**P R O F O R M A**

**Request for Market Information (“RFI”) for
Supply of Food Waste Composting Machine for Fertilizer**

**for the Chinese Medicine Hospital of Hong Kong (“CMHHK”)**

**(CMHPO Ref. : HHB/H/24/17/3/3/7)**

To : Project Director (CMHPO)

 (Attn. Ms. Florence CHAN)

[by fax: 2127 4795 or email: flhchan@healthbureau.gov.hk]

Your ref: (1) in L/M to HHB/H/24/17/3/3/7

In response to the RFI of the CMHHK, my/our company, with contact details provided in Part 1 below, would like to provide the information and relevant supporting documents in Parts 2 to 9 of this Proforma.

**Part 1 – Supplier’s Contact Details**

From:

(Name of the Supplier): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Name and Post of Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in) (please fill in)

**-----------------------------------------------------------------------------------------------------------------**

*This document does not constitute any offer or invitation / solicitation of any offer in connection with the exercise described herein. Neither this document nor any activities in connection therewith shall create any legal obligations or liabilities in any way on the part of the Health Bureau (HHB) or the Government of Hong Kong Special Administrative Region. Neither this document nor anything contained herein shall form the basis of any contract or commitment whatsoever. In responding to the RFI, a respondent shall be deemed to have agreed to all the terms of this Request for Market Information.*

**Purpose and Background Information of the RFI**

1. Purpose

Chinese Medicine Hospital Project Office (“**CMHPO**”) of the Health Bureau (“**HHB**”) of the Government intends to invite a tender for the Supply of Food Waste Composting Machine for Fertilizer (hereinafter refers as the “**Goods**”) for the Chinese Medicine Hospital (“**opCMHHK**”) located at Pak Shing Kok in Tseung Kwan O. The CMHPO therefore wishes to collect market information on Food Waste Composting Machine for Fertilizer.

1. Background of the CMHHK Project

The Chief Executive announced in the 2014 Policy Address that the Government had decided to reserve a site in Tseung Kwan O for setting up a CMH. The 2017 Policy Address stated that the Government decided to finance the construction of the CMHHK and identify by way of tender a suitable non-profit-making organisation (“NPMO”) to operate the CMHHK. CMHHK will be owned by the Government and the selected NPMO will operate the CMHHK. The CMHHK would be positioned as a flagship Chinese Medicine (“CM”) institution leading the development of CM services and Chinese medicines in Hong Kong. It will be a change driver, promoting service development, education and training, innovation and research, and facilitating collaboration with both local and international parties.

The CMHHK with provision of 400 beds will provide a comprehensive range of CM services. Service types include pure CM services, services with CM playing the predominant role in collaboration with Western Medicine (“WM”) and Integrated Chinese-Western Medicine (“ICWM”) services. The scope of service to be provided in the CMHHK covers inpatient, day-patient, outpatient and community outreach services.

To take forward the planning and development of the project on CMHHK, a designated office i.e. CMHPO, was established under the Health Bureau (the former Food and Health Bureau) on 2 May 2018. Hong Kong Baptist University (HKBU) was selected as the Contractor for the CMHHK operation. HKBU, as the Contractor, has incorporated a company limited by guarantee, namely HKBU Chinese Medicine Hospital Company Limited as the Operator to manage, operate and maintain the CMHHK. The CMHHK project has proceeded to the commissioning stage in 2021. It is targeted to commence hospital services by phases from 2025.

More information on the services provision and design of the CMHHK can be found in the following link:

<https://www.healthbureau.gov.hk/en/press_and_publications/otherinfo/200900_cmhp/index.html>

**Note to Suppliers**

1. If your company have more than one Food Waste Composting Machine for Fertilizer that may meet the requirements of the Goods stated in this Proforma, **please complete and return, together with relevant supporting documents, one set of Proforma for each different** Food Waste Composting Machine for Fertilizer.

**Part 2 – General Information of the Goods**

**Item: Food Waste Composting Machine for Fertilizer**

|  |  |
| --- | --- |
| 1. Place of origin
 |  |
| 1. Name of manufacturer
 |  |
| 1. Address of the manufacturer’s factory or plant (“Manufacturing Plant”)
 |  |
| 1. Product name of the Goods
 |  |
| 1. Model number/ name/ version number of the Goods
 |  |
| 1. Authorised agent or distributor of the manufacturer in Hong Kong
 |  |
| 1. Packing (if applicable)
 |  |
| 1. Delivery method and route (where the place of origin is outside Hong Kong)
 |  |
| 1. Warranty period of the Goods
 | \_\_\_\_\_\_\_\_\_\_\_\_ months from Acceptance of the Goods(*Should not be less than 12 months*) |
| 1. Expected serviceable life (*Please specify any components of the* Goods *that cannot meet the serviceable life*)
 | The Goods shall have a serviceable life of \_\_\_\_\_\_\_ years from its date of acceptance except the following components: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Please also provide the expected life of these excluded components*) |

**Part 3 – Indicative Technical Requirements**

*Notes to Suppliers for Completion of Part 3*

1. *Unless specified otherwise, the “****Goods****” in this Part 3* ***refers to section A1.1 below****.*
2. *The indicative technical requirements are for the purpose of collecting market information only. They are subject to changes and do not represent the final technical requirements of the intended tender.*
3. *Please indicate, as a point by point compliance statement, whether your proposed Goods “****Comply****” or “****Not Comply****” with an indicative technical requirement stated in Column II by ticking (🗸) in the appropriate box under* ***Column III*** *and* ***Column IV*** *respectively.*
4. ***Where applicable****, please quote the value of your proposed Goods in either Column III (if “****Comply****”) or Column IV (if “****Not Comply****”) respectively against corresponding indicative technical requirement (use additional sheet(s) if space is insufficient*
5. *Please provide supporting documents (such as catalogues, user manual and/or operation manual, etc.) to illustrate the features of your proposed computed tomography goods against the corresponding indicative technical requirements.*

| **Column****I** | **Column** **II** | **Column** **III** | **Column****IV** |
| --- | --- | --- | --- |
| **Section** | **Technical Specification** | **Tick (🗸) the Appropriate Box***(For aspects “Not Comply”, please also provide alternative proposal, if any)* |
| **Comply** | **Not Comply** |
| **A** | **Technical Requirements** |
| **1** | **Goods to be Supplied** |
| 1.1 | The Food Waste Composting Machine for Fertilizer is a machine that converts organic waste into fertilizer, as stipulated in these Technical Specifications (hereinafter refers as “Composting Machine” or “Goods”). |  |  |
| 1.2 | One (1) number of Food Waste Composting Machine for Fertilizer shall be supplied and delivered to the CMHHK. |  |  |
| **2** | **Intended Use of the Goods** |
| 2.1 | The Composting Machine is an automated system designed to accelerate the natural decomposition process of organic waste materials. It converts food scraps and organic waste into nutrient-rich compost or fertilizer through controlled biological decomposition. |  |  |
| **3** | **Functional and Performance Requirements of the Goods** |  |  |
| 3.1 | The Composting Machine shall be capable of processing organic waste materials, including food scraps and biodegradable matter, at a minimum processing capacity rate of 120 kg/day. |  |  |
| 3.2 | The average degradation rate of the Composting Machine, measured as the ratio of output compost mass to input organic waste mass, shall be not less than 80% across all types of acceptable organic waste materials. |  |  |
| 3.3 | An integrated deodorization system shall be equipped to effectively eliminate offensive odours produced during the decomposition process through appropriate filtration and treatment methods. |  |  |
| 3.4 | The Composting Machine shall be equipped with a comprehensive emergency stop control system that automatically activates when any access doors are opened during operation, ensuring operator safety and preventing accidents. |  |  |
| 3.5 | The Composting Machine shall maintain internal temperature between 50 - 80°C during operation.  |  |  |
| 3.6 | The Composting Machine shall be able to operate continuously for at least twelve (12) hours per day. |  |  |
| 3.7 | The Composting Machine shall conform to CE Regulation and the Contractor shall provide relevant certificate/ documentary proof. |  |  |
| **4** | **Weight and Dimensions** |  |  |
| 4.1 | The total weight of the Composting Machines shall not exceed 800 kg. |  |  |
| 4.2 | The dimensions of the Composting Machines shall not exceed 2000 mm (W) x 1000 mm (D) x 2000 mm (H). |  |  |
| 4.3 | The total weight of the deodorization system shall not exceed 200 kg. |  |  |
| 4.4 | The dimensions of the deodorization system shall not exceed 700 mm (W) x 1000 mm (D) x 2000 mm (H). |  |  |
| **5** | **Electricity Supply and Environmental Conditions** |  |  |
| 5.1 | The Composting Machines shall be suitable for operation at 220 volt (+/- 6%), 50 Hz (+/- 2%). |  |  |
| 5.2 | The Composting Machines shall be suitable for operation at an ambient temperature of 15°C - 35°C, 70- 95% relative humidity. |  |  |
| **B** | **Implementation of Services** |  |  |
| 1. | The price quoted shall include local delivery, installation, on-site acceptance testing, commissioning and training.  |  |  |
| 2. | Supplier shall provide the conditions of delivery, including but not limited to packing and necessary environmental requirements for CMHHK’s consideration. |  |  |
| 3. | The supplier shall be responsible to clear away all packing materials, demolished and unused structural materials to a legal place after delivery / installation of the equipment at his own cost. |  |  |
| **C** | **Training** |  |  |
| 1 | The Supplier shall provide two (2) sessions of on-site operational training for CMHHK representative(s). |  |  |
| 2 | The timetable and the schedule of the training shall be confirmed at least one (1) month in advance. |  |  |
| **D** | **Documentation** |  |  |
| 1 | At least two (2) operation manuals and/or service manuals in Chinese and English shall be provided to CMMHK representative(s) with the Goods upon delivery. |  |  |
| **E** | **Acceptance Test** |  |  |
| 1 | Once completion of delivery/installation on site of the equipment by the supplier, the equipment shall be tested for acceptance at site by the CMHHK representative(s) and/or the supplier. The test shall include checking on safety device/features, functional test and performance. |  |  |
| 2 | The supplier shall provide all testing instruments to conduct site acceptance tests. |  |  |
| 3 | Full functional tests for demonstration of compliance of the equipment with operational and reliability requirements shall be provided by the supplier to the satisfaction of the CMHHK representative(s). In the event that the equipment fails to conform to the above stated requirements, the supplier is required to carry out appropriate remedial measures and/or any rectification works, including replacement of the entire equipment, where deemed necessary. |  |  |
| **F** | **Indicative Warranty Service** |  |  |
| 1 | The Supplier shall guarantee the equipment, or any partthereof (exceptions to be clearly stated with itemizedprices, ordering information details and conditions of warranty) for a period of at least 12 months commencing from the date of acceptance of the equipment. The supplier shall also replace faulty parts and provide both schedule and breakdown maintenance service by qualified maintenance personnel. Parts are included. In case of replacement, it will be free of charge. |  |  |
|  | The preventive maintenance work shall be carried out as follows with no additional charge:Normal working hours: 9:00 - 18:00 hours Monday to Friday, excluding public holidays |  |  |
| **G** | **Indicative Maintenance Service** |  |  |
| 1 | The supplier shall submit a yearly maintenance schedule indicating the number of preventive maintenance services required to ensure a satisfactory performance of the equipment. This preventive maintenance service shall include all necessary repairs, replacement of parts, adjustments, calibration, cleaning and lubrication necessary to ensure that the performance of the equipment conforms to the performance specifications referred to items above. |  |  |
| 2 | The supplier shall submit a price list of all spare parts of equipment chargeable to the CMHHK. For spares not covered by the submitted prices, the supplier must submit a quotation to the CMHHK for consideration every time when spares are required. |  |  |
| 3 | The preventive maintenance work shall be carried out as follows with no additional charge:Normal working hours: 9:00 - 18:00 hours Monday to Friday, excluding public holidays |  |  |

**Part 4 – Implementation Plan**

(*Note to Suppliers: Please provide the estimated time periods required for the completion of the following tasks, counting from the date of issue an order (“Order Date”). Both the start and end date of the Order Date is referenced as* ***Month 0****. The Goods should be* ***Ready for Use in the last month of the Implementation Plan.***)

|  |  |
| --- | --- |
| **Tasks of the Implementation Plan** | **Estimated Time Period for** **Performing the Tasks**(The Order Date is set as Month **0**) |
| **Start** (Month) | **End** (Month) |
|  | Order Date *(i.e. the date of order placed by the Government, if any)*  | **0** | **0** |
|  | Submission of Site Preparation Information (if applicable) |  |  |
|  | Design of the Goods (if applicable) |  |  |
|  | Delivery of the Goods  |  |  |
|  | Installation of the Goods |  |  |
|  | Implementation Services (*Please refer to* ***section B in Part 3*** *for details*) |  |  |
|  | Delivery of Documentation (*Please refer to* ***section D in Part 3*** *for details*) |  |  |
|  | Training (*Please refer to* ***section C in Part 3*** *for Details*) |  |  |
|  | Acceptance Tests |  |  |
|  | Any other tasks considered necessary by your company *(Please provide details, use separate sheet if space is insufficient)*: |  |  |
|  | Goods Ready for Use *(i.e. the date when the Goods has passed all acceptance tests and accepted by the Government)*  | **0** |  |

**Part 5 – Indicative Price Information**

(*Note to Suppliers: The price information provided in this Part 7 is for Government’s consideration only and shall not constitute any commitment on the part of the Government or your company. Nevertheless, please provide the information as accurate as possible.*)

**(a) Indicative Price Information for the Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Estimated****Quantity** | **Unit Price** | **Estimated Goods Price** |
| **One-time Unit Price(HK$)** | **Estimated Goods Price for the Item specified opposite****(HK$)** |
|  |  | **(a)** | **(b)** | **(c) = (a) x (b)** |
| 1 | Supply, delivery, installation, testing and commissioning of the Goods and related accessories (if any), as more particularly specified in **section A1.2 in Part 3**, including the provision of a minimum 12-month warranty period: | As below  | As below | As below |
| 1.1 | *Food Waste Composting Machine for Fertilizer* | 1 set |  |  |
| 2 | Provision of implementation services as detailed in **section B in Part 3** | 1 lot |  |  |
| 3 | Provision of training services as detailed in **section C in Part 3**  | 2 courses |  |  |
| 4 | Documentation as detailed in **section D in Part 3** | 1 lot |  |  |
| 5 | Other (please specify) | (please specify) |  |  |
| **Total One-time Charge\***(i.e. Sum of Estimated Goods Prices of Item 1- 5) |  |

Note: \* The Total One-time Charge shall include one-year of warranty period.

**Part 6 – Indicative Maintenance Charges and Spare Parts Price**

(Notes to Suppliers for completion of Part 6)

1. *Pursant to item 1 of Part 5(a) above, the proposed Goods shall have a warranty period of not less than 12 months. The indicative warranty service requirements are stipulated in* ***section F in Part 3****, which are subject to changes at the sole discretion of the Government.*
2. *Indicative maintenance service requirements after the free warranty period are stipulated in* ***section G in Part 3****, which are subject to changes at the sole discretion of the Government*
3. *It is expected that the maintenance services shall be comprehensive, all inclusive and shall cover all parts, components, labour and software support services. If your company considers that any components of the Goods may not be covered by the maintenance services (****saving that the labour shall always be covered by the maintenance services****) and may need to be charged separately, please indicate replacement costs of these components and their replacement frequency.*
4. *The annual maintenance charge within the serviceable life of the proposed Goods* ***is adjustable in accordance with the consumer price index (B) upon the expiry of each 12-months period of maintenance service****.*
5. **Indicative Maintenance Prices of the Proposed Goods**

| **Year** | **Annual Maintenance Charge****(HK$ per annum)** |
| --- | --- |
| First 12-months period of maintenance service after the end of warranty period |  |

1. **Indicative Replacement Prices of Goods’s Components not covered by the Maintenance Services (if applicable) (***Leave the following table blank if not applicable***)**

(*Note to Suppliers:* ***The labor costs for replacement of these components shall always be covered by the maintenance charges for the provision of the maintenance services*** *regardless whether the prices for the supply of these components are covered by the maintenance services or not.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Name of Items | Indicative Replacement Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. **Indicative overtime charges for provision of maintenance services after office hours (if applicable)**

(*Office hours mean 9 am to 6 pm from Monday to Friday excluding public holidays*)

|  |  |  |
| --- | --- | --- |
| (a) | Rates of overtime charges for maintenance service outside the office hours | HK$ per hour |
| (b) | Minimum service hour(s) per call |  service hour(s) per call |

1. **Indicative Prices for Replacement of Other Spare Parts (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Name of Items | Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) | Expected time for delivery (weeks) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

1. **Indicative Price for Annual Support Services of Software (if applicable)**

(*Note to Suppliers:* *Please provide below annual charge for support services of the Goods’s software during the serviceable life of the Goods for the CMHHK Operator’s consideration. The support services should include but not limited to:*

1. *provision and renewal of software toolkits, access codes, passwords, software keys and hardware keys, etc. necessary for all kinds of adjustments, in-depth diagnosis and trouble shooting of the Goods; and*
2. *version upgrade of the software.)*

|  |  |
| --- | --- |
|  | (a) Free of charge during serviceable life  |
|  |  |
|  | (b) Yearly cost at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Part 7 – Supplementary Information**

1. Number of proposed Goods Already Installed (leave blank if information is not available)

In Hong Kong : \_\_\_\_\_\_\_\_\_\_ sets

Globally : \_\_\_\_\_\_\_\_\_\_ sets

1. Year of Launch of the Proposed Goods (leave blank if information is not available)

My/our proposed Goods was first launched in the market in Year \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Pre-Installation Requirements of the Proposed Goods (if any)

*(Pre-installation requirements may include any preparation work and provisions that are necessary for the installation of the Goods, such as the requirements of ceiling mount support, power supply requirements, etc.)*

**END**