Please use additional sheet if necessary

ANNEX 1: Project Plan

The Tenderer / service provider shall propose a project plan showing planned start date, completion date, as well as assigned man-days similar to the following sample in accordance with the time schedule of the Service Specification in Appendix 1.

Tasks. Deliverables and Descriptions	Planned		
	Start Date	Completion Date	Man-days

ANNEX 2: Price Part

No.	Item	Amount (HK$)
Total:		

Please use additional sheet if necessary

ANNEX 3: Declaration of Interest

Item No.		Description

Note: Tenderer / service provider is required to declare any involvement of interest that may give rise to actual, potential or perceived conflict with the Service to be provided.

ANNEX 4: Confirmation Letter for Compliance with the Anti-Collusion and data handling Requirements

Confirmation Letter for Compliance with the Anti-Collusion and data handling Requirements

To: The Girls' Brigade Hong Kong
Dear Sir/Madam,

<p align="center">Re: Tender No. GBHKT_2223/01</p>

I/We, _____ refer to my/our tender for the above Tender.

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 Girls' Brigade Hong Kong (hereafter referred to as the GBHK) 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 Tender until the tenderer is notified by the GBHK of the outcome of the tender exercise and other than the Excepted Communications referred to in the last paragraph of this letter, I/we will not communicate to any person other than the GBHK 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 Communications' means my/our communications in strict confidence with my/our own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with my/our consultants or sub-tenderer / service providers to solicit their assistance in preparation of tender submission.

The data recipient will not release any personal data provided by GBHK to a third party without prior approval from the data provider. The data recipient will not share, publish, or otherwise release any findings or conclusions derived from analysis of data obtained from the data provider without prior approval from GBHK. All data transferred to you by GBHK shall remain the property of GBHK and shall be returned to GBHK upon termination of the Agreements.

Signed for and on behalf of the tenderer with company chop,

_____

Name:
Post Title:
Date:

ANNEX 5: Basic Company Information & Staff Resources

Detail
(a) Basic Company Information
(b) Project contact person name, telephone number, and email address
(c) Name of staff allocated to the Project
(d) Curriculum Vitae of Key Team Member(s)

Please use additional sheet if necessary

ANNEX 6: Company Track Records

The Service Provider shall provide an account of relevant experience, track record and documentary evidence

Detail
(a)   Number of similar development projects, which the company has been engaged in the past five (5) years.
(b)   Number of similar development projects with a number of users more than five hundred (500) in NGOs, which the company has been engaged in the past five (5) years.
(c)   Reference of clients and brief of similar services to provide in the past five (5) years.

ANNEX 7: Technical Part

The tenderer / service provider shall list the servers, hardware configuration / software, programing language and database of the solution.

Item No.	Description