

Short Term Tenancy (STT) No. SHX 1382
Government Land at Shing Sai Road
for Operating a Non-Profit-Making Leisure Farm and Ancillary Facilities

Application Form

1. This Application Form including all its schedules should be duly completed by the Proponent. Please refer to the other invitation documents, including the Marking Scheme, when completing the Application Form.
2. Please attach sheets if more space is required. The supplementary sheets will form part of this Application Form.
3. Please attach supplementary information and/or supporting evidence as deemed appropriate.
4. The Proponent shall initial at the lower right hand corner of each page (i.e. this Application Form and any supplementary sheets) to confirm that all the information provided in each page is submitted by the Proponent authentic.
5. The information provided by the Proponent will be used for evaluation.
6. The Application Form needs to be accompanied by documents referred to in paragraph no. 8(a) and 8(b) of the Notice of Proposal Invitation, as appropriate.

Initial

Part I Interpretation

The following definitions shall apply to the Application Form.

“Ancillary Facilities”	Means the facilities for – (i) Events/Activities; (ii) provision of food and beverage; (iii) retail; and (iv) other uses ancillary to the operation of the Premises.
“Binding Proposal”	Means the proposal either in number, writing, layout plan(s) or other forms that the Proponent shall submit under Schedules B, C, D and E in the Application Form and implement in accordance with Special Condition No. 3 in the Second Schedule to the Tenancy Agreement.
“Elderly”	Means a person aged 65 or above.
“Event/Activity”	Means (i) event, activity and other thing which falls under the definition of “entertainment” in Section 2 of the Places of Public Entertainment Ordinance (Cap 172) and (ii) Leisure Farming Activity.
“Government”	Means the Government of the Hong Kong Special Administrative Region of the People’s Republic of China
“Leisure Farm”	Means the part of the Premises designated for Leisure Farming Activities that allows free public access at least from 8:00 am to 8:00 pm daily. The Leisure Farm shall occupy at least 50% of the Site Area of the Premises.
“Leisure Farming Activity”	Means education or other programmes that can allow members of the public to increase their awareness in greening/gardening/farming; and that are not for commercial agricultural production or livelihood subsistence and are opened for public.
“Non-Profit Making Organisation”	Means an institution that is exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).

“Person with Disability”	Means a person with – (i) total or partial loss of the person’s bodily or mental functions; or (ii) total or partial loss of a part of the person’s body; or (iii) malfunction, malformation or disfigurement of a part of the person’s body; or (iv) Registration Card for People with Disabilities issued by the Labour and Welfare Bureau.
“Premises”	Means the Premises as referred to in Clause 1 of the Tenancy Agreement.
“Proponent”	Means a person who submits a proposal in response to the Notice of Proposal Invitation for STT No. SHX 1382; and references to “person” shall include any individuals, companies, joint ventures and partnership of individuals and/or companies.
“Relevant Experience”	Means experience in planning, operating and managing Leisure Farming Activities.
“Site Area of the Premises”	Means the area of 1,930 sq.m. of the Premises which is set out in the First Schedule to the Tenancy Agreement.
“Social Enterprise”	Means an institution that is listed under the “Hot spots for consumptions at SEs” ¹ compiled by the Home Affairs Department and/or the “Social Enterprise Directory” ² compiled by the Social Enterprise Business Centre on 29 June 2018.
“Supporting Facilities”	Means facilities such as lighting, seating, shading, signage, at grade access, toilets, storage facilities, washing facilities, etc. to support the operation of the Premises so as to facilitate public enjoyment at the Premises.
“Tenancy Agreement”	Means the Tenancy Agreement No. SHX 1382 of the Premises between the Government of the Hong Kong Special Administrative Region as the landlord of the one part and the tenant of the other part.
“Tenancy Period”	Means the term set out in the First Schedule to the Tenancy Agreement.

¹ Hot spots for consumptions at SEs: http://www.social-enterprises.gov.hk/en/hotspots/full_text.html

² Social Enterprise Directory: <https://socialenterprise.org.hk/en/sedb>

Part II Assessment

Schedule A: Relevant Experience and Non-Profit Making Organisation/Social Enterprise

Important Note:

- The Proponent shall refer to paragraph 1.2(b), the Essential Requirements (A) and (B) and Note 1 of the Marking Scheme when completing this part of the Application Form.
- The Proponent shall submit documentary evidence for substantiation of the information provided in Schedule A of the Application Form for Essential Requirements (A) and (B).
- Separate sheets may be added as necessary.

