

Baptist Oi Kwan Social Service

Short Term Food Assistance Service – (Food Net)

Dried Food and Canned Food

**Bidding Document
(December,2017)**

A. Basic Information

Tender invitation agency:

FoodNet – Short Term Food Assistance Service under Baptist Oi Kwan Social Service (BOKSS)

Note: BOKSS is under section 88 of the Inland Revenue Ordinance which is a Tax-Exempt Charity. FoodNet Food Assistance Service is subsidized and supported by Social Welfare Department. Individual or Families in need or with financial hardship can apply for food assistance within the service boundary of Kowloon City District and Yau Tsim Mong District. There will be an approximately 7000 recipients annually.

To collect the tender documents:

1. via email: kenlai@bokss.org.hk
2. downloadable from agency website: <http://www.bokss.org.hk>

Tender submission period : 4th December , 2017, 11:00a.m- 8th December, 2017, 5:00p.m

Note: The result of successful tender will be announced and released in BOKSS website on/before **8th January, 2018.**

Tender documents can be submitted to:

Baptist Oi Kwan Social Service Headquarter
6/F, 36 Oi Kwan Road, Wanchai, Hong Kong

Contract date for the tender:

8th January, 2018- 31th July, 2018

B. Instructions to Tenderers

1. Tenderer must submit the copy of Business Registration (BR) and mark the years of experience in trading of dried food and canned food on BR copy. In general, companies with less than two years experiences will not be further considered.
2. Authorized person has the only right to sign on the tender document submitted to BOKSS.
3. If there is any modification on the tender documents, please sign on the nearby area with date and company chop.
4. To submit the tender documents, it must be delivered in person or by mail in a sealed envelope, with a title "Tender Documents Submission - Baptist Oi Kwan Social Service FoodNet Dried Food and Canned Food Supply".
5. Uncompleted submission will **NOT** be processed.
6. Late submission (such as delayed mail or any other reason) on tender documents will NOT be processed.
7. BOKSS reserves the right to discuss the tender after the tender opening.
8. BOKSS reserves the right to choose particular tenderer in terms of other factors apart from the total cost. It also reserves the right to retain the tender documents wholly or partially without explanation.
9. BOKSS would inform the successful tenderer in formal written document. If there is any discrepancy, false or misleading information provided by the captioned tenderer, BOKSS reserves the right to cancel the tender agreement, or pick the second tenderer, or cancel the whole tender procedures.
10. BOKSS will keep all the tender-related and information for not less than 3 years.
11. Information given by the tenderer would be used for the purpose of this tender invitation only, it would not be transferred or used in other occasions. However, the

agreement should be conducted in accordance with the terms and conditions listed in the tender document.

12. It will be deemed as tenderer had read and agreed all the terms and conditions of this document after signing it.

C. The items and service for tender invitation

1. Tenderer should list out some or all the items on appendix I.
2. BOKSS reserves the right to request the tenderer for additional information for the items (same type of items but not appointed ones), such as nutrients labels, products origins or food samples to have a comprehensive understanding of the items offered.
3. The “Best Before Date” of the items provided should not be less than 6 months.
4. It is committed that items have to be delivered to BOKSS centres after ordering after 5 working days.

Delivery Address: Room 10B, 10/F, Shun Luen Industrial Building, 86 Tokwanwan Road,
Tokwawan, Kowloon, Hong Kong

Delivery Time: Monday to Friday: 10:30am – 12:30noon, 2:30pm – 5:30pm
Saturday, Sunday and Public Holidays: Closed

5. Transportation fee should be included in the total cost, and it cannot be charged individually.
6. Items should be refundable or exchanged if it is damaged/rotten after delivery.

D. Payment Terms

- Monthly payment
- Supplier have to send FoodNet monthly statement (last month) before 5th every month,
- After the receiving the monthly statement, BOKSS will process the payment within 30 days.

E. The Prevention of Bribery Ordinance (Cap. 201)

It is criminal for tenderer, employees from tender company or the agent offer any forms of benefits or advantage to BOKSS staff, board members or tender-related panel committees who may have dealings (The definition of advantage is according to The Prevention of Bribery Ordinance (Cap. 201) under the law of Hong Kong). It will certainly lead to dismissal or cancellation of the contract/agreement. The legal liabilities raised for BOKSS from any form of loss or damage should be borne by the respective tenderer or tender company.

F. Enquiry

Contact Person: Mr Idyl Li/ Mr Ken Lai

Email: idylli@bokss.org.hk/kenlai@bokss.org.hk

Telephone: 3974-5981

The signature of Tenderer, Company Chop and Date

The Name of Tenderer:

Date: