

Hong Kong Blind Union

Request for Tender

for

the Supply of QBraille XL Braille Displays

(Ref: HKBU/2022/001)

Issuing Date: 10 May 2022

Closing Date: 1pm on 18 May 2022

1 Introduction

Hong Kong Blind Union (HKBU) is the first self-help organization founded and managed by people with visual impairment in Hong Kong. It aims to promote the spirit of self-help and mutual help among visually impaired persons and strive for equality, independence, and opportunities.

To support people with visual impairments in their studying and employment, we provide computer rooms and self-study rooms that are equipped with various equipment at our centers in Kwun Tong and Ho Man Tin. We are now requesting for tender to supply a total of 21 sets of QBraille XL braille displays from HIMS Inc. for both centers.

2 Scope of Service

2.1 The supplier shall provide 21 sets QBraille XL braille displays from HIMS Inc. with parts and labor warranty.

2.2 The delivery of the Goods shall be made by the supplier with designated quantity to each center accordingly stated below.

Centers	Delivery Address	Quantity
Jockey Club Vocational and Educational Resources Centre, Hong Kong Blind Union	Unit 13-20, G/F, Tsui Ying House, Tsui Ping Estate, Kwun Tong	17
Services Centre, Hong Kong Blind Union	Unit 621 – 624, Kar Man House, Oi Man Estate, Ho Man Tin	4

2.3 The supplier shall deliver the goods within the promised period specified in Annex III.

3 Confidential Information

3.1 Any confidential information concerning the services, contractual arrangements, dealings, and affairs of HKBU that may come to the supplier's knowledge in the course of providing the services may not be disclosed without the written consent of HKBU.

3.2 The supplier shall ensure that its employees and subcontractors are aware of and comply with the confidentiality and non-disclosure provisions contained in this Clause. The supplier shall indemnify HKBU against any loss or damage that HKBU may sustain or incur due to any breach of confidence by any of such persons.

4 Payment Arrangement

4.1 All prices shall be quoted in Hong Kong Dollars, and HKBU will settle payments with the successful Contractors in Hong Kong Dollars, in accordance with the below milestone.

Milestone	Percentage of Total Sum
1. Order confirmation	50%
2. Delivery of goods	50%

4.2 Payments shall become payable after acceptance of the deliverables by HKBU and within 30 clear working days upon receipt of the invoice.

5 Terms and Conditions

5.1 If at any time the services provided by the Contractor cannot fulfill the above Clause 2 to 4 in this Contract, the Contractor shall, without prejudice to HKBU's other rights and remedies, bear the costs to:

5.1.1 Arrange all additional resources necessary to perform the services as specified in this document to meet the schedule and at no additional charge to HKBU;

5.1.2 Promptly remedy and remove the cause of the non-performance; and

5.1.3 Promptly remedy any default or re-perform any non-conforming services at the request of HKBU at no additional charge.

6 Format of the Tender

6.1 Each Tenderer shall submit only one (1) tender for the Supply of QBraille XL Braille Displays.

6.2 The Tenderer shall complete all the documents in full, with input on every item on the documents, including marking “Nil” or “Not Applicable” as appropriate. Supporting documents should be attached whenever required.

6.3 The Tender should include:

6.3.1 A completed form of Consent to Disclosure at Annex I. Please refer to Clause 2 to Clause 5 for the relevant service condition;

6.3.2 A completed form of Schedule of Compliance at Annex II. The Tenderer is requested to confirm in the Schedule of Compliance that the offers submitted comply with the required specifications in every respect;

6.3.3 The Price Proposal at Annex III with the price information;

6.3.4 Proof for registrations of the Tenderer (under Companies Ordinance/ Business Registration Ordinance); And

6.3.5 Any other information that may facilitate our evaluation of the Tender.

6.4 The tender shall strictly comply with the sequence and format as stated above, but any additional information is welcome.

