

Information Schedule
(To be Inserted into the Technical Envelope)

A Tenderer is required to provide the following information -

1. Information of the Tenderer

(a)	Name of the Tenderer	
(b)	Principal place of business of the Tenderer (in address form)	
(c)	Shareholders of the Tenderer and their percentage of ownership	
(d)	Length of business experience	
(e)	Names of the <i>managing director and other directors</i>	
(f)	Place and date of incorporation or formation	
(g)	A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) or documentary evidence showing that the Tenderer is exempted from business registration under the Business Registration Ordinance (Cap. 310); or if the Tenderer does not carry on business in Hong Kong, the equivalent documents issued by the place of business of the Tenderer.	Please attach if applicable.
(h)	A copy of the Memorandum (if any) and Articles of Association, Certificate of Incorporation, Certificate of Change of Name (if any) or equivalent documents issued by the authority of the place of incorporation of the Tenderer.	Please attach if applicable.
(i)	A copy of the latest annual return filed with the Companies Registry and all subsequent filings since the latest annual return.	Please attach if applicable.

Name of Tenderer : _____

1. Information of the Tenderer (cont'd) :

(j)	Employee's Compensation Insurance Policy Name of insurer: Policy no.: Expiry date:	
(k)	A certified extract of board resolution or other documentary evidence acceptable to the Government demonstrating authorisation and approval for the submission of its Tender.	Please attach if applicable.

2. Contract Deposit

If the Tender is accepted,

- (a) we ***are / are not** capable of delivering the Contract Deposit in accordance with Paragraphs 15.3 or 15.4 of the Terms of Tender.

** Delete whichever is inapplicable*

- (b) we shall elect to deposit with the Government the Contract Deposit -

**(i) in cash, or*

**(ii) in the form of a banker's guarantee in accordance with Paragraph 15.5 of the Terms of Tender.*

** Delete as appropriate. In the event that a Tenderer fails to elect the method of providing a Contract Deposit it prefers in Paragraph 2(b) above, it will be assumed that the Tenderer will deposit cash with the Government.*

3. Statement of Compliance

A Tenderer is requested to confirm whether its offer submitted complies with the required Service Specifications by completing the following statement –

My / Our offer ***does / does not** comply with the Service Specifications.

** Delete whichever is inapplicable*

Name of Tenderer : _____

4. Statement of Convictions

A Tenderer hereby declares if the Tenderer has obtained any conviction of the Relevant Offences (as defined in Paragraph 8.3.1 of the Terms of Tender) for a period of 5 years immediately preceding the Tender Closing Date –

- (a) the Tenderer itself; and
- (b) where applicable, each of its shareholders.

Yes / No (please delete as appropriate)

If yes, please complete the following table -

Date of Offence	Location of Offence	Date of Conviction	Ordinance and the Sections Breached	Court Penalties

(Use separate sheets if required)

This Statement of Convictions shall be certified by an authorised person of the Tenderer who is duly authorised by the Tenderer to execute contracts with the Government.

If the Tenderer is found to have made false declaration or untruthful revelation in the Statement of Convictions, the Government may, without prejudice to any other rights which it has or may have, disqualify the Tenderer, or if it has been awarded the Contract, terminate the Contract immediately without any compensation whatsoever.

The Tenderer hereby declares that all information given above and contained in any additional sheets attached hereto are correct and the Tenderer understands that if any of the information contained in the Statement of Convictions is found to be incorrect, its contract, if awarded, will be terminated in accordance with Clause 59 of the Conditions of Contract.

The Tenderer hereby authorises the CAS to obtain information from all Government bureaux/departments and gives consent to the Government bureaux/departments concerned to provide information about its conviction records in respect of the Relevant Offences to the CAS for the purposes of assessment of its Tender under this tender exercise and subsequent management of the Contract.

Authorised Signature : _____

Name of Tenderer : _____

5. Tenderer’s Accreditation to ISO 9001 and/or ISO 14001 and/or ISO 45001 Standard
(Refer to Note 4 of **Annex A** to the Terms of Tender).

Please put a tick (“√”) in the following box(es) if a Tenderer has been accredited with the relevant ISO certifications. (Documentary proof must be provided for substantiation on the claim of accreditation(s).)

ISO 9001 ISO 14001 ISO 45001

6. Record of Demerit Points under All Government Contracts

Please indicate if a Tenderer has received any Demerit Point(s) under any Non-skilled Worker Contract within thirty-six (36) months immediately before the Tender Closing Date –

- (a) the Tenderer itself; and
- (b) where applicable, each of its shareholders.

Yes / No (please delete as appropriate)

If yes, please complete the following table -

Name of Government Bureau/Department	Contract Reference	Brief Description of Services	Contract Period	Contract Value

(Use separate sheets if required)

Name of Tenderer : _____

7. Information required under Paragraph 22.2 “Government Discretion” of the Terms of Tender

- *(a) I/We confirm that none of the events as mentioned in Paragraphs 22.1(a) to 22.1(h) of the Terms of Tender have ever occurred within the applicable period.
- *(b) I/We confirm that the following event(s) as mentioned in Paragraphs 22.1(a) to 22.1(h) of the Terms of Tender has occurred –

Date	Details of the Event

***Delete as appropriate.**

8. Details of Bank Account for Payment of the Monthly Fee

The attention of the Tenderer is drawn to the contents of Clause 51.4 of the Conditions of Contract which stipulates that, unless otherwise specified and agreed, payment will be made by bank transfer to the Contractor. A Tenderer is requested to provide the following bank account’s information for payment if the Contract is awarded to them –

- (a) Banker's Name: _____
- (b) Banker's Address: _____

- (c) Account Holder’s Name: _____
- (d) Bank Account No.: _____

Name of Tenderer : _____