Please set out in the table below Relevant Experience in the ten years immediately preceding the 29 June 2018.

Name of the Company	Proponent/Joint Venture (* please choose one) (e.g. if the name of the company is the Proponent, please fill in "Proponent"; if name of the company is a participant or a shareholder of a joint venture which is the Proponent, please fill in "Joint Venture")	Non-Profit Making Organisation/ Social Enterprise (* if the name of the company is a Non-Profit Making Organisation, please fill in "Non-Profit Making Organisation"; if the name of the company is a Social Enterprise, please fill in "Social Enterprise")	Months of Relevant Experience (from [Month/Year] to [Month/Year]) (e.g. 24 months from April 2013 to March 2015)	Location (Country and city)	Details of Leisure Farming Activities Organised

Schedule B: Binding Proposal for the Overall Design of the Premises for Operating a Leisure Farm and Ancillary Facilities

Important Note:

- The Proponent shall refer to paragraphs 1.2(b) and 1.2(c), Essential Requirement (C), Assessment Criterion A and Notes 2 and 3 of the Marking Scheme when completing this part of the Application Form.
- Separate sheets may be added as necessary.

Please set out below **an overall design proposal** (including but not limited to written description, conceptual design and layout plan) for the Premises to be used for operating a Leisure Farm and Ancillary Facilities to promote harbourfront vibrancy through public participation in gardening and greening activities –

Please summarize your overall design proposal provided above in terms of the following parameters for Essential Requirement (C) of the Marking Scheme –

- (a) At least _____ square meters of the Premises (i.e. _____ % of the Site Area of the Premises) shall be designated as a Leisure Farm for free public access at least from 8:00 am to 8:00 pm daily.

Please note that the proposal provided in this schedule is a **Binding Proposal** in accordance with Special Conditions No. 3(a) and 3(c) in the Second Schedule to the Tenancy Agreement if the Proponent is awarded of the Tenancy Agreement.

Schedule C: Binding Proposal for the Implementation, Operation and Management of the Leisure Farm and Ancillary Facilities

Important Note:

- The Proponent shall refer to paragraph 1.2(c), Assessment Criterion B and Notes 3, 4 and 5 of the Marking Scheme when completing this part of the Application Form.
- Separate sheets may be added as necessary.

Please set out below an **implementation, operation and management proposal** for the Leisure Farm and Ancillary Facilities at the Premises. The proposal should include the items under Schedules C1 and C2 below.

Please note that the proposal provided in this schedule is a **Binding Proposal** in accordance with Special Conditions No. 3(a) and 3(c) in the Second Schedule to the Tenancy Agreement if the Proponent is awarded of the Tenancy Agreement.

C1. Implementation Plan

Please outline a plan on the Proponent's work from the date the Tenancy Agreement is awarded to the first date of commencement of the operation of the Leisure Farm and Ancillary Facilities at the Premises.

Item No.	Action Items	Time / Schedule	Remark (if any)

C2. Daily Operation and Management

Please outline a plan on the daily operation and management of the Leisure Farm and Ancillary Facilities at the Premises as follows –

Schedule D: Binding Leisure Farming Activity Plan

Important Note:

- The Proponent shall refer to paragraphs 1.2(b) and 1.2(c), Essential Requirement (D), Assessment Criterion C and Notes 3, 6 and 7 of the Marking Scheme when completing this part of the Application Form.
- Separate sheets may be added as necessary.

D1. Undertaking on Annual Minimum Number of Leisure Farming Activities

The minimum number of Leisure Farming Activities to be organised at the Premises in each year of the Tenancy Period is –

12	+	=
<i>(number committed under Essential Requirement (D) of the Marking Scheme)</i>		
	<i>(in excess of the 12 committed under Essential Requirement (D) of the Marking Scheme)</i>	<i>(annual minimum number of Leisure Farming Activities to be organised at the Premises)</i>

D2. Binding Proposal of a Leisure Farming Activity

Please set out **a proposal** (including but not limited to written description, layout plan, timetable, and fees chargeable for the proposed Leisure Farming Activity) for a Leisure Farming Activity to be held at the Premises which shall be implemented in the first year of Tenancy Period –

Of the Leisure Farming Activity proposed above, please set out the cost proposed for an adult to attend such Leisure Farming Activity, and any discount proposed for different sectors of the community (e.g. elderly, Persons with Disability, children below 12 years old, etc.). Please also provide explanation on how the proposed cost is derived –

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Please note that the proposal provided in this schedule, including the proposed cost and discount (if any), is a **Binding Proposal** in accordance with Special Conditions No. 3(a), 3(b), 3(c), 3(d) and 3(e) in the Second Schedule to the Tenancy Agreement if the Proponent is awarded of the Tenancy Agreement. The proposed Leisure Farming Activity in Schedule D2 shall be implemented in accordance with the proposal in the first year of Tenancy Period if the Proponent is awarded of the Tenancy Agreement.

