

**Christian Family Service Centre**

**Tender Document**

**For**

**The Supply of ONE 16-seater (excluding driver)**

**Diesel Private Light Bus**

**Date: 19 June 2025**

**(Tender Ref.: CAD/WS/05/2025)**

## **A. CONDITIONS OF CONTRACT**

### **1. Submission of Tender**

The tenderer is required to note the requirement in this tender document (part B) and submit bidding document (in duplicate), in a sealed envelope which contains :

- all the technical specifications and product configuration for the items mentioned under Specifications (Annex 1)
- Form of Tender (Annex 2)
- Performance Characteristics Form (Annex 3)
- Declaration on convictions to Hong Kong Law or Ordinance (Annex 4)

Please also attached the following information:

- a. Photocopy of Business Registration and latest copy of company annual return
- b. Catalogue or detailed Specifications of the Productions offered
- c. Passenger Seating Plan for 12 seats + 4 wheelchair spaces

### **2. Tender Closing Date and Time**

All tenders must be submitted before the tender closing date and time as stipulated in the invitation letter to tenderers. Late tender will not be considered. In case that Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm or Extreme Conditions is hoisted and remains hoisted for three hours before the closing time, the closing date will be automatically deferred to 12:00 noon of the following working day or the next earliest possible working day (Monday to Friday).

### **3. Prices**

- a. The prices quoted should be inclusive of all taxes, freight, installation costs etc. to deliver the Products to the designated site of the Christian Family Service Centre.
- b. The prices quoted should be valid for 60 days from the date of acceptance of the tender.
- c. Any price reduction, prior to the delivery of goods, whether known to Christian Family Service Centre or advertised by the Vendor, shall be passed on to Christian Family Service Centre.

### **4. Delivery**

The Products will be delivered to site(s) as specified by Christian Family Service Centre with no extra costs. The delivery term should be specified in the Performance Characteristics Form. The delivery deadline for this project is **27 April 2026**. If the

successful bidder fails to complete the project by the specified date, CFSC reserves the right to impose a late penalty. The penalty will be 1% of the total contract amount for each day of delay and any expenses incurred due to the delayed delivery will be absorbed by the supplier.

**5. Payment Terms**

Payment will be effective within 30 days after the date of delivery which was specified in the Performance Characteristics Form.

**6. Discrepancies**

Any discrepancy which occurs in the specifications should be immediately brought to the attention of the Christian Family Service Centre.

**7. Tenderer's Obligation**

Tenderer shall comply with all laws, rules and regulations applicable to its provision of the services. The Tenderer has to make declaration on its convictions, if any, to the Hong Kong Ordinance.

**8. Agency Discretion**

Notwithstanding anything to the contrary in the Tender Documents, the Agency reserves the right to disqualify a Tenderer on the grounds that the Tenderer has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

**9. Mediation clause**

(1) The Parties shall first refer any dispute or difference arising out of or in connection with the Contract to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time.

(2) If the said dispute or difference is not settled by mediation according to [paragraph (1) above], a Party may institute litigation in respect of the said dispute or difference. The Parties agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.

## **B. REQUIREMENTS**

- a. Expected completion date for vehicle delivery: **No later than 27 April 2026.**
- b. The vehicle shall fully comply with the following regulations:
  1. Road Traffic (Construction and Maintenance of Vehicles) Regulations;
  2. Road Traffic (Safety Equipment) Regulations;
  3. HKEPD Air Pollution Control (Vehicle Design Standards) (Emission) Regulation;
  4. Noise Control (Motor Vehicles) Regulation; andAny other regulations which are in effect or will likely be in effect on the date the vehicle is delivered.
- c. Where the vehicle layout is new or where the original approved layout has been altered, the supplier is required to obtain a type approval certificate from the Transport Department.
- d. Wheelchair and passenger restraint systems shall be certified by a national authority to comply with a relevant national/international standard, e.g. Code of Practice on the Safety of Passengers in Wheelchairs on Buses (BS ISO 10542) or equivalent. They shall be chosen carefully to suit the different types of wheelchairs and passenger needs.
- e. Wheelchair and passenger restraint systems must be installed in full accordance with the instructions of the manufacturer of the systems.
- f. All mandatory seatbelts and seatbelt anchorages must comply with the relevant provisions of the Road Traffic (Safety Equipment) Regulations.
- g. The wheelchair tail lift can handle loading not less than 300kgf. Double arm wheelchair tail lift is recommended which is more reliable.
- h. Christian Family Service Centre (CFSC) shall reserve the right to demand the supplier to produce documentary proof on the compliance with the regulations above mentioned. CFSC shall reserve the right to cancel the order if the supplier fails to provide such documentary proof.
- i. The supplier is required to submit a comprehensive progress report to CFSC every 3 monthly basis. This report should detail the developments, milestones achieved, and any challenges encountered during the reporting period. It should also include a forecast for the upcoming month, outlining planned activities and expected outcomes. Please ensure that the progress report is prepared in accordance with the guidelines provided and includes all necessary documentation to support the information within the report.

**Christian Family Service Centre**  
**Wong Tai Sin Enhanced Home & Community Care Services**

Invitation to Tender for ONE 16-seater Diesel Private Light Bus

**SPECIFICATIONS**

(Annex 1)

Item No.	Description/Specifications of Furniture/Equipment/Services	Quantity Required	Rate HK\$	Amount HK\$
1	<p>Diesel Private Light Bus (16-seater; excluding driver)</p> <p>Engine type: Diesel</p> <p>Transmission: Automatic</p> <p>Vehicle Emission Standard : EURO VI</p> <p>Expected completion date for vehicle delivery: <b>27 April 2026</b></p> <p>Vehicle retail price (Included Factory Built Front &amp; Rear Air-Conditioner)</p>	ONE		
2	Modification to become a Rehabus: capable of carrying 12 fixed high back passenger seats plus 4 seat wheelchair space with a nanny seat, details as follows :	Sum		
2.1	Supply & install one unit of under-chassis wheel-chair lifter with lifting capacity not less than 350KG. (size: 1400mm x 800mm)	Sum		
2.2	Supply & install twin rear swing-out doors.	Sum		
2.3	Supply & install arm-rest and handrail for the seaters.	Sum		
2.4	Supply materials & labour to cover the passenger seats with transparent type PVC cover.	Sum		
2.5	Supply material & install 3-point safety seat-belts for all passengers seats. (Having installation of safety belts for vehicle inspection)	Sum		
2.6	Supply & install 4 sets of securement kits for wheelchairs with safety seat belts. (including 4 組承重 200kg 重型安全帶 Wheelchair restraint and Adapta rings)	Sum		
2.7	Supply material & labour to cover the compartment floor with one-piece non-slip linoleum.	Sum		

**SPECIFICATIONS****(Annex 1)**

<b>Item No.</b>	<b>Description/Specifications of Furniture/Equipment/Services</b>	<b>Quantity Required</b>	<b>Rate HK\$</b>	<b>Amount HK\$</b>
2.8	Supply & install 2 units of signal light and light box “乘降中/升降中” fit on the top of rear body.	Sum		
2.9	Supply & install curtains and rails on both sides’ windows.	Sum		
2.10	Provision of infrared device to detect the distance between the rear door and the obstacles when parking.	Sum		
2.11	Supply both sides stainless steel handrails with soft pad cushion for both sides of the window.	Sum		
2.12	Supply & install electric foot step in the middle door. Middle door width at least 650mm and the height of the first step from the ground is less than 250mm, each step height not exceed 250mm and the number of steps in the staircase does not exceed three due to users' behaviour and safety issue.	Sum		
2.13	Supply & install rear view under mirror.	Sum		
2.14	Supply & install one additional fish eye mirror.	Sum		
2.15	Supply & install half step for the side door.	Sum		
2.16	Supply & install stainless steel handrails on both sides of the stairs at the entrance.	Sum		
2.17	Supply & install stainless steel handrails around the driver seat area.	Sum		
2.18	Supply & install fire extinguisher.	Sum		
2.19	Supply & install mud guard.	Sum		
2.20	Supply & install anti-theft security system.	Sum		
2.21	Supply & install warning signal for door not properly used.	Sum		
2.22	Supply & install spot light at the rear door.	Sum		

