

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document
Outsourced Finance Function Support Services

Tender Reference:
FD-03-06-02(213)

Tender Closing Date:
9 March 2026
5:00pm (HKSAR)

IMPORTANT NOTICE

This tender document is issued by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) and contains confidential information regarding the potential purchase by HSITPL as detailed in this tender document. The purpose of this tender document is to identify potential suppliers. All information supplied by HSITPL in connection with this tender document shall be treated as confidential and strictly for the use by the recipients in response to this tender document only.

In consideration of receiving this tender document, the recipients agree and acknowledge that the tender document and any other information that may be provided to the recipients by or on behalf of HSITPL will be maintained in strict confidence and will not be disclosed to any third party. In particular, your attention is drawn to the fact that your receipt of this tender document and any discussions relating to its contents must be kept confidential at all times.

Please note that this is not an offer and it is only an invitation to interested parties to submit tenders to HSITPL for consideration.

PART I: Terms of Tender

1. General

- a) Recipients (each a “**Tenderer**”) are invited to submit tenders for outsourced finance function support services in accordance with the requirements of this Invitation to Tender (“**Tender Documents**”), in particular, Submission Requirements as set out in Part III of this Invitation to Tender.
- b) All information provided by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) or any other representatives or agents of HSITPL for the purpose of inviting a tender in response to the Tender Documents (the “**Tender**”) shall be treated as private and strictly confidential and must not be disclosed or transferred to any other party without the prior written permission of HSITPL. The information provided in the Tender Documents is strictly for the use by the Tenderers in response to this Invitation to Tender only. Confidentiality must be maintained by all Tenderers even after the appointment of the successful Tenderer.
- c) All cost and expenses incurred by the Tenderer in preparing a Tender shall be entirely borne by the Tenderer.
- d) HSITPL reserves the right at its sole and absolute discretion to modify, amend, revise or cancel this Invitation to Tender without any liability for any cost, expenses and/or losses whatsoever which may be incurred by the Tenderers.
- e) Tenders may not be considered if false or incorrect information is provided by the Tenderer.
- f) This Invitation to Tender is merely an invitation and shall not in any way be construed as an offer by HSITPL nor constitute a contractual relationship between HSITPL and the Tenderers.

2. Accuracy and Validity of Offered Prices

- a) Tenderers shall ensure that all information (including quoted prices) in the Tenders is accurate. Under no circumstances will HSITPL accept any request to amend or revise or modify any information (including price) in the Tender.
- b) Tenderers are requested to submit its cost proposal in Hong Kong Dollars. All Tenders shall be valid for a period of six (6) months from the Tender Closing Date (the “**Tender Validity Period**”). The Tenderer agrees that, should HSITPL so request in writing, the Tenderer shall abide by this Invitation to Tender for a further period of six (6) months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
- c) Each and every Tender shall constitute an unconditional and irrevocable offer from the Tenderer capable of being accepted by HSITPL on the terms and conditions contained in the Tender Documents.

3. Tender Enquiries, Requests for Clarifications and Addenda

- a) All enquiries or requests for clarifications relating to the Tender Documents should be submitted in writing at least one week before the Tender Closing Date to:

Joyce Li – Senior Manager, Finance
Email: joyce.cy.li@hsitp.org
Telephone No.: (852) 3189 1562

The Tenderer shall state in the email subject heading “Tender Enquiry – Reference No.: FD-03-06-02(213) Outsourced Finance Function Support Services” and provide full contact details in the email message.

- b) Should HSITPL wish to clarify the Tender Documents in response to any enquiries or requests for clarifications, such clarifications will be made in writing and sent to all Tenderers by email. Such emails containing the Tenderer’s enquiries or requests for clarifications and HSITPL’s answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the selected Tenderer (the “**Contract**”). Save as aforesaid and unless otherwise expressly stated by HSITPL, any other statement, whether oral or writing, made and any action taken by HSITPL or its consultants or any of their officers in response to any query made by a Tenderer is for guidance and reference purposes only and will not be deemed to form part of the Tender or Contract or in any way alter, negate, waive or otherwise vary any of the terms and conditions contained in the Tender Documents.
- c) Prior to the Tender Closing Date (which may be extended in accordance with the terms of the Tender Documents), addenda (each, an “**Addendum**”) may be issued to clarify or modify the Tender Documents. A copy of each Addendum will be issued to every Tenderer via email and shall become a part of the Tender Documents.

4. Submission of Tender

- a) The deadline for submitting a Tender (“**Tender Closing Deadline**”) is 5:00 p.m. on 9 March 2026 (the “**Tender Closing Date**”).

- b) Tenderers shall follow a two-envelope system, as set out below, in submitting their Tenders:

(i) Technical Proposal

The front cover of the Technical Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Technical Proposal: Outsourced Finance Function Support Services (Ref. No. FD-03-06-02(213))”

and the Tenderer’s company name

(ii) Price Proposal

The front cover of the Price Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Price Proposal: Outsourced Finance Function Support Services (Ref. No. FD-03-06-02(213))”

and the Tenderer’s company name

- c) Tenderers shall ensure that their Technical Proposal and Price Proposal are prepared in accordance with the Submission Requirements provided in the Tender Documents.
- d) Tenderers shall submit their Technical Proposal and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 5:00 p.m. on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
Unit 606-607, 6/F, 8 Science Park West Avenue, Hong Kong Science Park.

Attention: Procurement Department (Tender Box)

- e) HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Technical Proposal.
- f) If the Tender contains any qualification and/or alternative proposal, HSITPL reserves the right to disqualify such Tender. Further, such qualifications and/or alternative proposals are generally not accepted.
- g) Any late submissions or Tenders not submitted in accordance with the provisions in Clauses 4b) to f) above will not be accepted.
- h) In the event that typhoon signal no. 8 or above or a black rainstorm warning is hoisted between 9:00 a.m. and 5:00 p.m. (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 12:00 noon (Hong Kong Time) on the next working day (Monday to Friday, except public holidays).
- i) Tenderers may be required to make a formal presentation at their own cost of their Tenders on or about 11 to 12 March 2026 (tentative dates). HSITPL shall advise the exact time, date and issue formal invitation to the Tenderers.
- j) Each Tenderer can only submit one Tender. In the event that more than one Tender is submitted by the same Tenderer, all Tenders submitted by such Tenderer will not be considered.
- k) All submitted documents and materials will not be returned to the Tenderers regardless of the results of the Tenders and all the said materials will become the property of HSITPL.

5. Assessment Criteria

- a) All Tenderers shall be evaluated according to the following criteria:
 - 60 % Technical Capability (maximum technical score: 60)
 - 40 % Pricing (maximum price score: 40)

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- b) As a prerequisite, all terms as set out in the Submission Requirements in the Tender Documents must be fulfilled before the Tender will be evaluated. Tenders which fail to comply with any of such terms will not be considered any further.
- c) Tenders which comply with all the terms as set out in the Submission Requirements will be evaluated. Tenderers must demonstrate technical merits of the submitted Tender. Assessments will be based on all materials of the submitted Tender and any presentation or demonstration given by the Tenderer.
- d) Technical Score shall be assessed by the Tender Assessment Panel members based on the criteria below:

Technical Capability Assessment		Marks
A. Company Profile	<ol style="list-style-type: none"> 1. Company size of the Tenderer 2. Number of years of the Tenderer's experience (a) in providing finance function support services and (b) in providing similar services to non-governmental organizations or Government departments 3. Reference from previous customers 	20
B. Service Quality	<ol style="list-style-type: none"> 1. Experience: Service delivery resources with a minimum of 5-8 years' corresponding experience in providing financial reporting and analysis support (Please refer to Tender Schedule 5, Section 5.3 for details) 2. Comprehensive planning on service quality review 	80
Total Technical Score (A+B)		100

Passing mark of the Technical Score is 60 out of 100, failing which the Tenderer will be disqualified.

e) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. The Tenders must meet all requirements as set out in the Tender Documents. HSITPL shall evaluate the Tenders in strict confidence.

f) Score Calculation Methodology

HSITPL shall adopt the following formula in calculating the overall score for each Tender:

(i) Technical Score

Tenderer's technical score = (Tenderer's point score / Highest technical score among all Tenderers) x (Maximum technical score)

(ii) Price Score

Tenderer's price score = (Lowest tender price among all Tenderers / Tenderer's tender price) x (Maximum price score)

Tender price refers to the Total Contract Amount as set out in Tender Schedule 4 and does not include the price quoted for the Optional Item as set out in Tender Schedule 4.

