Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document
Provision of Corporate Car Services

Tender Reference:
FD-03-06-02(360)

Tender Closing Date:
7 December 2026
12:00 noon (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.

Hong Kong-Shenzhen Innovation and Technology Park Limited 港深創新及科技園有限公司

Unit 710, 7/F, 8 Science Park West Avenue, Hong Kong Science Park 香港科學園科技大道西8號7樓710室 | TEL 電話 +852 3189 1599

PART I: Terms of Tender

1. General

a) Recipients (each a "**Tenderer**") are invited to submit tenders for provision of corporate car services for employee mobility 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 costs 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, e.g. **three (3)** 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:

Ice Wong – Manager, Corporate Services
Email: ice.wong@hsitp.org
Telephone No.: (852) 3189 5457

The Tenderer shall state in the email subject heading "Tender Enquiry - Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))" and provide full contact details in the email message. HSITPL reserves the right not to respond to any enquiry or request for clarification submitted after the deadline specified above.

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 successful 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 12:00 noon on 7 December 2026 (the "**Tender Closing Date**").

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

(i) Mandatory Assessment Criteria Submission

The front cover of the Mandatory Assessment Criteria Submission envelope shall be clearly marked with the subject of the Tender and the Tender reference:

"Mandatory Assessment Criteria Submission: Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

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: Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

and the Tenderer's company name

c) Tenderers shall ensure that their Price Proposal is prepared in accordance with the Submission Requirements provided in the Tender Documents.

d) Tenderers shall submit their Mandatory Assessment Criteria Submission and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 12:00 noon on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
10/F, Loop Academy One, 1 Innovation and Technology Park Road, Lok Ma Chau, HK

Attention: Procurement Department (Tender Box A)

e) HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Mandatory Assessment Criteria Submission.

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 or announcement on extreme conditions is issued in Hong Kong at any time between 9:00 a.m. and 12:00 noon (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, which shall be a day other than a Saturday, Sunday or public holiday in Hong Kong ("**Working Day**").

i) 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.

j) 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:

- 100 % Pricing

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.

d) The Tenderer acknowledges and agrees that participation in this Tender submission requires compliance with all requirements in the Tender Documents including but not limited to the Mandatory Assessment Criteria in Part 1 of Tender Schedule 6. These requirements are crucial for determining compliance with specific requirements outlined in the Tender Documents. Therefore, any failure by Tenderers to declare or submit supporting documents confirming compliance with such requirements may result in the disqualification of the Tender.

e) Assessments will be based on all materials of the submitted Tender provided by the Tenderer.

6. Acceptance / Rejection of Tender

a) HSITPL is not bound to accept the Tender which is the lowest price 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) Tenderers 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. Sub-contracting

The successful Tenderer is prohibited from transferring, sub-letting, sub-contracting or assigning, directly or indirectly, any rights or duties under the Contract and/or all or any portion of the Contract to any person or persons or companies, unless the prior written permission of HSITPL and/or its representative ("**Representative**", as appointed according to Clause 18 below) is obtained. In the event that written permission of HSITPL is provided to the successful Tenderer, the successful Tenderer's right to transfer, sub-let, sub-contract or assign, directly or indirectly, shall not in any way relieve it from any obligations under the Contract.

13. Non-collusion

a) The Tenderer must ensure that the Tender is developed genuinely, independently and made with the intention to accept the contract if awarded, and 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 (as defined in Clause 13 d) below)), including regarding price, Tender submission procedure or any terms of the Tender. In the event of any breach of this Clause by any Tenderer, HSITPL reserves the right to invalidate the Tender submitted by that Tenderer and/or terminate the Contract entered with that Tenderer based on the Tender submitted by that Tenderer and seek damages.

b) 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**").

c) 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.

d) Upon Tender submission, the Tenderer shall submit to HSITPL a Non-Collusive Tendering Certificate (in the form set out at Tender Schedule 2) (the "**Non-collusive Tendering Certificate**") duly signed by an authorised person on the Tenderer's behalf. The Contract is to be entered into in reliance on the statements made by the Tenderer in the Non-collusive Tendering Certificate and conditional upon the effectiveness and veracity of the Non-collusive Tendering Certificate. Any breach of any of the representations, warranties and/or undertakings given in the Non-collusive Tendering Certificate not only allows HSITPL to pursue damages and other forms of redress from the Tenderer but also is capable of amounting to a criminal offence and rendering the relevant personnel of the Tenderer liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years).

e) Notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report and provide documents and information regarding any suspected anti-competitive collusive conduct to the Competition Commission and/or other relevant authorities.