**SPECIFICATIONS****(Annex 1)**

<b>Item No.</b>	<b>Description/Specifications of Furniture/Equipment/Services</b>	<b>Quantity Required</b>	<b>Rate HK\$</b>	<b>Amount HK\$</b>
2.23	Supply and install yellow/black caution fluorescence strips on vehicle floor.	Sum		
2.24	Provide rustproofing work.	Sum		
2.25	Supply & install Logo and agency's name printing on the four-sides elevation. (either printings or using stickers, to be negotiable later)	Sum		
2.26	Supply material & labor for vehicle's type approval inspection.	Sum		
2.27	Twelve months warranty for modification works by our authorized contractor.	Sum		
2.28	Supply & install audio equipment.	Sum		
2.29	Supply & install 4 sets of low-profile rails.	Sum		
2.30	Supply & install brake and indicator lights on rear top.	Sum		
2.31	Supply & install red/yellow reflective marking fitted onto interior panel of rear door.	Sum		
2.32	Supply & install rear door retainers.	Sum		
3	Government Charges (where applicable)			
3.1	Body Tax (for modification)	Sum		
3.2	First Registration Tax	Sum		
3.3	Log Book	Sum		
3.4	Vehicle Examination Fee	Sum		
3.5	TAVAF	Sum		
3.6	License Fee for First Year Registration	Sum		
4	<b>DISCOUNT</b>	Sum		
5	<b>GRAND TOTAL</b>	Sum		

FORM OF TENDER FOR THE SUPPLY OF TWO 16-SEATER (EXCLUDING DRIVER)  
DIESEL PRIVATE LIGHT BUS

Name of Agency : Christian Family Service Centre  
Address of Headquarters : 3 Tsui Ping Road, Kwun Tong, Kowloon  
Tender No. : CAD/WS/05/2025  
Tender Closing Date : Noon, 09 July, 2025

Part I

The undersigned hereby offers to supply all or any part of the items described overleaf with delivery term quoted against the date of a firm order at the price or prices quoted free of all other charges and in accordance with any drawings and/or specifications provided by the Agency. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standards specifications where such exist; tenders shall, unless otherwise indicated by the Agency, remain open for 60 days after the closing date stated above; and the Agency is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that this Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items which this Company offers to supply do not to my knowledge infringe any patents.

Part II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 60 days.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the company's tender form in regard to this nature shall NOT apply.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2025

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_  
(with company chop) (State official position, e.g. Director, Manager, etc.)

Duly authorized to sign tenders for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
(Registered Name of the Company)

Registered Address of the Company: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_



**Christian Family Service Centre**  
**Supply of ONE 16-seater (excluding driver) Diesel Private Light Bus**  
**Performance Characteristics Form**

性能和銷售方面 Performance and selling terms		資料 Details
1	牌子 Brand	
2	型號 Model	
3	出產年份 Manufacture Year	
4	車身呎吋 Dimensions (mm) <u>Due to Carpark constraint</u> * Length cannot exceed 7,000mm * Width cannot exceed 2,100mm * Height cannot exceed 2,700mm	Length :  Width :  Height :
5	汽缸容積 Displacement (cc) <u>Due to Fuel efficiency, Lower emissions &amp; Cost-effective maintenance</u> *Below 2,800cc	
6	最大馬力(匹/轉) Max. Output (PS/rpm)	
7	最大扭力(公斤-米/轉) Max. Torque (kgm/rpm)	
8	油缸容量(公升) Fuel Tank Capacity (litre)	
9	售後服務: 免費車輛檢查次數 After Sales Services : Number of New Vehicle Free Check	
10	送貨期 Delivery Term <u>To minimize any potential impact on the user</u> *Within 9 months	
11	車輛保養期 Warranty - Vehicle	
12	車輛修改部份保養期 Warranty - Vehicle Modification Work	
13	總價 Grand Total	
14	付款條款 Payment Term	30 days Credit

**DECLARATION ON CONVICTIONS TO  
HONG KONG LAW OR ORDINANCE**

Tender for Contract No: (CAD/WS/05/2025)

Name of Tenderer: \_\_\_\_\_

During the last 12 months period, this company has \*no/ the following/ conviction(s) to the following Law or Ordinance.

Item	Law or Ordinance	Any Conviction (Yes / No)	No. of Conviction	Details of Conviction
1	The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region			
2	Employment Ordinance (Cap.57) and Employees Compensation Ordinance (Cap.282)			
3	Immigration Ordinance (Cap.115)			

Name of Tenderer: \_\_\_\_\_

Authorized Signature  
(with company chop): \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email address: \_\_\_\_\_

\*Delete as appropriate.

## Appendix 1- Vehicle Body (for reference only)

