

**THE GOVERNMENT OF
THE HONG KONG SPECIAL ADMINISTRATIVE REGION
ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT
TENDER FOR THE PROVISION OF SERVICES**

Tender Ref. : EMSD/DTD/B-40257-2022-1

TENDER FORM

Contract No. :

LODGING OF TENDER

To be acceptable as a tender, this form, properly completed in triplicate and enclosed in a sealed plain envelope marked "

Restricted (Tender): Tender for EMSD/DTD/B-40257-2022-1 –Project Consultancy Service for the Electrical and Mechanical Services Department (EMSD)

and addressed to the ~~Chairman,~~ **Director of Electrical and Mechanical Services**

must be deposited in the **Tender Box No. 2 – For EMSD Supplies Sub-Division Only**

Tender Box situated on **Ground Floor, EMSD Headquarters,**

3 Kai Shing Street, Kowloon Bay, Kowloon

before **12:00 noon** (time) on **10 May 2022** (date) (Hong Kong time). Late tenders will not be accepted.

INTERPRETATION

PART 1 — TERMS OF TENDER

PART 2 — GENERAL CONDITIONS OF CONTRACT

Details on Interpretation, Terms of Tender and General Conditions of Contract used for tendering for the provision of services to the Government of the Hong Kong Special Administrative Region are contained in the Standard Tender Terms and General Conditions of Contract which are available for viewing and downloading from the following website:

- <https://pcms2.gld.gov.hk/iprod/#/ssm10701>

Copies of the Standard Tender Terms and General Conditions of Contract can also be obtained from the following:

Procurement Division, Government Logistics Department
9/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
(Internet Homepage-<http://www.gld.gov.hk>)

~~PART 3 — SPECIAL CONDITIONS OF CONTRACT~~

~~Attached to this Tender Form (if any).~~

PART 3A — SERVICE SPECIFICATIONS

Attached to this Tender Form (if any).

Dated this 25 day of April 20 22

Mr LAM Chak Kui
Government Representative

PART 4 — OFFER TO BE BOUND

- 1. Having read the Tender Document, I/we agree to be bound by the terms and conditions as stipulated therein.
2. I/We do hereby agree to carry out any or all of the Services specified in the Schedule, during the Service Period at the prices quoted by me/us in the Contract Schedule free of all other charges, subject to and in accordance with the terms and conditions of the Tender Document.
3. I/We also certify that the particulars given by me/us below, are correct:
(a) Business Registration Certificate (No.) which expires on
(b) Employees' Compensation Insurance Policy (No.) which expires on Name of Insurance Company
4. I am/We are duly authorised to bind the company hereinafter mentioned by my/our signature(s).

— or —

I am a partner/We are partners in the firm hereinafter mentioned and duly authorised to bind the said firm and the partners therein by my/our signatures.

- 5. The name of the company/firm is
6. The registered office of the company is situated at

— or —

The names and residential addresses of the partners of the firm are as follows:

.....

- 7. Name(s), post(s)/title(s) and address(es) of person(s) signing:
.....

Authorised Signature(s) :

Dated this day of 20

Notes: (i) All the particulars required above must be provided.
(ii) Strike out clearly alternatives which are not applicable.

**PART 5
MEMORANDUM OF ACCEPTANCE**

On behalf of the Government of the Hong Kong Special Administrative Region,

I (Name and position of officer)

accept your Tender for the Contract relating to the following item(s) in the Schedule. A copy of each document constituting the Contract is hereby attached for identification purposes.

.....

Dated this day of 20

Signed by the said in the presence of :

**Provision of Project Consultancy Service
for the Electrical and Mechanical Services Department (EMSD)**

NOTES FOR TENDERERS

ALL TENDERERS ARE ADVISED TO READ THE TENDER DOCUMENTS CAREFULLY PRIOR TO PREPARING THEIR SUBMISSION. ANY SUBMISSION WHICH DOES NOT FOLLOW THE INSTRUCTIONS CONTAINED IN THE DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND MAY BE DISQUALIFIED.

1) Tender Documents

This tender document, identified as EMSD/DTD/B-40257-2022-1, comprises the Interpretation Section, the Terms of Tender and the General Conditions of Contract (BD-TERMS-2 (March 2019)) and the following documents:

- (a) Tender Form (GF 231);
- (b) Notes for Tenderers;
- (c) Service Specifications;
- (d) Price Schedule;
- (e) Form of Quotation.