14. <u>Payment Schedule</u>

a) Subject to the work done to the satisfaction of HSITPL, payments due under the Contract will be made as per this Clause 14. Please note the payment procedure in this clause is for reference only and does not amount to any representation and warranties. The successful Tenderer shall not rely on any information set out in this clause.

b) The successful Tenderer shall submit a detailed monthly report, with supporting documents including but not limited to (i) arrival / departure time, (ii) fleet summary (including car model, manufacturing year), (iii) late & incident report summary (if any), (iv) electricity consumption, (v) ridership report (in the format to be provided by HSITPL), (vi) inspection report for car condition including cleaning and safety checking, to HSITPL within ten (10) Working Days after the end of each calendar month. Upon receipt of the monthly report, HSITPL would review and provide feedback on the report within ten (10) Working Days. Based on HSITPL's feedback, the successful Tenderer shall incorporate the suggested changes, revise the content, and finalize the report with supporting documents within ten (10) Working Days.

c) HSITPL reserves the right to withhold or adjust payments if any of the monthly reports is found to be inaccurate, incomplete, or does not meet the agreed-upon service standards. Payment for the services rendered shall be made by purchase order in monthly instalments. HSITPL shall have the sole and absolute authority to determine the level of performance of the services.

d) The successful Tenderer acknowledges and agrees that payment is contingent upon satisfactory performance and adherence to the terms and conditions of the Contract. HSITPL retains the right to terminate the Contract and withhold payment if the successful Tenderer consistently fails to meet the agreed-upon service standards or breaches any provisions of the Contract.

e) HSITPL shall be entitled to deduct from any monies due to the successful Tenderer under the Contract any and all amounts of any debt due from the successful Tenderer to HSITPL.

f) In the event of any deletion of or addition to the services, the monthly fee payable to the successful Tenderer shall be adjusted based on the unit rates set out in Optional Items in Tender Schedule 4.

15. <u>Insurance</u>

a) The successful Tenderer shall, at all times during the term of the Contract, have in place the following insurance policies at its own cost with reputable insurer(s), on terms which are satisfactory to HSITPL, and whenever appropriate, in the joint names of HSITPL as the insured party, and fully comply with the laws of the Hong Kong Special Administrative Region ("HKSAR"):

(i) General liability insurance for the sum of at least HK$100,000,000 for any one occurrence and the period of insurance shall cover unlimited occurrences in the joint names of the successful Tenderer and HSITPL throughout the full term of the Contract. Such policy shall incorporate "Waiver of Subrogation Clause against HSITPL" and "Primary Liability Insurance Clause";

(ii) Employees' compensation insurance, which should exclude any terms and conditions which exempt the successful Tenderer's liability in respect of any injury by accident or diseases due to or resulting from any act, default or neglect of HSITPL and/or its representatives (including but not limited to the Representative) in the joint names of the successful Tenderer and HSITPL; and

(iii) Motor vehicle insurance, issued as per requirement under Motor Vehicle Insurance (Third Party Risks) Ordinance to the successful Tenderer, including but not limited to "Third Party Bodily Injury" for the sum of at least HK$100,000,000 for any one event and "Third Party Property Damage" for the sum of at least HK$5,000,000 for any one event. Further, an "Indemnity to Principal Clause" should be incorporated in such insurance policy.

b) The successful Tenderer shall notify its insurer to ensure that its insurer is well-informed that the successful Tenderer is conducting a business for the carriage of passengers for hire and/or reward.

c) HSITPL may from time to time require the successful Tenderer to maintain any insurance policies against other insurable risks, which reasonable costs and expenses would be reimbursed by HSITPL provided that such costs and expenses are approved by HSITPL in writing.

d) In addition to maintaining the required insurance policies, the successful Tenderer shall hold HSITPL harmless from any loss, damage, cost, expense, liability etc. and fully indemnify HSITPL and its representatives for any loss, damage, cost, expense, liability etc. that may result directly or indirectly from the negligence of the successful Tenderer, its employees, agents, servants or any tiers of sub-contractors (if permitted as per Clause 12 above) in the carrying out of its obligations under the Contract.

e) The successful Tenderer is liable for all policy excesses/deductibles under the insurance policies maintained pursuant to this clause.

