

本署檔案
OUR REF: () in EP/SP/116/19

來函檔案
YOUR REF :
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**Environmental Protection Department
Accounting Services Group
Supplies Section**

Rm. 504-505, 5/F., Chinachem Exchange Square
1 Hoi Wan Street, Quarry Bay, Hong Kong



環境保護署
會計部
物料供應組
香港鰂魚涌海灣街一號
華懋交易廣場五樓
五〇四至五〇五室

By Email/ Fax
21 June 2021

To : Prospective Tenderer

Dear Sir/Madam,

**Tender Document with Ref.: EP/SP/116/19
Provision of Recyclable Food Waste Collection Services
- Kowloon District**

Addendum No. 3

Further to our invitation to tender of the captioned tender exercise dated 30 April 2021, Addendum No. 1 dated 17 May 2021 and Addendum No.2 dated 4 June 2021, please be informed that further amendments are being made to the Tender Documents. Unless otherwise stated, terms and expressions defined in the Tender Document have the same meanings when used in this Addendum No.3.

2. Pursuant to Clause 24 of the Terms of Tender, the Tender Document is amended as below:

(a) Amendments to Clause 1 of the Interpretation Section

(i) The definition of “Food Waste Collection Bins” or “FWCBs” be replaced with the following:

“ “Food Waste Collection Bins” or “FWCBs” means wheelie bins for storage and conveyance of Recyclable Food Waste with the designs and specifications as specified in Part 3 of the Service Specifications;”

(ii) The definition of “Food Waste Collection Points” or “FWCPs” be replaced with the following:

“ “Food Waste Collection Points” or “FWCPs” refers to the list of food waste collection points specified in Part 2 of the Service Specifications and any other permanent or temporary locations as may be specified by the Government from time to time for collection of Recyclable Food Waste and any other permanent or temporary locations as may be proposed by the Contractor pursuant to Clause 3(c) of the Conditions of Contract and approved by the Government Representative;”

(b) Amendments to Clause 6.1 of the Terms of Tender

Clause 6.1 of the Terms of Tender be replaced with the following:

“6.1 Vehicles Requirement

It is an essential requirement that the total amount of daily Recyclable Food Waste payload in tonnes (i.e. Blank K in Part A of Schedule 2) as proposed by the Tenderer must not be less than the total estimated daily Recyclable Food Waste output (i.e. 19.70 tonnes) as set out in Part B of Part 2 of the Service Specifications. For the avoidance of doubt, the total estimated daily Recyclable Food Waste output as set out in Part B of Part 2 of the Service Specification does not include any additional Services or variation under Clause 3 of the Conditions of Contract.”

(c) Amendments to Clauses 30 of the Terms of Tender

(i) The following be inserted as Clauses 30(b) of the Terms of Tender:

“(b) A second tender briefing session will be held through Zoom meeting on 28 June 2021 (Monday) at 15:00 p.m. Interested parties who wish to attend this briefing session are requested to complete the registration form (which may be downloaded with the same link provided in Clause 30(a) above) and submit to the Government Representative by 17:30, 25 June 2021(Friday).”

(ii) Clauses 30(b) to 30(e) shall be renamed as Clauses 30(c) to 30(f) respectively.

Interested parties shall complete and submit the enclosed registration form for the second tender briefing session to the Government Representative by the specified time above.

(d) Amendments to Clause 31 of the Terms of Tender

Clause 31(b) of the Terms of Tender be replaced with the following:

“(b) Any other enquiries from Tenderers before the Tender Closing Date concerning the Services specifications of this Tender Document shall be made in writing not later than five (5) working days prior to the Tender Closing Date and be addressed to (and with copies thereof sent to the Principal Supplies Officer in accordance with Clause 31(a) above):

Dr. YANG Rong, Ron
Principal Environmental Protection Officer (School Projects)
Food Waste Recycling Group
Waste Infrastructure Planning Division
Environmental Protection Department
Rm. 1601-03, 16/F., Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, H.K.
Tel No.: (852) 3529 2970
Fax No.: (852) 3528 0492”

(e) Amendments to Clause 3 of the Conditions of Contract

The following be inserted as Clauses 3(c), 3(d) and 3(e) of the Conditions of Contract following Clause 3(b) of the Conditions of Contract:

“(c) Where a Contractor has indicated in its Execution Plan that it would collect Food Waste at additional FWCPs, it shall propose such additional FWCPs together with the designs of the FWCBs and associated plastic liner bags to be used for the Government Representative’s approval fourteen (14) days prior to the Commencement Date or such other date as may be agreed by the Government Representative. The amount to be added

to the Monthly Fee shall be determined in accordance with the rates specified in Schedule 1 so far as the same may be applicable and where rates are not contained in the said Schedule 1, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. For the avoidance of doubt, the additional FWCPs proposed and approved by the Government under this Clause 3(c) shall be in addition to the FWCPs listed in Part 2 of the Service Specifications and any other permanent or temporary locations as may be specified by the Government pursuant to Clauses 3(a) and 3(b) of the Conditions of Contract.

- (d) Upon the Government’s approval of the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) above, the list of FWCPs in Part 2 of the Service Specifications shall be updated by the Government. The Government shall send a copy of the updated list of FWCPs to the Contractor, whereby it shall replace the former list of FWCPs and form part of the Contract.
- (e) All costs associated with the FWCBs and associated plastic liner bags other than the standard 120-Litre as listed in Part 3 of the Service Specification and to be used at the additional FWCPs shall be borne by the Contractor.”

(f) Amendments to Clause 8(a) of the Conditions of Contract

Clause 8(a) of the Conditions of Contract be replaced with the following:

- “(a) Subject always to the terms and conditions hereof and the Contractor having performed the Services in accordance with the terms and conditions of the Contract to the satisfaction of the Government and that the Contractor having provided to the Government Representative a monthly statement, in a form as that provided in the **Annex** to the Conditions of Contract, certified by a certified public accountant (practising) or a corporate practice registered under the Professional Accountants Ordinance (Cap. 50), the Government shall pay the Contractor the Monthly Fee in accordance with the following formula:

$$\begin{aligned}
 \text{Monthly Fee payable to Contractor} = & \quad (\text{Monthly Rate}) \\
 & + \\
 & \quad (\text{Total charges for additional services provided by} \\
 & \quad \text{the Contractor, under Clause 3(a) of the Conditions} \\
 & \quad \text{of Contract, calculated on the basis of the applicable} \\
 & \quad \text{rates of charges as set out in Schedule 1}) \\
 & + \\
 & \quad (\text{Total charges for additional services provided by} \\
 & \quad \text{the Contractor under Clause 3(c) of the Conditions} \\
 & \quad \text{of Contract, calculated by multiplying the actual} \\
 & \quad \text{total amount of Recyclable Food Waste collected at} \\
 & \quad \text{the additional FWCPs during that month with the} \\
 & \quad \text{rate quoted in Section 2(b) of Schedule 1}) \\
 & - \\
 & \quad (\text{Total deductions calculated under Clause 9 of the} \\
 & \quad \text{Conditions of Contract}) \\
 & - \\
 & \quad (\text{Such other sums the Government is entitled to} \\
 & \quad \text{deduct pursuant to other provisions of the Contract})
 \end{aligned}$$

All costs and expenses in connection with the appointment and employment of the auditors/accountants shall be borne solely by the Contractor.”

(g) Amendments to Clause 2(b) of Part 1 to the Service Specifications

Clause 2(b) of Part 1 to the Service Specifications be replaced with the following:

“(b) The design of any FWCV shall fit the Food Waste Collection Bins (FWCB) and plastic liner bag as specified in Part 3 hereof. The FWCBs and plastic liner bags for use in the Service during the Contract Period will be provided by the EPD except for those being used at the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) of the Conditions of Contract.”

(h) Replacement of Part 3 of the Service Specifications

Part 3 of the Service Specifications be entirely replaced with the revised version set out in **Annex 1** of this letter.

(i) Replacement of Part 4 of the Service Specifications

Part 4 of the Service Specification be entirely replaced with the revised version set out in **Annex 2** of this letter.

(j) Replacement of Part 6 of the Service Specifications

Clause 1a (Specifications of Hardware) of Part 6 to the Service Specifications be entirely replaced with the revised version set out in **Annex 3** of this letter.

(k) Replacement of Schedule 1

Schedule 1 – Price Schedule be entirely replaced with the revised version set out in **Annex 4** of this letter.

(l) Amendment of Part A of Schedule 2

Note 3 of Part A of Schedule 2 – Schedule of Food Waste Collection Vehicle (FWCV) be replaced with the following:

“Note 3: The estimated total daily Recyclable Food Waste output as specified in Part B of Part 2 of the Service Specifications is 19.70 tonnes and does not include any additional Services or variation under Clause 3 of the Conditions of Contract.”

(m) Replacement of Schedule 4A

Schedule 4A – Information on Execution Plan, Management Plan, Supervision Plan and Contingency Plan be entirely replaced with the revised version set out in **Annex 5** of this letter.

3. Apart from the above amendments, all other terms and conditions of the Tender Document shall remain unchanged. **Annex 6** are the sheets for replacement of the relevant pages of the Tender Document

4. In case you have already submitted a tender and wish to make an amendment, please submit a revised tender accompanied by a covering letter and in the same manner as stipulated in the Tender Document. Tenderers shall submit their tenders before **12:00 noon (Hong Kong time) on 16th July 2021** in the manner as stipulated in the Tender Document. **Late tenders will not be considered.**

5. Relevant information can also be downloaded from EPD’s website at https://www.epd.gov.hk/epd/english/business_job/business_opp/busopp_maincont.html.

6. Please acknowledge receipt of this Addendum No.3 to Tender Document Ref. EP/SP/116/19 by signing and returning the attached reply slip.

7. Should you have any enquiry in relation to the captioned tender or this letter, please submit in accordance with Clause 31 (Enquiries) of the Terms of Tender of the Tender Document.

Yours faithfully,



(Jacky CHAN)

for Director of Environmental Protection

Encl.

Annex 1 – Replacement of Part 3 to the SERVICE SPECIFICATIONS

Annex 2 – Replacement of Part 4 to the SERVICE SPECIFICATIONS

Annex 3 – Replacement of Part 6 to the SERVICE SPECIFICATIONS

Annex 4 – Replacement of Schedule 1 to the SCHEDULES

Annex 5 – Replacement of Item (I) of Schedule 4A to the SCHEDULES

Annex 6 – Sheets for replacement of the relevant pages of the Tender Document

**To: Environmental Protection Department
(Attn.: Food Waste Recycling Group)
Fax No. : (852) 3528 0492**

Acknowledgement

Tender Document with Ref. EP/SP/116/19
Provision of Recyclable Food Waste Collection Services
– Kowloon District

Addendum No. 3

I acknowledge receipt of the subject letter dated 21 June 2021.

