**Appendix A –**

**Information about the Tenderer**

**Tenderers are strongly advised to take note of Clause 3 of the Terms of Tender, the marking scheme in Annex I to the Terms of Tender and Service Specifications before preparing Appendix A.**

**Background Information and Experience of Tenderer**

Tenderers are required to submit the following information for evaluation of Tenders. (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.)

1. Brief history of the Tenderer including without limitation to the date of establishment, core services provided and its legal status to demonstrate compliance with the essential requirements under Clause 3.1(a) of Terms of Tender:

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1. Employment assistance services for unemployed able-bodied CSSA recipient:

Section 1: Information for essential requirements screening (Clause 3.1(b) of the Terms of Tender)

The Tenderer must possess at least two aggregate years’ experience in providing employment assistance services to unemployed able-bodied Comprehensive Social Security Assistance (CSSA) recipients and having provided these services for not less than 200 participants in any two aggregate years in the five years immediately preceding the Original Tender Closing Date, **failing which its Tender will not be considered further. The Tenderer is required to provide documentary proof for substantiation of the claim of experience and information on items listed below**.

**The information below and the documentary proof must demonstrate that the Tenderer complies with the essential requirement in Clause 3.1(b) of the Terms of Tender.**

In considering if a Tenderer complies with the essential requirement in Clause 3.1(b) of the Terms of Tender, a Tenderer’s experience in providing employment assistance services to unemployed able-bodied CSSA recipients will be counted, including but not limited to the experience gained from the five types of projects commissioned either by the Labour Department (LD) or Social Welfare Department (SWD) as specified in Section 2 in Part (B) of Appendix A.

Regarding employment assistance services provided for unemployed able-bodied CSSA recipients, the Tenderer is required to provide information on items listed below:

Name of projects:

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Funded by (please provide the names of sponsoring organisations):

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Dates and duration of operating the projects (with commencement and ending dates):

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Number of participants served in the projects (with breakdown by year):

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Section 2: Information for technical assessment (Criteria 1(a) to (c) and respective Notes 1(a) to (c) of the marking scheme in Annex I to the Terms of Tender)

If a Tenderer has provided employment assistance services to unemployed able-bodied CSSA recipients in the following five types of projects commissioned by LD or SWD in the five years immediately preceding the Original Tender Closing Date, it is required to provide the information on items listed below. In the technical assessment for Criteria 1(a) to (c) of the marking scheme in Annex I to the Terms of Tender, only the experience gained from the following five types of LD/SWD projects in the five years immediately preceding the Original Tender Closing Date will be counted:

1. LD Employment in One-stop (EOS) Case Management and Employment Support Services;
2. SWD Integrated Employment Assistance Scheme (IEAS);
3. SWD The third phase of the Special Training and Enhancement Programme (My STEP);
4. SWD Third Phase New Dawn (ND) Project; and
5. SWD Integrated Employment Assistance Programme for Self-reliance (IEAPS).

Types of projects:

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Dates and duration of operating the projects (with commencement and ending dates):

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Locations where the projects are operated (“locations” refer to those defined on the relevant webpage of SWD: <http://www.swd.gov.hk/doc/SFS_pamphlet_032015.pdf>)

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Content of pre-employment services provided to project participants, in particular those that helped enhance the work motivation and employability of participants\*:

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Content of post-employment services to project participants successfully placed into employment that helped them settle into their jobs:

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Number of project participants successfully placed into Full-time Employment (with at least 120 hours of work per month and meeting the income requirements prescribed by SWD) and remained in the same employment for one month or more, and the total number of project participants served in the five years immediately preceding the Original Tender Closing Date (if the same project participant has participated in two types of LD/SWD projects, he/she will be counted twice):

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\* Pre-employment services that will be counted include (i) individual/group counselling; (ii) support groups; (iii) job search skills training; (iv) vocational skills training; (v) workplace attachments/work trials; and (vi) training to enhance psychological well-being/motivation (see Note 1(a) of the marking scheme in Annex I to the Terms of Tender).

1. The Tenderer must possess at least two aggregate years’ experience in organising employment-related training programmes and having organised these programmes for not less than an aggregate of 200 participants in any two aggregate years in the five years immediately preceding the Original Tender Closing Date, **failing which its Tender will not be considered further. The Tenderer is required to provide documentary proof for substantiation of the claim of experience, and information in respect of employment-related training programmes organised in two most recent years of the years of experience claimed on items listed in the table below.**

**The information in the table below and the documentary proof must demonstrate that the Tenderer complies with the essential requirement in Clause 3.1(c) of the Terms of Tender.**

In considering if a Tenderer complies with the essential requirement in Clause 3.1(c) of the Terms of Tender and for the purpose of technical assessment (Criterion 2(a) and respective Note 2(a) of the marking scheme in Annex I to the Terms of Tender), a Tenderer’s experience in organising employment-related training programmes will be counted, including but not limited to the experience gained from the five types of projects commissioned either by the LD or SWD as specified in Section 2 in Part (B) of Appendix A.