(iii) Overall Score = Technical Score + Price Score

6. Acceptance / Rejection of Tender

- a) HSITPL is not bound to accept the Tender which is of the lowest price and/or has the highest overall score and reserves the right in its absolute discretion to decline any offer or cancel this Invitation to Tender at any time without any obligation to explain its decision.
- b) HSITPL may, at its sole discretion, accept all or any terms proposed by the Tenderer in the Tender.
- c) HSITPL shall not be responsible for or liable to any Tenderer for any cost and/or expense and/or disbursements incurred by the Tenderers in preparing the Tender and/or any presentation or demonstration given by the Tenderer.

7. Negotiation

HSITPL reserves the right to negotiate the terms proposed in the Tender with any Tenderer.

8. Acceptance Notification

- a) The successful Tenderer shall receive a purchase order ("PO") generated from the system of HSITPL within the Tender Validity Period.
- b) Tenderer(s) who do not receive any notification within the Tender Validity Period shall assume that their Tenders have not been accepted.

9. Cancellation of Invitation to Tender

Where there are changes in requirement after the Tender Closing Date for operational or whatever reasons, HSITPL is not bound to accept any conforming Tender and reserves the right to cancel this Invitation to Tender and/or re-issue a new invitation to tender on such other terms and conditions as HSITPL deems fit.

10. Intellectual Property Rights

By submitting the Tender, the Tenderer represents and warrants to HSITPL that none of the information or ideas in the Tender infringes the copyright, trade secrets, or intellectual property rights of any third party, and the Tenderer is deemed to have agreed to indemnify HSITPL against

all costs, claims, demands, expenses and liabilities that may be incurred by HSITPL as a result of or in connection with any claim that any information or ideas provided or submitted by the Tenderer infringes the copyright, trade secrets or intellectual property rights of any third party.

11. Offering Gratuities

- a) A Tenderer shall not, and shall procure that its directors, employees, agents involved in preparing the Tender shall not offer any financial or other advantage or benefit to any director or employee of HSITPL, or engage in any activity, practice or conduct which would be in violation of any applicable anti-bribery laws or regulations in connection with the Tender Documents and any matter contemplated herein.
- b) Tenderers are warned that offering or giving any gratuity, bonus, discount, bribe, loan or any other gift or consideration as an inducement or reward to any employee or agent of HSITPL in relation to this Invitation to Tender may constitute an offence contrary to the Prevention of Bribery Ordinance (Cap. 201), and that if any Tenderer is found to have made such an offer, HSITPL shall be at liberty to cancel his Tender or terminate the Contract and shall hold such Tenderer liable for any losses or damages which HSITPL may suffer.

12. Non-collusion

- a) As part of its Tender, the Tenderer shall submit to HSITPL a duly signed declaration form regarding its compliance with non-collusion requirements in the form set out in Tender Schedule 2 (“**Non-collusive Tendering Certificate**”). If the Tenderer does not submit a duly signed Non-collusive Tendering Certificate to HSITPL, its Tender may be invalidated. If a Tenderer is selected, the Contract will be entered into in reliance of the statements made by such Tenderer in, and conditional upon the effectiveness and veracity of, the Non-collusive Tendering Certificate.
- b) Tenderers must ensure that the Tender is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate in Tender Schedule 2), including regarding price, any adjustment in price, submission procedure of the Tender or any terms of the Tender. In the event that there is any breach of this clause or any breach of, or any misrepresentation made in respect of, the Non-collusive Tendering Certificate by any Tenderer, HSITPL may, without limiting HSITPL’s rights and remedies herein or at law, invalidate or disqualify the Tender submitted by the Tenderer, reject its Tender or terminate the Contract with the selected Tenderer and seek damages.
- c) All anti-competitive practices are strictly prohibited and the Tenderer’s attention is drawn to its obligations under the Competition Ordinance (Cap. 619) (the “**Competition Ordinance**”).
- d) Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance. Tenderers who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.

