

# Institute of Horticulture (Hong Kong)

## TENDER FOR SERVICES

Tender Ref. : IHHK\_0012024

## TENDER FORM

Contract No. :

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### LODGING OF TENDER

To be acceptable as a tender, this form, properly completed in duplicate and enclosed in a sealed plain envelope marked "Tender for the Consultancy Services Agreement for Provision of Essential Facilities and related Accessories at the Institute of Horticulture (Hong Kong), 65 Ting Kok Road, Tai Po, New Territories, Hong Kong" and addressed to the Institute of Horticulture (Hong Kong) Tender Opening Committee, in duplicate, must be sent by registered post to the P.O. Box No. 1018 Shatin Central Post Office, Shatin, N.T. before 12:00 noon (time) on 31.12.2024 (date). Late tenders will not be accepted.

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### PART 2 — TENDER DOCUMENT

The tender documents for this invitation to tender ("Tender Document") consist of the following: -

- (i) this Tender Form
- (ii) the Tender Document
- (iii) the Annex I – Letter from Drainage Services Department
- (iv) the Annex II – Location of the new facilities

(Each of the above documents shall be referred to by its name mentioned herein throughout the Tender Document.)

The above Tender Document is deposited with tenderers upon successful registration with the Institute of Horticulture (Hong Kong) for receiving tender invitations.

Dated this 10th day of December, 2024.

(Ms Florence TSUI)  
Chairman, Institute of Horticulture (Hong Kong)

### PART 3 — OFFER TO BE BOUND

1. Having read the Tender Document and in consideration of the Institute agreeing to evaluate my/our tender in accordance with the Tender Document, I/we, as a Tenderer, agree to be bound by all terms and conditions as stipulated in the Tender Document. The total tender amount for the Consultancy Services Agreement for Provision of Essential Facilities and related Accessories at the Institute of Horticulture (Hong Kong), 65 Ting Kok Road, Tai Po with the lump sum fixed price of HK\$ \_\_\_\_\_ (all cost inclusive).
2. I/we do hereby offer undertake and agree to carry out the whole of the Services (as defined in the Tender Document) during the Contract Period and any extension thereto, at the rates quoted by me/us in Schedule of Fee free of all other charges, subject to and in accordance with Contract.
3. I/We also certify that the particulars given by me/us below, are correct:
  - (a) The number of my/our Business Registration Certificate  
is
  - (b) The date of expiry of my/our Business Registration Certificate  
is
  - (c) I am /We are covered by an Employees' Compensation Insurance Policy, the particulars of which are as follows :-  
Policy No.:  
Name of Insurance Company:  
Period covered by the Policy is from \_\_\_\_\_ to \_\_\_\_\_

4. [In the case the Tenderer is a company or a partnership] We warrant the signatory(ies) mentioned in paragraph 7 below is/are duly authorised to sign all or any part of the Tender Document including this Tender Form for and on our behalf.

5. The name of the Tenderer which is a Company/Partnership/Sole Proprietor is:  
(English).....(Chinese).....

6. The place of business of the Tenderer is situated  
at .....  
.....  
..... Hong Kong.  
Tel. No. .... Fax no. ....

7. Name(s) and title(es) of person(s) signing on behalf of the Tenderer (in the case it is a company or a partnership) : .....

Signature(s) by the Tenderer or for and on behalf of the Tenderer:  
.....  
.....

Dated this ..... day of ..... 20 .....

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

**PART 4 MEMORANDUM OF ACCEPTANCE**

On behalf of the Institute of Horticulture (Hong Kong),

I .....  
(Name and position of officer)

accept your tender for the Contract (as defined in the Tender Document) to provide the Services (as defined in the Tender Document) on and subject to the terms and conditions set out in the Contract so far as such offer relates to the following item(s) in the schedule:

.....  
.....  
.....

Dated this ..... day of ..... 20 .....

Signed by the said ..... in the presence of : .....  
.....  
.....