SIGNED for and on behalf of [(Tenderer)

]

By (full name) : _____

Signature : _____

Title : _____

Date : _____

Tender Ref.: EP/SP/116/19
Tender for Provision of Recyclable Food Waste Collection Services
Kowloon District
Tender Briefing Session

A tender briefing session will be held at 15:00 p.m. on 28 June 2021 (Monday) by online video conferencing through the “Zoom” software. Prospective Tenderers who wish to attend the briefing session is requested to complete the reply slip attached and fax it to Ms. Joanne Tse on or before 25 June 2021 (Friday), 17:30 p.m. For meeting facilitation, the number of representatives of each prospective Tenderer is limited to one. The link/ Meeting ID and password for joining the online briefing session will be provided on or before 28 June 2021, 10:00 a.m. (Monday) by email to the prospective Tenderers who have submitted the reply slip. Only the “Zoom” accounts with registered email address provided in the reply slip will be allowed to join the online tender briefing session. Late submission of the reply slip will not be entertained.

Date : 28 June 2021 (Monday)

Time : 15:00 p.m. (Hong Kong Time)

Format : Online through Zoom Meeting (Meeting ID and Password will be provided on or before 28 June 2021, 10:00 a.m. (Monday) to registered prospective Tenderers

2. Prospective Tenderers who wish to attend the tender briefing are requested to complete the enclosed registration form. The completed registration form shall be submitted to Ms. Joanne Tse before 17:30 p.m., 25 June 2021 (Friday) by email (Email: joannecwtse@epd.gov.hk) or fax (Fax: (852) 3528 0492).
3. For queries, please contact Ms. Joanne Tse at (852) 3741 1366.

Tender Ref.: EP/SP/116/19
Tender for Provision of Recyclable Food Waste Collection Services
Kowloon District
Tender Briefing Session

Registration Form

Attention: Ms. Joanne Tse, Environmental Protection Inspector
(Food Waste Recycling Group)22

Facsimile: (852) 3528 0492

Email: joannecwtse@epd.gov.hk

[Completed registration form shall be submitted by email or fax to Ms. Joanne Tse before 17:30 p.m., 25 June 2021 (Friday).]

I / we would like to attend the following tender briefing:

Date : 28 June 2021 (Monday)
Time : 15:00 p.m. (Hong Kong Time)
Venue : Online through Zoom Meeting (Meeting ID and Password will be provided on or before 28 June 2021, 10:00 a.m. (Monday) to registered party)

Full name of Attendee

Post / Title

Name of Attendee

Name of Company

Telephone No.

Fax No.

Email address

Date

Annex 1

Replacement of Part
3 to the SERVICE
SPECIFICATIONS

Part 3

Details of the Design, Specifications and Photos of FWCBs and Plastic Liner Bag

EPD will provide the **standard 120-Litre FWCBs** and the **associated** plastic liner bags for use in the Service during the Contract Period. **The Contractor shall submit the designs of the FWCBs and the associated plastic liner bags to be used at the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) of the Conditions of Contract for the Government's approval.** The detailed requirements below are for tenderers 'reference only.

Item A 120-Litre Mobile Plastic Waste Container

Detailed Requirements (For Tenderers' reference only)

1. Capacity	120 litres (with tolerance of +8 litres and -6 litres, i.e. within the range of 114 litres to 128 litres)	(M)
2. Colour	Purple (Pantone 2593U) / (Pantone 267C)	(M)
3. Dimensions and Design	(a) Conform to European Standards (EN) 840-1:2012 or equivalent, which specifies dimensional and design requirements of mobile waste containers with two wheels to be used by comb lifting devices.	(M)
	(b) Height: 1005 mm maximum	
	(c) At the back of the container, there shall be no area in the form of a recess above the portion which houses the axle of the wheels. (Please refer to Annex I)	
	(d) Without foot pedal device.	
	(e) The lid shall cover the opening of the container completely.	
	(f) With solid axles.	
4. Performance	The container shall pass all tests as stated in the EN840-5:2012 or equivalent, which specifies performance requirements and test methods.	(M)
5. Safety and Health	Conform to EN840-6:2012 or equivalent, which specifies safety and health requirements of mobile waste containers.	(M)
6. Markings (Please refer to Annex I)	(a) The date (month and year) of manufacture of the container must be clearly moulded or printed on the rear external surface of the container.	(M)
	(b) Level marking in white on the inner surface of the bin showing 70% capacity shall be provided.	
7. Workmanship	No obvious damage, cracks, bubbles, large flashes or sharp edges shall be present. The product shall be provided in its final assembled form.	(M)
8. Material	Made from high density polyethylene (HDPE). The material shall be corrosion free and durable against heat, chemicals and ultra violet radiation.	(M)
9. Desirable Environmental Specifications	(a) The product should contain at least 25% recycled plastic content.	(D)
	(b) The product should be labelled with a plastic resin code.	
	(c) The product should not contain cadmium or lead.	

Notes:

Note 1: M = Mandatory requirement; and D = Desirable requirement

Item B 120-Litre Clear Plastic Waste Container Liner Bag**Detailed Requirements (For Tenderers' reference only)**

1. Capacity	Suitable for lining 120-litre mobile plastic waste containers with dimension specified below: Width 915 mm ($\pm 5\%$) x Overall length 1,220 mm ($\pm 5\%$) x Thickness 0.08 mm ($\pm 20\%$)* <i><u>*Thickness is an optional feature which is subject to its capability to meet the minimum load in Item (2) below</u></i>	(M)
2. Strength	Capable for holding a minimum load of 40 Kg food waste in 120-litre mobile plastic food waste containers.	(M)
3. Colour	Transparent / Semi- Transparent	(M)
4. Desirable Environmental Specifications	(a) The product should be made from at least 50% of recycled plastics content, including a minimum of 30% post-consumer or post-industrial material.	(D)
	(b) The product should be made of materials that are degradable.	

Notes:

Note 1: M = Mandatory requirement; and D = Desirable requirement

Supplementary Information to the Specifications

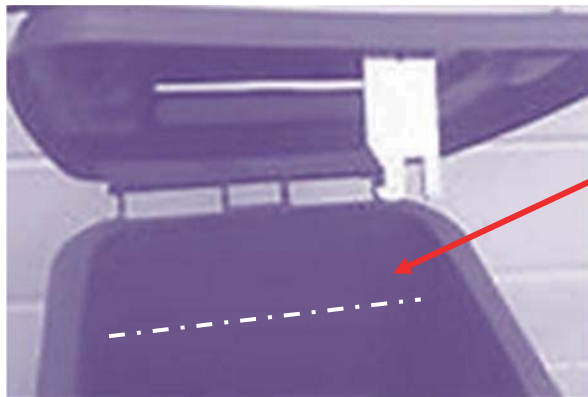
Item A



The date (month and year) of manufacture of the container must be clearly moulded or printed on the rear external surface of the container.

No area in the form of a recess

Portion which houses the axle of the wheels



Level marking in white inside the container showing 70% capacity

Note: For reference only, please refer to the detailed descriptions for Item A in Part 3 above.

Annex 2

Replacement of Part
4 to the SERVICE
SPECIFICATIONS

Part 4 Job and Performance Requirements

Job Description	Minimum Frequency of Collection / Disposal	Performance Requirements	Remarks
(a) Effectively complete and efficiently collect Recyclable Food Waste from the Food Waste Collection Points (FWCPs)	At least once daily, unless otherwise specified in Part 2 of the Service Specifications or as directed by the Government Representative	<p>(1) Subject to Remark (iii) in Part 4 of the Service Specifications, the Service shall normally be carried out at any time from 07:00 to 22:00;</p> <p>(2) The Recyclable Food Waste shall not contain more than 20% of non-recyclable content. All FWCBs are properly covered and secured at all times unless during loading and unloading; and</p> <p>(3) After emptying, each FWCBs must be thoroughly emptied.</p>	<p>(i) The Contractor shall assign at least one Supervisor-cum-Driver and at least one Cleansing Workman to man each Food Waste Collection Vehicle (FWCV) for the collection operations;</p> <p>(ii) The Contractor shall carry out collection of Recyclable Food Waste in accordance with the route schedules approved by the Government Representative;</p> <p>(iii) The Contractor, unless with prior consent of the Government Representative, shall provide the Services within the normal working hours from 07:00 to 22:00;</p> <p>(iv) The Contractor shall collect the food waste from each FWCP in accordance with the time of collection and special requirements as specified in Part 2 of the Service Specifications;</p> <p>(v) The Contractor shall notify the contact person of each FWCP by phone about 15 minutes before the arrival of the FWCV to each FWCP during each collection operation;</p> <p>(vi) Lamination of FWCBs shall not be allowed at any circumstances; and</p> <p>(vii) The Contractor shall engage suitable and adequate traffic and road safety equipment and measures to secure the safety of workers and the public when performing the Services.</p> <p>(viii) The Contractor shall deliver the FWCBs affixed with the labels of QR code/ RFID code; and to the inside of each FWCB lined with a plastic liner bag, to the FWCPs before the Recyclable Food Waste collection operation.</p>
(b) Check and monitor the Recyclable Food Waste collected to meet the reception standards of O · PARK1	At each and every collection operation	<p>(1) The Recyclable Food Waste shall not contain more than 20% of non-recyclable content; and</p> <p>(2) The Field Supervisor / Supervisor-cum-Driver of the Contractor under the Contract is required to record the weight of food waste collected at each</p>	<p>(i) The Contractor shall check each and every FWCB and act on the instruction for thorough checking the quality of the Recyclable Food Waste as directed by Government Representative and ensure that the content of Recyclable Food Waste collected is up to the reception standards of O-PARK1, viz. contains not more than 20% non-recyclable content. The Contractor shall from time to time observe and follow the Code of Practice on Separating, Collecting and Transporting Food Waste to Organic Resources Recovery Centre Phase 1 issued by EPD. Tenderers may refer to the reference in Annexes I to IV in Part 4 of the Service Specifications;</p> <p>(ii) The Supervisor-cum-Driver shall reject any FWCBs containing more than 20% non-</p>