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| **Experience in organising employment-related training programmes**  *(Please provide information on (i) the years of experience and the aggregate number of participants in any two aggregate years in organising employment-related training programmes in the five years immediately preceding the Original Tender Closing Date, and (ii) in respect of employment-related training programmes organised in the two most recent years of the years of experience claimed, description of each type of programmes organised, including name, course content, durations and the number of persons attended.)* | | |
| Name and course content of the programme organised# | Programme duration  (Please specify the commencement and ending date of the programme) | Number of persons attended |
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#Areas of training that will be taken into account for assessment purpose: (i) job search skills training; (ii) vocational skills training; (iii) soft skills training (e.g. problem-solving skills training); and (iv) training to enhance psychological well-being/motivation (see Criterion 2(a) and respective Note 2(a) of the marking scheme in Annex I to the Terms of Tender).

1. If the Tenderer has arranged workplace attachments for job-seekers in the five years immediately preceding the Original Tender Closing Date, the Tenderer is invited to provide information on the workplace attachments arranged in the two most recent years of the years of experience claimed in the five years immediately preceding the Original Tender Closing Date on items listed below (see Criterion 2(b) and respective Note 2(b) of the marking scheme in Annex I to the Terms of Tender).

For the purpose of technical assessment (Criterion 2(b) and respective Note 2(b) of the marking scheme in Annex I to the Terms of Tender), a Tenderer’s experience in arranging workplace attachments will be counted, including but not limited to the experience gained from the five types of projects commissioned either by the LD or SWD as specified in Section 2 in Part (B) of Appendix A.

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| **Experience in arranging workplace attachments**  *(Please provide information (i) on the years of experience in arranging workplace attachments in the five years immediately preceding the Original Tender Closing Date, and (ii) in respect of the workplace attachments arranged in the two most recent years of the years of experience claimed in the five years immediately preceding the Original Tender Closing Date, number of job-seekers for whom workplace attachments have been arranged in each year, types of occupations and industries in which workplace attachments were arranged, and the locations and districts of the workplace attachments arranged.)*  Workplace attachments arranged in the two most recent years of the years of experience claimedin the five years immediately preceding the Original Tender Closing Date: | | | |
| Workplace attachments duration  (Please specify the commencement and ending date of the attachments) | Types of occupations and industries | Locations and districts of workplace attachments | Number of job-seekers for whom workplace attachments have been arranged |
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For the definition and classification of occupations, please refer to the International Standard Classification of Occupations (ISCO-08) published by the International Labour Organisation in 2012, a copy of which can be retrieved from <http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_172572.pdf>.

(E) The Tenderer must possess at least two aggregate years’ experience in providing counselling service given by registered social workers and having provided this service for not less than an aggregate of 200 persons in any two aggregate years in the five years immediately preceding the Original Tender Closing Date, **failing which its Tender will not be considered further**. **The Tenderer is required to provide documentary proof for substantiation of the claim of experience and information on items listed in the table below in respect of the counselling service given by registered social workers in any two aggregate years in the five years immediately preceding the Original Tender Closing Date.**

**The information in the table below and the documentary proof must demonstrate that the Tenderer complies with the essential requirement in Clause 3.1(d) of the Terms of Tender.**

In considering if a Tenderer complies with the essential requirement in Clause 3.1(d) of the Terms of Tender and for the purpose of technical assessment (Criterion 3 and respective Note 3 of the marking scheme in Annex I to the Terms of Tender), a Tenderer’s experience in providing counselling service given by registered social workers will be counted, including but not limited to the experience gained from the five types of projects commissioned either by the LD or SWD as specified in Section 2 in Part (B) of Appendix A.

In the technical assessment, only the counselling cases conducted by registered social workers in any two aggregate years in the five years immediately preceding the Original Tender Closing Date will be counted.

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| Duration of providing counselling services  (Please specify the commencement and ending dates of the counselling services) | Number of counselling cases involving employment/career counselling conducted by registered social workers, if any |
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| Name of the Tenderer in English  (in Block Letters): |  |  |
| Name of the Tenderer in Chinese  (in Block Letters): |  |  |

**附件A –**

**投標者資料**

**投標者填寫附件A前，務請特別留意「投標條款」第3條、「投標條款」附件I的評分標準及「服務規格」。**

**投標者的背景資料及經驗**

投標者須提供以下資料作投標評分之用。（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哪一部分。）

1. 投標者簡歷，包括但不限於成立日期、所提供的核心服務及證明其符合「投標條款」第3.1(a)條的必要規定的法律地位：

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1. 向領取綜合社會保障援助（綜援）的健全失業人士提供的就業支援服務：

第一部分：供核實符合必要規定的資料（「投標條款」第3.1(b)條）

投標者必須在緊接著原定截標日期前五年內有合共不少於兩年向領取綜援的健全失業人士提供就業支援服務的經驗，及曾在合共任何兩年為不少於200名領取綜援的健全失業人士提供就業支援服務。**投標者如未能符合此項要求，其標書將不獲進一步考慮。投標者須就所報稱的經驗及下列項目的資料提交證明文件。**

