



香港善導會  
The Society of Rehabilitation and  
Crime Prevention, Hong Kong

All Research Consultants

By Email only

Date: 13<sup>th</sup> March 2020

Dear Sir,

**Provision of Social Impact Assessment (SIA) Research &  
Consultancy Service for  
The Society of Rehabilitation and Crime Prevention, Hong Kong for  
Jockey Club “Craft Your Life Together” Co-living Community Project**

You are invited to submit technical and lump sum fee proposals for the above research and consultancy service.

Your submission shall be made in accordance with the following enclosed documents:

- (a) Brief
- (b) Form A – General Information
- (c) Form B – Past Experience
- (d) Form C – Schedule of Key Personnel
- (e) Form D – Declaration Form
- (f) Form E – Fee Proposal Form

Your technical and fee proposals should be dropped directly to the tender box located at **The Society of Rehabilitation and Crime Prevention, Hong Kong (SRACP) at 603, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong** in separate plain envelopes on which should be marked the heading **“Technical Proposal / Fee Proposal for Social Impact Assessment (SIA) Research & Consultancy Service for Jockey Club ‘Craft Your Life Together’ Co-living Community Project, The Society of Rehabilitation and Crime Prevention, Hong Kong”**, before **12:00noon, 30<sup>th</sup> March 2020**. Late submission will not be considered.

The Technical Proposal and Fee Proposal should be submitted in **two separate and sealed plain envelopes**. The completed Fee Proposal Form (Form E) and Schedule of Key Personnel (Form C) with the personal curriculum vitae of proposed research team member(s) should be submitted with the Fee Proposal whereas the completed General Information (Form A), Past Experience (Form B) and Declaration Form (Form D) should be submitted with the Technical Proposal.

香港灣仔軒尼詩道十五號溫莎公爵社會服務大廈六樓六〇三室

Room 603, 6/F Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

☎ (852) 2527 1322    🖨 (852) 2865 1089    ✉ info@sracp.org.hk    🌐 www.SRACP.org.hk

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香港善導會  
The Society of Rehabilitation and  
Crime Prevention, Hong Kong



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總幹事  
李淑慧女士  
CHIEF EXECUTIVE  
Ms Anthea LEE Shuk-wai

The research project is expected to span over 6 years consists of two stages (24-month Pilot Run Stage and 36-month Service Implementation Stage), as well as the period before, in-between and after the two stages from the date of commencement. Commencement date of the Project is tentatively scheduled for **April 2020**.

SRACP is not obliged to accept the lowest fee proposal or any proposal made and accepts no financial liability for your costs in submitting any proposal. In addition, SRACP may reject bids which are considered to have been priced unreasonably low.

You are required to confirm in your tender submission letter that you agree to abide by your technical and fee proposals for a period of one hundred and eighty (180) days from the due date for submission and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

Your failure to comply with any requirement in this letter and the enclosed documents may render your tender submission invalid.

In case the tenderer has any tender enquiries or / and tender clarification queries, please submit in writing to Subject Officer with details as below:

Ms. Kara SZETO  
Project Manager  
Tel : (852) 3588 0607  
Fax : (852) 2865 1089  
Email: pm\_jcccp@sracp.org.hk

Yours faithfully,  
For and on behalf of  
The Society of Rehabilitation and  
Crime Prevention, Hong Kong

LEE Shuk Wai, Anthea  
Chief Executive

香港灣仔軒尼詩道十五號溫莎公爵社會服務大廈六樓六〇三室  
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