Schedule E: Binding Proposal on District Engagement

Important Note:

- The Proponent shall refer to paragraph 1.2(c), Assessment Criterion D and Notes 3 and 8 of the Marking Scheme when completing this part of the Application Form.
- Separate sheets may be added as necessary.

Please set out below a **proposal on district engagement**, in particular to facilitate the local community, elderly, Persons with Disability and the underprivileged to take part in Leisure Farming Activities at and visit the Premises in general as follows –

Please note that the proposal provided in this schedule is a **Binding Proposal** in accordance with Special Conditions No. 3(a) and 3(c) in the Second Schedule to the Tenancy Agreement if the Proponent is awarded of the Tenancy Agreement.

Part III Others

Schedule F: Declaration and Consent of the Proponent

To the Government of the Hong Kong Special Administrative Region

I/We certify that all the information given in this Application Form is true and accurate. I/We understand that any false or inaccurate information will render the application invalid.

I/We agree that all the information provided in this Application Form will be used by the Government to process the application and related purposes. I/We also agree that all the information contained in this Application Form may be disclosed by the Government, if necessary.

I/We note and agree that the Government shall have the final discretion to interpret the information provided in this Application Form and we undertake to accept the Government's interpretation in this regard.

I/We undertake to implement the proposals in Schedules B, C, D and E in accordance with Special Condition No. 3 in the Second Schedule to the Tenancy Agreement if the Proponent is awarded of the Tenancy Agreement.

Dated the _____ day of _____, 2018

[In the case where the Proponent is an individual]

SIGNED, SEALED and DELIVERED by _____)
)
)

Name:

Signature of witness:

[In the case where the Proponent is a company]

SEALED with the COMMOM SEAL OF _____)
)
which is AFFIXED in the presence _____)
of and SIGNED by _____)
)
duly authorized by its board of director and in compliance with _____)
its Articles of Association witnessed by _____)

Name:

Signature of witness:

[In the case where the Proponent is a company but not incorporated in Hong Kong, it may execute this Schedule according to such mode of execution valid under its place of incorporation which is equivalent to an execution under seal.]

[In the case where the Proponent is an unincorporated joint venture, execution under seal by all the participants of the unincorporated joint venture as below is required]

SIGNED, SEALED and DELIVERED by _____)
)
)
Name: _____
Signature of witness: _____

And

SEALED with the COMMOM SEAL OF _____)
which is AFFIXED in the presence)
of and SIGNED by)
_____)
duly authorized by its board of director and in compliance with)
its Articles of Association witnessed by)
Name: _____
Signature of witness: _____

[In the case where the Proponent is a partnership of individuals and/or companies, execution under seal by all the participants of the partnership as below is required]

SIGNED, SEALED and DELIVERED by _____)
)
)
Name: _____
Signature of witness: _____

and

SEALED with the COMMOM SEAL OF _____)
)
which is AFFIXED in the presence)
of and SIGNED by)
_____)
duly authorized by its board of director and in compliance with)
its Articles of Association witnessed by)
Name: _____
Signature of witness: _____

Name(s) of authorized officer(s) in block letters _____

Identity Document Number of Tenderer
(in case of individual) _____

Identity Document Number of proprietor/partners
(in case of unincorporated firm) _____

Business Registration Number of Tenderer
(in case of unincorporated firm) _____

Company Registration Number of Tenderer
(in case of corporate body) _____

Address of Tenderer in block letters _____

Telephone Number _____ Facsimile Number _____

Email Address _____

Particulars of Parent Company (if appropriate) :

Name in block letters _____

Address in block letters _____

Name of Contact Person(s) _____

Telephone Number _____ Facsimile
Number _____

Email Address _____

Note (i) All the particulars required above must be provided.
(ii) Strike out clearly items / alternatives which are not applicable.

– **End** –