



KWAI TSING SAFE COMMUNITY AND HEALTHY CITY ASSOCIATION

TENDER PROPOSAL FOR **PROVISION OF INFLUENZA VACCINATION SERVICE** **UNDER COMMUNITY INVOLVEMENT PROGRAMME (CI FUND)**

This document issued by Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) and all its authorized employees, agents, subsidiaries, or subsidized organizations contains the standard terms and conditions used for tendering requirements for the INFLUENZA VACCINATION SERVICE (reference no. KTSCHCA/HO/CI/V-2024-1). KTSCHCA may issue an addendum to these terms and conditions whenever necessary.

Community Involvement Programme --- Home Affairs Department
CI Fund

INTERPRETATION

In this document and the tender invitation letter, unless the context otherwise requires:

- “Contract” means the contract hereunder and reference to the terms thereof shall include the terms of tender in all parts hereof unless inconsistent with the context of such reference.
- “Goods” means the articles, materials, and/or services referred to the Tender Schedules provided by the Tenderer in response to the requirements stated in the Tender.
- “Deliverables” means all reports, drawings, documents, software, and certificates of other items described in the Tender Schedules provided by the Tenderer in response to the requirements stated in the Tender.
- “Kwai Tsing Safe Community and Healthy City Association” means Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) and all its authorized employees, agents, subsidiaries, or subsidized organizations.
- “KTSCHCA’s Representative” means any person authorized to act on behalf of KTSCHCA for the purposes of the Contract.
- “Tenderer” means the person or persons and/or the firm or the company referred to in the “Offer to be Bound” section of the tender document.
- “Supplier”/“Consultant” means the Tenderer whose tender is accepted as hereinafter provided.
- /“Service Provider”

“Tender Closing Date” means the latest date (Hong Kong time) by which tenders must be lodged.

“Business Day” means Monday to Friday, except Saturday, Sunday, Public Holidays, and a gale warning day or a black rainstorm warning day as defined in Section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1) of the Laws of Hong Kong Special Administrative Region.

“Day” means calendar day.

TENDER PROPOSAL

1. BACKGROUND

Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) was selected to participate in the Community Involvement Programme (CI Fund), for providing community service to the residents in Kwai Tsing District. Services related to “Influenza Vaccination” is part of the salient quantifiable achievements expected from the CI Fund.

2. INVITATION OF TENDER

2.1 This invitation document aims to invite a tender proposal from an interested tenderer to apply for the provision of Influenza Vaccination Service under CI Fund operated by KTSCHCA.

2.2 The contract is for 3 months, tentatively to be implemented on 1 October 2024 and end on 31 December 2024.

3. TENDER

3.1 The tender relates to the supply of all (or any part) of the goods specified in the contract.

3.2 The invitation to tender shall not be altered by the tenderer. Any modification considered necessary by the tenderer should be the subject of a separate letter accompanying the tender document. Any altered or erased part(s) should be initialed by the tenderer in ink.

3.3 The interested tenderer is required to submit a tender that complies with the requirement specified in this invitation document.

3.4 Failure in complying with the requirement of this invitation document may render the tender proposal invalid.

3.5 Subsequent adjustment to a tender proposal after submission will not be allowed.

3.6 The proponent, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance (Cap201)) to any member of the Vetting Committee or the staff of Secretariat Office with a view to influencing the award of the sponsorship. Any such offer by the proponent or its employees and agents will render the sponsorship agreement null and void, and the proponent may be held liable for any loss or damage which KTSCHCA may sustain.

3.7 Tenders shall remain open for not less than ninety (90) days after the tender closing date. If tenderers are unable to comply with this requirement, they must clearly

state in the tender the period for which their tender is valid for acceptance.

3.8 The prices quoted by the tenderer are to be in Hong Kong dollars.

Such prices shall be net prices allowing for all trade and cash discounts and shall include the cost of containers, packing, packing materials and delivery.

3.9 Tenderers should make certain the prices quoted are accurate before submitting their quotations. Under no circumstances will KTSCHCA accept any request for price adjustment on grounds that a mistake has been made in the tender prices.

4. NEGOTIATION

4.1 KTSCHCA reserves the right to negotiate with any tenderer about the terms of the offer.

5. PUBLICITY

5.1 The service provider shall submit to KTSCHCA's representative all advertising or other publicity material relating to the contract or the products supplied or other work done in connection with the contract wherein KTSCHCA's name is mentioned or language used from which a connection with KTSCHCA can reasonably be inferred or implied. The service provider shall not publish or use any advertising or other publicity material without the prior written consent of KTSCHCA.

6. PRESENTATION BY TENDERER

6.1 As part of the tender evaluation exercise, tenderers may be invited to present to KTSCHCA their company background and experience in providing the services required.

7. SERVICE SPECIFICATION

7.1 Trained and licensed personnel to provide "Influenza Vaccination Service" to Kwai Tsing residents aged 18 - 49 years old. The definition of eligible persons will depend on the official announcement made by relevant Government departments before Vaccination Schemes launched this year.