13. Payment Schedule

Subject to the work done to the satisfaction of HSITPL, payments due under the Contract shall be made by HSITPL within 30 calendar days against invoice submission by the Tenderer on a monthly basis.

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a purchase order (“**PO**”) to the successful Tenderer on the terms as set out in the Purchase Order Terms and Conditions (“**PO T&C**”) which is available on HSITPL’s website or provided separately by HSITPL in PDF file format. Tenderers must read the PO T&C carefully before submitting the Tender.

In the event that the Tenderer wishes to propose any revisions to the terms of the PO T&C, the Tenderer should set out such proposed revisions in the Technical Proposal of the Tender, but HSITPL is not bound to accept any of such proposed revisions. For the avoidance of doubt, such proposed revisions shall not form part of the PO. In any event, HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL’s attention after the Tender Closing Date.

HSITPL reserves the right to disqualify any Tender that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

PART III: Submission Requirements

The Tenderer is required to return a complete set of the following documents to HSITPL before the Tender Closing Date ***in separate envelopes***.

Price Proposal		Tender Schedule No.
1.	Price Schedule	4

Technical Proposal		Tender Schedule No.
1.	Tender Submission Information	1
2.	Non-collusive Tendering Certificate	2
3.	Form of Tender	3
4.	Requirement Specifications	5
5.	Proposed Solution for Tender	6

Number of documents required:

- a) 4 sets of the “Technical Proposal” in hard copies;
- b) A USB drive with an electronic copy of the “Technical Proposal” without any price information in PDF format; and
- c) 1 set of the “Price Proposal”, i.e. the Price Schedule (Tender Schedule 4), in hard copy.

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Tender Schedule 1: Tender Submission Information

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

“Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))”

We provide the contact information below for this tender:

Representative:	
Job Title:	
Contact Phone Number:	(Office)
	(Mobile)
Contact Email:	

Tender Schedule 2: Non-collusive Tendering Certificate

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

Non-collusive Tendering Certificate for “**Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))**” (the “**Contract**”)

1. We, _____ of
(name(s) of the Tenderer(s))

(address(es) of the Tenderer(s))

refer to the tender for the Contract (the “**Tender**”) and our bid in relation to the Tender.

Non-collusion

2. We represent and warrant that in relation to the Tender:

- a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
- b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) an intention or decision to submit, or not submit, a bid;
 - (iv) an intention or decision to withdraw a bid;
 - (v) the submission of a bid that does not conform with the requirements of the Tender;
 - (vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Tender relates; and
 - (vii) the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- a) HSITPL;
 - b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to HSITPL;
 - c) consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
 - d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;
 - e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
 - f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

Disclosure of sub-contracting and beneficial ownership

4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HSITPL, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HSITPL.
5. We understand that we are required to disclose our beneficial ownership to HSITPL. (please enter "✓" in the appropriate box)
- (For a company other than a listed company or exempted company¹) We will disclose the significant controllers register, as defined in the Companies Ordinance, Cap. 622.
 - (For a sole proprietorship or partnership) We will disclose details of our beneficial owner(s) (if any), including their name and the nature of their control over the firm.
 - (For listed company) We are a listed company in Hong Kong and our corporate ownership has already been disclosed in the public domain.
6. We understand that HSITPL may request us to disclose further details regarding our shareholders or parent companies, or any other related, associated or controlling entities, to HSITPL. We agree to disclose such details to HSITPL if so requested, subject to such requests being reasonable in the circumstances.

