

INFORMATION SCHEDULE

(To be completed and returned together with the tender submission)

Name of Tenderer: _____

Date: _____

Table A – Information and documents required under Paragraph 9.1 of the Terms of Tender:

(a)	Name of the Tenderer	
(b)	Principal place of business of the Tenderer (in address form)	
(c)	Type of business entity of the Tenderer	company / sole proprietorship / partnership / statutory corporation /others* (*Please delete whichever is not applicable.)
(d)	Shareholders/partners/proprietor of the Tenderer and their percentage of ownership	
(e)	Length of business experience	
(f)	Names of the following: (i) managing director and other directors; (ii) partners; or (iii) sole proprietor	
(g)	Place and date of incorporation or formation	
(h)	Business profile information of the Tenderer including the number and location of full time/contract employees, core business strategies and strength, and industry expertise	
(i)	Names and addresses of banks which are prepared to provide	

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	references or other relevant financial data which indicate the financial viability of the Tenderer	
(j)	A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong) or documentary evidence showing that the Tenderer is exempted from business registration under the Business Registration Ordinance (Chapter 310 of the Laws of Hong Kong); 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.
(k)	(if the Tenderer is a company) 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.
(l)	(if the Tenderer is a company incorporated in Hong Kong or is registered as a non-Hong Kong company under the Companies Ordinance, Chapter 622 of the Laws of Hong Kong) a copy of the latest annual return filed with the Companies Registry and all subsequent filings since the latest annual return; or (if not) the equivalent documents issued by the authority of the place of incorporation of the Tenderer	Please attach if applicable.
(m)	Unless the Tenderer does not have any employee in Hong Kong, information of the employee's compensation insurance policy in respect of the Tenderer's employees in accordance with Part IV of the Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong)	Name of insurer: Policy no.: Expiry date:

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(n)	A certified extract of the Tenderer's board resolution or other documentary evidence acceptable to the Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender. This requirement shall always be applicable to a Tenderer which is a company regardless of the mode of submission of Tender. In the case that a Tenderer is a sole proprietorship or a partnership, documentary evidence acceptable to the Government demonstrating the Tenderer's authorisation and approval for the submission of its Tender shall also be required if (a) (in the case of Paper-based Tendering), the signatory of the Offer to be Bound, or (b) in the case of Electronic Tendering through AAM, the person submitting the Tender, is not the sole proprietor or a partner (or a general partner in the case of a limited partnership) (as the case may be) . In any of the aforesaid applicable situations, the name of the person authorised to sign the Offer to be Bound as shown in the aforesaid board resolution or documentary evidence (as the case may be) shall be the same as shown in the Offer to be Bound, failing which the Government reserves the power to seek clarification	Please attach if applicable.

Table B – Information required under Paragraph 10 of the Terms of Tender:

(a)	Name of the proposed sub-contractor	
(b)	Place of business of the proposed sub-contractors (in address form)	
(c)	Obligations proposed to be performed by the proposed sub-contractor	
(d)	Location of the service centre in Hong Kong for carrying out the	

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	Warranty Services as specified in Clause 15 of the General Conditions of Contract	
(e)	Operator of the service centre (whether it is the Contractor or any proposed sub-contractor as mentioned above)	
(f)	Information of the employee's compensation insurance policy in respect of its employees in accordance with Part IV of the Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong)	Name of insurer: Policy no.: Expiry date:
[(g)]	Other information required for the service centre and the operator of the service centre	Please complete the "Details of Local Support" attached.]

Table C – Information required under Paragraph 19.2 of the Terms of Tender:☐

*(a) I/We confirm that none of the events as mentioned in Paragraphs 19.1(a) to 19.1(g) of the Terms of Tender has ever occurred.

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*(b) I/We confirm that the following event(s) as mentioned in Paragraphs 19.1(a) to 19.1(g) of the Terms of Tender has occurred

Date	Details of the Event

Note: * Please tick (✓) the appropriate box if the statement is confirmed to be correct.

Table D – Other information which is required to be provided or disclosed in this Schedule (if any) or otherwise any information which the Tenderer wishes to provide:

Name of Tenderer :	
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