Job Description	Minimum Frequency of Collection / Disposal	Performance Requirements	Remarks
		FWCB in every FWCP in the Food Waste Collection and Delivery Record and upload these data to the cloud based system or equivalent data storage system at the instance when these data are collected. The Record should be made in duplicate; a copy shall be provided to the FWCP and the other shall be submitted to Government Representative for record.	<p>recyclable content and report to the Government Representative / personnel in-charge of the FWCPs in Part 2 of the Service Specifications for handling and resolving as soon as possible;</p> <p>(iii) The Supervisor-cum-Driver/ Cleansing Workman shall measure and record the weight of each FWCB and upload the weight data to the cloud based system or equivalent data storage system at the instance when the data are collected. Details of the requirements are specified in Part 6 of the Service Specifications; and</p> <p>(iv) If the Contractor delivers any food waste with more than 20% non-recyclable content to the O · PARK1 and their reception being rejected, the Contractor shall deliver the rejected food waste to any designated disposal points or other disposal outlets as directed by Government Representative for disposal of the rejected Recyclable Food Waste and report to the Government Representative of the FWCP concerned as soon as possible. A warning letter may be issued to the Contractor by EPD for the non-compliance of the conditions under the Registration Scheme.</p>
(c) Return sufficient empty FWCBs to the designated temporary storage area in each and every FWCP after its delivery	On the same day after collection operations	The FWCBs are properly covered and secured at all times unless during loading / unloading or inspection.	<p>(i) The Contractor shall exercise due care as to avoid causing damage to the FWCBs and creating any nuisance to the public in the course of the transportation and disposal of Recyclable Food Waste; and</p> <p>(ii) The Contractor shall line the inside of each FWCB with a new liner bag unless with prior consent of the Government Representative.</p>
(d) Transport and dispose of the collected Recyclable Food Waste at the O·PARK1	-	All Recyclable Food Waste collected shall be disposed of at O·PARK1 and there shall be no leftovers.	The Contractor shall not create any nuisance in the course of the transportation and disposal of Recyclable Food Waste.
(e) Report defects of FWCBs including but not limited to physical damages, graffiti and unauthorized posters and labels found on / in them	As and when required	Forthwith report to respective Government Representative / personnel in-charge of the FWCPs in Part 2 of the Service Specifications upon detection as the case may be.	-

Annex I

Recyclable Food Waste	Waste Unsuitable for Organic Treatment (Non-recyclable content)
<ul style="list-style-type: none"> ● fruit, fruit core and peelings ● vegetable leaves and stems ● meat ● fish and fish scales ● offals ● bread ● tea and coffee ground ● rice, noodles, pasta, ● sauces, soup, juice, seasoning ● expired food ● dairy products (cheese and yogurt) ● small bones ● fruit juice and other types of drinks ● cake and dessert ● shrimp and crab shells 	<ul style="list-style-type: none"> ● tooth sticks ● paper ● inorganic substances including metal ● plastic bags / packaging ● tissues ● soft drink cans ● packaging materials ● drinks bottles ● ropes ● sea shells ● oyster shells ● large bones ● cardboards ● egg shells



Food Waste means:

- **Any waste, rather raw, cooked, edible and associated with inedible parts generated during food production, distribution, storage, meal preparation or consumption of meals.**



Fish and Shellfish



Meat



Vegetable peelings, cores, pips and garnishes



Cereals of all types



More Examples with Recyclable Food Waste:



Fish Organs and Intestines



Meat Trimmings and Residues



Tea Leaves and Coffee Grounds



Fruit, Core and Peelings



Pet Food



Expired Food

Examples of Recyclable Food Waste

O-PARK1

Non-recyclable materials

Inert Waste



Shells **Plastic utensils** **Packaging materials**

Oversized bones **Egg Shells** **Metal cans**

O-PARK1

Non-recyclable materials

- Non-recyclable materials which are too large and too rigid such as iron bars, steel wires, knives, wrench, rocks and cylinders may severely damage the equipment in the facilities



Iron Bar, Steel Wire, Knife and Wrench **Grinder** **Equipment damaged**

 **Non-Permitted Waste**

- Green waste and yard waste including leaves, grass and woody waste;
- Sludge from sewage and waste treatment works including dewatered sludge;
- Liquid animal or livestock waste, whether treated or untreated, stabilized or non-stabilized, including spent litter and manure compost and other waste generated by livestock;
- Excremental waste, which is mainly night soil, sludge from septic tanks and aqua privies;
- Abattoir waste that includes solid and semi-solid waste generated from abattoirs and slaughterhouses;
- Animal carcasses that comprise dead animals; and
- Grease trap and gulley waste.



Examples of Non-recyclable Food Waste and Non-Permitted Waste

Annex III



Photographs Illustrating Collection of Non-recyclable Food Waste

Annex IV



Photographs Illustrating Collection of Recyclable Food Waste

Annex 3

Replacement of Part
6 to the SERVICE
SPECIFICATIONS

Part 6

Smart Weighing System for Food Waste Collection Vehicles

1a. Specifications of Hardware

Hardware		
Item	Quantity	Feature
1. Industrial Personal Digital Assistant	Equivalent to the number of all FWCV proposed in Schedule 2	<p>1.1 Radio Frequency Identification (RFID)/ QR Code Reader, with Real-time data synchronization with cloud system or the equivalent data storage system</p> <p>1.2 Support 4G communication</p> <p>1.3 Support data transmission via Bluetooth or equivalent means of data transmission</p> <p>1.4 Support recording, photo and video taking</p> <p>1.5 Camera with at least 5M pixel</p> <p>1.6 Memory of at least 16GB</p> <p>1.7 GPS tracking</p> <p>1.8 With battery chargers</p>
2. Portable Bluetooth Weighing Scale or equivalent weighing scale	Equivalent to the number of all FWCV proposed in Schedule 2	<p>2.1 Support data transmission via Bluetooth or equivalent means of data transmission</p> <p>2.2 Weighing scale capable of loading at least one 120L FWCB and the nominal mass as specified in Part 3 of the Service Specifications.</p> <p>2.3 All weighing measurements shall be made in metric unit of kilogram (Kg). Display in 2 decimal places.</p> <p>2.4 Maximum weighing scale: 200Kg unless with prior consent of the Government Representative</p> <p>2.5 With battery chargers or with equivalent power supply for the weighing scale</p> <p>2.6 Each weighing scale shall have an original or copy of test report(s)/ certificate(s) issued by an independent laboratory accredited for the respective commodity under the Hong Kong Laboratory Accreditation Scheme ("HOKLAS") or by a Mutual Recognition Agreement ("MRA") partner of HOKLAS to prove that the weighing scale is properly calibrated before it is used.</p> <p>2.7 If supplier or manufacturer is from a place outside Hong Kong and whose country or city is not a MRA partner of HOKLAS, supplier can submit the test</p>

Hardware		
Item	Quantity	Feature
		<p>report(s)/ certificate(s) issued by an independent accredited laboratory of that country or city with evidence to demonstrate that the issuing laboratory meets the requirements of International Organisation for Standardization (ISO)/ International Electrotechnical Commission (IEC) 17025:2005 (or latest version if applicable) for consideration.</p> <p>2.8 The test report(s)/ certificate(s) shall be issued to the supplier or the manufacturer as a client and the issuing date of the test report(s)/ certificate(s) must not be earlier than 36 months before the quotation closing date. The weighing scale shall be calibrated every 12 months during the Services in accordance with the requirements in clause 1a, 2.6 in Part 6 of the Service Specifications.</p> <p>2.9 Supplier shall submit a self-declaration declaring that the independent accredited laboratory which is responsible for the issue of the test report(s)/ certificate(s) is neither the same entity as the supplier or the manufacturer not an associate or associated person of the supplier or the manufacturer.</p>
3. RFID Cards / QR Code	1,200 (tbc)	<p>3.1 One RFID card/QR Code corresponds to one FWCB. Each RFID/ QR Code bears a unique identity.</p> <p>3.2 The name of FWCPs can be traced and identified out of the working site.</p> <p>3.3 The RFID card / QR Code label should be firmly affixed on the FWCBs</p>

1b. Specifications of Software

Software		
Item	Quantity	Features
1. Cloud Management System / Equivalent Data Management System	1	<p>1.1 Feasible of integration with GPS data from FWCV to track and trace real-time locations of FWCVs on a digital map</p> <p>1.2 Tracking data include but not limited to: FWCVs' routes, time, FWCV plate number, Supervisor-cum-Driver, FWCPs and input weight of food waste in each FWCB</p> <p>1.3 To generate task lists for each FWCV</p> <p>1.4 Detailed database library, including but not limited to, name and address of FWCPs, number of collections, duration of Recyclable Food Waste collection operation, number of FWCB at each FWCP and the weight of Recyclable Food Waste in each FWCB</p> <p>1.5 Export monthly reports of net Recyclable Food Waste collection quantity at each FWCP</p> <p>1.6 Support a minimum of 200 FWCPs</p>
2. Personal Digital Assistant Software	1	<p>2.1 Display Recyclable Food Waste collection task list</p> <p>2.2 GPS Tracking</p> <p>2.3 Support RFID/ QR Code scanning and real-time data synchronization with cloud system or equivalent data storage system</p> <p>2.4 Integrate with weighing data interface (Bluetooth 4.0)</p> <p>2.5 Record the rejected food waste by taking photos and send the result of rejection to the cloud system or equivalent data storage system</p> <p>2.6 Confirmation of weighing data obtained from the weighing scale</p>
3. System service and maintenance	24-month	<p>3.1 SIM card</p> <p>3.2 Support operations of FWCV equivalent to the number of all FWCV proposed in Schedule 2</p> <p>3.3 Data storage capacity/duration sufficient for the Contract Period</p> <p>3.4 Hardware installation, system testing & training before commencement of the Contract</p> <p>3.5 Customer service during the Contract Period</p> <p>3.6 Minimum two sessions of training to users including the Government Representative</p>

2. General Operations

The smart recycling management system shall be in operations during the Contract Period. The system receives and analyzes the collected data periodically and generates monthly report (including date, number of bins and food waste amount) for each FWCP. Data collected from smart PDA and weighing scale shall be sent to the cloud system or the equivalent data storage system. The general operations workflow is as follows:

2.1 Generation of Task Lists
2.1.1 The Contractor logs in the system web portal and inputs daily collection tasks.
2.1.2 System generates task lists and send the task lists to each FWCV/PDA.
2.2 Traceability of Collection Logistics
2.2.1 The PDA and weighing scale are to be equipped on each FWCV.
2.2.2 The cloud management system or equivalent data management system assigns task list with Recyclable Food Waste collection routes to each Supervisor-cum-Driver/Field Supervisor.
2.2.3 A task list shall include Recyclable Food Waste collection routes with all the assigned FWCPs.
2.2.4 The location of the FWCVs can be tracked by the GPS feature on the PDA.
2.2.5 Information including, but not limited to, name of FWCPs, Supervisor-cum-Driver, FWCV plate number, duration of collection, weight data of the collected FWCBs, shall be recorded in the system.
2.3 Weighing and Recording of Food Waste
2.3.1 When FWCV arrives at each FWCP, the Supervisor-cum-Driver/ Cleansing Workman loads each FWCB to the weighing scale and scans the RFID/ QR code tag to obtain the weight of food waste in each FWCB via Bluetooth connection or other means of data transmission.
2.3.2 One RFID/ QR code tag is to be matched with one FWCB, which shall be used to track whether the Supervisor-cum-Driver is following the assigned route.
2.3.3 Upon finishing the scanning of data of each FWCB, the FWCB filled with Recyclable Food Waste shall be replaced by an empty FWCB with the inside lined with a new plastic bag. The RFID/ QR code tag on the empty FWCB shall be matched again with particular FWCP.
2.3.4 The new data are displayed in the PDA and sent to the cloud system or the equivalent data storage system.
2.3.5 When arriving at O•PARK1, upon request by the O•PARK1 in-charge, the PDA shall be used to show the information about the FWCPs.
2.4 Handling of Abnormalities
2.4.1 For any incident occurred during food waste collection, the PDA shall be used to record or take photos of the anomalies. If more than 20% of contaminates is observed, the Supervisor-cum-Driver shall reject the collection of the FWCB and record the circumstance by taking photos.
2.4.2 Both incident report and weighing scale data are synchronized with the cloud system or equivalent data storage system.
2.4.3 When arriving at O•PARK1 if the collected food waste is found to be unsatisfactory after being inspected by O•PARK1 in-charge, the system is capable to trace where the food waste was collected from. The PDA shall be used to record the action taken by O•PARK1. Written report shall be submitted to fulfill the requirement of O• PARK1 upon request by O• PARK1 in-charge or the Government Representative.

Annex 4

Replacement of
Schedule 1 to the
SCHEDULES

Schedule 1 – Price Schedule

Rates for the Provision of Services, Payment Discount
and Percentage of Staff Cost Against Estimated Contract Price1(a). Monthly Rates

Provision of Services	Monthly Rates (unless otherwise specified)
Provision of Recyclable Food Waste Collection Services for FWCPs -	
I. Recyclable Food Waste Collection Services for the FWCPs as specified in Part 2 of Service Specifications	
(1) Ching Long Shopping Centre	HK\$ _____ (A1)
(2) Hung Hom Market and Cooked Food Centre	HK\$ _____ (A2)
(3) Kowloon City Market and Cooked Food Centre	HK\$ _____ (A3)
(4) To Kwa Wan Market and Cooked Food Centre	HK\$ _____ (A4)
(5) AMS Canteen	HK\$ _____ (A5)
(6) Ko Shan Theatre	HK\$ _____ (A6)
(7) The Hong Kong Polytechnic University - Homantin Hall	HK\$ _____ (A7)
(8) Hong Kong Baptist University (FWCP 1 – FWCP 3)	HK\$ _____ (A8)
(9) Wong Cho Tong Social Service Building	HK\$ _____ (A9)
(10) Oi Man Market	HK\$ _____ (A10)
(11) Kowloon Hospital (FWCP1 – FWCP3)	HK\$ _____ (A11)
(12) Laguna Verde (FWCP1 – FWCP2)	HK\$ _____ (A12)
(13) Merry Court for the Senior	HK\$ _____ (A13)
(14) The Latitude	HK\$ _____ (A14)
(15) Nam Shan Shopping Centre	HK\$ _____ (A15)
(16) Lai Wan Market	HK\$ _____ (A16)
(17) Pei Ho Street Market and Cooked Food Centre	HK\$ _____ (A17)
(18) Po On Road Market and Cooked Food Centre	HK\$ _____ (A18)
(19) Cheung Sha Wan Wholesale Vegetable Market	HK\$ _____ (A19)
(20) Cheung Sha Wan Wholesale Food Market	HK\$ _____ (A20)

(Important: This page shall be inserted into the sealed envelope on Price Proposal.)

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Provision of Services	Monthly Rates (unless otherwise specified)
(21) City University of Hong Kong	HK\$ _____ (A21)
(22) New Life Psychiatric Rehabilitation Association	HK\$ _____ (A22)
(23) Food Angel by Bo Charity Foundation – Lai Chi Kok	HK\$ _____ (A23)
(24) Caritas Medical Centre (FWCP 1 – FWCP 2)	HK\$ _____ (A24)
(25) People Service Centre – Food Friend Action	HK\$ _____ (A25)
(26) Nam Cheong Market	HK\$ _____ (A26)
(27) Food Angel by Bo Charity Foundation- Sham Shui Po	HK\$ _____ (A27)
(28) Sham Shui Po Integrated Rehabilitation Centre	HK\$ _____ (A28)
(29) Choi Hung Road Market and Cooked Food Centre	HK\$ _____ (A29)
(30) Ngau Chi Wan Market and Cooked Food Centre	HK\$ _____ (A30)
(31) Tai Shing Street Market and Cooked Food Centre	HK\$ _____ (A31)
(32) Fung Tak Market	HK\$ _____ (A32)
(33) Lok Fu Market	HK\$ _____ (A33)
(34) Tung Wah Group of Hospitals Kwan Fong Nursery School	HK\$ _____ (A34)
(35) Choi Wan Market	HK\$ _____ (A35)
(36) Chuk Yuen Market	HK\$ _____ (A36)
(37) Rhythm Garden	HK\$ _____ (A37)
(38) Sheung Fung Street Market	HK\$ _____ (A38)
(39) Lung Poon Court	HK\$ _____ (A39)
(40) Haiphong Road Temporary Market cum Haiphong Road Temporary Hawker Bazaar	HK\$ _____ (A40)
(41) Kwun Chung Market and Cooked Food Centre	HK\$ _____ (A41)
(42) Yau Ma Tei Market	HK\$ _____ (A42)
(43) Fa Yuen Street Market and Cooked Food Centre	HK\$ _____ (A43)
(44) Tai Kok Tsui Market and Cooked Food Centre	HK\$ _____ (A44)
(45) The Hong Kong Polytechnic University (FWCP 1 – FWCP 3)	HK\$ _____ (A45)

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Provision of Services	Monthly Rates (unless otherwise specified)
(46) Hong Kong Cultural Centre	HK\$ _____ (A46)
(47) Queen Elizabeth Hospital (FWCP 1 – FWCP 2)	HK\$ _____ (A47)
(48) Catering Outlets of Hong Kong Museum of Art	HK\$ _____ (A48)
(49) Chow Hung Piu Day Care Centre for the Elderly	HK\$ _____ (A49)
(50) Tai Kok Tsui Home for the Elderly cum Cherish Day Care Centre for the Elderly	HK\$ _____ (A50)
(51) Yau Ma Tei Police Station	HK\$ _____ (A51)
(52) West Kowloon Disciplined Services Quarters	HK\$ _____ (A52)
(53) Central Mail Centre Government Canteen	HK\$ _____ (A53)
(54) Ngau Tau Kok Market	HK\$ _____ (A54)
(55) Shui Wo Street Market	HK\$ _____ (A55)
(56) Tsun Yip Cooked Food Market	HK\$ _____ (A56)
(57) Shun Lee Market	HK\$ _____ (A57)
(58) Tak Tin Market	HK\$ _____ (A58)
(59) On Tai Shopping Centre	HK\$ _____ (A59)
(60) Food Angel by Bo Charity Foundation – Harvest Mill	HK\$ _____ (A60)
(61) Hong Kong Children's Hospital Canteen	HK\$ _____ (A61)
(62) United Christian Hospital	HK\$ _____ (A62)
(63) Haven of Hope Hospital (FWCP 1 – FWCP 2)	HK\$ _____ (A63)
(64) Vocational Training Council - VTC Kowloon Bay Complex	HK\$ _____ (A64)
(65) Kai Tin Market	HK\$ _____ (A65)
(66) Sau Mau Ping Market	HK\$ _____ (A66)
(67) Lei Yue Mun Plaza Market	HK\$ _____ (A67)
(68) Lei On Court	HK\$ _____ (A68)
(69) Amoy Gardens	HK\$ _____ (A69)
(70) Siu Ming Memorial Home cum Care & Attention Unit	HK\$ _____ (A70)

(Important: This page shall be inserted into the sealed envelope on Price Proposal.)

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Provision of Services	Monthly Rates (unless otherwise specified)
(71) Cheung Ching Commercial Complex	HK\$ _____ (A71)
(72) Kwai Chung Shopping Centre	HK\$ _____ (A72)
(73) Lai Yiu Shopping Centre	HK\$ _____ (A73)
(74) Kwai Shing West Shopping Centre	HK\$ _____ (A74)
(75) North Kwai Chung Market	HK\$ _____ (A75)
(76) Tsing Yi Market	HK\$ _____ (A76)
(77) Wing Fong Street Market	HK\$ _____ (A77)
(78) Cheung Tat Road Cooked Food Market	HK\$ _____ (A78)
(79) Kwai Chung Hospital	HK\$ _____ (A79)
(80) Princess Margaret Hospital (FWCP1 – FWCP2)	HK\$ _____ (A80)
(81) Princess Margaret Hospital - Lai King Building	HK\$ _____ (A81)
(82) Padma & Hari Harilela Integrated Rehabilitation Centre	HK\$ _____ (A82)
(83) Comfort Court for the Senior cum Ever Green Day Care Centre for the Elderly	HK\$ _____ (A83)
(84) Chi Pui Kindergarten-Cum-Nursery	HK\$ _____ (A84)
(85) Mr. & Mrs. Charlie Lee Kindergarten-Cum-Nursery	HK\$ _____ (A85)
(86) Danny Catering Service Limited	HK\$ _____ (A86)
(87) Wonderland Villas.	HK\$ _____ (A87)
(88) Tierra Verde	HK\$ _____ (A88)
(89) Kwai Yung Court	HK\$ _____ (A89)
(90) TKO Gateway Market	HK\$ _____ (A90)
(91) Tseung Kwan O Hospital Staff Cafeteria	HK\$ _____ (A91)
(92) Fire and Ambulance Services Academy	HK\$ _____ (A92)
(93) Po Lam Market	HK\$ _____ (A93)
(94) Sheung Tak Market	HK\$ _____ (A94)
(95) Choi Ming Market	HK\$ _____ (A95)

