

**Supply of Hardware and Software Items
for the Vacancy Search Terminal System (VST System)
of the Labour Department**

Information Schedule

Table A – Information required in Paragraph 9.4 of the Terms of Tender:

Not applicable

Table B – Information and documents required under Paragraph 10.1 of the Terms of Tender:

(a)	Name of the Tenderer	
(b)	Principal place of business of the Tenderer (in address form)	
(c)	Type of business entity of the Tenderer	company / sole proprietorship / partnership / statutory corporation /other* (*Please delete whichever is not applicable.)
(d)	Shareholders/partners/proprietor of the Tenderer and their percentage of ownership	
(e)	Length of business experience	
(f)	Names of the following: (i) managing director/partners; (ii) other directors; and (iii) sole proprietor	
(g)	Place and date of incorporation or formation	
(h)	Business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise	
(i)	Names and addresses of banks which are prepared to provide references or other relevant financial data which indicate the financial viability of the Tenderer	

(j)	A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) or if the Tenderer does not carry on business in Hong Kong, the equivalent documents issued by the place of business of the Tenderer	Please attach if applicable.
(k)	(whether the Tenderer is a company or body corporate) a copy of the Memorandum (if any) and Articles of Association, Certificate of Incorporation, Certificate of Change of Name (if any) or equivalent documents issued by the authority of the place of incorporation of the Tenderer	Please attach if applicable.
(l)	(if the Tenderer is a company incorporated in Hong Kong or is registered as a non-Hong Kong company under the Companies Ordinance, Chapter 622 of the Laws of Hong Kong) a copy of the latest annual return filed with the Companies Registry and all subsequent filings since the latest annual return; or (if not) the equivalent documents issued by the authority of the place of incorporation of the Tenderer	Please attach if applicable.
(m)	Employee's Compensation Insurance Policy Name of insurer: Policy No: Expiry date:	
(n)	A copy of the relevant document proving that the authorised person(s) who sign(s) the Offer to be Bound has/have the authority to sign it for and on behalf of the Tenderer	Please attach if applicable.

Table C – Information required under Paragraph 12 of the Terms of Tender:

(a)	Name of the proposed sub-contractor (other than Maintenance Services)	
(b)	Place of business of the proposed sub-contractors (in address form)	
(c)	Obligations proposed to be performed by the proposed sub-contractor	
(d)	Name of the proposed sub-contractor for the provision of Maintenance Services	
(e)	Place of business of the proposed sub-contractor for the provision of Maintenance Services (in address form)	

Table D – Information required under Paragraph 20.2 of the Terms of Tender:

- * (a) I/We confirm that none of the events as mentioned in Paragraphs 20.1(a) to 20.1(g) of the Terms of Tender has ever occurred.
- * (b) I/We confirm that the following event(s) as mentioned in Paragraphs 20.1(a) to 20.1(g) of the Terms of Tender has occurred:

Date	Details of the Event

Note: * Please delete whichever is not applicable.

Table E – Independent Tests to be conducted by the Independent Accredited Laboratory

[Please refer to Clause 4 of Annex A (Delivery, Installation and Acceptance Tests) to the Special Conditions of Contract.]

The Contractor shall arrange an Independent Accredited Laboratory to conduct Independent Tests for each batch of New Hardware and New Software in accordance with Clause 4 of Annex A (Delivery, Installation and Acceptance Tests) to the Special Conditions of Contract.

The Tenderer shall provide details of the proposed tests that shall be carried out by an Independent Accredited Laboratory.

Name and place of business of the proposed Independent Accredited Laboratory to be appointed:	
Information shall be given regarding the Independent Tests.	
Information shall be given regarding the test plan. The test plan shall define the test scope and include test schedules, test procedures, procedures of tracking and reporting defects.	

Table F - Function Tests

[Please refer to Clause 5 of Annex A (Delivery, Installation and Acceptance Tests) to the Special Conditions of Contract]

The Tenderer shall note the requirements of Function Tests stipulated in Clause 5 of Annex A (Delivery, Installation and Acceptance Tests) to the Special Conditions of Contract.

The Tenderer shall provide details of the proposed Function Tests that shall be carried out by the Contractor.	
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Information shall be given regarding the test plan. The test plan shall define the test scope and include test schedules, test procedures, procedures of tracking and reporting defects.	
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Table G - Maintenance Services

[Please refer to Clause 12(a) of the Special Conditions of Contract]

The prime maintenance period for the New Kiosks is

Mondays to Fridays: 08:30 to 17:30

Saturdays : 08:30 to 13:00

Sundays and general holidays: N/A

The Contractor shall provide in the table below the response time to be committed in the provision of Maintenance Services for the New Kiosks throughout the above mentioned prime maintenance period, viz the time taken to arrive at a Location for carrying out on-site Maintenance Services from the time of request by phone, by email or by fax.

Service Level committed during the prime maintenance period for the provision of Maintenance Services for the New Kiosks:

No.	Location	Response Time Committed
1	All Locations except Location in outlying islands but including Lantau	Within_____hour or four (4) hours from the time of request by phone or by email or by fax, whichever is faster
2	Outlying islands (excluding Lantau)	Within_____hour or eight (8) hours from the time of request by phone or by email or by fax, whichever is faster

Table H – Storage location of the Existing Kiosks after collection from each Location

[Please refer to Clause 24(d) of the Special Conditions of Contract.]

Address : _____

Table I – Other information which is required to be provided or disclosed in this Schedule (if any) or otherwise any information which the Tenderer wishes to provide:

Name of Tenderer: _____

Date: _____