f) The successful Tenderer shall ensure all its employees and employees of any agent and/or sub-contractor (if permitted as per Clause 12 above) are duly covered by employees' compensation insurance policies at all times during the term of the Contract.

g) If there is work contracted out by the successful Tenderer to sub-contractors, each sub-contractor (and other sub-subcontractors, if any) shall arrange general liability policies, employees' compensation policy and all policy mentioned in Clause 15(a)(iii) with HSITPL as an insured party on a joint name basis.

h) The successful Tenderer should produce satisfactory evidence to HSITPL prior to the commencement of any works showing that the insurances referred to in this clause have been effected and are in force, including but not limited to, producing a certificate of insurance. If the successful Tenderer fails upon reasonable request to produce satisfactory evidence to HSITPL or its representatives, HSITPL may effect and keep in force such insurance policies and pay such premium or premiums as may be necessary for that purpose, and from time to time deduct the amount so paid from any monies due or to become due to the successful Tenderer or recover such amount from the successful Tenderer. If the successful Tenderer fails to produce any such satisfactory evidence as requested by HSITPL or its representatives, HSITPL reserves the right to terminate the Contract.

16. <u>Suspension and Variations</u>

a) HSITPL and/or the Representative are entitled to temporarily suspend (for not more than 6 months) the Contract at any time by giving 7 days' written notice in advance and resume the Contract by giving 3 days' written notice in advance. For service suspension, the monthly fee should be adjusted according to the unit rate submitted in the Tender.

b) During the term of the Contract, HSITPL and the Representative reserve the rights to add/amend/deduct the routes, departure time or other details of the services by giving one calendar month's notice, and the successful Tenderer shall assist in submitting and preparing related documents for submission to the Transport Department or other government authorities as required.

c) HSITPL and/or the Representative shall have the right to request a variation to the scope of the services. Upon receipt of such a request from HSITPL and/or the Representative, the successful Tenderer shall provide to HSITPL, within one calendar month from receipt of such request, a precise scope of the services to be added to or deleted from the obligations of the successful Tenderer. The monthly fee payable to the successful Tenderer shall be adjusted based on the unit rates set out in Optional Item in Tender Schedule 4 of the Tender Documents.

d) No request to vary the scope of services shall be acted upon until the successful Tenderer has received written confirmation from HSITPL and/or the Representative.

e) Any amendment to the Contract whether arising from the provisions of this Clause or otherwise shall be in writing and shall be signed by both HSITPL and the successful Tenderer.

17. <u>Use of names and logos</u>

The successful Tenderer shall not use the name, logo or corporate identity of HSITPL and the Representative for any purpose without the prior written consent of HSITPL or the Representative

(as the case may be); provided that nothing herein shall prohibit HSITPL and the Representative from referring the name of the successful Tenderer as the service provider of services to be provided under the Contract.

18. <u>Representative</u>

a) The Representative will be appointed by HSITPL to act on behalf of HSITPL in matters in connection with the Contract. HSITPL has the right to change the Representative in its sole and absolute direction, by providing notice in writing to the successful Tenderer.

b) HSITPL may, from time to time and in its sole and absolute discretion, specify which function, power and/or authority is delegated to the Representative by written notice to the successful Tenderer. Such delegation may be revoked by HSITPL at any time by providing written notice to the successful Tenderer.

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 General Terms and Conditions for Purchase Orders ("**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 Mandatory Assessment Criteria Submission 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 Mandatory Assessment Criteria Submission and/or come to HSITPL's attention after the Tender Closing Date.

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.

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***.

Mandatory Assessment Criteria Submission		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

Price Proposal	Tender Schedule No.

1.	Price Schedule	4

Number of documents required:

a) 1 set of the "Mandatory Assessment Criteria Submission" in hard copy;

b) A USB drive with an electronic copy of the "Mandatory Assessment Criteria Submission" 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.

Tender Schedule 1: Tender Submission Information

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

Dear Sir / Madam,

"Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

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 "Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))" (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 arrangement and beneficial ownership

4. We represent and warrant that there is no intended sub-contracting arrangement relating to the Tender, including those which are to be entered into after the Contract is awarded.

   OR*

   We represent and warrant that the following sub-contracting arrangements are all the intended sub-contracting arrangements relating to the Tender, including those which are to be entered into after the Contract is awarded:

   [*Please set out the details of such sub-contracting arrangements here. Please use supplemental sheets where appropriate.*]

   We understand that we are required to continue to disclose any of such sub-contracting arrangements to HSITPL as and when they arise.

