Hong Kong Science and Technology Parks Corporation

Request for Proposal

On

Content Creation for Brand Assets

(Ref No.: RFP/2020/MU/032)
1. Introduction

Hong Kong Science and Technology Parks Corporation (HKSTP) is looking to engage a content partner ("the Agency") to develop a set of brand assets to articulate HKSTP's values, achievements and strengths in four technology capabilities – Artificial Intelligence and Robotics, Biotech, Fintech and Smart City.

This assignment targets to solicit proposals from professional agency who have proven capabilities in relevant brand asset creation projects. The Agency should have the capabilities and proven track record of experience in storytelling, key message and copy development, as well as creative content development. The contract is targeted to start in early April 2020 and will last until Dec 2020 for 9 months.

2. About HKSTP

Comprising Science Park, InnoCentre and Industrial Estates, HKSTP is a statutory body dedicated to building a vibrant innovation & technology (I&T) ecosystem, and serving the entire I&T value chain from conceptualisation to commercialisation. We serve as the city’s largest R&D centre, a leading incubator nurturing technology talents and startups, a collaborator with different stakeholders, and a catalyst for diversified innovation sectors, delivering social and economic benefits to Hong Kong and the region.

Established in May 2001, HKSTP has been driving the development of Hong Kong into a regional hub for innovation and growth in five major technology clusters including Biomedical Technology, Information & Communications Technology, Green Technology, Electronics, and Materials and Precision Engineering, applying across four strategic focuses – Biotech, Artificial Intelligence & Robotics (AIR), Smart City and FinTech. We enable science and technology companies to nurture ideas, innovate and grow, supported by our R&D facilities, infrastructure, and market-led laboratories and technical centres with professional support services on incubation and investment. We are now home of 840 technology partner companies.

We offer comprehensive incubation programmes for technology startups to accelerate their growth, and provide value-added services to connect the startups with investors and help them to bring their innovations to market for adoption, both locally and internationally. As of today, 660 technology startups have graduated from our Incubation Programmes, of which nearly 80% still in business. As of January 2020, there are 308 incubatees supported under our current programmes.

Technology businesses benefit from our specialised services and infrastructure at Science Park for applied research and product development; enterprises can find creative design support at InnoCentre; while skill-intensive businesses are served by our three industrial estates at Tai Po, Tseung Kwan O and Yuen Long to facilitate the progress of manufacturing industry towards Industry 4.0.
Our ecosystem will continue to expand with more infrastructures to be completed in the next few years to support various sectors along the re-industrialisation value chain. The Science Park Extension Stage 1 (SPX1), consisting of two buildings with a total floor area of 77,500+ sqm specifically designed for agile workspaces, tech labs and R&D facilities, will be a new home for biomedical and AIR companies. Other developments will include the Hong Kong-Shenzhen I&T Park in the Lok Ma Chau Loop, InnoCell in Science Park, the Precision Manufacturing Centre in Tai Po Industrial Estate, the Advanced Manufacturing Centre and Data Technology Hub in Tseung Kwan O Industrial Estate.


3. Objectives

- Make brand elements in all brand assets consistent and relevant to the overall HKSTP brand, creating association and impression
- Extract essence of HKSTP’s stories and messages to be curated into a variety of brand assets;
- Communicate the stories in a creative and impactful way to engage and impress our target audience.

The stories and messages curated must be consistent to the HKSTP brand narrative. For more information about the HKSTP Brand, please refer to Appendix I.