Provision of Services	Monthly Rates (unless otherwise specified)
(96) Oscar by The Sea	HK\$ _____ (A96)
(97) Heung Che Street Market and Cooked Food Centre	HK\$ _____ (A97)
(98) Tsuen Wan Market	HK\$ _____ (A98)
(99) Yeung Uk Road Market	HK\$ _____ (A99)
(100) Chai Wan Kok Cooked Food Market	HK\$ _____ (A100)
(101) Lei Muk Shue Shopping Centre	HK\$ _____ (A101)
(102) Yan Chai Hospital	HK\$ _____ (A102)
(103) Park Island	HK\$ _____ (A103)
(104) Allway Gardens (FWCP1 – FWCP2)	HK\$ _____ (A104)
(105) Lido Garden	HK\$ _____ (A105)
Sub-total for items (1) to (105) above = [A1 + A2 + A3 + A4 + + A103 + A104 + A104 + A105]	= HK\$ _____ [A]

1(b). Additional Recyclable Food Waste Collection Services

Provision of Services	Rates
II. Total estimated fee for additional Recyclable Food Waste Collection Services pursuant to Clause 3 (a) of the Conditions of Contract for the whole Contract Period [B] = [C] x 120 (see Note 1)	= HK\$ _____ [B]
III. Total estimated fee for additional Recyclable Food Waste Collection Services pursuant to Clause 3 (c) of the Conditions of Contract for the whole Contract Period [D] = [E] x 300 (see Note 2)	= HK\$ _____ [D]

Total Estimated Contract Value (Whole Contract Period)

i.e. **([A] + [D]) x 24 (month) + [B]**

[The Total Estimated Contract Value will be used for price assessment pursuant to Clause 7 of Annex II of the Terms of Tender]

= HK\$ _____
(Total)

2(a). Monthly Rate for any Additional Food Waste Collection Points pursuant to Clause 3(a, b) of the Conditions of Contract

Monthly Rate

Provision of Services for one (1) additional Food Waste Collection Point

HK\$ _____ [C]

2(b). Quantity-based Rate for any Additional Food Waste Collection Points pursuant to Clause 3(c) of the Conditions of Contract

Provision of Services for additional quantity-based Food Waste Collection (see Note 3) HK\$ _____ / tonne of Recyclable Food Waste [E]

*Note 1: For calculation of the Total Estimated Contract Value, the total fee payable for all additional Food Waste Collection Points pursuant to Clause 3(a, b) of the Conditions of Contract shall be capped at **120 times** the Monthly Rate quoted in Blank [C].

*Note 2: For calculation of the Total Estimated Contract Value, the total fee payable for all additional Food Waste Collection Points pursuant to Clause 3(c) of the Conditions of Contract shall be capped at 300 tonnes per month multiplied by the quantity-based rate quoted in Blank [E].

*Note 3: The quantity-based rate quoted in Blank [E] multiplied by the product of the Estimated Daily Recyclable Food Waste Output of 19.70 tonnes and 30 calendar days shall not exceed 50% of the rate quoted in Blank [A]. Failure to comply with the requirement of this Note 3 will render the tender not being further considered

3. Payment Discount

(a) Tenderers are requested to indicate in the space provided below what discount they would allow on the tendered prices if payment is made in full within:

(i) **7** clear working days from date of receipt of invoice or from date of acceptance of Services, whichever is the later: _____% discount.

- (ii) **8 - 14** clear working days from date of receipt of invoice or from date of acceptance of Services, whichever is the later: _____% discount.
- (b) Tenderers are requested to insert the word "**NIL**" in the space provided under subclause 3(a) above if they are not prepared to offer any payment discount.
- (c) Tenderers are requested to note that their payment discount offers will **not** be taken into account in the evaluation of price information under Clause 7 of Annex II of the Terms of Tender.

4. Percentage of Staff Cost Against Estimated Contract Price

		Amount (HK\$)	Calculation
Wages for the whole Contract Period (including contributions under Mandatory Provident Fund Scheme / Occupational Retirement Scheme)	(i) Staff Required under the Contract		
	Contract Manager		
	Field Supervisors		
	Supervisor-cum-Drivers		
	Cleansing Workmen		
	(ii) Other Supporting Staff (please specify)		
Others (please specify)			
Total Staff Cost			
% of Total Staff Cost Against Estimated Contract Price			

Authorized Signature of Tenderer : _____

Name of Person Authorized to Sign : _____
(in Block Letters)

Name of Tenderer in English : _____
(in Block Letters)

Date : _____

Annex 5

Replacement of Item
(I) of Schedule 4A to
the SCHEDULES

Schedule 4A

Information on Execution Plan, Management Plan, Supervision Plan and Contingency Plan

(I) Execution Plan

Tenderers shall provide the following information in their Execution Plans. The Execution Plan will be evaluated in accordance with the Marking Scheme in Annex II to the Terms of Tender.

- (i) Provide organization chart of the proposed workforce showing the line of command including posts of staff of all ranks and various numbers of staff and their work shifts.
- (ii) Provide details on the approaches / mechanism for supervision of frontline staff including level of managerial and supervisory staff required in supervision, frequency of their supervisions and areas of supervision.
- (iii) Provide details on mechanism for prevention of recurrences of defaults / breaches by frontline staff including ways to find out causes of defaults and to prevent recurrence.
- (iv) Provide details of work programme (e.g. daily / weekly / monthly tasks and the respective objective standards) and deployment of staff, vehicles, equipment and safety measures for completing the performance requirements in accordance with Part 4 of the Service Specifications.
- (v)* Provide route schedules and route maps / diagrams of the Food Waste Collection Vehicles proposed for this Contract. The information in the route schedules should include but not be limited to the location of the place of collection, times of arrival at and departure from the place of collection and disposal site(s), meal time, etc to demonstrate how the frequency of collection / time of collection / special requirements specified in Part 2 of the Service Specifications would be met. **Tenderers shall also indicate whether they would propose additional FWCPs (which are not already listed in Part 2 of the Service Specifications) pursuant to Clause 3(c) of the Conditions of Contract and provide information on how such additional FWCPs can be identified.**
- (vi)* Provide details of provision and use of Food Waste Collection Vehicles (including but not limited to the make and model, design and specifications with catalogue of these vehicles), equipment (including the weighing scales, QR code/RFID and cloud based management system or equivalent data management system), materials and tools including Special Protective Clothing used in the Services. Details of procurement plan of vehicles, equipment, materials and tools used for the Services, if any. (Tenderers are not necessarily required to provide new vehicle, equipment, materials and tools for the Services. However, Tenderers should note Clause 14 of Conditions of Contract and Clause 2 in Part 1 of the Service Specifications for the requirements of vehicles, equipment, materials and tools.)
- (vii)* Give details of the Recyclable Food Waste collection method, nuisance preventive measures and safety measures for different areas of work.
- (viii)* Provide contingency plan in case of breakdown or shortage of Food Waste Collection Vehicles; shortage or absence of staff, and when there are emergency circumstances to deal with.

*** Tenderers shall duly note the requirements for collection logistics (i.e. time and frequency of collection, specific site constraints and requirements) in accordance with Part 2 of the Service Specifications for comprehensive route schedule planning, development of collection methods and establishment of contingency plan. Impracticable proposals shall not be considered further as specified in Item (A)1 and Note 2 in the Marking Scheme for Tender Assessment in the Terms of Tender. Tenderers are strongly advised to pay site visit to the FWCPs before submitting their tenders in order to fully acquaint themselves with the requirements and the Services to be provided.**

Annex 6

Sheets for
replacement of the
relevant pages of the
Tender Document

	Government;
"Execution Plan"	means the execution plan as proposed by a Tenderer which contains the information set out in Schedule 4A and if awarded the Contract, means the execution plan as referred to in Clause 13 of the Conditions of Contract;
"FEHD"	means the Food and Environmental Hygiene Department of the Government;
"Field Supervisor"	means the field supervisor as appointed by the Contractor in accordance with Clause 15(e) of Conditions of Contract and Clause 1(c) of Part 1 of the Service Specifications;
"Food Angel"	means Food Angel by Bo Charity Foundation;
"Food Waste"	means any waste, rather raw, cooked, edible and associated with inedible parts generated during food production, distribution, storage, meal preparation of or consumption of meals;
"Food Waste Collection Bins" or "FWCBs"	means wheelie bins for storage and conveyance of Recyclable Food Waste with the designs and specifications as specified in Part 3 of the Service Specifications;
"Food Waste Collection and Delivery Record"	means the forms set out in Annex 4 and Annex 5 to Part 1 of the Service Specifications for recording the FWCPs of origin, time of collection, reference numbers of FWCBs and amount of Recyclable Food Waste collected and delivered to O · PARK1 ;
"Food Waste Collector Registration Scheme"	means the registration scheme managed by EPD for the control of food waste collector;
"Food Waste Collection Points" or "FWCPs"	refers to the list of food waste collection points specified in Part 2 of the Service Specifications and any other permanent or temporary locations as may be specified by the Government from time to time for collection of Recyclable Food Waste and any other permanent or temporary locations as may be proposed by the Contractor and approved by the Government Representative pursuant to Clause 3(c) of Conditions of Contract;
"Food Waste Collection Vehicles" or "FWCVs"	means the vehicles deployed by the Contractor for the provision of the Services, the designs and specifications of which have been approved by the Government;
"FSD"	means the Fire Services Department;
"Government"	means the Government of Hong Kong;
"Government Representative"	means the Director of Environmental Protection or any officer authorized to act for and on his behalf for the purposes of the Contract;
"GPA"	means the Government Property Agency;
"GPS"	means the Global Positioning System;
"Guidelines"	means any conditions, code of practices or operational guidelines of the Food Waste Collector Registration Scheme issued by EPD;

Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

- (c) The Government Representative reserves the right to extend the Tender Closing Date at any time and from time to time.