5. We represent and warrant that the following is our beneficial ownership:

   (For a company other than a listed company or exempted company[1])
   [*Please disclose the significant controllers register here, as defined in the Companies Ordinance, Cap. 622. Please use supplemental sheets where appropriate.*]

   OR*

[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).

Hong Kong-Shenzhen Innovation and Technology Park Limited 港深創新及科技園有限公司
Unit 710, 7/F, 8 Science Park West Avenue, Hong Kong Science Park 香港科學園科技大道西8號7樓710室 | TEL 電話 +852 3189 1599

(For a sole proprietorship or partnership)
[*Please disclose details of beneficial owner(s) here, including their name and the nature of their control over the firm. Please use supplemental sheets where appropriate.*]

OR*

(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.

Consequences of breach or non-compliance

7. We understand that in the event of any breach or non-compliance with any representations, warranties and/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. Further, any breach of any of the representations, warranties and/or undertakings given in this certificate is capable of amounting to a criminal offence and rendering our relevant personnel liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years). We understand that, notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report all suspected instances of anti-competitive conduct to the Competition Commission (the "**Commission**") and/or other relevant authorities and provide the Commission and/or other relevant authorities with any relevant information, including but not limited to information on our bid and our personal or corporate 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,

"Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

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 Documents.

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 three (3) 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 terms of the General Terms and Conditions for Purchase Orders enclosed with the Tender Documents in the event that our proposed revisions (if any) to the General Terms and Conditions for Purchase Orders 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 Mandatory Assessment Criteria Submission are true, accurate, and complete. Further, we understand and agree that if any information or document provided in or submitted with the Mandatory Assessment Criteria Submission is found to be untrue, inaccurate, incomplete or misleading, HSITPL may, without limiting HSITPL's rights and remedies therein or at law, invalidate, reject and/or disqualify our Tender.

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,

"Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

1. The quotation shall be valid for a period of six (6) months from the Tender Closing Date specified in the Tender Documents. Should HSITPL so request in writing, we shall abide by the Tender Documents for a further three (3) months, and the quotation may be accepted by HSITPL at any time before the expiration of this extended period.
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. Unless otherwise terminated, the Contract for our provision of services to HSITPL under the Tender shall remain in force for a period of two (2) years from the commencement date of the services.
4. All prices provided in this Price Schedule shall include all (but not limited to) expenses and costs for our performance of the services under this Tender to the satisfaction of HSITPL and/or the Representative, including but not limited to:-
   a) All wages, benefit, compensation and entitlements of the drivers, including relief personnel.
   b) All costs for the maintenance of the 7-seater corporate cars in good and safe running condition including but not limited to annual inspection, replacement of tires, maintenance and any replacement of other wear and tear components.
   c) All costs for required insurance policies.
   d) All costs for ensuring the 7-seater corporate car services and required licences comply with all the requirements of the Transport Department or any other government authorities.
   e) All costs, penalties and/or fines incurred as a result of any violation of the Road Traffic Ordinance (Cap. 374) and/or any other applicable ordinances, such as illegal parking, stopping at prohibited area or wrong entry, etc.
   f) Any other costs that are reasonably required for the performance of the services under this Tender.
5. The Total Contract Amount is inclusive of all costs or charges which we will incur in the provision of the services in accordance with the Requirement Specifications in Tender Schedule 5.
6. 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 Items" in the tables below for the purpose of assessing the Tender.
7. We acknowledge that the quantity of Optional Items stated below are provided for quotation purposes only. HSITPL does not guarantee the consumption of any or all of such number of Optional Items. HSITPL has the sole discretion to determine the actual quantity of Optional Items to be used.
8. We acknowledge that (i) HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Mandatory Assessment Criteria Submission and/or come to HSITPL's attention after the Tender Closing Date and (ii) HSITPL is not bound to accept any of such proposed revisions.
9. 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.

Services for Two (2) 7-Seater Corporate Cars (Monday to Friday except Saturday, Sunday and public holidays)

Item	Description	Unit	Quantity (a)	Rate per Month (HK$) (b)	Total Amount (HK$) (a)x(b)
1	**TWO** electric vehicles ("**EV**") • 7-seater • Brand New EV manufactured no earlier than the Tender Closing Date Please specify: a. Proposed Vehicle Brand: _____ b. Proposed Vehicle Model: _____ c. Estimated First Registration Date in Transport Department of HKSAR: _____ d. Other information (if any): _____	Month	24		
2	Drivers' Service Fee for **TWO** vehicles	Month	24		
3	Monthly Parking Fee for **TWO** vehicles**	Month	24		
				Total Contract Amount	

*Subject to HSITPL's or the Representative's confirmation, the successful Tenderer may be allowed to park the 7-seater corporate car(s) temporarily at a designated location in HSITP.
**The successful Tenderer shall provide all relevant supporting documents (e.g., invoices and/or actual receipts) evidencing the payment of the relevant monthly parking fee on a monthly basis to the satisfaction of HSITPL. HSITPL shall pay the actual expenses for monthly parking fee incurred by the successful Tenderer as evidenced in the relevant supporting documents.

Optional Items		Price (HK$)			
No.	**Description**	**Unit**	**Type of Vehicles**	**Quantity**	**Amount**
1	Overtime (OT) Services on working days	Hour	7-seater EV	1	

2	Overtime (OT) Services on Saturday, Sunday and Public Holiday	Hour	7-seater EV	1	
3	Overtime (OT) Services on Saturday, Sunday and public holiday for urgent request, if applicable (urgent request refers to two (2) working days' advance notice given)	Hour	7-seater EV	1	
4	Bad Weather Surcharge	Hour	7-seater EV	1	
	Remarks for OT arrangement: _____				

Remarks:

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. The Optional Items are 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 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")

"Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

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 Tenderers to submit tender ("**Tender**") in respect of provision corporate car services to HSITPL, all in conformity with the Tender Documents (as defined in the Terms of Tender). The successful Tenderer is expected to provide corporate car services in a cost-effective manner, while considering relevant legal compliance requirements and operational safety. This Tender seeks a qualified and experienced service provider to provide 7-seater corporate car services for corporate transportation needs, including travel between Hong Kong-Shenzhen Innovation and Technology Park ("**HSITP**" or the "**Park**") and other business-related destinations. The corporate car services are intended to facilitate convenient and efficient transportation for HSITPL as set out in Clauses 5.4 and 5.5 of this Tender Schedule 5.

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 the 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.

The Park covers an area of approximately 87 hectares and the development is divided into two phases. The estimated total floor area of the first phase will be approximately 1 million square metres, which will provide R&D (Wet Lab / Advanced Manufacturing) buildings, Dry Lab / Office buildings, Research, Academic and Industry buildings, Talent Accommodation, Visitor Lodges, Commercial and Ancillary facilities, etc. Apart from Batch 1, the remaining land in the first phase of the Park will be developed through enterprises investment, aiming to enhance the speed and quantity of project development by leveraging market forces to build high-quality research and industrial infrastructure.

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 The Brief

The successful Tenderer shall provide services for TWO 7-seater corporate cars, dedicated to HSITPL, in accordance with the requirements of this Tender Schedule 5, including but not limited to the Particular Specification, together with the requirements as set out below:

Vehicle Type and Model

i) TWO 7-seater vehicles, minimum to serve 6 passengers
ii) Vehicle Type:
- Brand new EV (Electric Vehicle)*
- Electric automatic sliding doors (both sides)
- Dimension: approx. 4900mm(L) x 1900mm (W) x 1800mm (H)
- Battery capacity: at least 90kWh
- Drive range (WLTP): at least 480km
- Motor output: at least 180kW
- Max. torque: 350 Nm

*If the brand new vehicles cannot be ready before the Contract start date, the successful Tenderer shall provide a similar grade replacement vehicle with manufacture date within 2 years from the Tender Closing Date. The successful Tenderer shall arrange brand new vehicles as soon as possible and in any event within three (3) months from the date of the award of the Tender or such other period as HSITPL may agree.

Service Requirements

i) Regular Service Hours from Monday to Friday: 7:30am – 8:00pm (including 1 hour meal break, time to be agreed by HSITPL)
ii) Service Period from 1 January 2027 to 31 December 2028 (tentative)
iii) Service runs according to the instruction of HSITPL and/or the Representative
iv) Overtime service may be required on working days, Saturdays, Sundays, public holidays etc., for which the successful Tenderer and the relevant driver(s) will be notified by reasonable notice. For urgent overtime request on Saturdays, Sundays, or public holidays, short notice of two (2) working days may be given.