2) Tender Addenda

Should the Government require any amendments, clarifications or adjustments to be made to the Tender Documents for the purpose of tendering, the Government will issue to every Tenderer numbered addenda giving full details of such amendments. The Tenderer shall acknowledge receipt of these addenda. These addenda if comprising an amendment, clarification or adjustment to any provisions of the Contract, shall form part of the Contract and shall take priority over the documents previously issued.

3) Tenderer's Enquiries

- (a) Any enquiries from the Tenderer concerning the Tender Document up to the date of lodging its Tender with the Government shall be in writing and shall be submitted to :

Electrical and Mechanical Services Department – Information Technology Sub-division , 6/F, EMSD Headquarters Building, 3 Kai Shing Street, Kowloon Bay, Kowloon (Attention: Mr LI Kam Keung, Tony, Electronics Engineer / Information Technology Development / 1)

Fax. No. : (852) 3168 5084

- (b) After lodging a Tender with the Government, the Tenderer shall not

attempt to initiate any further contact, whether direct or indirect, with the Government on its Tender or the Tender Document. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Tenderer thereto shall be in writing or formally documented in writing.

Unless otherwise expressly stated by the Government in writing, a statement made by the Government (whether oral or written) in response to any enquiry made by a prospective Tenderer shall be for information only. No such statement shall constitute a representation or warranty by the Government of any nature whatsoever (whether express or implied), and no invitation is made by the Government to any Tenderer or prospective Tenderer to rely on such statement. No such statement shall form part of the Tender Document or alter, negate or constitute a waiver of any provision of the Tender Document.

**Provision of Project Consultancy Service
for the Electrical and Mechanical Services Department (EMSD)**

SERVICE SPECIFICATIONS

1. Introduction

- 1.1 The EMSD has two functional arms - Regulatory Services and Trading Services for providing electrical & mechanical services for enhancing the safety, energy conservation and quality of life of Hong Kong. The Electrical and Mechanical Services Trading Fund (EMSTF) was established under the Trading Funds Ordinance, Cap.430 in 1996. EMSTF provides a wide range of E&M engineering services to over 100 government departments / bureaux (B/Ds) and public organisations in Hong Kong. For details of services covered by EMSTF, please refer to <http://www.emsd.gov.hk/emsd/eng/oes/index.shtml>.
- 1.2 To achieve the vision of E&M2.0 in the 2nd 5-year strategic plan of EMSTF starting from FY 2018/19, a new division, namely Digitalisation and Technology Division (DTD), was established in October 2018. The formation of DTD aligned with the EMSTF initiatives of allocating manpower and capital investment to pursue digitalisation of E&M assets with a view to transforming EMSTF services from operation and maintenance to total asset management, predictive maintenance and system optimization. I&T solutions for total asset management and operation & maintenance will be consolidated with trades and Strategic Business Units to develop holistic best practices on Electrical and Mechanical, Building Services and Electronics/Information Technology (IT) aspects.
- 1.3 Under DTD, a sub-division namely "Information Technology Development" (ITD), was established to explore the application and training for the following technologies in order to raise EMSTF staff competence in I&T field -
- 1) Facial Recognition;
 - 2) Video Analytics;
 - 3) Artificial Intelligence (AI);
 - 4) Big Data Analytics;
 - 5) Blockchain;
 - 6) Internet of Things (IoT);
 - 7) Robotics;
 - 8) 3D Point Cloud; and
 - 9) Building Information Modelling (BIM).
- 1.4 In the area of assigned areas of enabling technologies, in addition to providing training and technical advice to EMSTF colleagues, ITD would also act as the "innovation facilitator" to connect with client improving government services via innovative technology, to collaborate with I&T sector enhancing adoption of innovative technology and to develop expertise on strategic enabling technology

in areas of Civil Engineering, Technologies and Data Science.

- 1.5 An AI-related project namely Adoption of 3D Point Cloud Technology for AI Analysis of Railway Infrastructure Condition- (the "Project") is managed by ITD for the Railways Branch (RB) under EMSD who is the regulatory authority on railway safety in Hong Kong to regulate and monitor the safe operation of the railway systems.
- 1.6 Proof of concept (PoC) of 3D Point Cloud technology with adoption of multiple technologies including but not limited to Artificial Intelligence (AI), Video Analytic, Light Detection And Ranging (LiDAR), Thermal & Polarimetric Imaging, Building Information Modelling and 5G Internet of Things (IoT), etc. are being exploring by RB to analyse and check the conditions of railway infrastructure such as concrete spalling, crack, water seepage, physical conditions of overhead line supporting / ancillaries, loosen objects, etc. The sensing & computing equipment are installed on the passenger train and scanning the designated infrastructure section (about 150m) during normal traffic hours. AI analysis will be used to compare and evaluate the infrastructure conditions automatically. As a result, predictions and alerts would be made earlier to Infrastructure Maintenance Staff for immediate remedial actions.

RB would liaise with MTR Corporation Limited (MTRCL) to select one strategic location, e.g. old cross-sea tunnel or the station near the sea which is suffering high potential of water leakage/ seepage problem at railway tunnel.

For establishment of 3D Point Cloud model of railway tunnel, several sensing devices are proposed to be installed on a passenger train travelling with high speed such as 80kph and in a dark and dusty railway tunnel environment.

2. Objectives

- 2.1 This Specification specifies the consultancy services (the "Services") for this service contract. The Consultant shall provide the Services to Electrical and Mechanical Services Department ("EMSD") of the Government of the Hong Kong Special Administrative Region ("HKSARG" or "the Government").
- 2.2 The objective of this service contract is to engage a Consultant (hereafter "the Consultant") specialized in Civil Engineering, Technologies and Data Science to provide professional advice to EMSD on technical matters to assist RB's feasibility study, tender preparation, technical assessment on tender submission solutions, system implementation, testing and commissioning activities and technical paper preparation for the Project.

3. Scope of Project Consultancy Services

- 3.1 The scope of the Services shall include but not be limited to the following areas:
 -
 - (1) To recommend of suitable key technologies for the establishment of 3D Point Cloud project;
 - (2) To discuss with EMSD the technology maturity and feasibility of

application of the technology in areas related to the Project;

- (3) To discuss with EMSD on the technical requirements, deliverables and evaluation metrics in tender document for the project;
- (4) To evaluate the technical solutions proposed by the Tenderers regarding the suitability of data pattern, change and AI models for monitoring and analysis of tunnel infrastructure conditions during tender assessment for the project;
- (5) To evaluate the deliverables submitted by the contractor of the project regarding the 3D Point Cloud Model, system design proposal, testing methodologies and test reports, etc.;
- (6) To assess the implementation work from the contractor throughout the project with reference to the proposed system analysis and design by the contractor at the initial project stage;
- (7) To evaluate the pattern, correlation or change of data and recommend the suitable data analytics and AI model(s) that are capable of providing in market for monitoring and analysis of tunnel infrastructure conditions;
- (8) To evaluate the infrastructure conditions such as concrete spalling, crack, water seepage, etc. based on the established 3D Point Cloud Model in the aspect of Infrastructure of Civil Engineering;
- (9) To provide study and review reports in relation to the scope of the Services;
- (10) To prepare technical paper for international exhibition in relation to the Project;
- (11) To attend meetings with EMSD and/or the contractor of the Project in relation to the scope of the Services; and
- (12) To provide any other relevant consultancy service(s) assigned by EMSD.

3.2 The Consultant shall be in neutral position regarding the technologies to be recommended and possess the relevant knowledge and experiences in the related areas for providing advisory services in relation to necessary approaches and best practices on Civil Engineering, Technologies and Data Science and through various communication channels such as meetings, telephone conversations and email exchanges for the Project.

4. Service Requirements

4.1 Consultancy Team Requirement

4.1.1 The Tenderer shall propose a well-structured team with proven track record and expertise in conducting the consultancy services. The proposed team must meet the requirements specified as below. The Tenderer shall submit the sufficient information at the same time when its Proposal is submitted. If the information is missing in its Proposal, the Government may, but is not obliged to, make a request for the missing item. If any of the following information is still not provided by the time specified by the Government, the Proposal will not be considered further. Moreover, if the proposed team members cannot fulfil the requirements stipulated in this Section, the proposal will not be further considered.

The Tenderer is required to propose at least the following 3 key members in the Consultancy Team.