6. Essential Requirements

All tenders will be checked against the essential requirements in this Clause 6. **Tenders that fail to comply with any of the essential requirements set out in this Clause 6 will not be considered further.**

6.1 Vehicles Requirement

It is an essential requirement that the total amount of daily Recyclable Food Waste payload in tonnes (i.e. Blank K in Part A of Schedule 2) as proposed by the Tenderer must not be less than the total estimated daily Recyclable Food Waste output (i.e. 19.70 tonnes) as set out in Part B in Part 2 of the Service Specifications. **For the avoidance of doubt, the total estimated daily Recyclable Food Waste output as set out in Part B of Part 2 of the Service Specifications does not include any additional Services or variation under Clause 3 of the Conditions of Contract.**

6.2 Registration Requirement

- (a) It is an essential requirement that a Tenderer must be a valid Food Waste Collector under the Food Waste Collector Registration Scheme managed by EPD on or before the Original Tender Closing Date. The Food Waste Collector Registration Form is attached in Annex V hereof.
- (b) Tenderers must provide its registration number of food waste collector in Schedule 5. Failure to do so may render a tender invalid.

6.3 Past Conviction

- (a) A Tenderer who is convicted of any offence under the relevant sections of the following Ordinances (such offences are collectively referred to as "Relevant Offences") is debarred from tendering for this Contract for a period of 5 years from the date of the Tenderer's last conviction or such shorter period as may be determined by the Central Tender Board under the review mechanism referred to in Clause 6.3(d) below "Debarment Period"-
- (i) any offence under the Employment Ordinance (Cap. 57) or the Employees' Compensation Ordinance (Cap. 282), conviction in respect of which individually carries a maximum fine corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221);
 - (ii) Section 171(1) or 38A(4) of the Immigration Ordinance (Cap. 115);
 - (iii) Section 89 of the Criminal Procedure Ordinance (Cap. 221) or Section 41 of the Immigration Ordinance (Cap. 115) (aiding and abetting another person to breach his condition of stay);
 - (iv) Sections 7, 7A, 7AA, 43B(3A), 43BA(5) or 43E of the Mandatory Provident Fund Schemes Ordinance (Cap. 485); and
 - (v) any offence under the Occupational Safety and Health Ordinance (Cap. 509) or the Factories and Industrial Undertakings Ordinance (Cap. 59), conviction in respect of which individually carries a maximum fine corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221).

subject to Clause 6.3(d) below, any Tender submitted by a Tenderer who is debarred from tendering for this Contract will not be considered.

- (b) For the purpose of debarment, a conviction of any of the Relevant Offences will count irrespective of whether it is obtained under a government or private contract and irrespective of the type of services offered under that contract. For the avoidance of doubt, a conviction

30. Tender Briefing Session and Site Visit

- (a) A tender briefing session will be held through Zoom meeting on **13 May 2021 (Thursday) at 10am**. Interested parties who wish to attend the briefing session are requested to complete the registration form and shall submit to EPD representatives by 5:30pm, 7 May 2021 (Friday). The registration form for the tender briefing session can be downloaded from:
https://www.epd.gov.hk/epd/english/business_job/business_opp/busopp_maincont.html
- (b) A second tender briefing session will be held through Zoom meeting on **28 June 2021 (Monday) at 15:00 p.m.** Interested parties who wish to attend the briefing session are requested to complete the registration form (which may be downloaded with the same link provided in Clause 30(a) above) and submit to the Government Representative by 17:30, 25 June 2021 (Friday).
- (c) To safeguard the health and safety of public health and to prevent the spreading of the COVID-19, site visit sessions to O-PARK1 will be held on **10 May 2021 (Monday) and 11 May 2021 (Tuesday)** with a maximum number of 3 people for each session. Interested tenderers should complete the registration form and submit to EPD representatives by 17:30pm, 7 May 2021 (Friday). The registration form for the site visit to O.PARK1 can be downloaded from :
https://www.epd.gov.hk/epd/english/business_job/business_opp/busopp_maincont.html
- (d) Tenderers are strongly advised to attend the tender briefing and site visit sessions in order to fully acquaint themselves with the requirements of the Government as specified in the Tender Document and to determine the scale and costs of the Services to be provided.
- (e) Any information given at the tender briefing session should not be taken as varying the information in the Tender Document unless subsequently confirmed in writing.
- (f) Tenderers are strongly advised to pay site visit to the FWCPs before submitting their tenders in order to fully acquaint themselves with the requirements of the Government and to determine the scale and costs of the Services to be provided.

31. Enquiries

- (a) Any enquiries from Tenderers before the Tender Closing Date concerning the terms and conditions of this Tender Document shall be made in writing not later than five (5) working days prior to the Tender Closing Date and be addressed to:
- Mr. CHAN Ching-fat, Jacky
Senior Supplies Officer,
Supplies Section,
Environmental Protection Department,
5/F., Chinachem Exchange Square,
1, Hoi Wan Street,
Quarry Bay, Hong Kong.
Tel No.: (852) 2963 9460
Fax No.: (852) 2856 5587
- (b) Any other enquiries from Tenderers before the Tender Closing Date concerning the Services specifications of this Tender Document shall be made in writing not later than five (5) working days prior to the Tender Closing Date and be addressed to (and with copies thereof sent to the Principal Supplies Officer in accordance with Clause 31(a) above):
- Dr. YANG Rong, Ron
Principal Environmental Protection Officer (School Projects)
Food Waste Recycling Group
Waste Infrastructure Planning Division
Environmental Protection Department
Rm. 1601-03, 16/F., Chinachem Exchange Square,
1 Hoi Wan Street, Quarry Bay, H.K.
Tel No.: (852) 3529 2970
Fax No.: (852) 3528 0492

PART 2
CONDITIONS OF CONTRACT

1. Contract Period
 - (a) The Contractor shall provide the Services to the Government for a period of **two (2) years** commencing from the Commencement Date, subject to any provision for sooner termination or extension of the Contract as is provided for in the Contract.
 - (b) Notwithstanding Clause 1(a) above, the Government may by serving a written notice on the Contractor no less than one (1) month prior to the expiry of the Contract Period at its sole discretion extend the Contract Period for a specified period or periods of up to for six (6) months commencing immediately upon the expiry of the Contract Period on the same terms and conditions (except this Clause 1(b)) as this Contract.
 - (c) The Contractor shall agree to the extension of the Contract made under Clause 1(b) of above when the Government exercises its right to extend the Contract.
2. Contractor's Obligations
 - (a) The Contractor shall during the Contract Period provide to the Government, by deploying the Contractor's Employees, the Services in accordance with the Guidelines and Service Specifications subject to the stipulations and conditions of this Contract.
 - (b) During festival events and seasonal activities, the amount of Recyclable Food Waste for collection may fluctuate. The Contractor shall make necessary allowance and provide adequate resources to cope with the increased or reduced amount of Recyclable Food Waste to be collected (including without limitation, repeated or reduced collection and extension of the working hours of the Contractor's Employees) as the Government Representative may direct from time to time.
3. Additional Services and Variation
 - (a) The Government Representative may, at any time during the Contract Period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the Services and / or the Contract Period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Contract.
 - (b) Where a variation has been made to the Contract, the amount to be added to or deducted from the Monthly Fee shall be determined in accordance with the rates specified in Schedule 1 so far as the same may be applicable and where rates are not contained in the said Schedule 1, or are not applicable, such amount shall be such sum as is reasonable in the circumstances.
 - (c) Where a Contractor has indicated in its Execution Plan that it would collect Food Waste at additional FWCPs, it shall propose such additional FWCPs together with the designs of the FWCBs and associated plastic liner bags to be used for the Government Representative's approval fourteen (14) days prior to the Commencement Date or such other date as may be agreed by the Government Representative. The amount to be added to the Monthly Fee shall be determined in accordance with the rates specified in Schedule 1 so far as the same may be applicable and where rates are not contained in the said Schedule 1, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. For the avoidance of doubt, the additional FWCPs proposed and approved by the Government under this Clause 3(c) shall be in addition to the FWCPs listed in Part 2 of the Service Specifications and any other permanent or temporary locations as may be specified by the Government pursuant to Clause 3(b) of the Conditions of Contract.
 - (d) Upon the Government's approval of the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) above, the list of FWCPs in Part 2 of the Service Specifications shall be updated by the Government. The Government shall send a copy of the updated list of FWCPs to the Contractor, whereby it shall replace the former list of FWCPs and form part of the Contract.
 - (e) All costs associated with the FWCBs and associated plastic liner bags to be used at the additional FWCPs shall be borne by the Contractor.
4. Contractor's Acknowledgement

The Contractor acknowledges that –

 - (a) it has made himself thoroughly conversant with all aspects of the Contract including but not limited to the nature and quality requirement of the Services, and other requirements under the Contract on equipment, FWCVs, materials, tools and deployment of adequate labour and supervisory staff, and any necessary storage and transportation requirement under the Contract;
 - (b) it has been provided with sufficient information to enable it to provide the Services to the Government in accordance with the terms and conditions of the Contract; and
 - (c) it shall neither be entitled to any additional payment nor be from performing any of its obligations

Monthly Fee payable to Contractor =	(Monthly Rate)
	+
	(Total charges for additional services provided by the Contractor, under Clause 3(a) of the Conditions of Contract, calculated on the basis of the applicable rates of charges as set out in Schedule 1)
	+
	(Total charges for additional services provided by the Contractor under Clause 3(c) of the Conditions of Contract, calculated by multiplying the actual total amount of Recyclable Food Waste collected at the additional FWCPs during that month with the rate quoted in Section 2(b) of Schedule 1)
	—
	(Total deductions calculated under Clause 9 of the Conditions of Contract)
	—
	(Such other sums the Government is entitled to deduct pursuant to other provisions of the Contract)

All costs and expenses in connection with the appointment and employment of the auditors/accountants shall be borne solely by the Contractor.