Others

Toll, hourly or ad-hoc parking fee (excluding any monthly parking fee quoted in Tender Schedule 4) and electric vehicle charging fee will be reimbursed by HSITPL provided that the successful Tenderer submits supporting documents (e.g. actual receipts) on a monthly basis to HSITPL's satisfaction.

During the contract period in which the successful Tenderer provides services under the Tender ("**Contract Period**"), HSITPL and/or its representative as appointed according to Clause 18 of the Terms of Tender ("**Representative**") reserve the rights to add, remove or amend the routes and the successful Tenderer shall assist in submitting and preparing related documents for submission to the Transport Department or other government authorities as required.

5.4 Purpose of Services

To provide reliable and efficient transportation for HSITPL to business-related destinations. This service aims to enhance accessibility, ensuring HSITPL can conveniently reach destinations while reducing travel time. Additionally, it promotes safety and comfort by offering a secure mode of transportation during daily commutes. It also encourages environmental sustainability by reducing individual car usage and promoting carpooling, ultimately contributing to lower carbon emissions.

The successful Tenderer shall be responsible for operation of the 7-seater corporate car services, ensuring that the 7-seater corporate cars run according to the instruction of HSITPL and/or the Representative. The successful Tenderer is responsible for the provision of full maintenance package to the 7-seater corporate cars and to ensure the safe and normal operation of the cars, and the payment of any government fees, utilities and other outgoings related to the running/operation of the 7-seater corporate car services. The successful Tenderer shall undertake the obligation of paying the annual licence fee, first registration fee, etc. The successful Tenderer should ensure compliance with the terms and conditions outlined in all documents forming the Contract, including but not limited to managing financial matters, invoicing, and addressing any of its contractual obligations.

5.5 Scope of Services/Deliverables

5.5.1 Safety and Compliance

The successful Tenderer must prioritize passenger safety by adhering to all applicable safety legislation, regulations and standards, including but not limited to conducting regular safety inspections, implementing emergency procedures, and providing training to staff on safety protocols.

5.5.2 Performance Monitoring and Reporting

The successful Tenderer is responsible for monitoring the performance of the corporate car services. Reports should be provided to HSITPL and/or the Representative on a monthly basis to assess the effectiveness of the services.

The successful Tenderer should provide routine cleaning (including air conditioning) and pest control to the 7-seater corporate cars' interiors and always keep a high hygiene standard to the corporate car. The successful Tenderer should provide routine interior, exterior and mechanical inspection and repair to the corporate car in accordance with statutory approved standard of the Hong Kong Special Administrative Region ("HKSAR") and always keep a high safety standard. The successful Tenderer should also keep a good report record of the above and submit it to the Representative on a monthly basis.

5.5.3 Fleet Management

The successful Tenderer is expected to manage the 7-seater corporate cars which includes (but is not limited to) ensuring the availability of well-maintained and reliable vehicles. This involves, inter alia, conducting regular inspections, maintenance and necessary repairs to keep the corporate cars in good working condition. The 7-seater corporate cars shall be equipped with air-conditioning system, properly functioned seat belts, first-aid box, and lights, and pandemic preventive measures and supplies, including but not limited to digital thermometer and hand sanitizer, etc.

5.5.4 Staff and Training

The successful Tenderer is responsible for recruiting, training and managing 7-seater corporate car drivers and other necessary staff. This involves ensuring that the drivers hold proper and valid driving licences for the relevant type of vehicles and have a good understanding of customer service standards.

The successful Tenderer shall ensure the drivers do not drive faster than the legal limit, smoke, consume alcoholic drinks, illegal drugs or any substances that affect the attention of the drivers, listen to radio (except radio weather report during typhoon/rainstorm period), contravene any law, have unnecessary conversation or speak foul language while they are delivering the services and that the drivers shall maintain the highest standard of hygiene, courtesy and skills in delivering the services in a professional manner. They shall also be aware of the service routes and stops when they take duty for the services. The successful Tenderer should engage courteous drivers of good conduct who are properly in a clean and tidy manner. HSITPL and/or the Representative shall have the right to require replacement within two (2) calendar days of any driver who does not meet the required standards.

5.5.5 Customer Services

The successful Tenderer is expected to deliver high-quality customer service to passengers. This includes (but is not limited to) ensuring that the drivers are professional, courteous, and can provide assistance as needed. The successful Tenderer should also establish effective communication channels to address passenger inquiries, feedback and complaints.