**投標者就下列項目所提供的資料及證明文件，必須能證明投標者已符合「投標條款」第3.1(b)條所列的必要規定。**

在考慮投標者是否符合「投標條款」第3.1(b)條所列的必要規定時，投標者向領取綜援的健全失業人士提供就業支援服務的經驗，包括但不限於附件A第B部第二部分所列的五類由勞工處或社會福利署委託營辦的計劃的經驗，將會被計算在內。

有關投標者向領取綜援的健全失業人士提供的就業支援服務，投標者須提供以下所列項目的資料：

服務計劃名稱：

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受資助於（請提供資助有關服務的機構名稱）：

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服務計劃日期和期間（請列出開始及完結日期）：

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服務計劃參加者數目（每年數字）：

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第二部分：供進行技術評分的資料（「投標條款」附件I內評分標準的第1(a)至(c)項及相關的附註第1(a)至(c)項）

如投標者在緊接著原定截標日期前五年內曾透過以下五類勞工處或社會福利署委託營辦的計劃，向領取綜援的健全失業人士提供就業支援的服務，須就下列項目提供資料。在「投標條款」附件I內評分標準的技術評分第1(a)至(c)項，只有在緊接著原定截標日期前五年內透過以下五類勞工處或社會福利署委託營辦的計劃的經驗會被計算在內：

1. 勞工處就業一站個案管理及就業支援服務；
2. 社會福利署綜合就業援助計劃；
3. 社會福利署第三期「走出我天地」計劃；
4. 社會福利第三期欣曉計劃；及
5. 社會福利署自力更生綜合就業援助計劃。

服務計劃類別：

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服務計劃日期和期間（請列出開始及完結日期）：

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服務計劃地點（“地點”指在社會福利署相關網頁<http://www.swd.gov.hk/doc/SFS_pamphlet_032015.pdf>內所定義的地點）：

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向服務計劃參加者提供的職前服務，特別是為提升工作意欲及就業能力的服務內容\*：

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協助成功入職的服務計劃參加者適應其工作的就業後跟進服務內容：

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成功覓得全職工作（指每月最少工作120小時及收入不少於社會福利署所定標準）並留職一個月或以上的服務計劃參加者數目，及在緊接著原定截標日期前五年內的總服務計劃參加者人數（如同一服務計劃參加者曾參與兩類勞工處或社會福利署委託營辦的計劃，將作兩次計算）：

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\*進行技術評分時將納入考慮範圍的職前服務種類：(i)個人／小組輔導、(ii)支援小組、(iii)找尋工作技巧培訓、(iv)職業技能培訓、(v)工作實習／工作試驗及(vi)提升心理質素／轉變意欲培訓（見「投標條款」附件I內評分標準的第1(a)項）。

1. 投標者必須在緊接著原定截標日期前五年內有合共不少於兩年舉辦與就業相關的培訓課程的經驗，及曾在合共任何兩年為不少於200人次舉辦該些課程。**如投標者未能符合此項要求**，**其標書將不獲進一步考慮。投標者須就所報稱的經驗提交證明文件，及就報稱的經驗年期中，最近期的兩年所舉辦與就業相關的培訓課程，在下表所列項目提供資料。**

**投標者於下表所提供的資料連同其所提交的證明文件，必須能證明投標者已符合「投標條款」第3.1(c)條所列的必要規定。**

在考慮投標者是否符合「投標條款」第3.1(c)條所列的必要規定時，及為進行技術評分時（「投標條款」附件I內評分標準的第2(a)項及相關的附註第2(a)項），投標者舉辦與就業相關的培訓課程的經驗，包括但不限於附件A第B部第二部分所列的五類由勞工處或社會福利署委託營辦的計劃的經驗，將會被計算在內。

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| **舉辦與就業相關的培訓課程的經驗**  *（請提供(i)緊接著原定截標日期前五年內舉辦與就業相關的培訓課程的經驗年期及於當中合共任何兩年內參加該些課程的總人次；(ii)就報稱經驗年期中最近期的兩年所舉辦與就業相關的培訓課程，每類課程的簡介，包括課程名稱、內容、期間及參加課程人數。）* | | |
| 課程名稱及內容# | 課程期間  （請註明課程開始及結束日期） | 參加課程的人數 |
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**#**進行技術評分時將納入考慮範圍的課程種類：(i)找尋工作技巧培訓、(ii)職業技能培訓、(iii)軟技巧培訓（例如：解難技巧培訓）及(iv)提升心理質素／轉變意欲培訓（見「投標條款」附件I內評分標準的第2(a)項及相關的附註第2(a)項）。

1. 如投標者在緊接著原定截標日期前五年內曾替求職者安排工作實習，請就報稱經驗年期中，最近期的兩年所安排的工作實習，在下表所列項目提供資料（見「投標條款」I內評分標準的第2(b)項及相關的附註第2(b)項）。

為進行技術評分（「投標條款**」**附件I內評分標準的第2(b)項及相關的附註第2(b)項），投標者替求職者安排工作實習的經驗，包括但不限於附件A第B部第二部分所列的五類由勞工處或社會福利署委託營辦的計劃的經驗，將會被計算在內。