4. Target Audience

Primary audience:
- Entrepreneurs and investors
- Legislators and government officials
- Industry associations and institutions
- Education institutions and academia
- Business decision makers and I&T practitioners
- HKSTP community (people who are working in the HKSTP premises)
- Local and international media

Secondary audience:
- University students and STEM talent
- General public targeting business professionals

5. Scope of Work

The successful tenderer is required to project manage and oversee the messaging architecture across the delivered brand assets. These services include identifying key messages, maintaining brand consistency when curating content and creative writing using a storytelling approach for a range of brand assets in the format including but not limited to brochures, PowerPoint presentations, infographics or multimedia content.
Content for brand assets are required to be delivered with requirements in below:

A. Creative writing of all assets may be required in Chinese, English or bilingual;
B. Creative design and graphical representation have to be included when visual is part of the deliverable (e.g. brochures, infographics, corporate presentation);
C. For printed materials (e.g. brochures), artwork & layout design will be required;
D. For assets presented in videos or multimedia content, storyboarding, scripting and prescriptive suggestions on visuals, shooting style, render style, character style, texture preferences with reference will be required. Video production will be put as optional item.
E. [Optional] Production of a 90s bilingual video based on the storyboard and script produced (in Item D), which will include but not limited to the requirements below:
   o Estimated visuals to be 20% custom filming and 80% stock footage
   o Enhance the storyboard (produced in Item D) into a full frame-to-frame storyboard and shooting board ready for production
   o Conduct video shooting
   o Source voice-over talent for Chinese and English
   o Add subtitles in Chinese and English
   o Licensing fee for stock footage

*Quantity of deliverables are indicated on Price Proposal Table.

6. Ownership and Usage Rights

Upon receipt of full payment, HKSTP is granted exclusive and unlimited usage and reproduction rights to the final designs prepared for HKSTP as part of this project.

7. Project Timeline

This is a tentative work schedule for the Project:

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Submission</td>
<td>1 April 2020 noon</td>
</tr>
<tr>
<td>Appointment of Service Provider</td>
<td>Week of 13 April 2020</td>
</tr>
<tr>
<td>Kick off Meeting &amp; Contract Start Date</td>
<td>Week of 13 April 2020</td>
</tr>
</tbody>
</table>

8. Schedule of Payment

HKSTP will arrange payment according to the delivery schedule in around 30 days on receipt of the invoice.

9. Proposal Requirements

HKSTP uses a two-envelope system, i.e. Technical Proposal and Price Proposal. The overall assessment is 80% based on technical assessment and 20% based on price element.
A. Technical Proposal (80%)

The tenderer shall provide the information including but not limited to following:

- Company profile and credentials, including company size in group company and Hong Kong office, number of years in design
- Portfolio of the successful projects with name of clients and completion dates for developing brand assets, including brochures, scripts, presentations, videos or multimedia assets.
- Resumes of key project team members for this RFP;
  - Vendors should also provide the profiles of core linguists and copywriters to be involved in this project, stating their location, qualifications, specializations, a short bio and previous clients.

*If there is any change to the core members of the translation/copywriting team involved in this project during the contractual period, vendor has to inform HKSTP and HKSTP will take this into consideration in evaluating the quality of services.

- Proposed storyline of a 90s video with prescriptive visual reference based on the messages provided in Appendix II.
- Creative development approach
- Project management approach and quality assurance measures
- A copy of Non-collusive Tendering Certificate duly signed with company chop (in the form set out at Appendix IV to this RFP).

# The technical proposal should NOT include any price information. HKSTP reserves the right to disqualify any service providers who have included price information in the technical proposal.

B. Price Proposal

The service provider should specify the services with precise price breakdowns including:

- Completed Price Proposal Table with authorised signature and company chop;
- Separate cost for each individual deliverable.

Please refer to Appendix III.