5.5.6 Replacement of Car

In case of any incident which prevents a car or a driver from performing the services, the successful Tenderer shall supply replacement car and driver(s) to resume the services within thirty (30) minutes at no extra cost. HSITPL shall be entitled to reduce the monthly fee according to the unit rate in Optional Item in Tender Schedule 4 if a replacement 7-seater car(s) and/or driver(s) is/are not provided within the said period of time.

In case a 7-seater car arrives late for 10 minutes or more at the boarding point, the passengers can take taxi to HSITP from the boarding point or from HSITP to the designated drop off point at the cost of the successful Tenderer. The successful Tenderer shall complete the whole reimbursement process to the passengers within a month and send the reimbursement report to the Representative for record every month, if any.

HSITPL and/or the Representative shall be entitled to request the successful Tenderer to replace any car which, in the opinion of HSITPL and/or the Representative, is not good enough for road transportation. The replacement car shall fully meet the required specifications under the Tender Documents.

5.5.7 Permits

The successful Tenderer must hold all proper and valid licences for vehicles and the provision of passenger services as required by the Transport Department and other relevant government authorities at all times during the Contract Period.

The successful Tenderer should also be required to apply for relevant hire car permit or any licence(s) that are deemed to be appropriate and beneficial to HSITPL, at the successful Tenderer's own cost from time to time during the Contract Period. In case the application for a proper licence from the Transport Department is denied, the Contract shall be regarded as void and the

successful Tenderer shall not request for reimbursement of any cost and/or expenses incurred from HSITPL and/or the Representative.

The successful Tenderer shall give a copy of the licence application to the Representative and keep the Representative informed of the progress of the licence application.

For failure in obtaining any necessary licence by the successful Tenderer or in ensuring the validity of all necessary licences at all times during the Contract Period, the Contract is deemed to be terminated by the successful Tenderer and the Representative shall have the right to award the Contract to other Tenderer(s) without further notice. For the avoidance of doubt, Clauses 10.2 to 10.4 of PO T&C shall be applicable in the event of such termination.

5.5.8 Service Schedule and Route Change

The service schedule and pick-up/drop-off locations of the 7-seater corporate cars are subject to the approval of HSITPL and/or the Representative. HSITPL and/or the Representative shall have full rights to make reasonable requests by prior notice in writing to the successful Tenderer to vary the services including but not limited to this corporate car service schedule, size of car to be used, scope of work as specified in the Tender Documents.

The successful Tenderer may instruct the drivers to take an alternative route in case of any traffic conditions along the original routes (all original scheduled stops must be kept) with a report to the Representative supporting the decision. The successful Tenderer shall submit supporting documents for the traffic conditions that affected the provision of the corporate car service.

5.5.9 Parking

HSITPL and/or the Representative are not obliged to provide car parking spaces or loading and unloading areas to the successful Tenderer for the operation, cleaning, repairing or temporary parking under the Contract..

5.5.10 Cleaning

The successful Tenderer shall be responsible for the cleaning of the exterior of the EV at least once a week at its own costs and expenses and HSITPL shall not be responsible for the relevant cleaning costs.

5.6 Project Timeline (Tentative)

Tender invitation	23 November 2026
Tender submission deadline	7 December 2026
Tender award	Week of 7 December 2026
Service start date	1 January 2027
Service end date	31 December 2028

PARTICULAR SPECIFICATION

7-seater Corporate Car Service

Both of the 7-seater corporate cars, which shall serve a minimum of 6 passengers, dedicated to HSITPL, should be electric vehicles.

The successful Tenderer should obtain for all necessary licence(s) from the Transport Department and provide car to pick-up and drop-off passengers between HSITP and other business-related destinations and ensure the validity of such licence(s) at all times during the Contract Period.