¹ An exempted company is one which is not required to keep a register of its significant controllers (see further sections 653A (definition of "applicable company") and 653H of the Companies Ordinance).
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Consequences of breach or non-compliance

7. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HSITPL may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
8. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HSITPL may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “**Commission**”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 3: Form of Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

“Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))”

1. We undertake that if our Tender is accepted, to commence the services and complete and deliver the services within the time stated in the Tender Document.
2. We agree that this Tender shall be valid for a period of six (6) months from the Tender Closing Date specified in the Tender Documents. We agree that, should HSITPL so request in writing, we shall abide by this Invitation to Tender for a further six (6) months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
3. We confirm that this Tender has taken into consideration all tender addenda issued to us (if any) prior to the date hereof.
4. Unless and until a purchase order is issued by HSITPL to us, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us. The Tender should always form part of the binding agreement between HSITPL and us, while the order of precedence will be lower than the purchase order. We undertake to abide by the Purchase Order Terms and Conditions enclosed with the Tender Documents in the event that our proposed revisions (if any) to the Purchase Order Terms and Conditions are not accepted by HSITPL.
5. We understand and agree that HSITPL is not bound to accept the lowest or any tender you may receive.
6. We understand and agree that HSITPL is not responsible for any cost or expense incurred for and in connection with preparing the Tender and/or any presentation or demonstration given by us.
7. We confirm that we are not subject to any actual or potential conflict of interest save to the extent already expressly disclosed by us to HSITPL and we undertake to notify HSITPL immediately should any conflict arise.
8. We certify that, to the best of our knowledge and belief, all information and documents provided in and submitted with the Technical Proposal are true, accurate, and complete.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 4: Price Schedule

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

“Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))”

1. The quotation shall be valid for six (6) months from the Tender Closing Date specified in the Tender Documents.
2. The price indicated in the tables below covers all the items specified in the Requirement Specifications of the Tender Documents.
3. HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated in the Tender Documents.
4. The Total Contract Amount is inclusive of all costs or charges which we will incur in the provision of the goods or services.
5. We acknowledge that only the Total Contract Amount in this Tender Schedule 4 will be assessed for this Tender, whereas HSITPL will not consider any pricing information in Optional Item in this Tender Schedule 4 for the purpose of assessing the Tender.
6. We acknowledge that HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL’s attention after the Tender Closing Date.
7. We acknowledge that HSITPL reserves the right to disqualify any Tenderer that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

Item		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Basic Monthly Service Fee (per month) for paragraph 5.3 of Tender Schedule 5 (<i>Scope of Services</i>) <ul style="list-style-type: none"> • This monthly service fee is based on the premise that one (1) finance function support services provider will report duty to HSITPL five (5) days per week. If the finance function support services provider reports duty to HSITPL for less than five (5) days in a certain week because of public holiday, bad weather conditions or other exceptional conditions that prevent the finance function support services provider from reporting duty, the monthly service fee will be counted on a pro-rata basis. 	Month	12		
Total Contract Amount:					

Optional Item		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Additional finance function support service fee per month	Month	1*		

Remarks:

* HSITPL reserves the right at its sole and absolute discretion to extend the service period by an additional period of one month.

1. The unit price for each item and the total amount shall be provided in the price schedule above.
2. Only the Total Contract Amount will be considered as the criteria of price assessment for the purpose of the Tender. Extension of services under the Optional Item is merely optional for HSITPL's reference and HSITPL does not have an obligation to commit to engage the successful Tenderer for such additional services.
3. The prices indicated in the tables above shall cover all the items specified in the Requirement Specifications in Tender Schedule 5.
4. HSITPL reserves the right to change the items stipulated in the Requirement Specifications in Tender Schedule 5.

We offer to provide the goods and/or services to HSITPL at the prices quoted above and in accordance with the requirements and the terms and conditions stated in the Tender Documents. Acceptance of this offer shall be evidenced by the issuance of a purchase order by HSITPL.

 Authorised Signature (with company chop)

Name & Position: _____

Company Name: _____

Date: _____

Tender Schedule 5: Requirement Specifications

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

“Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))”

The scope and specific requirements of the goods/services which the Tenderer should provide are listed below. The Tenderer shall propose solutions (with detailed explanation) if his proposed items cannot meet any of such scope and/or requirements.

5.1 Statement of Purpose

HSITPL would like to invite interested parties (each a “Tenderer” and collectively, “Tenderers”) to submit tender for provision of third-party finance function support services by providing a finance function support services provider to support the function of HSITPL for a 12-month contract period.

