Type A Professional Staff in youth services in the past three (3) years immediately preceding the Original Tender Closing Date.  For experience gained by the nominee for the role of the Type A Professional Staff, the Tenderer is required to fill in the table below and provide documentary proof for substantiation of claims, including but not limit to the proof of Social Workers Registration from Social Workers Registration Board, academic qualification with a bachelor degree or above in social work recognised by the Social Workers Registration Board, and employment record(s) showing the name of employer, post title, employment period, and responsibilities of providing youth services.  The list together with documentary proof must demonstrate the Tenderer complies with the essential requirement in Clause 4(b)(ii) of the Terms of Tender. Tenders should also note the consequence of non-compliance of an essential requirement as provided in Clause 4 of Terms of Tender and paragraph 4(f) of Annex A to the Terms of Tender. | |

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|  | **Please provide the full name of the nominee for the role of the Type A Professional Staff and fill in the table below:**  Note : For counting of experience of the Tenderer’s nominee for the three Key Personnel roles, there shall be **no double counting** of the length of the experience for provision of services during overlapping periods. | | | | | | |
|  |  | **(in Chinese)** |  | | | **(in English)** |
|  |  | | | | | | |
|  | Employer | Post Title | | Employment Period  (dd/mm/yyyy to  dd/mm/yyyy) | Number of Calendar Days Counted for Accumulated Experience in the Period in Youth Services | |
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|  | **Total number of calendar days :** | | | | **days** | |
|  | **Total number of aggregate years :** | | | | **years** | |

**(iii) Type B Professional Staff**

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| (a) | Is the nominee for the role of the Type B Professional Staff a full time employee of the Tenderer as at the date of the tender submission, **and** a Registered Social Worker with a diploma or above in social work recognised by the Social Workers Registration Board or a person with a diploma or above in Business Administration as at the Original Tender Closing Date? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(f) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
| (b) | Did the nominee for the role of the Type B Professional Staff acquire, in the past three (3) years immediately preceding the Original Tender Closing Date, at least one (1) aggregate year of work experience gained in Hong Kong in youth services **and** at least one (1) aggregate year of work experience gained in Hong Kong from self-employment or in providing supporting services for self-employment? *(Please “✓” where appropriate and attach the relevant documents as required under Clause 5.2(f) of the Terms of Tender)* | |
|  | 🞎 Yes | 🞎 No |
|  |  | |
|  | Note : Please refer to paragraph 4 of Annex A to the Terms of Tender on how the work experience will be calculated. | |
|  |  | |
| (c) | Please indicate in the table below the work experience (excluding experience gained outside Hong Kong) of the nominee for the role of the Type B Professional Staff in youth services and from self-employment or in providing supporting services for self-employment in the past three (3) years of immediately preceding the Original Tender Closing Date.  For experience gained by the nominee for the role of the Type B Professional Staff, the Tenderer is required to fill in the table below and provide documentary proof for substantiation of claims, including but not limit to the proof of Social Workers Registration from Social Workers Registration Board, academic qualification with a diploma or above in social work recognised by the Social Workers Registration Board or a diploma or above in business administration, and employment record(s) showing the name of employer, post title, employment period, and responsibilities of providing youth services and self-employment or supporting services for self-employment.  The list together with documentary proof must demonstrate the Tenderer complies with the essential requirement in Clause 4(b)(iii) of the Terms of Tender. Tenders should also note the consequence of non-compliance of an essential requirement as provided in Clause 4 of Terms of Tender and paragraph 4(f) of Annex A to the Terms of Tender. | |

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|  | **Please provide the full name of the nominee for the role of the Type B Professional Staff and fill in the table below:**  Note : For counting of experience of Tenderer’s nominee for the three Key Personnel roles, there shall be **no double counting** of the length of the experience for provision of services during overlapping periods. | | | | | | | | |
|  |  | | **(in Chinese)** | |  | | | **(in English)** |
|  |  | | | | | | | | |
|  | Employer | Post Title | | Employment Period  (dd/mm/yyyy to  dd/mm/yyyy) | | Number of Calendar Days Counted for Accumulated Experience in the Period | | |
|  | (i) in Youth Services | (ii) from Self-employment or in Providing Supporting Services for Self-employment | |
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|  | **Total number of calendar days :** | | | | | **days** | **days** | |
|  | **Total number of aggregate years :** | | | | | **years** | **years** | |