10. Assessment Criteria

The assessment of proposal is 80% based on technical assessment and 20% price assessment. The detailed Technical Proposal will be evaluated based on the following criteria:
**Part A Technical Assessment Score (80%)**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company credentials &amp; project team formation</td>
<td></td>
</tr>
<tr>
<td>Relevant project experience and portfolio</td>
<td></td>
</tr>
<tr>
<td>Dedicated project team formation</td>
<td>25</td>
</tr>
<tr>
<td>CV of project team members with highlights of relevant experience</td>
<td></td>
</tr>
<tr>
<td>2. Proposed storyline with prescriptive visual reference for a 90s video</td>
<td>50</td>
</tr>
<tr>
<td>3. Development approach, project management and quality assurance</td>
<td>15</td>
</tr>
<tr>
<td>4. Project specific: Accuracy/detailing/presentation of the submission</td>
<td>10</td>
</tr>
</tbody>
</table>

**Part B Price Assessment Score (20%)**

Please complete Price Proposal Table with detailed cost breakdown in Appendix IV.

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11. Evaluation and award process

An assessment panel will evaluate all returned RFP. The bid proposal must achieve the required minimum Technical Assessment Score of 60 out of 100 marks.

The corporation is not bounded by accept any proposal it may receive. It shall be noted that the corporation would not be responsible for the reimbursement of any cost incurred by tenderer for the preparation of the submission.

12. Score calculation methodology

Overall Tenderer Score = Technical Assessment Score (80%) + Price Assessment Score (20%)

\[
\text{Technical Assessment Score} = \frac{\text{Tenderer Score in Technical Assessment Criteria}}{\text{Highest Overall Mark in the Technical Assessment Criteria}} \times 80\%
\]

\[
\text{Price Assessment Score} = \frac{\text{Total Price Proposal Value of the Lowest Offer}}{\text{Total Price Proposal Value of the Offer being considered}} \times 20\%
\]

Tenderer price will be calculated using the HKSTP supplied price table (Appendix III – Price Proposal Table). The service provider price is for assessment purpose and may not equal to the eventual contract price. The selected service provider usually would be the one with the highest overall tenderer score (Technical + Price).
13. Submission Deadline

Vendor should submit the proposals via our HKSTP TENDER Website https://tender.hkstp.org on or before 3 April 2020, 12:00 noon. Late submission will not be considered.

Vendor should, from time to time before the submission deadline, visit our HKSTP TENDER website https://tender.hkstp.org to see if there is any addendum to this RFP.

By submitting the proposals to us, the vendor agreed the terms and conditions stated in the RFP.

14. General Conditions of RFP

Acceptance / Rejection of Proposal
Any response to this RFP submitted by a service provider represents a firm offer to contract on the terms and conditions described in this RFP.

HKSTP will evaluate proposals in strict confidential. Service provider acknowledges that HKSTP may elect at its sole option to accept all or any item or items of the service provider’s offer and that HKSTP has sole discretion whether or not to accept any of the service provider’s proposals irrespective to its prices. If a quote is submitted on the basis of an overall acceptance of all the services offered, this must be clearly stated in the proposal. HKSTP reserves the right to negotiate with any service provider about tender offer.

It shall be noted that HKSTP would not be responsible for the reimbursement of any cost incurred by service provider for the preparation of the submission.

Formation of Contract
Unless and until the original Purchase Order has been issued by the HKSTP in related to this RFP, there is no contract between HKSTP and any service provider who submit the proposals. HKSTP is not obliged to award lowest tender and HKSTP at its own discretion not to award the tender.

Accuracy of RFP Prices
Service provider shall make certain that the prices quoted are accurate before submitting its quotation. Under no circumstances will HKSTP accept any request for price adjustment on the ground that a mistake has been made in the RFP prices.

Validity of RFP Prices
Service provider shall make certain that the prices quoted in Hong Kong Currency and to precise breakdown. All quotations shall be valid for a period of 120 calendar days.

Alteration and Assumption
No unauthorised alternation or erasure to the text of the RFP document will be permitted. No unauthorised assumption will be entertained.

Competitive Bidding
HKSTP encourages free and open competition among service providers. Service provider’s signature on its proposal guarantees that the prices quoted have been established without collusion with other eligible service providers or informed parties and without effort to preclude HKSTP from obtaining the lowest possible competitive price.
Confidentiality
Service provider is under an obligation to protect the interest of HKSTP by not divulging confidential information to any parties. The service provider is required to sign a Non-Disclosure Agreement before commencement of contract.