7.2 Trained personnel are medical assistant, certified nursing assistant etc. to screen persons prior to vaccination (e.g. temperature check, review of consent forms for contraindications/precautions to vaccination, allergy consultation etc.).

7.3 Trained personnel need to:

- (1) Properly store and transport vaccines, medications, and medical supplies according to manufacturers' recommended specifications.

7.4 Trained and licensed personnel need to:

- (1) Respond to acute medical adverse events following vaccine administration.

7.5 Goals of Service:

- (1) Coordinate scheduling and provide staffing for influenza immunization.
- (2) Administer influenza vaccination to service users.
- (3) Properly store, transport, and maintain vaccines, medicines, and medical supplies.
- (4) Respond to and manage any adverse medical events following vaccine administration (e.g. allergic reaction, spot checking etc.).

8. PAYMENT SCHEDULE

8.1 After the contract has been executed and accepted by KTSCHCA, an invoice should be sent by the supplier to KTSCHCA for payment settlement. Any payment payable by the KTSCHCA hereunder will be paid within 30 days after any such payment is payable and upon receipt of the Contractor's invoice.

8.2 Payment will be made on pro-rata by phases until the completion of the "Influenza Vaccination Service".

8.3 Service provider shall produce an invoice for each sum becoming payable to the named person to be informed by KTSCHCA in writing.

9. SELECTION CRITERIA

9.1 An "Independent Vetting Committee", appointed by KTSCHCA will assess the tender submitted in Schedule 1 and make recommendation.

9.2 The selection of the service provider will be based on price, quality, completeness and conformity to the specification.

9.3 Applicants should note that incomplete offers or partial proposals will not be considered.

10. SERVICE PROVIDER'S TENDER PROPOSAL

10.1 The service provider shall demonstrate the ability in undertaking the work

assignment and shall contain at least the following information in the tender proposal:

- a) A detailed description of how the service provider is going to provide the required services;
- b) Tender proposal may not be considered if the service provider fail to submit the above information.

10.2 The proposed roles and responsibilities of the service provider and related staff should be listed clearly if it is specifically required to deliver the services for the work assignment;

10.3 The service provider shall declare in the tender proposal:

- a) Any dependencies, limitations and assumptions of the work assignment;
- b) Any potential risks of the work assignment;
- c) Any suggestions related to the service delivery for the work assignment and the requirements specified in the brief.

10.4 Service provider must complete all the service provider's schedules in this invitation document for tender proposal.

11. TENDER SUBMISSION

11.1 Tender Closing Date and Notes to Tenderer

Closing Date and Time	26 Aug 2024 at 12:00p.m.
Name of Organisation	Kwai Tsing Safe Community and Healthy City Association
Address	No.1, LG 2/F, Yat King House, Lai King Estate, Kwai Chung, N.T., Hong Kong, China.

- A) Service Provider is required to submit the tender proposal including all the contract schedules (Schedule 1 - 3) in a sealed envelope clearly marked with title of "Tender Proposal for Provision of Influenza Vaccination Service under Community Involvement Programme (CI Fund)" **(but should not bear any indication which may relate the tender to the tenderer)**. Relevant printed or visual material to illustrate the proposed work approach should also be submitted as part of the tender proposal.
- B) The service provider must submit two sets of identical tender proposals in a sealed

envelope to the above-mentioned location no later than 12:00p.m. on 26 August 2024.

11.2 Time Extension in case of Rainstorm/Typhoon

In case a black rainstorm warning signal or tropical cyclone warning signal no. 8 or above is issued between 9:00 a.m. and 12:00 noon on the tender closing date, the closing time of this tender will be deferred to 12:00 noon on the next workday (i.e. except Sunday) other than a General Holiday and after the black rainstorm warning signal or tropical cyclone warning signal no. 8 above is cancelled.

11.3 KTSCHCA's representative shall not be responsible for any mislaid tender or any tender submitted by methods other than those indicated under this clause.

12. **CANCELLATION OF INVITATION**

Without prejudice to KTSCHCA's right to cancel the tender, where there are changes of requirement after the tender proposal submission closing date for operational or whatever reasons, KTSCHCA is not bound to accept any conforming tender proposals and reserves the right to cancel the tender.

13. **ENQUIRIES**

For any enquiry concerning this invitation document, please contact

Name: Ms. Irene Leung

Phone number: 2436 3363

Fax number: 2370 1027

Email address: ceo@ktschca.org.hk

CONTRACT SCHEDULES

SCHEDULE 1 - Tender Proposal for Influenza Vaccination Service

- 1.1 Tenderer shall provide in this Schedule, which shall include, but not limited to, details of how the applicant is going to provide the required services. Separate sheet can be used if space is not adequate for elaboration.
- 1.2 Tenderer should submit a tender application form according to the requirement in this tender proposal.
- 1.3 Basic Information (Narratives not required)
 - (1) Qualifications
 - A) Experience on Provision of Influenza Vaccination Service (Please also provide the document for patient consent)