5.2 About HSITPL

HSITPL, a wholly owned subsidiary of Hong Kong Science and Technology Parks Corporation, is vested with the responsibility to develop, operate, maintain, and manage Hong Kong-Shenzhen Innovation and Technology Park (“HSITP” or “Park”).

HSITP envisions to serve as the world’s knowledge hub and innovation & technology (“I&T”) centre, converging enterprises, research & development (“R&D”) institutions and higher education institutions from local, Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.

The Park focuses on six I&T pillar industries including life and health technology, artificial intelligence and data science, new materials, new energy, robotics and microelectronics.

With the size of approximately 87.7 hectares in the Lok Ma Chau Loop, the Park is a large-scale and long-term project in Hong Kong, which will be developed in two phases.

Phase 1 will be developed by three batches, i.e., Batch 1, Batch 2 and Batch 3. The first development batch, Batch 1, has been further sub-divided into Batch 1A, Building 1, Batch 1B and Batch 1C. Batch 1 is being developed by HSITPL which consists of eight buildings with a total gross floor area of approximately 116,000 square metres. Batch 1A consists of three buildings: Buildings 8 & 9 (wet laboratory enabled) and Building 11 (Talent Accommodation).

5.3 Scope of Services

5.3.1 Finance Function Support Services

The successful Tenderer shall provide one (1) finance function support services provider which shall provide (without limitation) the following services to HSITPL whilst observing and complying all relevant internal policies and procedures issued and amended by HSITPL from time to time:

- (a) Accounting services at operational level, including handling month end closing, account receivables, accounts payable and fixed assets management etc.;
- (b) Financial analysis and monthly financial and management reporting services, including preparing monthly management reporting pack;
- (c) Support services in respect of annual audit and tax reporting, including working with external consultants of HSITPL in the preparation of audit schedules and annual financial statements, profits tax return and computation etc.; and
- (d) Ad hoc services in respect of other duties and projects as assigned by HSITPL from time to time.

5.3.2 **Requirement of the Finance Function Support Services Provider**

The finance function support services provider provided by the successful Tenderer shall satisfy all of the following requirements:

- (a) Bachelor's degree in Accounting, Finance or other relevant subjects, preferably with professional qualification in one of the recognized professional accountancy bodies (e.g. HKICPA, ACCA or CPAA);
- (b) At least 5-8 years of related experience in providing financial analysis, monthly financial and management reporting, accounting services, or annual audit and tax reporting services preferably gained from international audit firms or public bodies;
- (c) Experience in performing statutory audit and financial reporting at operational levels, preferably with enterprise resource planning knowledge (e.g. SAP); and
- (d) Self-motivated with strong communication and interpersonal skills.

5.3.3 **Availability of the Finance Function Support Services Provider**

Immediate availability or short notice is required.

5.4 Service Terms

5.4.1 **Terms of Engagement**

The finance function support services provider will be hired by the successful Tenderer and will not be treated as part-time or permanent employee of HSITPL.

5.4.2 **Working schedule ("Working Schedule")**

Monday – Friday, 9 am – 6 pm, except for Public Holiday

5.4.3 **Replacement arrangement**

If the finance function support services provider is on leave for a continuous period of 4 or more working days, unable to work due to any other reasons, or suspended by HSITPL due to poor performance, including but not limited to inability to properly perform the assigned duties, non-compliance with the ground rules to be mutually agreed by HSITPL from time to time and continuous disobedience to reasonable instructions from the responsible staff of HSITPL or unethical behaviors, the successful Tenderer should provide a replacement service provider as soon as possible (at no extra cost to HSITPL) so the Working Schedule is complied with.

5.4.4 **Contract Period**

12 months starting from the commencement date of service provision.

5.4.5 **Notice Period**

HSITPL shall provide a minimum of 14 calendar days' written notice to the successful Tenderer for termination the engagement of the finance function support services provider. If such engagement is terminated, the successful Tenderer shall use best endeavours to seek a replacement service provider as soon as possible (at no extra cost to HSITPL). The service fee paid by HSITPL to the successful Tenderer will be calculated on a pro-rata basis if the Working Schedule is not complied with because of any delay in seeking a replacement service provider.

5.5 Undertaking, Liability and Indemnity

5.5.1 The successful Tenderer is deemed to have agreed:

- (a) to inform every person to whom any Confidential Information (as defined in the PO T&C) is disclosed, including but not limited to each finance function support services provider, of the restrictions on disclosure attaching to such information; and
- (b) upon HSITPL's request, to obtain forthwith a legally binding and enforceable undertaking in favour of HSITPL duly executed by such person in terms similar to those in the relevant provisions of the PO T&C, and in any event, in the form and substance acceptable to HSITPL.

5.5.2 The successful Tenderer is deemed to have agreed to indemnify HSITPL against all costs, claims, demands, expenses and liabilities that may be incurred by HSITPL, including but not limited to legal fees, recovery expenses, and compensatory damages to any third party affected, as a result of any unauthorized action that may result in any of the following:

- (a) **Data Leakage:** Unauthorized release, disclosure or dissemination of sensitive or confidential data to any third party, regardless of whether such release, disclosure or dissemination is intended or unintended.
- (b) **Data Breach:** Unauthorized access to HSITPL's data by any third party, leading to potential misuse of such data.
- (c) **Data Loss or Damage:** Any incident resulting in the loss of data integrity, availability, or confidentiality, including accidental deletion, corruption, or unauthorized modifications.
- (d) **Service Interruptions:** Any actions that disrupt the availability or functionality of the services provided, affecting HSITPL's operations.

5.5.3 The successful Tenderer undertakes to obtain, prior to the provision of any personal data of the finance function support services provider to HSITPL, all necessary consent from such finance function support services provider which may be required for HSITPL to process such personal data for the purpose of facilitating the provision of the IT support services to HSITPL. The successful Tenderer further represents that HSITPL is duly authorised to receive and process such personal data and all applicable requirements, including requirements in the Personal Data (Privacy) Ordinance, have been complied with.

5.6 Responsibilities of the Successful Tenderer

The successful Tenderer shall be responsible for the following fees, services and/or arrangements:

- (a) Recruitment costs;
- (b) Internal interview and/or assessment costs;

- (c) Administrative costs;
- (d) Contractual arrangement between the finance function support services provider and the successful Tenderer;
- (e) Payroll services for payment to the finance function support services provider or any replacement staff;
- (f) Employees' compensation insurance, any other insurance policies that should be taken out or any other fringe benefits required for the finance function support services provider in accordance with Hong Kong law;
- (g) Statutory benefits entitled by employees under continuous contract in accordance with Hong Kong law including but not limited to:
 - (i) Paid annual leave;
 - (ii) Statutory holidays; and
 - (iii) Sickness allowance;
- (h) Handling and filing tax returns in accordance with requirements of the Inland Revenue Department and all relevant laws and regulations;
- (i) Payment for mandatory provident fund;
- (j) Any other inclusion in the services by the successful Tenderer that the successful Tenderer would like to provide; and
- (k) Any other benefits required for the successful Tenderer as an employer under Hong Kong law.

5.7 Project Timeline (Tentative)

Tender invite	23 February 2026
Tender submission deadline	9 March 2026
Presentation	11-12 March 2026
Tender award	16 March 2026
Service start date	1 April 2026

Tender Schedule 6: Proposed Solution for Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

“Outsourced Finance Function Support Services (Ref. no. FD-03-06-02(213))”

This section contains Parts 1 to 2 and shall be duly completed by the Tenderer and included in the Tender. The Tenderer is required to provide all details of its proposed solution according to the guidelines specified under each Part.

Tenderers are reminded that no price information should be included in the Technical Proposal.

Part 1: Company Profile

- Company size of the Tenderer
- Number of years of the Tenderer’s experience (a) in providing finance function support services and (b) in providing similar services to non-governmental organizations or Government departments
- Reference from previous customers

Part 2: Service Quality

- Experience: Service delivery resources with a minimum of 5-8 years’ corresponding experience in providing financial reporting and analysis support
- Comprehensive planning on service quality review

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