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| **安排工作實習的經驗**  *（請提供(i)緊接著原定截標日期前五年內安排工作實習活動的經驗年期；(ii)就報稱經驗年期中，最近期的兩年所安排工作實習活動的資料，包括每年獲安排工作實習的求職者人數、工作實習涉及的職業及行業類別，及工作實習地點及地區。）*  在緊接著原定截標日期前五年內報稱的經驗年期中，最近期兩年所安排的工作實習： | | | |
| 工作實習期間  （請註明工作實習開始及結束日期） | 職業及行業類別 | 工作實習地點及地區 | 每年獲安排工作實習的求職者人數 |
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就職業的定義和分類，請參考由國際勞工組織在2012年出版的國際職業標準分類《職業分類-08》，該資料可從以下相關網頁下載：

<http://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_172572.pdf>。

1. 投標者必須於緊接著原定截標日期前五年內有合共不少於兩年由註冊社工提供輔導服務的經驗，及曾在合共任何兩年由註冊社工為不少於200人提供該些服務。**如投標者未能符合此項要求，其標書將不獲進一步考慮。投標者須就所報稱的經驗提交證明文件，以及就緊接著原定截標日期前五年內合共任何兩年由註冊社工提供的輔導服務，在下表所列項目提供資料。**

**投標者於下表所提供的資料連同其所提交的證明文件，必須能證明投標者已符合「投標條款」第3.1(d)條所列的必要規定。**

在考慮投標者是否符合「投標條款」第3.1(d)條所列的必要規定時，及為進行技術評分時（「投標條款」附件I內評分標準的第3項及相關的附註第3項），投標者由註冊社工提供輔導服務，包括但不限於附件A第B部第二部分所列的五類由勞工處或社會福利署委託營辦的計劃的經驗，將會被計算在內。

在技術評分中，只有緊接著原定截標日期前五年內合共任何兩年由註冊社工提供輔導服務的經驗會被計算在內。

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| 提供輔導服務年期  （請註明開始及結束日期） | 如由註冊社工提供輔導服務的個案中，有涉及就業／職業輔導的個案，請提供就業／職業輔導個案的數目 |
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| 投標者的英文名稱（正楷）： |  |
| 投標者的中文名稱（正楷）： |  |

**Appendix B –**

**Technical Proposal for the Provision of**

**Case Management and Employment Support Services**

**for the Employment in One-stop**

[Subject to such modifications as may be agreed by the Government,

the Technical Proposal submitted by the Tenderer

shall be annexed to the Contract as Schedule A.]

**Tenderers are strongly advised to take note of the marking scheme in Annex I to the Terms of Tender and the Service Specifications before preparing Appendix B.**

Tenderers are required to submit the following information for evaluation of Tenders. (Please use additional sheets if the space provided is not sufficient and mark clearly on the sheets the relevant part of the Appendix B being referred to.)

**(A) Services Implementation Plan**

(See Criterion 5 and respective Note 5 of the marking scheme in Annex I to the Terms of Tender)

1. Types of Services to be offered to help enhance the work motivation and employability of Participants as well as their sustainability in employment and the delivery plan of these services in the 12-month service period for the Participants during the Contract Period

|  |  |  |
| --- | --- | --- |
|  | Details of service | |
| Please provide information on the services for each type of Participant during the 12-month service period:   1. content of services for each type of Participant; 2. number of minimum total service hours for each type of Participant during the 12-month service period; and 3. content, frequency, number of service hours per month and duration of post-placement support service for each Participant placed into employment. | |
| Type I Participants |  | |
| Type II Participants |  | |
| Type III Participants |  | |
| 1. Ratio of case managers to enrolled Participants throughout the Contract Period | | 1 case manager : \_\_\_\_\_\_Participants |
| 1. Qualifications and work experience of staff | | |
| 1. Content, objectives and number of training/counselling activities to be organised to help enhance the work motivation and employability of Participants as well as their sustainability in employment:-   (See Criterion 4 and respective Note 4 of the marking scheme in Annex I to the Terms of Tender)  *Please provide information on the content, objectives and number of training/counselling activities to be organised/arranged under the following areas:-*   1. *motivation for change;* 2. *career insight;* 3. *job search competency;* 4. *psychological well-being;* 5. *soft skills; and* 6. *vocational skills.* | | |

**(B) Staff roster plan to deliver the Services under the Contract**

(See Criterion 6 and respective Note 6 of the marking scheme in Annex I to the Terms of Tender)

|  |
| --- |
|  |

**(C) Quality service management plan**

(See Criterion 6 and respective Note 6 of the marking scheme in Annex I to the Terms of Tender)

|  |
| --- |
| *Quality service management plan should include the following information:*   1. *measures to meet the objectives of the Services, including service output and quality monitoring as well as continuous quality improvement measures;* 2. *involvement of senior management in service quality management;* 3. *staff training and staff communication channel;* 4. *complaint handling mechanism; and* 5. *assessment method for Temporary Financial Aid applications.* |

