

## Tender No: AVS-HKV-Award

### Hong Kong Volunteer Award Online System Development

#### Terms of Tender

#### 1. Invitation of Tender

Tenders are invited for the development of the Online System for Hong Kong Volunteer Award (hereinafter referred to as 'Services') as more particularly described in the Conditions of Contract (CC) and on such terms and conditions as set out in the Terms of Tender, Guidelines on Preparation of Technical Proposal and Assessment Guidelines and Contract Schedule.

#### 2. Basis of Acceptance

- (a) Tenderer shall note that its offer will be considered on an **"overall"** basis. **Tender with only partial or incomplete offer will not be considered further.**
- (b) The Tender Board will collectively deliberate, discuss, and reach a consensus on the selection of the winning tender based on the assessment guidelines. However, AVS is not bound to accept any offer.

#### 3. Essential Requirements

Below requirements are essential. Supporting documents shall be provided to substantiate its compliance of the essential experience requirements. Failure to meet any of them or the Tenderer's supporting documents fail to substantiate the Tenderer's compliance will render the Tenderer's offer not being considered further.

The primary project team contact, Project Manager, of the Tenderer shall have at least three (3) years' experience in project management and system development in similar project type and scale. He/she will be responsible for the overall Services, especially on assurance of timely and quality delivery with experience. The Project Manager should be supported by 1-2 project team members.

#### 4. Request for Information

In the event that AVS determines that clarification is necessary, it will advise the Tenderer accordingly indicating whether the Tenderer should supplement its tender. Each Tenderer shall thereafter within five (5) working days after the date of AVS request or such other period as specified in the request for clarifications submit the requested information. Offer may not be considered further if complete information is not provided as required.

**5. Price Quoted**

- (a) The Tenderer shall note that its offer will remain valid for acceptance not less than 90 days after the date on which the tender was closed (the “Tender Validity Period”). Tenderers are advised that if before the expiry of the Tender Validity Period any tenderer has withdrawn its offer, due notice will be taken of such action and this may prejudice the future standing of the tenderer as a service provider to AVS.
- (b) The Tenderer should note that its offer will remain valid for the duration of the Contract. Therefore, no request for price variation will be considered.
- (c) The Tenderer shall ensure that the price quoted is accurate before submitting its tender. Under no circumstances shall AVS be obliged to accept any request for price adjustment on grounds that a mistake has been made in the price quoted. The prices quoted for this Contract must include all overhead, expenses and costs.

**6. Tenderer's Enquiries**

- (a) Any enquiries concerning these tender documents should be made prior to the Tender Closing Date to:

Ms Yan Yip  
Senior Project Officer, Special Projects  
Agency for Volunteer Service

Email: [HKV-Award@avs.org.hk](mailto:HKV-Award@avs.org.hk)

- (b) Unless otherwise expressly stated by AVS in writing, any statement whether oral or written made in response to any enquiry made by the Tenderer shall be for information only. No such statement constitutes a representation or warranty of whatsoever nature, express or implied, and no invitation is made by AVS to any Tenderer or prospective Tenderer to rely on the accuracy or completeness of such statement. The statement will not be deemed to form part of these tender documents and it shall not alter, negate or waive any of the provisions set out in these tender documents.

**7. Negotiation**

AVS reserves the right to negotiate with any or all Tenderers about the terms of tender and the terms and conditions of the contract.

**8. Tenderer's Commitment**

All proposals, information and responses from the Tenderer must be submitted in writing. The tender documents and all proposals, information and responses submitted by the successful Tenderer may be

incorporated into and made a part of Contract between AVS and such Tenderer.