Indemnity
Service provider guarantees that the merchandise or services furnished hereunder will not infringe upon any valid patent, copyright or trademark or other property rights of a third party and that the Service provider will, at its own expense, defend any and all actions, suits or claims charging such infringement and will indemnify and save harmless to HKSTP and its customers, both as to damages and costs (including legal fees and disbursements) in case of any such infringement or alleged infringement of third party property rights covering and pertaining to the merchandise or services furnished in connection with this order. The term third party property rights includes, but is not limited to, patents, trademarks, copyrights, rights in data and trade secrets.

Assignment
Service provider shall not assign any order, interest therein or any rights thereof or subcontract performance of all or part of this order without the prior written consent of HKSTP.

Cancellation
HKSTP reserves the right at its option either to suspend or cancel the shipment of merchandise or the provision of any services covered by this order, in whole or in part, at any time without penalty costs or damages whatsoever where such suspension or cancellation is caused by force majeure, acts of God, or contingencies beyond the reasonable control of HKSTP.

Termination
If service provider fails to deliver the goods or complete the services to the satisfaction of HKSTP, HKSTP may terminate the contract by giving one (1) month prior written notice to the service provider and the payment will be subject to the extent of the work in progress as determined by HKSTP.

Property
HKSTP shall retain title to any materials or information furnished or paid for by HKSTP in connection with this order. Such materials or information shall be deemed to be held in trust for HKSTP by service provider and shall not be disclosed to others without HKSTP consent in writing. Such materials and information shall be at service provider’s risk and shall be used exclusively for the production of HKSTP merchandise or the provision of services pursuant to this order of HKSTP.

Purchase Order Terms & Conditions
The HKSTP’s Purchase Order Terms and Conditions version dated 4 March 2016 which is available in our Corporation’s website https://www.hkstp.org/quick-links/supplier-registration/ refers.

Green Policy, Health & Safety
For environmental protection, the service provider should endeavor to minimise any negative impact on the environment. Wherever possible, recycled/recyclable and reused/reusable materials should be used. Energy consumption and waste should be minimised.
During the course of its provision of the services, the service provider should at all times undertake that it and its employees should comply with all statutory requirements in respect of health and safety and all instructions issued by HKSTP.

**Non-Collusion**

The tenderer must ensure that the bid is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate referred to Appendix IV), including regarding price, bid submission procedure or any terms of the bid. In the event of any breach of this clause by any tenderer, HKSTP reserves the right to invalidate the bid submitted by that tenderer and seek damages.

Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Cap.619). Tenderers who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.

Upon tender submission, the tenderer shall submit to HKSTP a Non-collusive Tendering Certificate (in the form set out at Appendix IV to this RFP) duly signed by an authorised person with company chop on the tenderer’s behalf in Technical Proposal.

If the requested Non-collusive Tendering Certificate is not provided to HKSTP, the tender may be invalidated.

**Validity of RFP**

Vendor is requested to submit its offers in HK Dollars as per Appendix I. All proposals shall be valid for a period of 3 months.

**Formation of Contract**

Unless and until the original Purchase Order has been issued by the HKSTP in relation to this RFP, there is no contract between HKSTP and any agencies who submit the proposals.

**Declaration**

HKSTP will evaluate proposals in strict confidentiality. HKSTP is not bound to accept any proposal it may receive. It shall be noted that the corporation would not be responsible for the reimbursement of any cost incurred by vendor for the preparation of the submission.

**15. Enquiries**

Any questions pertaining to the tender shall be made in writing at least one week before the closing date via our HKSTP TENDER Website [https://tender.hkstp.org](https://tender.hkstp.org).