**(D) Business networking**

(See Criterion 7 and respective Note 7 of the marking scheme in Annex I to the Terms of Tender)

|  |
| --- |
| *Please provide information on business networking with employers and other non-governmental organisations providing employment-related services and training in the Yuen Long District, which facilitate the delivery of the Services under the Contract. Please provide documentary proof such as reference letters, information on contact persons or other relevant records.* |

|  |  |  |
| --- | --- | --- |
| Name of the Tenderer in English  (in Block Letters): |  |  |
| Name of the Tenderer in Chinese  (in Block Letters): |  |  |

**附件B –**

**為「就業一站」**

**提供個案管理及就業支援服務的技術建議**

[受限於政府同意的修訂，營辦機構提交的技術建議將成為合約的附表A]

**投標者填寫附件B前，務請特別留意「投標條款」附件I的評分標準及「服務規格」。**

投標者須提供以下資料作投標評分之用。（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B哪一部分。）

**(A) 服務計劃書**

（見「投標條款」附件I內的評分標準第5項及相關的附註第5項。）

1. 在合約期內，擬於參加者接受服務的12個月內提供可提升參加者工作意欲、就業能力及協助其持續留職的服務及推行計劃書

|  |  |
| --- | --- |
|  | 服務詳情 |
| 請提供各類參加者在12個月服務期內所接受服務的資料：   1. 就各類參加者提供的服務內容； 2. 就各類參加者在12個月服務期內提供的最少總服務時數；及 3. 向每名成功就業的參加者提供就業後跟進服務的內容、每月跟進次數、時數及提供有關服務的期間。 |
| 第一類參加者 |  |
| 第二類參加者 |  |
| 第三類參加者 |  |

|  |  |  |
| --- | --- | --- |
| 1. 個案經理與接受服務參加者在整段合約期內的比例 | 一名個案經理： 名接受服務的參加者 | |
| 1. 員工的學歷及工作經驗 | | |
| 1. **提升參加者工作意欲、就業能力及其就業持續性的培訓／輔導活動的內容、目的及次數**   （見「投標條款」附件I內的評分標準第4項及相關的附註第4項）  *請提供在下列範疇舉辦／安排的培訓或輔導活動的內容、目的及次數：*   1. *轉變的意欲；* 2. *職業導引；* 3. *找尋工作的能力；* 4. *心理健康；* 5. *軟性技巧；及* 6. *職業技能。* | |

**(B) 就執行是項服務合約的人手編制安排**

（見「投標條款」附件I內的評分標準第6項及相關的附註第6項。）

|  |
| --- |
|  |

**(C) 服務質素管理計劃書**

（見「投標條款」附件I內的評分標準第6項及相關的附註第6項。）

|  |
| --- |
| *服務質素管理計劃書須包括下列資料：*   1. *達致個案管理及就業支援服務目標的措施，包括對服務質量監管及持續改善質素措施；* 2. *高層管理人員參與服務質素管理情況；* 3. *員工培訓及溝通渠道；* 4. *處理投訴機制；及* 5. *審批申請短暫經濟援助的程序。* |

**(D) 合作伙伴網絡**

（見「投標條款」附件I內的評分標準第7項及相關的附註第7項。）

|  |  |
| --- | --- |
| *請提供與元朗區僱主以及在元朗區提供就業相關服務及培訓的其他非政府機構的合作伙伴網絡的資料，而有關網絡須有助於提供本合約下的服務。請附上證明文件，例如推薦信、聯絡人資料或其他相關紀錄。* | |
| 投標者的英文名稱（正楷）： | |  |
| 投標者的中文名稱（正楷）： | |  |

**Appendix C - Consent for Disclosure**

We hereby authorise the Labour Department to verify and/or to obtain further information from the Social Welfare Department (SWD) respecting my performance in operating projects commissioned by SWD and from the organisations listed below respecting the information provided by us in Appendix A:-

(Please use additional sheets if the space provided is not sufficient.)

|  |  |
| --- | --- |
| Name of organisation  (in both Chinese and English) & Address | Name of contact persons, title/ post and telephone number |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**In case the Tenderer is a limited company or a statutory corporation:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Signed by the authorised signatory for and on behalf of the Tenderer: | | | |  |  | | |
| Name and title/post of the person authorised to sign Tender for and on behalf of the Tenderer: | | | |  |  | | |
| Name of the Tenderer in English  (in Block Letters): | | | |  |  | | |
| Name of the Tenderer in Chinese  (in Block Letters): | | | |  |  | | |
| Type of business entity of the Tenderer: | | | |  | limited company / statutory body | | |
| Tel No. : |  | Fax No. : |  | | | Date : |  |

**In case the Tenderer is a group of office-bearers of a society registered or exempted from registration under the Societies Ordinance:**

|  |  |  |
| --- | --- | --- |
| Signed by an office-bearer of the society : |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and title/post of the office-bearer: | | | |  |  | | | |
| Name of the society in English  (in Block Letters): | | | |  |  | | | |
| Name of the society in Chinese  (in Block Letters): | | | |  |  | | | |
| Tel No. : |  | Fax No. : |  | | | Date : |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signed by an office-bearer of the society : | | | |  |  | | | |
| Name and title/post of the office-bearer: | | | |  |  | | | |
| Name of the society in English  (in Block Letters): | | | |  |  | | | |
| Name of the society in Chinese  (in Block Letters): | | | |  |  | | | |
| Tel No. : |  | Fax No. : |  | | | Date : |  |

[NB: Please use the above execution clause for multiple office-bearers. At least two office-bearers of the society must sign.]

