

*{Internal Remark: For Term Contracts using NEC form}*

**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**

**[INSERT PROCURING DEPARTMENT]**

**CONTRACT NO. [INSERT CONTRACT NO.]**

**[INSERT CONTRACT TITLE]**

**FORM OF TENDER**

**NOTES :**

- (1) If the tenderer is a limited company (including incorporated joint venture), insert the information in the spaces provided at Form of Tender – P.3.
- (2) If the tenderer is an unincorporated joint venture, insert the information in the spaces provided at Form of Tender – P.4 to P.5.
- (3) If the tenderer is a sole proprietorship or a partnership, insert the information in the spaces provided at Form of Tender – P.6.
- (4) In all cases, insert the number(s) and the expiry date(s) of the business registration certificate(s) here<sup>1</sup>:

Name:	_____	Name:	_____
Business Registration Number:	_____	Business Registration Number:	_____
Expiry Date:	_____	Expiry Date:	_____
Name:	_____	Name:	_____
Business Registration Number:	_____	Business Registration Number:	_____
Expiry Date:	_____	Expiry Date:	_____

*{Internal Remark: Please update the following for submission to a tender board other than the Central Tender Board}*

To : The Chairman,  
Central Tender Board,  
Lobby of the Public Entrance on the Ground Floor,  
East Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar,  
Hong Kong

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<sup>1</sup> If the tenderer is a partnership or an unincorporated joint venture, provide the required information of all partners or all participants of the unincorporated joint venture.

## **FORM OF TENDER – P.2**

1. Having inspected the Site, the Articles of Agreement and all documents referred to in the Articles of Agreement, I/we offer to Provide the Service as may from time to time be instructed and in conformity with the *conditions of contract*, *additional conditions of contract*, Scope and Price List **[and the technical resources and technical proposals submitted in accordance with Clause GCT 4(1)(d) of the General Conditions of Tender]**<sup>2</sup> at the rates given in the Price List subject to other adjustments as stated in this contract for a *service period* of **[Insert an appropriate period]**<sup>3</sup>.
2. I/We agree to abide by this Tender for the period of **[90 days]**<sup>4</sup> from the date, or the extended date if this has been extended, of expiry fixed for receiving the same and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
3. Unless and until the Articles of Agreement is prepared and executed, this Tender together with the written acceptance thereof by the *Client* subject to the provisions of clause 2 hereof shall constitute a binding contract between us.
4. I/We understand that the *Client* reserves the right to negotiate with any tenderer about the term of the offer and is not bound to accept any tender irrespective of whether the tender is the lowest offer or, where the assessment of the tenders is based on a marking scheme or formula approach, the tender is with the highest overall score.

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\* Delete as appropriate.

<sup>2</sup> Delete the text in square brackets when Formula Approach is adopted for tender evaluation.

<sup>3</sup> Please insert an appropriate *service period*.

<sup>4</sup> Information to be inserted by the Project Office (normally 90 days).

**FORM OF TENDER – P.3**

**NOTE: To be inserted in case the tenderer is a limited company**

Name \_\_\_\_\_

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_

duly authorised to sign tenders for and on behalf of (name of the limited company)

\_\_\_\_\_

Registered address of the limited company

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Occupation of Witness \_\_\_\_\_

Address of Witness \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**FORM OF TENDER – P.4**

**NOTE: To be inserted in case the tenderer is an unincorporated joint venture<sup>5</sup>**

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_

in the capacity of \_\_\_\_\_

duly authorised to sign tenders for and on behalf of  
(name of the participant of the unincorporated joint  
venture)

duly authorised to sign tenders for and on behalf of  
(name of the participant of the unincorporated joint  
venture)

\_\_\_\_\_

\_\_\_\_\_

Registered address of the participant of the  
unincorporated joint venture

Registered address of the participant of the  
unincorporated joint venture

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_

in the capacity of \_\_\_\_\_

duly authorised to sign tenders for and on behalf of  
(name of the participant of the unincorporated joint  
venture)

duly authorised to sign tenders for and on behalf of  
(name of the participant of the unincorporated joint  
venture)

\_\_\_\_\_

\_\_\_\_\_

Registered address of the participant of the  
unincorporated joint venture

Registered address of the participant of the  
unincorporated joint venture

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>5</sup> Insert the information of all participants of the unincorporated joint venture in the spaces provided. In case of more than four participants, insert an additional page following the above format.

**FORM OF TENDER – P.5**

Trading in Hong Kong with a business name of (the name of the unincorporated joint venture)

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Correspondence address of the unincorporated joint venture

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Name(s)<sup>6</sup>  
of Witness(es) \_\_\_\_\_

Signature(s)  
of Witness(es) \_\_\_\_\_

Occupation(s)  
of Witness(es) \_\_\_\_\_

Address(es)  
of Witness(es) \_\_\_\_\_

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Date \_\_\_\_\_

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<sup>6</sup> In case more space is required for the information of the witness(es), insert an additional page following the above format.

**FORM OF TENDER – P.6**

**NOTE: To be inserted if the tenderer is a sole proprietorship or a partnership<sup>7</sup>**

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Residential address<sup>8</sup> \_\_\_\_\_ Residential address<sup>8</sup> \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Residential address<sup>8</sup> \_\_\_\_\_ Residential address<sup>8</sup> \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trading in Hong Kong with a business name of (the name of the sole proprietorship or the partnership)

\_\_\_\_\_

Correspondence address of the sole proprietorship or the partnership

\_\_\_\_\_

Name(s)<sup>9</sup>  
of Witness(es) \_\_\_\_\_

Signature(s)  
of Witness(es) \_\_\_\_\_

Occupation(s)  
of Witness(es) \_\_\_\_\_

Address(es)  
of Witness(es) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

<sup>7</sup> Insert the information of the sole proprietor or all partners of the partnership in the spaces provided. In case of more than four partners, insert an additional page following the above format.

<sup>8</sup> In case a partner of the partnership is a body corporate, its registered address shall be provided instead.

<sup>9</sup> In case more space is required for the information of the witness(es), insert an additional page following the above format.