B) Organization

i)	Company size and resources
ii)	Background of applicant (including track records)

iii)	<p>Personnel</p> <p>a) No. of personnel responsible for influenza vaccination service (with professional qualifications illustrated)</p> <p>b) Personnel experience</p> <p>c) Other</p> <p>Litigation</p> <p>The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment.</p> <p>If applicable, please explain.</p> <p>Statements regarding litigation will not carry any point value but are required.</p>

iv. Please provide detailed information on the following service items:

Service	Information										
Doctor in charge	Name: _____ Medical Organization: _____										
Method of vaccine storage in doctor's clinic and transportation of vaccines to vaccination venue (put a ✓ as appropriate)	<input type="checkbox"/> Stored in purpose-built vaccine refrigerators <input type="checkbox"/> Stored in domestic refrigerator with regular checking of temperature <input type="checkbox"/> Transported in cold boxes with checking of temperature <input type="checkbox"/> Others, please specify: _____										
Types / names of vaccines and service fees charged Inactivated quadrivalent injectable <u>seasonal</u> influenza vaccine	<table border="1" data-bbox="552 557 1501 831"> <thead> <tr> <th data-bbox="552 557 911 651">Name</th> <th data-bbox="911 557 1254 651">Expiry Date</th> <th data-bbox="1254 557 1501 651">Lot No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 651 911 831"> </td> <td data-bbox="911 651 1254 831"> </td> <td data-bbox="1254 651 1501 831"> </td> </tr> </tbody> </table>	Name	Expiry Date	Lot No.							
Name	Expiry Date	Lot No.									
Qualification and number of on-site staff provide on day of vaccination (e.g. doctor / registered nurse / enrolled nurse / supportive staff)	<table border="1" data-bbox="552 869 1501 1142"> <thead> <tr> <th data-bbox="552 869 1023 920">Qualification of the on-site staff</th> <th data-bbox="1023 869 1501 920">Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="552 920 1023 972"> </td> <td data-bbox="1023 920 1501 972"> </td> </tr> <tr> <td data-bbox="552 972 1023 1023"> </td> <td data-bbox="1023 972 1501 1023"> </td> </tr> <tr> <td data-bbox="552 1023 1023 1075"> </td> <td data-bbox="1023 1023 1501 1075"> </td> </tr> <tr> <td data-bbox="552 1075 1023 1142" style="text-align: right;">Total</td> <td data-bbox="1023 1075 1501 1142"> </td> </tr> </tbody> </table>	Qualification of the on-site staff	Number							Total	
Qualification of the on-site staff	Number										
Total											
Would provide consultation before / after vaccination or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (put a ✓ as appropriate)										
Would provide Enquiry Hotline or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (put a ✓ as appropriate) (Hotline No. : _____) (Operating hours of the hotline : _____)										
Would provide Service on weekend or not	<input type="checkbox"/> Yes, on Saturday and Sunday <input type="checkbox"/> No <input type="checkbox"/> Yes, only on Saturday <input type="checkbox"/> Yes, only on Sunday (put a ✓ as appropriate)										
Would providing Service between (Time)	Weekdays: _____ am to _____ pm Saturday: _____ am to _____ pm Sunday: _____ am to _____ pm										
Would handle the clinical waste properly or not	<input type="checkbox"/> Yes <input type="checkbox"/> No (put a ✓ as appropriate)										
Would pre-arrange with licensed clinical waste collectors to collect the clinical waste on the same day	<input type="checkbox"/> Yes <input type="checkbox"/> No (put a ✓ as appropriate)										

Name of Applicant: _____

Signature of Person Authorized
to sign Proposal:

Company Chop

Name in Block Letters:

Date:

Telephone No.:

Fax No.:

SCHEDULE 2

- 2.1 The charges for the implementation by phases shall include all service charges identified to be necessary for the successful implementation of the services.
- 2.2 Minimum number of Vaccine required per Session (3 hours):
-
- 2.3 Charges for Provision of Influenza Vaccination Services:
(include staff cost and other expenses incurred)

No. of vaccine provided	Unit Price (per Vaccine)	Remarks
≤ 1,000 Vaccine		
1,001 - 2,000 Vaccine		
2,001 – 3,000 Vaccine		
> 3,000 Vaccine		
<u>Others</u> (Please Specify:)		

Name of Applicant: _____

Signature of Person Authorized
to sign Proposal:

Company Chop

Name in Block Letters:

Date:

Telephone No.:

Fax No.:

SCHEDULE 3

- 3.1 Payment for the service of this contract shall be payable upon completion of the required service.
- 3.2 Any payment payable by the KTSCHCA hereunder will be paid within 30 days after any such payment is payable and upon receipt of the service provider's invoice.
- 3.3 All invoices and correspondence concerning payment should be addressed to:
Ms. Irene Leung,
Kwai Tsing Safe Community & Healthy City Association,
No.1, LG 2/F, Yat King House, Lai King Estate, Kwai Chung, N.T., Hong Kong, China.
email: ceo@ktschca.org.hk

3.4

Name of Applicant: _____

Signature of Person Authorized
to sign Proposal:

Company Chop

Name in Block Letters:

Date:

Telephone No.:

Fax No.:
