

Dear Sir/Madam,

Invitation to Written Tender for
Provision Services of Procurement, Delivery and Installation of Inflatable Boat
(Tender Ref: T/EC/2501)

The Hong Kong Award for Young People Jockey Club Expeditions Centre invites registered companies to express their interest in tendering for the captioned subject.

Tender must be returned in sealed envelope in person to The Hong Kong Award for Young People Office with the subject “CONFIDENTIAL: Tender to the Provision Services of Procurement, Delivery and Installation of Inflatable Boat (Ref: T/EC/2501)” no later **than 12:00 noon on 5th March 2025 (Wednesday)**. Late submission will not be considered.

All document in the tenders should be signed and sealed, and submitted to the TENDER BOX in following address:

The Hong Kong Award for Young People Award Office
Nos. 301-309, 3/F, Lai Kwai Hse., Lai Kok Est., Cheung Sha Wan, Kowloon.

If you are unable or do not wish to tender, it would be appreciated if you return us with reason to the above email address at your earliest convenience.

For enquiries, please contact the undersigned on 2627-0030 / derekchan@ayp.org.hk or Award Office on 2157-8600 . Thank you.

Yours faithfully,



Derek CHAN
Camp Manager – Youth Development

Specification of the Provision Services of Procurement, Delivery and Installation of Inflatable Boat

1. General Description

The inflatable boat (“item”) is to serve the users’ safety in Sai Kung area during experiencing the activities in The Hong Kong Award for Young People (“HKAYP”) Jockey Club Expeditions Centre, and also deliver the rescue response in any emergency in Organization’s events. This Centre is designed as a water sports centre managed by HKAYP to provide variety of water sports in a pleasant environment to the users. This item is a replacement of the existing boat.

2. Delivery Schedule

2.1. Location

HKAYP Jockey Club Expeditions Centre (香港青年獎勵計劃賽馬會野外鍛鍊中心)
(Address: D.D. 256, Tai Mong Tsai Road, Tsam Chuk Wan, Sai Kung)

2.2. Site Visit

Tender is welcomed to conduct the site visit on 26-28 February before your submission. Please contact our venue staff (Mr. Tsoi at 2791 4321 / 6493 6372) for the arrangement.

2.3. Schedule

Invitee is requested to state the expected delivery date in the Quotation Form.

3. Scope of Works

- 3.1. Supply of an inflatable boat as per the requirements in the Quotation Form;
- 3.2. Delivery service of the items to the Centre;
- 3.3. Demonstration service of the installation of the item and its equipment;
- 3.4. Provide warranty to the item and its equipment;
- 3.5. All equipment shall be an approved brand and type fixed and applied strictly, in accordance with the manufacturer’s instructions as well as the renowned standards (e.g. BS, EN, ISO) where such exist. All equipment shall be submitted to the manufacturer for approval of camp/training/water sports centre’s usage;
- 3.6. Destruction of 2 existing boats;
- 3.7. Handle all the application for 3 boats to Marine Department and Third Party Insurance for new boat;
- 3.8. Acceptance Test – The Contractor must arrange acceptance tests for HKAYP to test and use the equipment. The equipment should satisfy HKAYP or else the Contractor needs to amend the equipment so as to meet the expectation of HKAYP.

4. Payment Settlement Schedule

Stage	Payment
Upon award of the tender	10%
Upon the Duly Agreement received	30%
Upon Delivery of all equipment to Centre	40%
Upon satisfactory completion of Acceptance Test	20%

5. Submission Requirement

5.1. Tender must be returned in sealed envelope in person to the HKAYP Award Office with the subject "CONFIDENTIAL: Tender to the Provision Services of Procurement, Delivery and Installation of Inflatable Boat (Ref: T/EC/2501)" **no later than 12:00 noon on 5th March 2025 (Wednesday)**. Late submission will not be considered.

5.2. All document in the tenders should be signed and sealed, and submitted to the TENDER BOX in following address:

The Hong Kong Award for Young People Award Office

Nos. 301-309, 3/F, Lai Kwai Hse., Lai Kok Est., Cheung Sha Wan, Kowloon.

5.3. Adverse Weather Arrangement - Quotation Closing Time in case of Rainstorm / Typhoon / "Extreme Conditions"

The Quotation Closing Time and Quotation Closing Date will be extended to 12:00 noon the next working day in Hong Kong (i.e. any day from Monday to Friday which is not a public holiday) under the following situations:

- a black rainstorm signal or tropical cyclone warning signal No. 8 or above or "Extreme Conditions" issued by the Government is still in force between 9:00 am and 12:00 noon on the Quotation Closing Date; or
- it is announced by the Government between 9:00 am and 12:00 noon on the Quotation Closing Date that a black rainstorm signal or tropical cyclone warning signal No. 8 or above or "Extreme Conditions" will be issued in Hong Kong between 9:00 am and 12:00 noon on the Quotation Closing Date.

5.4. Document Requirement

Please fill in the table in the Quotation Form with the following information:

- Proposed brand / model to be used
(Note: reference brand name has been included for reference; tenderer is free to propose alternative brand / model that can fulfill the relevant requirements);
- Unit price of the proposed brand / model and its equipment & services;
- Place of Product;
- Expected Delivery Date;
- Warranty Service;
- Third Party Insurance Premium;
- Marine Department's license & certificates;
- Photo of the products for reference;
- Sub-total of each service and Grand Total.

Unsigned tenders and forms will likewise be deemed invalid tenders and not be considered.

5.5. E-Catalogues of all proposed brand / model must be submitted to ensure compliance of all relevant requirements;

5.6. Copy of current Business Registration Certificate;

5.7. Declaration Form by Service Providers on their Compliance with the Ethical Commitment Requirements (Appendix B);

- 5.8. Confirmation Letter for Probity and Anti-Collusion Clauses in Tender Invitation Document (Appendix C);
- 5.9. Declaration Form by Service Providers on their Compliance with Safeguarding National Security (Appendix D);
- 5.10. Clients' reference.

6. Validity

- 6.1. Tenderer will remain open for 90 days from the "Closing Date". Tenderer may consider the written tender to be unsuccessful if no order is placed after the period.
- 6.2. HKAYP reserves the right to cancel and/or re-issue the tender at any time, or cancel the project.
- 6.3. The vender hereby declares its compliance with all relevant legislations and regulations in the provision of goods and services and indemnifies HKAYP for any breaches and losses.

7. Penalty

- 7.1. If the Contractor fails to supply and deliver the agreed equipment by the agreed dates, time being of essence, then, without prejudice to any other rights and remedies of HKAYP, HKAYP shall be entitled to demand the Contractor to pay to HKAYP as and by way of liquidated damages or any loss or damages sustained by HKAYP resulting from delay, the sum of HKD 1,500.00 for each day of delay.
- 7.2. HKAYP shall be entitled to terminate the agreement for reason of the Contractor's failure to provide any part of the equipment or delay is found, after warning notice is given. Under such situation, the contractor shall forthwith refund to HKAYP all moneys previously paid to the contractor.

8. Evaluation of Tender

- 8.1. Tender submission will be assessed based on various factors, including contract sum, design concept and approach etc. HKAYP is NOT bound to award the Tender to the lowest tenderer, or any of the Tenderer.
- 8.2. HKAYP reserves the right at its discretion to negotiate with the Tenderer about the terms of the offer, whether before or after the tender closing time.

9. Enquiry

Please contact Mr. Derek CHAN on 2627-0030 / by email: derekchan@ayp.org.hk .

10. Appendix

The following appendices are attached for reference:

Appendix A - Photo reference for the required items and equipment.

Appendix B - Declaration Form by Service Providers on their Compliance with the Ethical Commitment Requirements;

Appendix C - Confirmation Letter for Probity and Anti-Collusion Clauses in Tender Invitation Document;

Appendix D - Declaration Form by Service Providers on their Compliance with Safeguarding National Security

Quotation Form for
Provision Services of Procurement, Delivery and Installation of Inflatable Boat

Company Information

Company Name : _____
 Business Registration No. : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company Address : _____

Required Item and services

	<u>Description</u>	<u>Qty</u>	<u>Proposed brand / model</u>	<u>Place of Production</u>	<u>Unit Price (HKD)</u>	<u>Amount (HKD)</u>
1	<p><u>1 (one) Rigid Inflatable Boat with Aluminum Hull</u></p> <p>Product Specifications:</p> <ul style="list-style-type: none"> • Length: 3.0 - 3.6m • Beam: 1.5 – 1.7m • Chamber: 3 or above • Capacity: 4-5 person • Equipment on boat - Lockable Bow Compartment, Removable seats, Air Hand Pump, Paddles with aluminum shaft and plastic grip & blade, Repair Kit, Stern Light & other equipment (please state) to meet with Marine Department's license requirement, 3~4 nos. of safety grab handles in both external & internal in each tube • Paint the Boat License No. and "HKAYP" on the boat 	1 set				
2	<p><u>Petrol Outboard Engine</u></p> <p>Product Specifications:</p> <ul style="list-style-type: none"> • 15HP 4-Stroke • ~17" Shaft c/w Aluminum Propeller to fit with Boat model 	1 job				

	<u>Description</u>	<u>Qty</u>	<u>Proposed brand / model</u>	<u>Place of Production</u>	<u>Unit Price (HKD)</u>	<u>Amount (HKD)</u>
	<ul style="list-style-type: none"> • 12V Tiller Electric Start and 75N Battery with Battery Terminal • 20~25L Fuel Tank & Hose • Fuel Filter with Fuel Hose • Installation of engine to the boat 					
3	<u>Fabric cover</u> <ul style="list-style-type: none"> • To fully protect the boat & engine when unused on land by covering one polyester fabric with appropriating nos. of eyelets which is a lightweight and waterproof material, which is also very durable and resistant to damage and dirt. • Preferable to choose PVC/OXFORD fabric. <u>Stainless Steel Trolley</u> <ul style="list-style-type: none"> • Dia. 10" nylon rear wheels and loading capacity 120kg/~225lbs each • Manual winch control bar, 2 pairs Guide Poles, Maxi-Tuff Bunks and a Ring , Dia. ~5" nylon front wheels for navigation and towing • 5cm wide tape for distributing the boat weight 	1 set				
4	<u>Document Handling to the boats</u> <ul style="list-style-type: none"> • Registration of Marine Department License (new boat registration & destruction of existing one 40HP and one 15HP boats applications) • 1-year License Fee for new boat • Third Party Insurance Premium for new boat 	1 job				
5	<u>Delivery, Installation and Demonstration Session for new boat ; Destruction of existing 40HP and 15HP boats & Cancellation of HKAYP's ownership</u> <ul style="list-style-type: none"> • Deliver items 1-3 to Centre. Please state the expected item delivery date on or before 	1 job				

	<u>Description</u>	<u>Qty</u>	<u>Proposed brand / model</u>	<u>Place of Production</u>	<u>Unit Price (HKD)</u>	<u>Amount (HKD)</u>
	<ul style="list-style-type: none"> • Demonstration Session for the uses of new boat on site. • Remove 2 existing boats. Please state the expected date on or before _____. 					
6	<u>Warranty</u>	1 year				

Total Amount: \$ _____

I declare that the above information is true and correct. The proposed items match with all specifications and requirements in the tender. I understand that if I fail to supply the stores or services as offered in my written quotation/tender upon accepting this order, I am prepared to pay the price difference to HKAYP if such stores or services are obtained from elsewhere.

Name : _____ Position : _____

Signature : _____ Company Chop : _____

Date : _____

Probity Clauses in Services Contracts to be Awarded
Ethical Commitment

Prevention of Bribery

- A. The Contractor shall not, and shall procure that his directors, employees, agents and sub-contractors who are involved in this Contract shall not, except with permission of the Hong Kong Award for Young People (hereafter referred to as the Organization) solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the business of the Organization. The Contractor shall also caution his directors, employees, agents and sub-contractors against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair their impartiality in relation to the business of the Organization. The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors are aware of the aforesaid prohibition and will not, except with permission of the Organization, solicit or accept any advantage, excessive hospitality, etc. in relation to the business of the Organization.
- B. The Contractor shall not, and shall procure that his directors, employees, agents and sub-contractors who are involved in this Contract shall not, offer any advantage to any Board member of staff in relation to the business of the Organization.

Declaration of Interest

- C. The Contractor shall require his directors and employees to declare in writing to the Contractor any conflict or potential conflict between their personal / financial interests and their duties in connection with this Contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
- D. The Contractor shall prohibit his directors and employees who are involved in this Contract from engaging in any work or employment other than in the performance of this Contract, with or without remuneration, which could create or potentially give rise to a conflict between their potential/financial interests and their duties in

connection with this Contract. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.

- E. The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors who are involved in this Contract are aware of the provisions under the aforesaid sub-clauses (C) and (D).

Handling of Confidential Information

- F. The Contractor shall not use or divulge, except for the purpose of this Contract, any information provided by the Organization in the Contract or in any subsequent correspondence or documentation, or any information obtained when conducting business under this Contract. Any disclosure to any person or agent or sub-contractor for the purpose of the Contract shall be in strict confidence and shall be on a "need to know" basis and extend only so far as may be necessary for the purpose of this Contract. The Contractor shall take all necessary measures (by way of internal guidelines or contractual provisions where appropriate) to ensure that information is not divulged for purposes other than that of this Contract by such person, agent or sub-contractor. The Contractor shall indemnify and keep indemnified the Organization against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Organization may suffer, sustain or incur, whether direct or consequential, arising out of or in connection with any breach of the aforesaid non-disclosure provision by the Contractor or his directors, employees, agents or sub-contractors.

Declaration of Ethical Commitment

- G. The Contractor shall submit a signed declaration in a form (see Annex) prescribed or approved by the Organization to confirm compliance with the provisions in aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interests and confidentiality. If the Contractor fails to submit the declaration is submitted and the Contractor shall not be entitled to interest in that period. To demonstrate compliance with the aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interest and handling of confidential information, the Contractor and the sub-contractors employed for the performance of duties under this Contract are required to deposit with the Organization a copy of the internal guidelines issued to their staff.

Annex to Appendix B

To: The Hong Kong Award for Young People

Description of Contract: Provision Services of Procurement, Delivery and Installation of Inflatable Boat

Declaration Form by Service Providers on their Compliance
with the Ethical Commitment Requirements

In accordance with the Ethical Commitment clauses in the Contract, we confirm that we have complied with the following provisions and have ensured that our directors, employees, agents and sub-consultants are aware of the following provisions:

- (a) prohibiting our directors, employees, agents and sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in section 2 of the Prevention of Bribery Ordinance (Cap 201) in relation to the business of the Organization except with the permission of the Organization;
- (b) requiring our directors, employees, agents and sub-contractors who are involved in this Contract to declare in writing to their respective company management any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract, and in the event that a conflict or potential conflict is disclosed, take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed;
- (c) prohibiting our directors and employees who are involved in this Contract from engaging in any work or employment (other than in the performance of this Contract), with or without remuneration, which could create or potentially give rise to a conflict between their potential/financial interests and their duties in connection with this Contract and requiring our agents and sub-contractors to do the same; and
- (d) taking all measures as necessary to protect any confidential/privileged information or data entrusted to us by or on behalf of the Organization from being divulged to a third party other than those allowed in this Contract.

(Name & Post Title of the Authorized Signatory)
(Company Chop)

Date: _____

Probity and Anti-Collusion Clauses in Tender/Quotation Invitation Documents

Offering Gratuities

- (1) The tenderer shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance (Cap 201) in connection with the tendering and execution of this contract.
- (2) Failure to so procure or any act of offering advantage referred to in (1) above committed by the tenderer or by an employee, agent or sub-contractor of the tenderer shall, without affecting the tenderer's liability for such failure and act, result in his tender being invalidated.

Anti-collusion

- (3) The tenderer shall not communicate to any person other than the Employer the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process until the tenderer is notified by the Employer of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
- (4) Sub-clause (1) of this Clause shall have no application to the tenderer's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communicate in strict confidence with his consultants or sub-contractors to solicit their assistance in preparation of tender submission.
- (5) The tenderer shall, upon written request by the Employer, submit to the Employer a duly signed letter in the form set out below (Annex). The letter shall be signed by a person authorized to sign the contracts on the tenderer's behalf.

Annex to Appendix C

Confirmation Letter

To: The Hong Kong Award for Young People

Dear Sir/Madam,

Confirmation Letter for Probity and Anti-Collusion Clauses in Tender Invitation Document in
“Provision Services of Procurement, Delivery and Installation of Inflatable Boat”

I/We, _____ (Name of tenderer) of
_____ (registered address of
tenderer) refer to my tender for the above contract.

I/We confirm that as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, I/we had not communicated to any person other than the Hong Kong Award for Young People (hereafter referred to as the Organization) the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I/we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above contract until the tenderer is notified by the Organization of the outcome of the tender exercise and other than the Excepted Communication referred to in the last paragraph of this letter, I/we will not communicate to any person other than the Organization the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not I/we or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression “Excepted Communication” means my communications in strict confidence with my own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with my consultants or sub-contractors to solicit their assistance in preparation of tender submission.

(Name & Post Title of the Authorized Signatory)
(Company Chop)

Date: _____

Safeguarding National Security
in Tender/Quotation Invitation Documents

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, The Hong Kong Award for Young People (“HKAYP”) reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offenses endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the HKAYP may immediately terminate the contract upon the occurrence of any of the following events:

- a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offenses endangering national security or which would otherwise be contrary to the interest of national security;
- b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- c) HKAYP reasonably believes that any of the events mentioned above is about to occur.

(Name & Post Title of the Authorized Signatory)
(Company Chop)

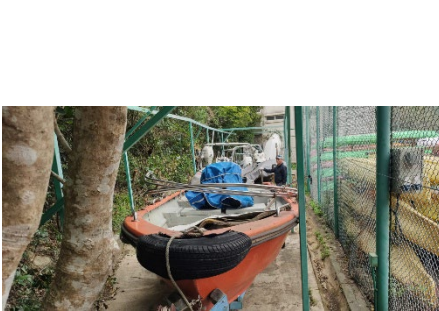
Date: _____

Appendix A

Photo reference for the required items and equipment



Destruction of 2 boats (40HP)



Destruction of 2 boats (15HP)

