



會 學 醫 港 香  
The Hong Kong Medical Association

FOUNDED IN 1920-INCORPORATED IN 1960 AS A COMPANY LIMITED BY GUARANTEE  
MEMBER OF WORLD MEDICAL ASSOCIATION AND CONFEDERATION OF MEDICAL ASSOCIATIONS IN ASIA & OCEANIA

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香港軒尼詩道十五號  
溫莎公爵大廈五樓

**Tender for the Grant of Permit to Operate the Catering Facility  
at The Hong Kong Medical Association Dr. Li Shu Pui Professional Education Centre**

Tender Issue Date : 14 July 2017  
Tender Closing Date : 4 August 2017 (11:00 a.m.)

**Interpretation**

**Agreement** means the agreement entered into between The Hong Kong Medical Association and the Contractor on the terms and conditions of Tender Documents and any counter-proposals made by the Tenderer and accepted by the HKMA in writing.

**Centre** means The Hong Kong Medical Association Dr. Li Shu Pui Professional Education Centre.

**HKMA** means The Hong Kong Medical Association.

**Monthly Permit Fee** means the monthly permit fee that shall comprise either the sum of a “Percentage of the Monthly Gross Receipts” or the “Monthly Minimum Guaranteed Lump Sum” quoted by the Tenderers.

**Permit Area** means the areas of the Centre.

**Permit Period** means the period during which the Permit is in force and includes any extension thereof as specified.

**Tender Closing Date** means the latest date and time by which tenders shall be lodged.

**Tenderer** means the person or firm or company submitting this tender.

**Invitation to Tender**

Tenders are invited for the grant of Permit to operate the Catering Facility within the Permit Area for a Permit Period of Two (2) years on such terms and conditions as agreed and, as the case may be, to extend for another Two (2) years.

The HKMA reserves the right to award Permit for operation of the Catering Facilities to tenderers. General information of the Centre and its catering facilities are obtainable from the HKMA Secretariat.

**Tender Document**

Tender must be written in English or Chinese and submitted in TRIPLICATE with the necessary information provided including documentary evidence, which are necessary for tender evaluation.

Tenderers who bid for operation of the catering facility are required to submit the following parts of the Tender Documents:

- **Working Background and Status of Tenderer**
- **Particulars of Company and Business Registration Certificate** (if applicable)
- **Food Plan** (proposed menu of all food for sale at the Centre)
- **Service Package** (proposed special services which will fulfil the needs of members of the Centre at different days of the week, different times of the day, before and after performances, and different functions/occasions such as ceremonies)
- **Staffing Plan** (organization chart, staff list and duties)
- **Sales Promotion Plan** (proposed sales promotion plan and strategies on how to attract and

*draw patronage by members)*

- **Monthly Permit Fee** (*proposed to pay the HKMA, from the commencement until the end of the Permit Period, a Monthly Permit Fee, as regards the grant of a Permit by the HKMA to operate the catering facilities as approved by the HKMA*)

### **Submission of Tender**

Tender must be sealed in an envelope marked conspicuously “*Tender for the Grant of Permit to Operate the Catering Facilities at The Hong Kong Medical Association Dr. Li Shu Pui Professional Education Centre*” and submitted to The HKMA Secretariat on the Fifth Floor, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong before 11:00 a.m. on 4 August 2017. **LATE SUBMISSION WILL NOT BE CONSIDERED.**

### **Restrictions on Tender**

The tender will only be accepted from any Tenderer who shall occupy the Permit Area for his own use. There shall be no assignment, underletting or parting with the possession of the whole or any part of the Permit Area unless with the HKMA’s prior approval in writing.

### **Consent to Disclosure**

The HKMA shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information on the award of Permit, without any further reference to the successful Tenderer, the name and address of the successful Tenderer, description of Permit and the contract amount.

### **Cancellation of Tender**

Without prejudice to the HKMA’s right to cancel the tender under any other provision in the Agreement, where there are changes of requirement after Tender Closing Date for operational or whatever reasons, the HKMA is not bound to accept any tender and reserves the right to cancel the tender.

### **Contractors’ Performance Monitoring**

Tenderers are advised that should they be awarded the Permit and Agreement signed, the subsequent performance will be monitored. The HKMA may decide to terminate the Agreement at any time after the expiry of the 1st year of the Permit Period if the Contractor fails to perform in full compliance with any of the terms and conditions of the Agreement to the complete satisfaction of the HKMA.

### **Site Visit**

Tenderers are invited to have a site visit before submitting their tenders in order to acquaint themselves with the requirements of the HKMA. For detailed arrangement, please contact Miss Ada SIU Executive Officer at 2527 8285.

### **Dish Tasting**

HKMA will invite shortlisted tenderers to the Wan Chai Clubhouse to conduct a dish tasting session for the HKMA Council and Committee for consideration.

### **Negotiation**

The HKMA reserves the right to negotiate with any or all tenderer(s) about the terms of tender.

### **Annexes**

Annex 1 - Location of the Centre

Annex 2 - Floor Plan of the Centre

Annex 3 - Floor Plan of the Centre (Dish Tasting)

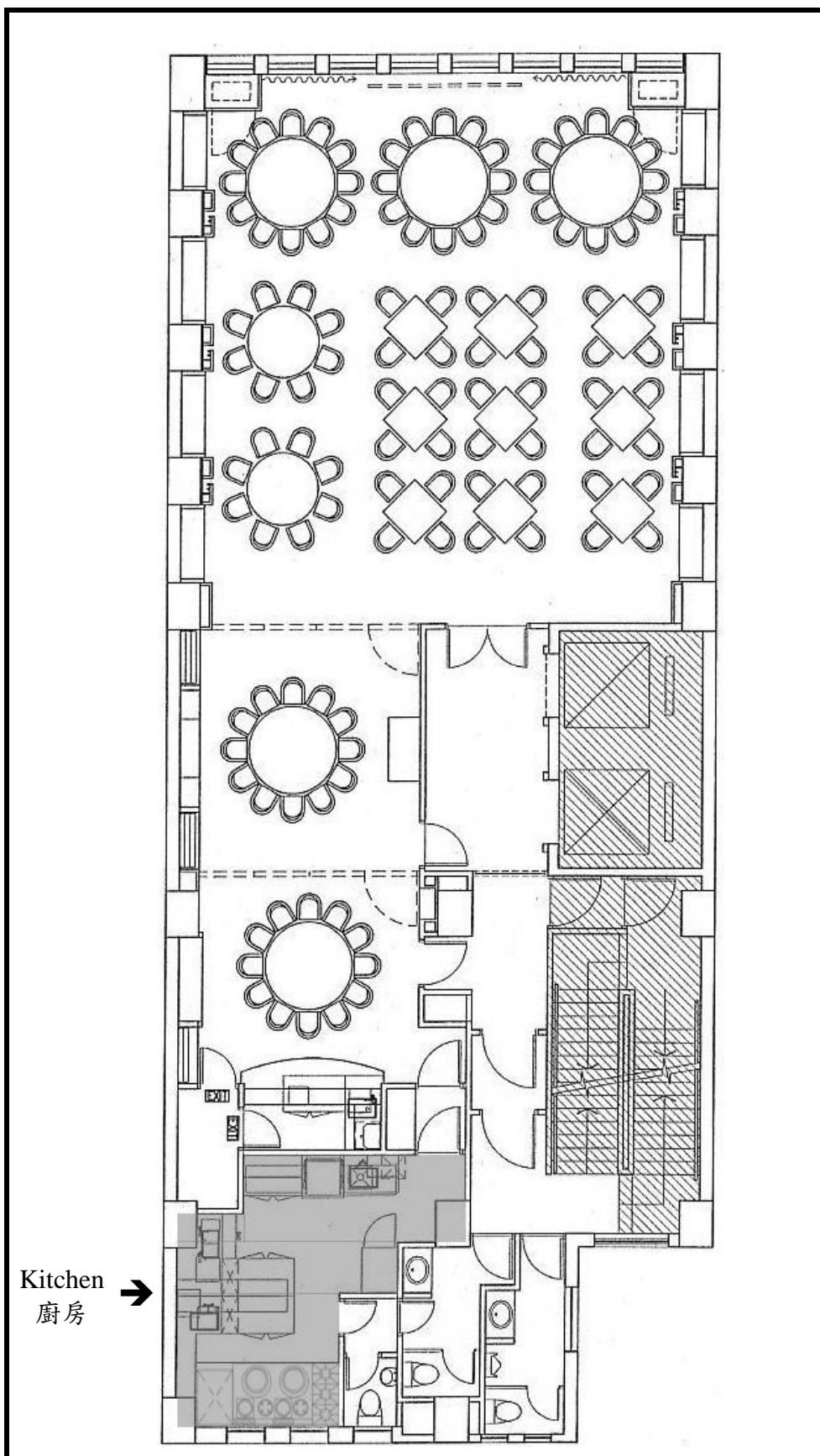
Location of the Centre  
本會會所的位置圖



Address: HKMA Dr. Li Shu Pui Professional Education Centre, 2/F, The Chinese Club Building,  
21-22 Connaught Road Central, Central, Hong Kong

地址： 香港中環干諾道中二十一至二十二號華商會所大廈二字樓  
香港醫學會李樹培醫生專業教育中心

Floor Plan of the Centre  
本會會所的平面圖



Location of the Centre (Dish Tasting)  
本會會所(試菜場地)的平面圖



Address: 5/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

地址： 香港灣仔軒尼詩道十五號溫莎公爵社會服務大廈五樓