7 Submission of Tender

7.1 Tenderer should deliver their Tender, in the format specified in Clause 6” Format of the Tender”, by email only to the following email address no later than the closing time of 1.00 p.m. of 18 May 2022 (Hong Kong Time): itofficer@hkbu.org.hk

7.2 The Price Proposal must be submitted to the HKBU by email in Word format.

7.3 Failure to comply with the above submission requirements would render the submission disqualified.

7.4 Late submission or incomplete tenders will not be considered by the HKBU. It is the responsibility of Tenderers to ensure that their tenders reach the HKBU at the above email address before the stated closing time, taking into account circumstances such as file size or internet delay, and they must not copy their tenders to any personnel at the HKBU.

7.5 In case of a typhoon signal No. 8 or above is hoisted or black rainstorm warning signal is in force for any duration between 9.00 a.m. and 1.00 p.m. the RFT closing date, the RFR closing time will be postponed to 1.00 p.m. on the next working day.

8 Evaluation Process

8.1 Tenders will be evaluated in accordance with the following criteria and weightings:

Criteria	Weightings
1. Price	80%
2. Delivery schedule	20%

8.2 Tenderers that do not have satisfactory management systems may be excluded from consideration.

8.3 The above is only a summary of the evaluation process and other factors may be taken into account in the selection of the successful Tenderer.

9 Enquiry

Tenderers may seek clarification of any matters relating to this Request for Tender by directing enquiries to the below contact. Tenderers cannot rely on communication with any other person(s) with regard to the tender process.

Ms. Toni Wong

Senior IT Officer

Tel: 3996 0760

Email: toniwong@hkbu.org.hk

Annex I

Consent to Disclosure

To: Hong Kong Blind Union

Re: RFT (Ref: HKBU/2022/001) for the Supply of QBraille XL Braille Displays for Hong Kong Blind Union

We, [insert the name of the company], hereby irrevocably authorize, consent and agree that the Hong Kong Blind Union may, whenever it considers appropriate or upon request by any person (written or otherwise) and without any further reference to us, disclose to any person in such form and manner as the Hong Kong Blind Union deems fit:

- (a) The fees, costs and expenses payable by the Hong Kong Blind Union for engaging us; and
- (b) The price proposal submitted by us on [insert the relevant date].

We hereby waive and forego our right, if any, to make any claims against the Hong Kong Blind Union for any losses, damages, costs, charges, liabilities, demands, proceedings and actions that may arise out of or in consequence of such disclosure by the Hong Kong Blind Union.

Name of Tenderer : _____

Signature of person
authorized to sign this form : _____

_____ Company chop

Name in block letters : _____

Position : _____

Date : _____

Tel No. : _____

Fax No. : _____

*** End of Annex I ***

Annex II

Schedule of Compliance

I / We confirm that the services offered **do** comply with the required specifications.

Name of Tenderer : _____

Signature of person :
authorized to sign quotation :

Company chop

Name in block letters : _____

Position : _____

Date : _____

Tel No. : _____

Fax No. : _____

Address : _____

Annex III

Price Proposal

The tenderer shall fill in ALL THE BLANKS below. The fees quoted below shall be considered all-inclusive.

#	Item	Unit Price (HK)	Quantity	Price (HK)
1	QBraille XL Braille Display		21	
Total:				
	Other service charges, please list in detail			

Free Warranty Period

The product warranty the cover parts and labor will be _____ months.

Delivery Schedule

The delivery of goods will be completed in _____ days after the settlement of the deposit.

Exact Name of Payee

Name and Signature of Authorised Representative (with Company Chop)

(Name: _____)

Name of Organisation

Date

*** End of Annex III ***

Annex IV

Please complete the below session and return to Hong Kong Blind Union (email: itofficer@hkbu.org.hk) if you are unable to submit the proposal.

To: Hong Kong Blind Union

With reference to your invitation to RFT (Ref: HKBU/2022/001) for the Supply of QBraille XL Braille Displays for Hong Kong Blind Union closing date 1pm on 18 May 2022, I regret that I am unable to quote due to the following reasons: (please tick against the box where applicable)

	Reason	<u>Remarks (if any)</u>
	The requirement is out of our range of supply/service.	
	The required specification cannot be met.	
	RFT closing date cannot be met.	
	Others (Please specify)	

Signature _____ **Company Chop** _____

(Name in block letter) _____ **(Name of company)** _____

Date: _____

*** End of Annex IV ***