**附件**C **– 披露資料同意書**

我們現授權勞工處向社會福利署核實本機構就營辦社會福利署委託的服務計劃的表現及在附表A提供的資料及／或索取進一步資料，及向下述所列的機構核實我們在附件A提供的其他資料及／或索取進一步資料。

（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。）

|  |  |
| --- | --- |
| 機構的中英文名稱及地址 | 聯絡人姓名、職銜／職位  及電話 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**如投標者為有限公司或法定機構：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 獲授權代表投標者簽署投標文件人士的  簽署： | | |  | | |
| 獲授權代表投標者簽署投標文件人士的  姓名及職銜／職位： | | |  | | |
| 投標者的英文名稱（正楷）： | | |  | | |
| 投標者的中文名稱（正楷）： | | |  | | |
| 投標者的商業實體類別： | | | 有限公司／法定機構 | | |
| 電話號碼： |  | 傳真號碼： |  | 日期︰ |  |

**如投標者為根據《社團條例》註冊或獲豁免註冊社團的多名幹事：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 其中一位社團幹事的簽署： | | |  | | |
| 幹事的姓名及職銜／職位： | | |  | | |
| 社團的英文名稱（正楷）： | | |  | | |
| 社團的中文名稱（正楷）： | | |  | | |
| 電話號碼： |  | 傳真號碼： |  | 日期︰ |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 其中一位社團幹事的簽署： | | |  | | |
| 幹事的姓名及職銜／職位： | | |  | | |
| 社團的英文名稱（正楷）： | | |  | | |
| 社團的中文名稱（正楷）： | | |  | | |
| 電話號碼： |  | 傳真號碼： |  | 日期︰ |  |

[註：如有多名幹事，請使用以上的執行條款填寫資料，至少須有兩名社團幹事簽署。]

**Appendix D –**

**Price Proposal for the Provision of**

**Case Management and Employment Support Services**

**for the Employment in One-stop**

[Subject to such modifications as may be agreed by the Government,

the Price Proposal submitted by the Tenderer

shall be annexed to the Contract as Schedule B.]

(Please use additional sheets if the space provided is not sufficient.)

1. We, the Tenderer as mentioned below, offer to provide the Services stipulated in the Service Specifications for an estimated average of 630 Participants at any one time during the Contract Period at the Service Fee below, and provide details of the calculation of the Service Fee as follows:-

|  |  |
| --- | --- |
| **Contract Period** | **Service Fee (HK$)** |
| First Year  (from 9 January 2017 to 8 January 2018) | Service Fee: HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a) |
| Second Year  (from 9 January 2018 to 8 January 2019) | Service Fee: HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) |
| Third Year (covering less than three months)  (from 9 January 2019 to 31 March 2019) | Service Fee: HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) |
| Total Service Fee for the Contract [i.e. (a) + (b) + (c)] = HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

2. Election of mode of payment of Contract Deposit

We shall elect to pay the Contract Deposit:-

\*(i) in cash, or

\*(ii) in the form of a banker’s guarantee in accordance with Clause 14.2 of the Terms of Tender.

In the event that a Tenderer fails to elect which method of providing a Contract Deposit it prefers, it will be assumed that the Tenderer will deposit cash with the Government.

*\* Delete as appropriate.*

|  |  |  |
| --- | --- | --- |
| Name of the Tenderer in English  (in Block Letters): |  |  |
| Name of the Tenderer in Chinese  (in Block Letters): |  |  |

**附件D –**

**為「就業一站」**

**提供個案管理及就業支援服務的價格建議**

［受限於政府同意的修訂，營辦機構提交的價格建議將成為合約的附表B］

（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。）

1. 我們是下述投標者，現提供在合約期內同一時間向預計平均630名參加者提供服務規格內列明的服務的總服務費，以及有關服務費的計算詳情如下︰-

|  |  |
| --- | --- |
| **合約期** | **服務費（以港幣計算）** |
| 第1年  （由2017年1月9日至2018年1月8日） | 服務費：港幣 \_\_\_\_\_\_\_\_\_\_\_\_ 元 (a) |
| 第2年  （由2018年1月9日至2019年1月8日） | 服務費：港幣 \_\_\_\_\_\_\_\_\_\_\_\_ 元 (b) |
| 第3年（為期少於三個月）  （由2019年1月9日至2019年3月31日） | 服務費：港幣 \_\_\_\_\_\_\_\_\_\_\_\_ 元 (c) |
| 合約期總服務費［即 (a) + (b) + (c)］= 港幣 \_\_\_\_\_\_\_\_\_\_\_\_元 | |

2. 選擇支付合約保證金的方式

我們選擇以下述方式支付合約保證金︰-

\*(i) 以現金支付，或

\*(ii) 以「招標條款」第14.2條所指定的表格提供銀行擔保。

如投標者沒有提供支付合約保證金的方式，投標者將被視為選擇向政府提供現金保證金。

*\* 請刪除不適用者。*

**如投標者為有限公司或法定機構：**

|  |  |
| --- | --- |
| 投標者的英文名稱（正楷）： |  |
| 投標者的中文名稱（正楷）： |  |

**Appendix E – Banker’s Guarantee**

THIS GUARANTEE is made the … day of ……... 20 … BY ………………………………………………………………………………………………of …………………………………., a licensed bank within the meaning of the Banking Ordinance Cap. 155 (“Guarantor”)

IN FAVOUR OF

The Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“Government”)

WHEREAS

1. By a contract (“Contract”) dated the [ ] day [ ] made between [ ] of [ ] (“Service Provider”) of the one part and the Government of the other part (designated as Labour Department Contract No. [ ] of [ ]), the Service Provider agreed and undertook to provide the Services at [ ] on and subject to the terms and conditions of the Contract.

Now the Guarantor HEREBY AGREES with the Government as follows:-

1. Where applicable, words and expressions used in this Guarantee (including the recitals) shall have the meaning assigned to them in the Contract.
2. In consideration of the Government entering into the Contract with the Service Provider:
3. The Guarantor hereby irrevocably and unconditionally guarantees the due and punctual performance and discharge by the Service Provider of all of his, her and their obligations and liabilities under the Contract and the Guarantor shall pay to the Government on demand and without cavil or argument all monies and discharge all liabilities which are now or at any time hereafter shall become due or owing by the Service Provider to or in favour of the Government under or in connection with the Service Provider together with all costs, charges and expenses on a full indemnity basis which may be sustained or incurred by the Government by reason or in consequence of any default on the part of the Service Provider in performing or observing any of his, her and their obligations under the Contract.
4. The Guarantor, as a primary obligor and not as a surety, and as a separate and independent obligation and liability form its obligations and liabilities under sub-clause (a) above, irrevocably and unconditionally agrees to indemnify and keep indemnified the Government from and against and shall pay to the Government on demand and without cavil or argument all losses, damages, costs, charges and expenses on a full indemnity basis suffered or incurred by the Government arising from or in connection with the failure of the Service Provider to perform or observe fully or punctually any of his, her and their obligations, terms, conditions, stipulations or provisions of the Contract.
5. The Guarantor further agrees that all dividends, compositions and payments which the Government may at any time receive from the Service Provider or from his, her or their estate or estates, whether in liquidation, bankruptcy or otherwise, in respect of such losses, damages, costs, charges and expenses shall be taken and applied by the Government as payments in gross, and that this Guarantee shall stand good in respect of the balance to the full amount of [ ].
6. The Guarantor acknowledges that the Government shall not be required to prove or to show ground or reasons for its demand under sub-clause (a), (b) or (c) above.
7. This Guarantee shall not be affected by any change of name or status in the company, firm or individual described as “the Service Provider” or where the Service Provider is a partnership, any change in the partners or in its constitution.
8. The Guarantor shall not be discharged or released from this Guarantee by any arrangement made between the Government and the Service Provider or by any alteration in the obligations imposed upon the Service Provider by the Contract or by any waiver or forbearance granted by the Government to the Service Provider as to payment, time, performance or otherwise whether or not such arrangement, alteration, waiver or forbearance may have been or is made or granted with or without knowledge or assent of the Guarantor.
9. Without prejudice to Clause 4 above, the obligations of the Guarantor under this Guarantee shall remain in full force and effect and shall not be affected or discharged in any way by, and the Guarantor hereby waives notice of or assent to:
10. any suspension, termination, amendment, variation, novation or supplement of or to the Contract from time to time (including without limitation extension of time for performance) or any concession or waiver by the Government, in whole or any part, in respect of the Service Provider’s obligations under the Contract;
11. any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
12. the termination of the Contract or of the engagement of the Service Provider under the Contract for any reason;
13. any forbearance, variation, extension, discharge, compromise, dealing with, exchange, waiver or renewal in respect of any right of action or remedy that the Government may have, now or after the day of this Guarantee, against the Service Provider and/or the negligence, failure, omission, indulgence or delay by the Government in enforcing any right, power, privilege to or remedy available to the Government in relation to the obligations of the Service Provider set out in the Contract;
14. the voluntary or involuntary liquidation, bankruptcy, dissolution, sale of assets, receivership, general assignment for benefit of creditors, insolvency, reorganisation arrangement, composition, or other proceedings of or affecting the Service Provider or his assets, or any change in the constitution of the Service Provider;
15. any assignment, novation or subcontracting by the Service Provider of any or all of his obligations set out in the Contract; and
16. without prejudice to the generality of the foregoing, any fact or event (whether similar to any of the foregoing or not) which in the absence of this provision would or might constitute or afford a legal or equitable discharge or release of or defence to the Guarantor, other than an express release of its obligations by the Government.
17. This Guarantee shall extend to any variation, novation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Government and the Service Provider, and for the avoidance of doubt, the Guarantor hereby authorizes the Government and the Service Provider to make any such amendment, variation, novation or supplemental agreement without its notice or assent.
18. This Guarantee shall have immediate effect upon execution and is a continuing security. This Guarantee shall cover all of the obligations and liabilities of the Service Provider under the Contract and shall remain in full force and effect and irrevocable until
19. the date falling six (6) months after the expiry or early termination of the Contract, or
20. in the case if at the time of expiry or early termination of the Contract all or any of the Service Provider’s obligations and liabilities under or in relation to the Contract shall not have been performed, completed and discharged to the satisfaction of the Government Representative, or there is any right or claim which has accrued to the Government arising from antecedent breach(es) by the Service Provider of the Contract or otherwise accrued to the Government prior to the expiry or termination of the Contract, the date falling twenty-four (24) months after the early termination or expiry of the Contract.
21. This Guarantee is in addition to and shall not merge with or otherwise prejudice or affect any contractual or other right or remedy or any guarantee, indemnity, lien, pledge, bill, note, charge or any other security which the Government may at any time hold (collectively “Other Security”) and this Guarantee may be enforced by the Government without first having recourse to any of the Other Security or taking any steps or proceedings against the Service Provider, notwithstanding any release, waiver or invalidity of the Other Security.
22. Any demand, notification or certificate given by the Government specifying amounts due and payable under or in connection with any of the provisions of this Guarantee shall be conclusive and binding on the Guarantor.
23. The obligations expressed to be undertaken by the Guarantor under this Guarantee are those of primary obligor and not as a surety.
24. This Guarantee shall be governed by and construed according to the laws for the time being in force in the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong”) and the Guarantor agrees to submit to the exclusive jurisdiction of the Courts of Hong Kong.
25. All documents arising out of or in connection with this Guarantee shall be served: -
26. upon the Government, at the Employment in One-stop of the Labour Department, Unit 401, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T., marked for the attention of Labour Officer (Employment in One-stop)(Tin Shui Wai), facsimile number 3692 5761;
27. upon the Guarantor, at , Hong Kong, marked for the attention of , facsimile number .
28. Documents to be served under this Guarantee shall be deemed to have been duly served by one party if sent by letter or fax addressed to the other party at the address stated above or to the facsimile number set out above. The documents so served shall be effective (a) on the date of delivery if hand-delivered; (b) on the date of transmission if sent by facsimile (as evidenced by confirmed transmission report); and (c) if dispatched by mail (whether registered or not), on the day on which they are tendered for delivery by the postal authority in Hong Kong.
29. Notwithstanding anything herein to the contrary, the aggregate amount of the Guarantor’s liability under this Guarantee shall not exceed HK$[ ] (Hong Kong Dollars [ ]).