- (b) The Monthly Fee set out in Clause 8(a) above shall be inclusive of all fees, costs, charges and disbursements incurred by the Contractor in the performance of the Services including but without limitation to the equipment, materials, uniforms and tools required to be deployed / provided under the Contract; the costs and expenses incidental to the attendance of meetings; and all fees for obtaining any licence, authorization or permit from any Government or other authority.
- (c) Payment will be made in Hong Kong dollars and will be paid directly to the Contractor's bank account in Hong Kong stated in Schedule 8 (Tenderer's Information). The Contractor shall submit to the Government Representative at the end of each month an invoice and a detailed statement showing the amount and value of Services executed rendered up to the end of that month and affirming all the Contractor's Employees have been paid no less than the wages as specified in Schedule 3 and contributions have been made for all the Contractor's Employees in accordance with the Mandatory Provident Fund Schemes Ordinance (Cap. 485) or under the Occupational Retirement Schemes Ordinance (Cap. 426) in respect of the month to which the statement relates and to the satisfaction of the Government Representatives, the Contractor shall be paid the monthly sum due under the Contract in arrears. Subject to the Government Representative being satisfied that the calculations of the Monthly Fee is correct, the Government shall pay the Contractor the Monthly Fee within 30 days after having received from the Contractor the invoice and the statement in accordance with the provisions of sub-clause (a). The Monthly Fee will be paid by the Government into the Contractor's bank account direct.
- (d) The Contractor shall make available to the Government Representatives information such as wage books, bank autopay return, receipts of wages and record of contributions made under the Mandatory Provident Fund Schemes Ordinance (Cap. 485) or under the Occupational Retirement Scheme Ordinance (Cap. 426) to enable the Government Representative to crosscheck the data contained in the statement.
- (e) The billing periods for the Monthly Fee shall begin on the first day to the last day of the month during the Contract Period. In the case where the first or the last month of the Contract Period does not begin on the first day or end on the last day of the month, the Monthly Fee shall be adjusted on a pro rata basis.
- (f) Unless the Government Representative otherwise notifies in writing, all invoices and correspondence concerning payment shall be addressed to the Government

Part 1 Details of the Services

1. Services to be Provided

- (a) The Contractor shall during the Contract Period –
 - (i) provide complete and efficient collection of Recyclable Food Waste from the Food Waste Collection Points (FWCPs) at a frequency as more particularly specified in Part 2 hereof upon the instruction of the Government Representatives or as directed by the Government Representative in accordance with the job and performance requirements as set out in Part 4 hereof;
 - (ii) dispose of all the collected Recyclable Food Waste at the O-PARK1; and
 - (iii) provide any supplementary and related services as required under the Contract.
- (b) The Contractor shall assign at least one (1) Supervisor-cum-Driver and at least one (1) Cleansing Workman to man each Food Waste Collection Vehicle (FWCV) and it shall deploy adequate manual labour to provide the Services in locations not readily accessible by FWCV.
- (c) The Contractor shall assign at least two Field Supervisors to monitor the quality of the Recyclable Food Waste collection operation.
- (d) The Contractor shall provide the Services in accordance with the Guidelines set up by EPD for collection and transportation of Recyclable Food Waste.

2. Design and Specifications of FWCVs

- (a) No alteration to the design and specifications or replacement of any FWCVs shall be made without the prior approval of the Government Representatives.
- (b) The design of any FWCV shall fit the Food Waste Collection Bins (FWCB) and plastic liner bag as specified in Part 3 hereof. The FWCBs and plastic liner bags for use in the Service during the Contract Period will be provided by the EPD **except those being used at the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) of the Conditions of Contract.**
- (c) Each FWCV shall be equipped with petrol or diesel engine of Euro V or later emission standard. The FWCVs shall be of a fully enclosed body truck fitted with close-fitting door and a hydraulic tail lift or bin loader and tipper for loading and unloading of loaded/empty FWCBs into/out of the truck load compartment or a tanker. To improve the hygienic conditions of the collection logistics, the Tenderer is encouraged to use side-loader tanker truck type of FWCV for provision of the Services. The truck shall be properly designed to prevent ingress of rainwater and leakage of leachate and emission of smell therefrom, where robust and corrosion resistant material such as stainless steel or hard wearing plastic shall be used. For fully enclosed body truck fitted with close-fitting door and a hydraulic tail lift, properly tie ropes should be installed inside the enclosed body for tying the FWCBs against skidding or falling during transportation. The FWCBs should be so secured inside the compartment of the vehicle in such a manner that no turning over and or spillage of the Recyclable Food Waste shall be made.
- (d) Except with the specific approval of the Government Representative in each case, no FWCVs used by the Contractor in the performance of the Services shall at any time be more than seven (7) years old.
- (e) Each FWCV deployed for the Services shall be installed with a set of CCTV system with the following features: -
 - (i) A rear viewing CCTV system which incorporates a wide angle night vision camera of minimum image resolution of 250,000 pixels mounted at high level of the vehicle rear and a dashboard mounted or ceiling mounted type minimum 5" LCD colour monitor inside of driver cab.

Part 3

Details of the Design, Specifications and Photos of FWCBs and Plastic Liner Bag

EPD will provide the **standard 120-Litre FWCBs** and the **associated plastic liner bags** for use in the Service during the Contract Period. **The Contractor shall submit the designs of the FWCBs and the associated plastic liner bags to be used at the additional FWCPs proposed by the Contractor pursuant to Clause 3(c) of the Conditions of Contract for the Government's approval.** The detailed requirements below are for tenderers 'reference only.

Item A 120-Litre Mobile Plastic Waste Container

Detailed Requirements (For Tenderers' reference only)

1. Capacity	120 litres (with tolerance of +8 litres and -6 litres, i.e. within the range of 114 litres to 128 litres)	(M)
2. Colour	Purple (Pantone 2593U) / (Pantone 267C)	(M)
3. Dimensions and Design	(a) Conform to European Standards (EN) 840-1:2012 or equivalent, which specifies dimensional and design requirements of mobile waste containers with two wheels to be used by comb lifting devices.	(M)
	(b) Height: 1005 mm maximum	
	(c) At the back of the container, there shall be no area in the form of a recess above the portion which houses the axle of the wheels. (Please refer to Annex I)	
	(d) Without foot pedal device.	
	(e) The lid shall cover the opening of the container completely.	
	(f) With solid axles.	
4. Performance	The container shall pass all tests as stated in the EN840-5:2012 or equivalent, which specifies performance requirements and test methods.	(M)
5. Safety and Health	Conform to EN840-6:2012 or equivalent, which specifies safety and health requirements of mobile waste containers.	(M)
6. Markings (Please refer to Annex I)	(a) The date (month and year) of manufacture of the container must be clearly moulded or printed on the rear external surface of the container.	(M)
	(b) Level marking in white on the inner surface of the bin showing 70% capacity shall be provided.	
7. Workmanship	No obvious damage, cracks, bubbles, large flashes or sharp edges shall be present. The product shall be provided in its final assembled form.	(M)
8. Material	Made from high density polyethylene (HDPE). The material shall be corrosion free and durable against heat, chemicals and ultra violet radiation.	(M)
9. Desirable Environmental Specifications	(a) The product should contain at least 25% recycled plastic content.	(D)
	(b) The product should be labelled with a plastic resin code.	
	(c) The product should not contain cadmium or lead.	

Notes:

Note 1: M = Mandatory requirement; and D = Desirable requirement

Job Description	Minimum Frequency of Collection / Disposal	Performance Requirements	Remarks
		FWCB in every FWCP in the Food Waste Collection and Delivery Record and upload these data to the cloud based system or equivalent data storage system at the instance when these data are collected. The Record should be made in duplicate; a copy shall be provided to the FWCP and the other shall be submitted to Government Representative for record.	<p>recyclable content and report to the Government Representative / personnel in-charge of the FWCPs in Part 2 of the Service Specifications for handling and resolving as soon as possible;</p> <p>(iii) The Supervisor-cum-Driver/ Cleansing Workman shall measure and record the weight of each FWCB and upload the weight data to the cloud based system or equivalent data storage system at the instance when the data are collected. Details of the requirements are specified in Part 6 of the Service Specifications; and</p> <p>(iv) If the Contractor delivers any food waste with more than 20% non-recyclable content to the O · PARK1 and their reception being rejected, the Contractor shall deliver the rejected food waste to any designated disposal points or other disposal outlets as directed by Government Representative for disposal of the rejected Recyclable Food Waste and report to the Government Representative of the FWCP concerned as soon as possible. A warning letter may be issued to the Contractor by EPD for the non-compliance of the conditions under the Registration Scheme.</p>
(c) Return sufficient empty FWCBs to the designated temporary storage area in each and every FWCP after its delivery	On the same day after collection operations	The FWCBs are properly covered and secured at all times unless during loading / unloading or inspection.	<p>(i) The Contractor shall exercise due care as to avoid causing damage to the FWCBs and creating any nuisance to the public in the course of the transportation and disposal of Recyclable Food Waste; and</p> <p>(ii) The Contractor shall line the inside of each FWCB with a new liner bag unless with prior consent of the Government Representative.</p>
(d) Transport and dispose of the collected Recyclable Food Waste at the O·PARK1	-	All Recyclable Food Waste collected shall be disposed of at O·PARK1 and there shall be no leftovers.	The Contractor shall not create any nuisance in the course of the transportation and disposal of Recyclable Food Waste.
(e) Report defects of FWCBs including but not limited to physical damages, graffiti and unauthorized posters and labels found on / in them	As and when required	Forthwith report to respective Government Representative / personnel in-charge of the FWCPs in Part 2 of the Service Specifications upon detection as the case may be.	-

Part 6

Smart Weighing System for Food Waste Collection Vehicles

1a. Specifications of Hardware

Hardware		
Item	Quantity	Feature
1. Industrial Personal Digital Assistant	Equivalent to the number of all FWCV proposed in Schedule 2	<p>1.1 Radio Frequency Identification (RFID)/ QR Code Reader, with Real-time data synchronization with cloud system or the equivalent data storage system</p> <p>1.2 Support 4G communication</p> <p>1.3 Support data transmission via Bluetooth or equivalent means of data transmission</p> <p>1.4 Support recording, photo and video taking</p> <p>1.5 Camera with at least 5M pixel</p> <p>1.6 Memory of at least 16GB</p> <p>1.7 GPS tracking</p> <p>1.8 With battery chargers</p>
2. Portable Bluetooth Weighing Scale or equivalent weighing scale	Equivalent to the number of all FWCV proposed in Schedule 2	<p>2.1 Support data transmission via Bluetooth or equivalent means of data transmission</p> <p>2.2 Weighing scale capable of loading at least one 120L FWCB and the nominal mass as specified in Part 3 of the Service Specifications.</p> <p>2.3 All weighing measurements shall be made in metric unit of kilogram (Kg). Display in 2 decimal places.</p> <p>2.4 Maximum weighing scale: 200Kg unless with prior consent of the Government Representative</p> <p>2.5 With battery chargers or with equivalent power supply for the weighing scale</p> <p>2.6 Each weighing scale shall have an original or copy of test report(s)/ certificate(s) issued by an independent laboratory accredited for the respective commodity under the Hong Kong Laboratory Accreditation Scheme ("HOKLAS") or by a Mutual Recognition Agreement ("MRA") partner of HOKLAS to prove that the weighing scale is properly calibrated before it is used.</p> <p>2.7 If supplier or manufacturer is from a place outside Hong Kong and whose country or city is not a MRA partner of HOKLAS, supplier can submit the test</p>