The Tenderer may propose additional members which would fulfil the requirement of this service contract.

1 Consultancy Team Lead

- Responsible to provide supervisory guidance for the Project during different project stages, which include but are not limited to the following phases:
 - Initiation
 - Planning
 - Execution
 - Supervision
 - Project acceptance
- Responsible to oversee the progress and provide deliverables of the services that were assigned by EMSD via this service contract
- The Consultant Team Lead must:
 - have a Doctoral degree in Civil Engineering or related disciplines;
 - have at least 20 years of experience in Civil Engineering;
 - have at least 10 publications, to prove state-of-art achievements in the relevant areas, which were published on or after 1 January 2020;
 - have 5 years of experience in railway industry for enhancement of railway safety; and
 - Member of the Institution of Civil Engineers, or Member of the Institute of Hong Kong Institution of Engineers or equivalent in Civil or Structural Engineering.

1 Expert in Technologies

- Responsible to provide consultancy in the Technologies related aspects of the Project including Artificial Intelligence (AI), Video Analytic, Light Detection And Ranging (LiDAR), Thermal & Polarimetric Imaging, Building Information Modelling & 5G Internet of Things (IoT), etc.
- The Expert in Technologies must:
 - have a Doctoral degree or above in Engineering or related disciplines;
 - have at least 8 years of experience related to technology development; have at least 4 publications, to prove state-of-art achievements in the relevant areas, which were published on or after 1 January 2020; and
 - have at least 5 years of experience to adopt technologies on construction safety.

1 Expert in Data Science

- Responsible to provide consultancy in the Data Science related aspects of the Project including Data Mining, AI Modelling & Optimization and Machine Learning
- The Expert in Data Science must:
 - have a Doctoral degree in Engineering or related disciplines;
 - have at least 8 years of experience in statistical machine learning, data science for systems, process monitoring, industrial data analytics or related research and development areas;
 - have at least 4 publications, to prove state-of-art achievements in the areas of machine learning, process monitoring, and data analytics,

- which were published on or after 1 January 2020; and
- have an experience in adopting AI for forecasting and prediction of system performance.

- 4.1.2 In case there are changes in the Consultancy Team, prior approval shall be obtained from the Government or Government Representative.
- 4.1.3 The Tenderer shall provide a Consultancy Team Structure to fulfil the team requirements as stipulated in Section 4.1.1. The Tenderer is required to fill in the “Consultancy Team Structure” as stipulated in Part 1 of Annex 1 of this document and submit to EMSD.
- 4.1.4 All the Consultancy Team requirements must be referenced as at the proposal date. For the proposed Consultancy Team, the Tenderer is required to fill in “Professional Staff Information” as stipulated in Part 2 of Annex 1 of this document and submit to EMSD.
- 4.1.5 The Government Representative may request the Tenderer to provide relevant information including reference letter, referee contact to substantiate the qualifications, experience and past performance of the Consultancy Team on a need basis, and reserve the right for reference check to the Consultancy Team members’ existing and/or previous employers. The Tenderer shall provide the required relevant information within three working days upon receipt of the Government Representative’s request.

5. Schedule for Project Consultancy Services

- 5.1 The tentative start date of the work assignment is proposed in May 2022.
- 5.2 For the assigned consultancy services as stipulated in Section 3.1, the actual man-hours required would be agreed between the Consultant and EMSD before service provisioning during the contract period.

5.3 Project Deliverables of Consultancy Service

The Consultant shall deliver the project consultancy services and submit the deliverables in the form of Project Evaluation Guideline, Consultancy Guideline and Evaluation Results accepted by Government Representative. Below is an estimated stage segmentation and estimated start/completion date of stages and deliverables that the Consultant provides. The deliverable schedule is subjected to Project timeline on Project basis within SEVENTEEN Months (17 months).

Stage	Detail	Duration	Tentative Start Date	Tentative Completion Date
1	Tender Exercise	2 Months	May 2022	Jun 2022
2	System Design & Development	6 Months	Jul 2022	Dec 2022

3	Equipment Installation for Data Collection	3 Months	Jan 2023	Mar 2023
4	System Learning & Deployment	3 Months	Apr 2023	Jun 2023
5	Project Review and Paper Submission	3 Months	Jul 2023	Sep 2023

5.4 Subjecting to the progress of the Consultancy Services, the start time and completion time of milestones of Feasibility Study and Consultation Services in Section 5.3 would be adjusted.

6. Consultant's Representative

The Consultant shall name one representative (**among the Consultancy Team**) to be fully in-charge of this contract.

7. Confidential Information

7.1 The Consultant and the Consultancy Team (as stipulated in Section 4.1) shall not disclose without the consent of the Government or Government Representative any information concerning the project information, related Data, participants, accounts, finance or contractual arrangements or other dealings, transactions or affairs of the Government, which may come to the Consultant's knowledge in the course of providing the services.

7.2 The Consultant shall not at any time during or after the course of the Consultancy Service divulge or allow to be divulged to any person any such restricted and confidential information other than to the relevant employees and any other employees, officers, agents or Tenderers who need to know the same for the purpose of carrying out the Consultancy Services and have signed an undertaking on non-disclosure as approved by the Government.

7.3 The Consultant shall ensure that its employees are aware of and comply with the confidentiality and non-disclosure provisions contained in this Clause and the Consultant shall indemnify the Government against any loss or damage which the Government may sustain or incur as a result of any breach of confidence by any of such persons.

8. Payment Schedule

8.1 The Consultant shall provide **estimated Eighty (80)** provisional man-hours (in either on-site or off-site mode) of consultancy service to EMSD for the Project. The man-hour estimation may vary subject to project duration and scale. The detailed schedule and arrangement of the Consultancy Services for each

milestone specified in Section 5.3 shall be agreed with EMSD during commencement of the contract.

8.2 The provisional man-hours for a consultancy project may vary if consultancy scope or methodology is changed as requested by EMSD. The actual man-hours of the Project must be mutually agreed by both EMSD and the Consultant.

8.3 The Government will only accept the services only if:

- a. the Consultant produces all agreed deliverables for the services required, which are adhered to Government standards, methodologies and quality requirements and up to the satisfaction of Government Representative;
- b. the Consultant fulfils the acceptance criteria for the deliverables as stipulated in Section 5.3.

8.4 Payment of Project Consultancy Services

Payment for the project consultancy services in this work assignment shall be based on the Price Schedule. Payment sum shall become payable to the Consultant upon the Consultant's completing the required processes and deliverables to the satisfaction of the Government, and upon the Consultant's passing the agreed payment acceptance criteria of this assignment and in accordance with the terms and schedule of payment in this assignment. The Consultant shall produce an invoice for each sum becoming payable as informed by the Government in writing.

9. Disclosure of Fees Payable to the Selected Consultant

The Government shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit the fees, costs and expense payable by the Government Representative for engaging the selected Consultant.

10. Termination of Contract

If the Consultant does not fulfil the contract obligations and/or meet the required performance standards, the Government or Government Representative reserves the right to terminate the contract with one-week prior written notice to the Consultant. For the avoidance of doubt, no compensation shall be payable for any services and/or deliverables provided by the Consultant that cannot fulfil the contractual obligations and/or meet the required performance standards of the Government.

11. Proposal Submission

11.1 The Tenderer shall submit one copy of their proposal in a sealed envelope and

the envelope shall be marked "**Restricted (Tender): Tender for EMSD/DTD/B-40257-2022-1 – Provision of Project Consultancy Services for EMSD**" and the closing date.

11.2 The Proposal shall include the following information: -

- (1) Proposal that contains the Technical and Consultancy Team Requirement as required in Section 12. Softcopy shall be stored in a CD-ROM/USB Drive and submitted with the hardcopy;
- (2) Filled "Mandatory Items Checklist" at Annex 2 of this document; and
- (3) The mandatory documents as stipulated in "Mandatory Items Checklist" at Annex 2 of this document.

In the event of conflict between the hardcopy and softcopy, the hardcopy version shall prevail.

11.3 Deadline for the submission of proposals is Hong Kong time **12:00 noon, 10 May 2022 (the closing date)**. In case a black rainstorm warning or typhoon signal no. 8 or above is hoisted in Hong Kong between 09:00 hours and 12:00 hours of 10 May 2022, the valid closing date and time for submission of proposals will be extended to Hong Kong time 12:00 noon on the next weekday (i.e. except Saturday and Sunday) other than public holiday when the office resume operation.