IN WITNESS whereof the Guarantor ………………. has caused this Common Seal to be hereunto affixed the day and year first above written.

|  |  |
| --- | --- |
| \* | The [Common Seal/Seal] of the said ) |
|  | Guarantor was hereunto affixed and signed ) |
|  | by ……………………. duly authorized by ) |
|  | its board directors: ) |

|  |  |
| --- | --- |
| @ | Signed Sealed and Delivered for and on ) |
|  | behalf of and as lawful attorney of the ) |
|  | Guarantor under power of attorney ) |
|  | dated ……... and deed of delegation ) |
|  | presence of …………………………… ) |

\* Please delete as appropriate.

Note: When the banker’s guarantees are executed under power of attorney, a photocopy of the power of attorney, certified on each page by a Hong Kong solicitor that it is a true and complete copy of the original must be submitted.

**Appendix F – Reply Form for Tender Briefing**

(Please reply by Fax: 3692 5761, on or before noon, 10 August 2016)

|  |  |
| --- | --- |
| To: | Ms CHEUNG Pui-fong, Charlotte, Labour Officer, Employment in One-stop, Labour Department |
| From (name of Tenderer): |  |
| Fax no.: |  |

**Tender Ref.: LDPT 01 /2016**

**Invitation to Tender for the Provision of Case Management and Employment Support Services for the Employment in One-stop**

I would like to inform you that we would have the following number of staff to attend:

|  |  |
| --- | --- |
| Session | Number of Person(s)  to Attend |
| Briefing session to be held at  Employment in One-stop, Labour Department,  Unit 401, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T., Hong Kong  On 11 August 2016 at 9:45 a.m. | (maximum 2 per Tenderer) |

|  |  |
| --- | --- |
| Name: |  |
| Post: |  |
| Contact Tel. No.: |  |
| Date: |  |

Note: Tenderers are strongly advised to attend the above briefing session to acquaint themselves with the Tender requirements. Failure to do so may place themselves in a disadvantageous position.