Schedule 1 – Price Schedule

Rates for the Provision of Services, Payment Discount
and Percentage of Staff Cost Against Estimated Contract Price1(a). Monthly Rates

Provision of Services	Monthly Rates (unless otherwise specified)
Provision of Recyclable Food Waste Collection Services for FWCPs -	
I. Recyclable Food Waste Collection Services for the FWCPs as specified in Part 2 of Service Specifications	
(1) Ching Long Shopping Centre	HK\$ _____ (A1)
(2) Hung Hom Market and Cooked Food Centre	HK\$ _____ (A2)
(3) Kowloon City Market and Cooked Food Centre	HK\$ _____ (A3)
(4) To Kwa Wan Market and Cooked Food Centre	HK\$ _____ (A4)
(5) AMS Canteen	HK\$ _____ (A5)
(6) Ko Shan Theatre	HK\$ _____ (A6)
(7) The Hong Kong Polytechnic University - Homantin Hall	HK\$ _____ (A7)
(8) Hong Kong Baptist University (FWCP 1 – FWCP 3)	HK\$ _____ (A8)
(9) Wong Cho Tong Social Service Building	HK\$ _____ (A9)
(10) Oi Man Market	HK\$ _____ (A10)
(11) Kowloon Hospital (FWCP1 – FWCP3)	HK\$ _____ (A11)
(12) Laguna Verde (FWCP1 – FWCP2)	HK\$ _____ (A12)
(13) Merry Court for the Senior	HK\$ _____ (A13)
(14) The Latitude	HK\$ _____ (A14)
(15) Nam Shan Shopping Centre	HK\$ _____ (A15)
(16) Lai Wan Market	HK\$ _____ (A16)
(17) Pei Ho Street Market and Cooked Food Centre	HK\$ _____ (A17)
(18) Po On Road Market and Cooked Food Centre	HK\$ _____ (A18)
(19) Cheung Sha Wan Wholesale Vegetable Market	HK\$ _____ (A19)
(20) Cheung Sha Wan Wholesale Food Market	HK\$ _____ (A20)

Provision of Services	Monthly Rates (unless otherwise specified)
(96) Oscar by The Sea	HK\$ _____ (A96)
(97) Heung Che Street Market and Cooked Food Centre	HK\$ _____ (A97)
(98) Tsuen Wan Market	HK\$ _____ (A98)
(99) Yeung Uk Road Market	HK\$ _____ (A99)
(100) Chai Wan Kok Cooked Food Market	HK\$ _____ (A100)
(101) Lei Muk Shue Shopping Centre	HK\$ _____ (A101)
(102) Yan Chai Hospital	HK\$ _____ (A102)
(103) Park Island	HK\$ _____ (A103)
(104) Allway Gardens (FWCP1 – FWCP2)	HK\$ _____ (A104)
(105) Lido Garden	HK\$ _____ (A105)
Sub-total for items (1) to (105) above = [A1 + A2 + A3 + A4 + + A103 + A104 + A104 + A105]	= HK\$ _____ [A]

1(b). Additional Recyclable Food Waste Collection Services

Provision of Services	Rates
II. Total estimated fee for additional Recyclable Food Waste Collection Services pursuant to Clause 3 (a) of the Conditions of Contract for the whole Contract Period [B] = [C] x 120 (see Note 1)	= HK\$ _____ [B]
III. Total estimated fee for additional Recyclable Food Waste Collection Services pursuant to Clause 3 (c) of the Conditions of Contract for the whole Contract Period [D] = [E] x 300 (see Note 2)	= HK\$ _____ [D]

Total Estimated Contract Value (Whole Contract Period)

i.e. **([A] + [D]) x 24 (month) + [B]**

[The Total Estimated Contract Value will be used for price assessment pursuant to Clause 7 of Annex II of the Terms of Tender]

= HK\$ _____
(Total)

2(a). Monthly Rate for any Additional Food Waste Collection Points pursuant to Clause 3(a, b) of the Conditions of Contract

Monthly Rate

Provision of Services for one (1) additional Food Waste Collection Point

HK\$ _____ [C]

2(b). Quantity-based Rate for any Additional Food Waste Collection Points pursuant to Clause 3(c) of the Conditions of Contract

Provision of Services for additional quantity-based Food Waste Collection (see Note 3) HK\$ _____ / tonne of Recyclable Food Waste [E]

*Note 1: For calculation of the Total Estimated Contract Value, the total fee payable for all additional Food Waste Collection Points pursuant to Clause 3(a, b) of the Conditions of Contract shall be capped at **120 times** the Monthly Rate quoted in Blank [C].

*Note 2: For calculation of the Total Estimated Contract Value, the total fee payable for all additional Food Waste Collection Points pursuant to Clause 3(c) of the Conditions of Contract shall be capped at 300 tonnes per month multiplied by the quantity-based rate quoted in Blank [E].

*Note 3: The quantity-based rate quoted in Blank [E] multiplied by the product of the Estimated Daily Recyclable Food Waste Output of 19.70 tonnes and 30 calendar days shall not exceed 50% of the rate quoted in Blank [A]. Failure to comply with the requirement of this Note 3 will render the tender not being further considered

3. Payment Discount

(a) Tenderers are requested to indicate in the space provided below what discount they would allow on the tendered prices if payment is made in full within:

(i) **7** clear working days from date of receipt of invoice or from date of acceptance of Services, whichever is the later: _____% discount.

Schedule 2

Part A (Continue)

Notes

- Note 1 : Tenderers should note that the gross weight of Recyclable Food Waste collected by each 120-litre Food Waste Collection Bin (FWCB) is presumed as approximately 0.034 tonne for the purpose of calculation of the total amount of payload of Recyclable Food Waste in the table of Part A of this Schedule. Thus, the actual Recyclable Food Waste collected in some of the FWCBs should be less than 0.034 tonne. Tenderers should base on the holding capacities of their vehicles and the estimated daily Recyclable Food Waste output of each FWCP specified in Part 2 of the Service Specifications to propose the number of vehicles required to meet the requirements of the Contract.
- Note 2 : All numbers of FWCVs proposed by the Tenderers as indicated in the table of Part A of this Schedule are required to made available and functional for use daily during the service hours specified in Schedule 3 throughout the Contract Period. Thus, any backup / standby vehicles should **not** be included in the table.
- Note 3 : The estimated total daily Recyclable Food Waste output as specified in Part B of Part 2 of the Service Specifications is **19.70 tonnes, and does not include any additional Services or variation under Clause 3 of the Conditions of Contract.**
- Note 4 : Tenderers should note the specifications of the FWCB at Part 3 of the Service Specifications when estimating the maximum number of FWCB transported per vehicle per load [item (b) of Table 1 above]. The approximate dimensions of common FWCB in the market are: 940mm height, 480mm width and 550mm length. Tenderers should note that the actual dimensions of the FWCB may vary.
- Note 5 : The service hours shall be determined and changed from time to time by the Government Representative in accordance with the performance requirements in Part 4 of the Service Specifications
- Note 6 : **Tenderers should note that the amount of recyclable food waste transported by the FWCV with length greater than the length of the parking space in O.PARK1 as shown in Annex I to Part 1 in Service Specifications will not be taken into account in calculating the amount of daily recyclable food waste payload of FWCVs proposed in the table of Part A of Schedule 2.**

Authorized Signature of Tenderer : _____

Name of Person Authorized to Sign
(in Block Letters) : _____

Name of Tenderer in English
(in Block Letters) : _____

Date : _____

Schedule 4A

Information on Execution Plan, Management Plan, Supervision Plan and Contingency Plan

(I) Execution Plan

Tenderers shall provide the following information in their Execution Plans. The Execution Plan will be evaluated in accordance with the Marking Scheme in Annex II to the Terms of Tender.

- (i) Provide organization chart of the proposed workforce showing the line of command including posts of staff of all ranks and various numbers of staff and their work shifts.
- (ii) Provide details on the approaches / mechanism for supervision of frontline staff including level of managerial and supervisory staff required in supervision, frequency of their supervisions and areas of supervision.
- (iii) Provide details on mechanism for prevention of recurrences of defaults / breaches by frontline staff including ways to find out causes of defaults and to prevent recurrence.
- (iv) Provide details of work programme (e.g. daily / weekly / monthly tasks and the respective objective standards) and deployment of staff, vehicles, equipment and safety measures for completing the performance requirements in accordance with Part 4 of the Service Specifications.
- (v)* Provide route schedules and route maps / diagrams of the Food Waste Collection Vehicles proposed for this Contract. The information in the route schedules should include but not be limited to the location of the place of collection, times of arrival at and departure from the place of collection and disposal site(s), meal time, etc to demonstrate how the frequency of collection / time of collection / special requirements specified in Part 2 of the Service Specifications would be met. **Tenderers shall also indicate whether they would propose additional FWCPs (which are not already listed in Part 2 of the Service Specifications) pursuant to Clause 3(c) of the Conditions of Contract and provide information on how such additional FWCPs can be identified.**
- (vi)* Provide details of provision and use of Food Waste Collection Vehicles (including but not limited to the make and model, design and specifications with catalogue of these vehicles), equipment (including the weighing scales, QR code/RFID and cloud based management system or equivalent data management system), materials and tools including Special Protective Clothing used in the Services. Details of procurement plan of vehicles, equipment, materials and tools used for the Services, if any. (Tenderers are not necessarily required to provide new vehicle, equipment, materials and tools for the Services. However, Tenderers should note Clause 14 of Conditions of Contract and Clause 2 in Part 1 of the Service Specifications for the requirements of vehicles, equipment, materials and tools.)
- (vii)* Give details of the Recyclable Food Waste collection method, nuisance preventive measures and safety measures for different areas of work.
- (viii)* Provide contingency plan in case of breakdown or shortage of Food Waste Collection Vehicles; shortage or absence of staff, and when there are emergency circumstances to deal with.

*** Tenderers shall duly note the requirements for collection logistics (i.e. time and frequency of collection, specific site constraints and requirements) in accordance with Part 2 of the Service Specifications for comprehensive route schedule planning, development of collection methods and establishment of contingency plan. Impracticable proposals shall not be considered further as specified in Item (A)1 and Note 2 in the Marking Scheme for Tender Assessment in the Terms of Tender. Tenderers are strongly advised to pay site visit to the FWCPs before submitting their tenders in order to fully acquaint themselves with the requirements and the Services to be provided.**