11.4 The Tenderer is requested to submit the Proposal to:

"Tender Box No.2 For EMSD Supplies Sub-division Tenders Only" located on the ground floor of the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong

11.5 **Submission of Proposal by e-mail / fax will not be accepted.** Misplaced proposal, late proposal or supplementary submission after the deadline will not be considered.

12 Proposal

12.1 The Tenderer shall not propose any variations to the terms and conditions of this Tender Document as part of the Proposal. A Proposal that seeks to vary the terms and conditions of this Tender Document shall be deemed as invalid and shall not be considered. A Proposal that fails to provide information required in this section shall be deemed as invalid and shall not be considered.

12.2 The Proposal to be submitted shall demonstrate the Tenderer's ability in undertaking the services. The proposed work approach shall include a detailed description of how the Tenderer is going to provide the Services, which shall state the understanding to the service requirement, objectives and scope of work.

12.3 The Proposal shall include required information mentioned in Section 4.1 about the **Consultancy Team's background, qualification and experience** as stipulated in Annex 1.

12.4 The Proposal shall include curriculum vitae of each personnel proposed in the

Consultancy Team covering the following areas as stipulated in Annex 1:

- Academic background in reverse chronological order;
- Work experience in reverse chronological order, with starting year/month and ending year/month for each employment or service period;
- Training and qualification information to substantiate his/her experience and skills, especially the most relevant parts;
- Copies of relevant professional qualification and certificates; and
- Patent and publication information.

12.5 Statement of Compliance

The Proposal shall include a statement of compliance stating that the offered services are in compliance with the requirements specified in the Tender Document. Any deviation from the Government's requirements must be highlighted. Technical literature/catalogue should be provided whenever required. The Tenderer shall include such statement of compliance in the returned Proposal. Failure to do so may render the submitted Proposal invalid.

The Tenderer shall include the following statement of compliance in the submitted Proposal:

It is acknowledged that I/we, the undersigned/the limited company/the organization hereunder mentioned do hereby confirm the following:

- **The submitted Proposal is in compliance with the requirements specified in this Tender Document; and**
- **The submitted Proposal is in accordance with the terms, conditions and other matters referred to in this Tender Document.**

12.6 Offer will be considered on an overall basis. In general, the offer of the conforming proposal (meeting all mandatory requirements) with the lowest bidding price will be accepted.

12.7 The Total Service Charge of the Price Schedule will be used for price assessment.

END

**ANNEX 1 – Proposed Consultancy Team for this Project
(To be submitted with Tender Proposal)**

Please make necessary modification on the tables to best fit your proposal and provide necessary supplementary information if required)

Part 1 Consultancy Team Structure

No.	Consultancy Team Member Name	Proposed Role & Expertise (Consultancy Team Lead, Experts in different area)	Project Representative

Part 2 Professional Staff Requirement

Tenderer is required to provide the following information for EACH personnel proposed in the Consultancy Team.

Staff Name	
Proposed Role	

Academic Background

Name of University	Major Subject	Graduation Year (YYYY)

Work Experience

Company name	Years	Post	Responsibility (related with areas specified in section 4.1)

Trainings & Qualifications (Please provide Certificate copies)

Name of certification of trainings or professional qualification	Issuing Organization	Year Attained / Awarded	Expiration Date (If Applicable) (MM-YYYY)*

*The listed Qualification must NOT expire before tender submission deadline

Publications (Only list those that meet the requirements specified in section 4.1)

Name of Publication	Authors (Highlight the person proposed in the Consultancy Team)	Book/Journal/Conference of the Publication	Date of Publishing	Relevant in Civil Engineering, Technologies or Data Science

ANNEX 2 – MANDATORY ITEMS CHECKLIST
(To be submitted with Tender Proposal)