**9. Information to be Submitted**

- (a) The Tenderer shall submit the following information on or before the Tender Closing Date. Otherwise, the tender will **NOT** be considered further.
  - (i) Completed Contract Schedule;
  - (ii) The Technical Proposal with no more than 30 pages; and
  - (iii) Information and documentary evidence required in Assessment Guidelines
- (b) In addition to clause 9(a) above, the Tenderer is required to provide all other information/ supporting documents, duly completed and signed where applicable, requested in these tender documents or relevant to its offer, including but not limited to the following-
  - (i) Company/ Business Organization Status;
  - (ii) Supporting documents to substantiate the capability claimed by the Tenderer in its Technical Proposal;
  - (iii) A copy of a valid Business Registration Certificate or other valid business document issued by a governmental or competent authority;
  - (iv) Resume or other supporting documents of Project Manager to demonstrate the compliance of the essential experience requirements under clause 3 of this Terms of Tender.

The Tenderer should provide all the above information/ items at the same time when submitting its offer. If any of the above information/ items is missing or incomplete in an offer and is not provided upon the request of AVS, the offer will **not** be further considered.

**10. Anti-collusion**

- (a) By submitting a tender, the Tenderer represents and warrants that in relation to this invitation to tender:
  - (i) it has not communicated and will not communicate to any person other than AVS the amount of any tender price;
  - (ii) it has not fixed and will not fix the amount of any tender price

by arrangement with any person;

(iii) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a tender; and

(iv) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the bidding process.

(b) In the event that the Tenderer is in breach of any of the representations and/ or warranties in clause 10(a) above, AVS shall be entitled to, without compensation to any person or liability on the part of AVS:

(i) reject the tender;

(ii) if AVS has accepted the tender, withdraw its acceptance of the tender; and

(iii) if AVS has entered into the contract with the Tenderer, terminate the Contract.

(c) The Tenderer shall indemnify and keep indemnified AVS against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/ or warranties in clause 10(a) above.

## **11. Presentation Session**

All qualified Tenderers may be invited to conduct a presentation on their technical proposals in front of the Tender Board of AVS in January 2024.

## **12. Tender to Remain Open**

(a) Tenders shall remain valid and open for acceptance on these terms for not less than 90 days after the Tender Closing Date.

(b) Tender Closing Date and Time

All tenders must be submitted on or before the Tender Closing Date (Hong Kong time). Late tenders will **NOT** be considered.

All tenders must be deposited to AVS Head Office at Room 602, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong or by emailing to [hkva-tender@avs.org.hk](mailto:hkva-tender@avs.org.hk).

(c) Tender Closing Date and Time Extension in case of Rainstorm/ Typhoon/ Extreme Conditions

If tropical cyclone signal no. 8 or above is hoisted, a black rainstorm warning signal, or an "extreme conditions" alert announced by the Government is/are in force at any time between 9:00am and 4:00pm (Hong Kong Time) on the Tender Closing Date, the closing time for this Tender Invitation will be postponed to 12:00nn on the first working day (Monday to Friday, excluding public holidays) after the tropical cyclone signal No.8 is lowered or the black rainstorm warning signal or the "extreme conditions" announced by the Government has/have ceased to be in force.

**13. Tender Briefing**

A tender briefing will be held for all interested Tenderers as follows:

Date: 8 December 2023 (Friday)

Time: 4:00pm

Venue: via Zoom (the Zoom meeting link will be provided later)

All interested Tenderers are recommended to attend the tender briefing to acquaint themselves with the requirements of this tender exercise and to determine the scale and cost of the Services to be provided.

The Tenderer should confirm their attendance to the tender briefing by 12:00 noon on 7 December 2023.

**14. Acceptance**

A Tender shall not be regarded to have been accepted by the AVS unless AVS issues to the successful Tenderer an acceptance in writing ("Tender Acceptance").

**15. Key Dates**

<b>Tasks</b>	<b>Schedule</b>
Registration Deadline for Zoom Briefing	7 December 2023
Zoom Briefing to Interested Tenderers	8 December 2023
Tender Submission Deadline	5 January 2024
Presentation of Proposal	Early January 2024
Contractor Confirmation	By 31 January 2024

END

28 November 2023