

Completeness Check Schedule

References to “Interpretation”, “Terms of Tender” and “General Conditions of Contract” shall mean these documents in BD-TERMS-1 (August 2018).

The Tenderer is requested to check and ensure that all of the following proposals, documents and information are submitted with its Tender.

Part A

The Tenderer shall note Paragraph 3.3 of Terms of Tender that failure to submit the proposals, documents and information as stipulated therein (viz., items (a), (b) and (c) specified below) before the Tender Closing Time will lead to the Tender not being considered further.

Please check the box below to confirm that the item specified opposite is indeed submitted.

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- (a) In the case of Paper-based Tendering, an Offer to be Bound set out in Part 4 of the Tender Form (English or Chinese version) containing an original signature by or on behalf of the Tenderer. Please note that retyping Part 4 of the Tender Form for submission is not permitted. Part 4 of the Tender Form shall be the actual form as obtained from the Government or a printed copy of the softcopy obtained from the Government or a photocopy of any such form.

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- (b) The unit price quotations for each of the Items to be completed in Table 1.1 of Part A of the Price Schedule in Hong Kong dollars or a Permissible Currency (see Paragraph 5 of the Terms of Tender) comprising one-time and annual unit price quotation for each of such Items.

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- (c) The essential information required in the Particulars of Goods Schedule (see Paragraph 6 of the Terms of Tender).

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Part B

In addition to the documents and/or information specified in Part A above, **the Tenderer shall note Paragraph 3.4 of Terms of Tender that failure to submit the proposals, documents and information as stipulated therein (viz., items (d) to (j) specified below) before the Tender Closing Time or upon subsequent request of the Government, which may be made pursuant to Paragraph 16.1 of the Terms of Tender, after the Tender Closing Time will lead to the Tender not being considered further.**

Please check the box below to confirm that the item specified opposite is indeed submitted.

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| <input type="checkbox"/> | (d) Other information required in the Price Schedule which are not unit price quotations for the Items or other unit price quotations to be completed in Tables 1.2 and 1.3 of Part A of the Price Schedule. |
| <input type="checkbox"/> | (e) Other information required in the Particulars of Goods Schedule which are not identified as “essential information”. |
| <input type="checkbox"/> | (f) The Compliance Schedule (see Paragraph 7 of the Terms of Tender). |
| <input type="checkbox"/> | (g) The Information Schedule (see Paragraphs 9.4, 10, 12 and 20.2 of the Terms of Tender). |
| <input type="checkbox"/> | (h) The Non-collusive Tendering Certificate (see Paragraph 32.2 of the Terms of Tender). |
| <input type="checkbox"/> | (i) (Applicable to Paper-based Tendering only) the Tenderer’s signature on the Non-collusive Tendering Certificate. |
| <input type="checkbox"/> | (j) (Applicable to Paper-based Tendering only), a copy of a relevant document showing that the authorised person(s) who sign(s) the “Offer to be Bound” has/have the authority to sign for and on behalf of the Tenderer as required under Paragraph 10.1(j) of the Terms of Tender (if applicable). |

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Part C

Other than the documents and/or information specified in Part A and Part B above, the Tenderer shall note Paragraph 3.5 of Terms of Tender that the Government reserves the right to seek submission of the documents and/or information as stipulated therein (viz., items (k) to (n) specified below) under Paragraph 16.1 of the Terms of Tender or evaluate the Tender on an “as is” basis.

Please check the box below to confirm that the item specified opposite is indeed submitted.

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(k) The Trade-in Price for a Trade-in Item or the unit price for relocation services to be completed in Tables 1.2 and 1.3 of Part A of the Price Schedule.

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(l) A copy of valid Business Registration Certificate or other valid business document issued by a governmental or competent authority (see Paragraph 10.1(e) of the Terms of Tender).

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(m) A copy of the Certificate of Incorporation and Certificate of Change of Name (if any), or other valid business document issued by a governmental or competent authority (see Paragraph 10.1(f) of the Terms of Tender).

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(n) The Appendix to the Terms of Tender.

Name of Tenderer: _____

Date: _____