Mandatory Item	Technical Proposal/Fee Proposal	Compliance (Yes/No)	Corresponding Sections in Tenderer's Technical Proposal/Fee Proposal
(1) Terms and conditions	No variation on terms and conditions of this tender document		
(2) Understanding of the project	A detailed description that includes (a) objectives (b) approach for Consultancy Service, and (c) scope of work.		
(3) Qualification of the Consultancy Team	Resume and/or the relevant academic background, work experience, professional qualifications and patents & publications of each team member by filling Annex 1 of this tender document.		
(4) Consultancy Team Structure	Consultancy Team member's name, role & expertise by filling Annex 1 of this tender document		
(5) Declaration	Declaration by filling "Declaration Form" at Annex 3 of this tender document.		
(6) Tender Form	Filled Tender Form (refer to Part (a) of this tender document)		
(7) Price Schedule	A Price Schedule of all mandatory items with the detailed cost breakdown and overall total (refer to Part (d) of this tender document)		
(8) Form of Quotation	Filled Form of Quotation with the		

	total Tender Sum including all items listed in the Price Schedule		
(9) Statement of Compliance	A statement of compliance stating that the offered services are in compliance with the requirements specified in the Tender Document (refer to Section 12.5 of this tender document)		

ANNEX 3 – DECLARATION FORM

(To be submitted with Tender Proposal)

I/We* confirm that I/we* have read and agreed to be bound by the terms and conditions at Terms of Tender, General Conditions of Contract and Service Specifications of this Contract. I/we* do hereby agree to execute orders for the Services specified in the Proposal, which may during the Contract Period be placed by the Government at the prices quoted in the Price Schedule free of all other charges, subjects to and in accordance with the terms of the Tender Document. *I/We, herein mentioned hereby warrant that My/Our Business Registration and Employee's Compensation Insurance Policy are currently in force.

Signature(s) : _____

Name and Post of Signatory: _____

Contact Tel. No. _____ Fax No. _____

A valid Company's Business Registration No. _____
(Please attach a photocopy.)

Date : _____

COMPANY CHOP

*Delete where appropriate

**Provision of Project Consultancy Service
for the Electrical and Mechanical Services Department (EMSD)**

PRICE SCHEDULE

(To be submitted with Tender Proposal)

Preambles

1. The price entered in this Price Schedule for all items shall be deemed to include all the cost as prescribed in the Service Specifications. The tenderer shall insert the Price Schedule, which shall be deemed to include the followings: -
 - (i) All service executed comply strictly with the conditions previously detailed, and the provision and execution of all samples and patterns.
 - (ii) All superintendence, establishment charges, overhead expenses, profits.
 - (iii) Any other expenses included in conforming to the General Conditions of Contract and Price Schedule.
2. The charges of mandatory items to be quoted by the Tenderers are to be shown in Hong Kong dollars.
3. The tender shall note that the "Quantity" given in the Price Schedule serves only as a provisional quantity of the services that are required during the contract period. It is subject to revision by EMSD. Such figures are given to facilitate the calculation of the resultant total for comparison of tenders. All services ordered will be measured and paid according to the quoted rates. In all circumstances EMSD will only admit to the claim for the service actually carried out, notwithstanding that the actual expenditure varies considerably from the provisional totals.

Stage	Detail	Unit Price (HK\$ per Man-hour) (a)	Estimated Man-hour (b)	Service Charge (HK\$) (a) x (b)
1	Tender Exercise		15	
2	System Design & Development		15	
3	Equipment Installation for Data Collection		10	
4	System Learning & Deployment		20	
5	Project Review and Paper Submission		20	
Total Service Charge (HK\$)				

To be submitted with Tender Proposal

GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT

FORM OF QUOTATION

Quotation No. EMSD/DTD/B-40257-2022-1
Provision of Project Consultancy Service
for the Electrical and Mechanical Services Department (EMSD)

To: Director of Electrical and Mechanical Services,
Electrical & Mechanical Services Department,
3 Kai Shing Street,
Kowloon,
Hong Kong.

1. Having inspected the Specification for the services, I/we offer to complete the whole of the supply in conformity with the said Specification as specified in the Price Schedule for the sum of **Hong Kong Dollars** _____ (HK\$ _____).

2. I/we agree to abide by this quotation for the period of **Ninety (90)** days from the date fixed for receiving the same and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

3. The above supply will not be commenced unless and until a written acceptance, in the form of a Service Order or Letter of Acceptance, is received for this quotation within the validity period.

4. I/we understand that Government is not bound to accept the lowest or any tender it may receive.

Signature:.....Name in Block Letters.....
Official Status: Date :
On behalf of (*)
Registered address of
firm :

Signature of witness : Name in Block Letters.....
Occupation of Witness :

Business Registration Certificate No.: _____

(*) Insert the name of the company.