Contact person of the tender:
Ms. Polly Yu
Tel: +852 2629 7032
Email: polly.yu@hkstp.org

###
Appendix I – About HKSTP Brand

Brand Vision
We create a vibrant I&T ecosystem to deliver social and economic benefits to Hong Kong and the region.

Brand Purpose
We live, breathe and practise I&T. We embrace those who have the courage to disrupt, and cherish those who have the will to persevere.

Brand Positioning
We serve a central role in progressing Hong Kong’s I&T because:
- We are the city’s largest R&D base;
- We are a leading incubator;
- We have leading technology capabilities in Biomedical/Health Tech, Smart City, FinTech and AI & Robotics (AIR);
- We transform game-changing ideas into commercial success stories by serving the entire value chain – providing our partner companies with a full range of infrastructure, facilities and support services throughout their journey from conceptualisation to commercialisation;
- We are able to bring in and converge I&T resources to build a robust portfolio of enterprises, creating an ecosystem within an ecosystem and fostering technological exchange and co-creation in the Hong Kong and Greater Bay Area.

Brand Personality
- Character
  - Diverse
  - Vibrant
  - Progressive
  - Innovative
  - International
- Tone
  - Professional and friendly
  - Bold and confident

Brand Narratives
HKSTP is a driver for innovation, technology and entrepreneurship. Our partner companies’ success is our only success.

We partner with stakeholders to further strengthen and accelerate the growth of Hong Kong’s I&T sector by:
A. Nurturing startups of different stages and I&T talents
   1. Provide comprehensive and end-to-end support for startups throughout their entire lifecycle
   2. Provide deeper and broader services for budding startups through pre-incubation programmes (e.g. newly launched Science Technology Entrepreneur Programme (STEP)) and incubation programmes (e.g. Incu-Bio, Incu-Tech, Incu-App);
   3. Pool industry and professional expertise for multi-lateral collaboration and support startups to get into industries and overseas markets through acceleration programmes
(e.g. Global Acceleration Academy (GAA) and Leading Enterprises Acceleration Programme (LEAP@HK));

i. Encourage investors to co-invest in Park’s projects and startups through expansion of the current HKSTP Ventures;

ii. Groom local I&T talents and attract overseas talents to pave ways for partner companies to grow in the long term.

B. **Capitalising on our core capabilities in 4 strategic tech focuses**

1. Intensively put in resources on expanding our technological applications with focuses on Biomedical/Health Tech, AI & Robotics, Smart City and FinTech;

2. Launching Smart Campus initiatives to demonstrate Science Park as a living laboratory that supports and pilots innovative solutions and the adoption of new technologies.

C. **Continuing to expand our ecosystem and co-creating an ecosystem within an expanding ecosystem**

1. Attract high-potential companies with groundbreaking technologies and pioneering R&D capabilities from all over the world to move to Hong Kong;

2. Leverage SPX1 as an innovative base to build a vibrant tech community that form a cohesion force to deliver better experiences, solve global challenges and create better future;

3. Provide an open Data Analytics Platform for the Science Park community to co-create and power Smart City innovations.
Appendix II – Brief for storyline

With reference to the below key messages about HKSTP, please use a storytelling approach to develop a storyline of a 90s video with prescriptive suggestions on visual reference.

Why Hong Kong: Asia’s World City

Major regional I&T hub for technology startups and companies to grow and thrive and the birth place for unicorns

Hong Kong’s core competencies:
- One Country, Two Systems
- Rule of law and independence of Judiciary
- IP protection
- Low tax rate, simple tax system
- Free movement of goods, information, people and capital (e.g. active angel fund/VC)
- Free flow of currency
- High calibre talent from world’s top 100 universities in HK
- International financial and logistics centre
- World’s No. 1 IPO market
- Close proximity to one of global largest markets (GBA/Asia)

Why HKSTP?

HKSTP has the highest concentration of research & development (R&D) professionals in HK

- A hub of 9,000 R&D practitioners surrounded by advanced world-class infrastructure
- Every 2 out of 3 R&D personnel in HK work in HKSTP

We are a super-connector creating a well-established ecosystem of Government (官), Industry (產), Academia (學), Research Institutions (研).

HKSTP provides comprehensive support services for local tech startups to go overseas and attract high potential overseas startups to join and scale up the Hong Kong I&T ecosystem

- Incubation: throughout the journey - from idea, start-up, growth, to maturity
- Investment: investment matching and grow the tech investment community
- Go-to-Market: accelerate translational research and commercialisation

Achievements so far and still growing:
- 840+ companies from 24 countries
- 660 graduates since inception (78% graduates still in business)
- 4 IPO & 24 M&A
HKSTP’s Core Capabilities

Artificial Intelligence & Robotics:
HKSTP bolsters the Artificial Intelligence and Robotics (AIR) technology development via all-round support services. Power of key AI technologies such as facial recognition, natural language processing (NLP), robotic process automation (RPA) and machine learning (ML) is unleashed to drive solution-ready applications for global market adoptions and cross-sectoral upgrades.

Biomedical technology:
Park companies translate high-value biomedical research into revolutionary and world-recognised diagnostic tools and treatments (i.e. "bench-to-bedside" approach), with focuses in advanced therapeutics, diagnostics and medical devices - benefiting patients globally and contributing to the exponential growth of the realm.

Trial data are accepted by NMPA, FDA and EMA for regulatory approvals.

Fintech:
With a wealth of deep AI, Blockchain, Cyber Security, Data Security and other Fintech related technologies, HKSTP focuses on a Fin + Tech approach to serve as a Fintech platform enabling collaborations between fintech and tech companies/startups, BSFI corporations, investors, research institutions and regulators. We leverage strengths of different stakeholders and benefit the Fintech ecosystem at large, applying fintech innovations to various business fields and other aspects of life.

Smart City:
The Science Park is the city’s living laboratory where innovative technologies are tested and applied. Valuable data and feedback are collected under smart living, smart mobility, smart environment and smart people, such as autonomous driving and 5G antennas, giving new impetus to the smart city development and infusing innovations to daily lives.

Forward looking and call to action

HKSTP strives to harness the R&D capabilities in Hong Kong Science Park, unleash the power of innovation in InnoCentre, as well as steer an I&T-driven re-industrialisation in three industrial estates; together they are instituting a vibrant I&T community with the "Work, Live, Play, Learn" culture in Hong Kong, GBA and beyond.

We will continue to stay focused in serving as a super-connector and a catalyst to breed more innovation and technology companies to become the next rising star in the regime, in tandem with scaling up the I&T ecosystem as a major pillar for Hong Kong’s economic growth.

We look forward to welcoming more talent, entrepreneurs and start-ups to join the I&T ecosystem, building and creating their innovative solutions at HKSTP.

Be part of us today! Together, we capitalise the GBA opportunity, make positive impact and co-create a better future.
Appendix III – Price Proposal Table

RFP – Price Proposal Table (Ref. no. RFP/2020/MU/032)
Please complete the below Price Proposal Table in detail.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Provisional Qty in 9 months (a)</th>
<th>Per unit cost (HKD) (b)</th>
<th>Total (HKD) (c) = (a) x (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part A – Brand Asset Development Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Project management and overseeing message architecture for brand assets</td>
<td>1 job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brochure (one A4 page) – about 250-400 Eng words, plus Chi copy</td>
<td>6 jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Powerpoint Presentation (10 slides) – including copywriting and design</td>
<td>10 jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Infographics (one A3 size) – in both Eng &amp; Chi</td>
<td>3 jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Video storyboarding and scripting (90s) – in both Eng &amp; Chi for scripting</td>
<td>13 jobs</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Total (in HKD) for Part A:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Part B – Optional item: other production service</strong></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Production of 90s bilingual video (based on the storyboard and script produced item #5)</td>
<td>1 job</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total (in HKD) for Part B:</strong></td>
<td></td>
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<tr>
<td><strong>Part C – Optional items: hourly rate of agency resources for additional services</strong></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Flat rate for agency services</td>
<td>10 man-hours</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Copywriting services</td>
<td>10 man-hours</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Editorial services</td>
<td>10 man-hours</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total (in HKD) for Part C:</strong></td>
<td></td>
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</tbody>
</table>

**Grand Total (in HKD) Part A + Part B + Part C for Assessment:**

*By providing the special hourly rates, the service provider agrees that the rate will be valid for 9 months starting from the day of service appointment.*

**Remarks:**
1. Unit price of each item shall remain fixed within the contract period of 9 months (tentatively from April to December 2020)
2. HKSTP does not commit to ordering any quantity of any item.
3. Actual requirements shall be expressly stated in the Purchase Order which may be issued by HKSTP as and when required. HKSTP will not bind itself to order any quantity of any item or any item above.
4. Tenderers are required to follow the format and provide all the required information as set out in Price Proposal Table, without adding to, modifying, or deleting any part of this Price Proposal Table unless expressly stated for tenderer to provide additional information. The tenderer who fails to follow the format of this Price Proposal Table may be disqualified and will not be further assessed.

I/We agree to abide by this RFP for a period of 120 days from the tender closing date and that it may be accepted at any time before the expiration of that period.

Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance shall constitute a binding Contract between us.

I/We understand that HKSTP is not bound to accept the lowest or any proposal that received and reserves the right to accept any part(s) of any proposal received.

| Company Name: ______________________ | Authorised Signature with Company Chop: ____________________________ |
| Name: ______________________________ |                                                                 |
| (in block Letters)                    |                                                                 |
| Title: ______________________________ |                                                                 |
| Date: _______________________________ |                                                                 |
Appendix IV  Non-Collusive Tendering Certificate

To: Hong Kong Science and Technology Parks Corporation (“HKSTP”)

Dear Sir / Madam,

Non-Collusive Tendering Certificate for RFP Ref. No. RFP/2020/MU/032: (the “Contract”)

1. We, ______________________________________of _____________________________
   (name(s) of the tenderer(s))                             (address(es) of the tenderer(s))
   refer to the tender for the Contract (the “Tender”) and our bid in relation to the Tender.

   Non-collusion

2. We represent and warrant that in relation to the Tender:

   (a) Our bid was developed genuinely, independently and made with the intention to accept the
       Contract if awarded;
   (b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or
       competitor) regarding:
       i) prices;
       ii) methods, factors or formulas used to calculate prices;
       iii) an intention or decision to submit, or not submit, a bid;
       iv) an intention or decision to withdraw a bid;
       v) the submission of a bid that does not conform with the requirements of the tender;
       vi) the quality, quantity, specifications or delivery particulars of the products or
           services to which this tender relates; and
       vii) the terms of the bid,

       and we undertake that we will not, prior to the award of the Contract, enter into or engage
       in any of the foregoing.

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:

   (a) HKSTP;
   (b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which
       are notified to HKSTP;
   (c) consultants or sub-contractors, provided that the communications are held in strict
       confidence and limited to the information required to facilitate that particular consultancy
       arrangement or sub-contract;
   (d) professional advisers, provided that the communications are held in strict confidence and
       limited to the information required for the adviser to render their professional advice in
       relation to the Tender;
(e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and

(f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

Disclosure of subcontracting

4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HKSTP, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HKSTP.

Consequences of breach or non-compliance

5. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HKSTP may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.

6. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HKSTP may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “Commission”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of: ____________________________________________________________________________

(Company Name)

Signature with Company Chop: ____________________________________________________________________________

(Authorized Chop)

Name & Position: ____________________________________________________________________________________

Date: ___________________________________________________________________________________________

Additional signature blocks will need to be used where the tenderer is comprised of multiple parties.