Contingency Plan

a) When typhoon signal number 1 or 3 is hoisted or when amber or red rainstorm warning is triggered, all service(s) will follow the normal schedules.

b) Upon announcement by the Hong Kong Observatory of lowering typhoon signal no.8 or black rainstorm warning is lowered. The departure schedules are shown as follows:

Time	Services to be provided
Lowered before 05:30	All services will resume.
Lowered between 05:30 and 14:00	After 90 minutes of the announcement, the services will resume.
Lowered after 14:00	All services would be cancelled.

c) Once the successful Tenderer receives notice or announcement from the Hong Kong Observatory that the black rainstorm warning will be issued within certain hours, the successful Tenderer shall consider the safety of passengers and the actual traffic situation and determine whether to suspend or adjust the routing or timing of the 7-seater corporate car services, but the successful Tenderer shall notify the Representative of any change and seek approval of such adjustment in advance.

d) After the Hong Kong Observatory announces or forecasts to lower the black rainstorm warning, the successful Tenderer shall use its best endeavours to prepare for resuming to normal service within 1.5 hours after the resumption.

e) Under adverse weather other than typhoon signal no. 8 or above or black rainstorm warning, the successful Tenderer shall proactively consider the safety of passengers and the actual traffic situation to adjust the routing or timing of the 7-seater corporate car services, after communicating with the Representative to seek prior approval.

f) Drivers of the successful Tenderer shall be equipped with a mobile phone, at the successful Tenderer's cost, in order to keep direct contact with the Representative (if necessary) in case of emergency.

The successful Tenderer shall provide all contact numbers of the drivers, after office hour emergency contact number(s) to contact the successful Tenderer and a list of contact persons to the Representative and ensure the accuracy of such information at all times.

Tender Schedule 6: Proposed Solution for Tender

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

"Provision of Corporate Car Services (Ref. No. FD-03-06-02(360))"

This section contains Parts 1 to 4 and should be duly completed by the Tenderer and included in the Tender. The Tenderer is required to present all details of his/her proposed solution according to the guidelines specified under each Part.

Part 1: Mandatory Assessment Criteria Submission

The Tenderer acknowledges and agrees that participation in this Tender requires compliance with the Mandatory Assessment Criteria outlined in this part. By responding with "Y", the Tenderer hereby confirms that it has met the relevant mandatory assessment criteria specified in the table below. Failure to declare or submit supporting documents confirming compliance with any of the mandatory assessment criteria may result in the **disqualification of the Tender**.

Item	Description / Proven Experience	Declaration with Supporting Document(s) Yes (Y) / No (N)
1.	More than 20 years of company establishment Supporting document: Copy of business registration certificate and certificate of incorporation	
2.	Ability to arrange vehicles to be used for the provision of the relevant services which shall be brand new electric vehicles manufactured no earlier than the Tender Closing Date and shall have a capacity of 7-seaters. Supporting documents: A list of the electric vehicles that would be provided under this Tender with information including the specifications of the electric vehicles, such as model, expected place and year of manufacture, and any additional relevant details.	
3.	Contingency plan in place in order to supply replacement car(s) and driver(s) to resume the services within 30 minutes in case of any incident which prevents any of the 7-seater corporate cars or drivers from performing the services. Supporting documents:	

	A contingency plan to show the Tenderer's proposed arrangement on the required emergency response procedures and communication protocols including but not limited to targeted response time corresponding strategy for replacement of cars, documentation and reporting, etc.	
4.	Declaration that there have been no fatal traffic accidents within five (5) years from the Tender Closing Date.	

Part 2: Past Reference Case(s)

Please briefly describe any past reference case(s) similar to the nature and scope of the services under this Tender. For each case, please detail the scope, contact person (optional) and contact telephone number (optional) for future reference as much as possible.

Reference Client	Project Period	Relevant scope of services	Contact Person (optional)	Contact Telephone No. (optional)

Part 3: Qualifications of Team Members

Please list the key team members and their roles in the provision of services under the Tender. For each member, please provide any certified qualification and briefly describe how such qualification would contribute to the provision of such services. Please note that it is the Tenderer's responsibility to assemble a team with the same qualification in case of personnel movement during the Contract Period.

Name	Job Title	Qualification	Role and Contribution in the provision of services under the Tender

Part 4: Major Operational Requirements Management

Tenderers are required to demonstrate their adequacy of manpower, market experience and track record of services committed to the provision of services under the Tender. Please submit reference for the following:

a) Present a detailed program plan with milestones, the team structure (including sub-contractors and specialists, if applicable), and the responsibilities of key personnel.
b) Propose communication and reporting mechanisms to ensure effective collaboration and transparency.
c) Details for the internal review and monitoring mechanism and the proposed key performance index on, but not limited to:
    - Car checking frequency (times per day/week/month);
    - Air conditioning cleaning schedule (times per day/week/month);
    - Pest control frequency (times per day/week/month);
    - Cleaning frequency (times per day/week/month); and
    - Emergency call center response time (the designated responsible party).

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