

善導會
SideBySide



**THE SOCIETY OF REHABILITATION AND CRIME PREVENTION,
HONG KONG**

(hereinafter referred to as “SideBySide”)

Tender Document

for

Group Hospitalisation Benefits Scheme 2023/2024

Tender Reference: GHBS 2023/2024

24 February 2023

SideBySide is a registered charitable institution incorporated in Hong Kong with limited liability by guarantee.

Lodging of Tender

1. Tenderer should lodge their tender with The Society of Rehabilitation and Crime Prevention, Hong Kong (hereinafter referred to as “**SideBySide**”) in two (2) sets of tender document properly completed, enclosed in a sealed plain envelope (without the identity of the Tenderer) marked “**Tender for Group Hospitalisation Benefits Scheme 2023/2024**”. Apart from the hardcopy, the Tenderer should also submit a disk or USB containing softcopies of the Tenderer's Information in Microsoft Word / Excel and addressed to The Society of Rehabilitation and Crime Prevention, Hong Kong (“SideBySide”), which should be either mailed or delivered before 12:00 noon (Hong Kong Time) on **10 March 2023 (Friday)** (the “Tender Closing Date”) to the following office:

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

Re : “**Tender for Group Hospitalisation Benefits Scheme 2023/2024**”

2. Late tender or tender not submitted in accordance with any one of the aforesaid manners will not be considered.
3. SideBySide reserves the right to extend at its sole discretion the Tender Closing Date at any time and from time to time.

Tender Closing Time in case of Typhoon/Rainstorm

4. If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 09:00 and 12:00 noon (Hong Kong Time) on the Tender Closing Date, the tender closing time will be extended to 12:00 noon (Hong Kong Time) on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoon” announced by the Government has/have ceased to be in force.
5. In case of blockage of the public access to the locations of the Tender Box at any time between 09:00 and 12:00 noon (Hong Kong time) on the Tender Closing Date, SideBySide will announce extension of the tender closing time until further notice. Following removal of the blockage, SideBySide will announce the extended tender closing time as soon as practicable. The above announcements will be made on the website of SideBySide (<https://SideBySide.org.hk/en/tender.html>).

Table of Contents

Part 1 - Overview	3
Part 2 - Request for Tender	3
Part 3 - Conditions of Tender	4
3.1 Preparation of Tender	
3.2 Negotiation and Award of Contract	
3.3 Tenderer's Response to SideBySide's Enquiries	
3.4 Registration of Tenderer	
3.5 Validity	
3.6 Completeness and Accuracy of Tender	
3.7 Disclosure and Use of Tender Information	
3.8 Consideration of Offers	
3.9 Incorporation of Proposals into Contract signed with SideBySide	
3.10 Conflict of Interest	
3.11 Tenderer's Performance Monitoring	
3.12 Enquires to Tender	
Part 4 - General Terms and Conditions	8
4.1 Assignment	
4.2 The Service Team	
4.3 Acceptance of Tender	
4.4 Payment	
4.5 Termination of Tender / Contract	
4.6 Personal Data Privacy	
4.7 Confidentiality and Non-Disclosure Undertaking	
4.8 Tender Rigging	
4.9 Anti-Bribery	
4.10 Anti-Collusion	
4.11 Right of Third Parties	
4.12 Governing Law	
Part 5 - Tender Specification and Requirements	11
Part 6 - Tenderer's Information	15
Part 7 - Offer to be Bound	17
Part 8 - Pricing Offer	18

ALL TENDERERS ARE ADVISED TO READ THE TENDER DOCUMENT CAREFULLY PRIOR TO PREPARING THEIR SUBMISSION. ANY SUBMISSION WHICH DOES NOT FOLLOW THE INSTRUCTIONS CONTAINED IN THE TENDER DOCUMENT WILL BE CONSIDERED INCOMPLETE AND MAY BE DISQUALIFIED.

Part 1 – Overview

- 1.1 The Society of Rehabilitation and Crime Prevention, Hong Kong (hereinafter referred to as “SideBySide”) is a non-governmental organisation established in 1957. With over 400 employees and about 40 service units across the territory of Hong Kong, SideBySide provides quality rehabilitation and multifarious services for the betterment of ex-offenders, for the prevention of crimes and the mental wellness of persons in need. Further information about SideBySide can be found under <https://www.SideBySide.org.hk>.
- 1.2 We have been providing group hospitalisation benefits for our regular employees for over 20 years. The current Group Hospitalisation Insurance policy will expire by end of March 2023. We would like to source competitive options/ offers of group medical plans available in the market which shall suit our needs and budget, and invite tenders for the forthcoming period from 1 April 2023 to 31 March 2024. Interested Insurers, Brokers or Consultants are invited to submit tender according to the requirements and details listed out in the Tender Document.

Part 2 – Request for Tender

- 2.1 The Tenderer is required to quote prices in Hong Kong dollars for the **Group Hospitalisation Benefits Scheme 2023/2024** for SideBySide.
- 2.2 More particulars are set out in Part 5 – Tender Specifications and Requirements subject to and in accordance with Part 3 - Conditions of Tender and Part 4 - General Terms and Conditions in this Tender Document.
- 2.3 The Pricing Offer shall be contained in the form as set out in Part 8 hereto.
- 2.4 The proposals submitted by the Tenderer will, subject to any modification as may be agreed with SideBySide, be incorporated into and form part of the Contract.
- 2.5 Please complete and return the Tender with Part 6 to 8 of this Tender Document to be duly signed by the Tenderer’s authorised signatory on or before Tender Closing Date.

Part 3 – Conditions of Tender

3.1 Tender Preparation

- All tenders shall be completed in English.
- Tenders are to be completed by the Tenderers in ink or typescript.
- Tenderers should submit two (2) identical sets of documents.
- Tenders may not be considered if any particulars and data asked for in the Tender Requirements, or in the follow-up clarification of the details described in the Tenders, are not furnished in full, rendering it impossible for evaluating the submitted responses.
- In case of modification to the submitted offer before the Tender Closing Date, Tenderer should send in a revised offer superseding the original offer and this should be stated in the revised offer.
- Tenders may not be considered if complete information has not reached SideBySide before the Tender Closing Date.
- SideBySide may not consider any received proposals if any of the above is not met satisfactorily and SideBySide is not obliged to explain to the concerned Tenderer of such decision.
- A Tenderer shall not participate in more than one tender. The Tenderer shall ensure that directly or indirectly not to either participate or not be involved with multiple tenders which will lead to disqualification of all tenders in which the Tenderer is involved.
- All costs incurred by a Tenderer in association with the preparation and submission of its Tender shall be borne by that Tenderer.

3.2 Negotiation and Award of Contract

- This Tender Document does not constitute an offer.
- SideBySide retains the right to amend any provision of this Tender Document. Any amendments will be in writing and forwarded to the known recipients of this Tender Document by email or be published under the Tender page of its website..
- SideBySide may at any time by notice in writing cancel or suspend, in whole or in part, this Tender.
- SideBySide does not warrant the adequacy, accuracy, or completeness of the information contained in this Tender Document and shall not be liable for any omission from this Tender Document.
- Tenderers shall make and be deemed to have made all necessary investigations and enquiries to satisfy themselves of all relevant information before submitting their tenders.
- The submission of a tender by a Tenderer shall be taken to be an acceptance of the terms and conditions of this Tender Document.
- Alternative Tenders which improve the value of the offer may be submitted. SideBySide reserves the right to negotiate with any Tenderer about the terms of the offer.

- Selection as a successful Tenderer does not give rise to a contract between the successful Tenderer and SideBySide. No legal relationship will exist between the parties until the Contract is executed.
- The successful Tenderer will receive written notification from SideBySide in the form of the Letter of Acceptance which constitutes a binding Contract between the SideBySide and the successful Tenderer.
- Throughout the service period, the Service Provider should immediately notify SideBySide in writing in case of any change of its company status.
- This Tender and any disputes arising from this Tender shall be subject to and construed in accordance with the laws for the time being in force in the HKSAR.
- Tenderers who do not receive any such notification within the Tender Validity Period should assume that their Tender Submissions have not been accepted.

3.3 Tenderer's Response to SideBySide's Enquiries

- In the event that SideBySide determines that clarification of any Tender is necessary, it will advise the Tenderer, indicating whether the Tenderer should supplement its Tender. Each Tenderer shall thereafter have three (3) working days (Monday to Friday) or the period specified in the request for clarification, to submit such information in the form requested.

3.4 Registration of Tenderer

- SideBySide will not enter into a contractual relationship with a Tenderer unless the Tenderer, at the time of submitting the Tender, is a body corporate that has been incorporated under the Companies Ordinance (Cap. 622) with valid business registration under the Business Registration Ordinance (Cap. 310).
- Tenderer should inform SideBySide in writing immediately of any factor which might affect its qualified status as a Tenderer with SideBySide. SideBySide reserves the right to review its qualified status in light of any new information relevant to its qualification.

3.5 Validity

- Tenders shall remain open for not less than **90 calendar days** after the Tender Closing Date.

3.6 Completeness and Accuracy of Tender

- All information provided in the Tender is warranted by the Tenderer to be complete, true and accurate in all material respects. By submitting a Tender, the Tenderer also warrants to SideBySide that the provision of information to SideBySide, and the use of it by SideBySide for the evaluation of tender and for the negotiation of any resulting contractual agreement, will not breach any third party's Intellectual Property Rights. In the event of a Tenderer discovering a genuine error in its tender after it has been deposited, the Tenderer should immediately notify SideBySide and submit an amendment before the Tender Closing Date.
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3.7 Disclosure and Use of Tender Information

- Notwithstanding any copyright or other Intellectual Property Rights that may subsist in the tenders, SideBySide can reproduce the whole or any portion of the tenders for the purposes of the tendering process.
- All tenders after submission shall become the property of SideBySide.
- The personal data provided by Tenderers / Service Provider would be used for purposes relating to the Tender Subject, which may be disclosed to the parties responsible for overseeing the tendering process and performance of the Contract, evaluating the Service Provider in relation to the Contract, and to comply with legal obligations on SideBySide.

3.8 Consideration of Offers

- SideBySide reserves the rights to accept all or any part of any Tender irrespective of its price within the valid period of Tenderer's Proposal during which the Tender remains open.
- **Price is the primary criterion in the evaluation.** However, SideBySide would also take into account of the overall profile of the Tenderer including company background, financial strength as graded by renowned credit-rating agencies position, proven track records of experience and any free-of-charge value-added services and support.
- SideBySide is not bound to accept the lowest bid and reserves the right reject any or all tenders without assigning any reason thereof at any time. SideBySide also reserves the right to accept all or any item of any tender submission. The award will be made to the Tenderer who is determined by SideBySide to be fully capable of delivery of the insurance services and whose tender is determined by SideBySide to be most advantageous.

3.9 Incorporation of Proposals into Contract signed with SideBySide

- Any proposals and responses to SideBySide's enquiries submitted by the Tenderer may form part of the Contract made between SideBySide and the successful Tenderer.
- Every representation by the Tenderer (whether of fact or performance, and whether set out in the proposal or otherwise) will be incorporated as warranties in the Contract between SideBySide and the successful Tenderer. Therefore, any statement of fact or performance that the Tenderer does not wish to be treated as a warranty should be clearly indicated.

3.10 Conflict of Interest

- The Tenderer is required to declare any potential or actual conflict of interest will, or might, arise in the performance of their obligations under the Contract and the details of such conflict. If at any time prior to entering into the Contract with SideBySide, a potential or actual conflict of interest arises or may arise for any Tenderer, such Tenderer should immediately notify SideBySide in writing.
- SideBySide reserves the right to reject any tender submission or take any other action it considers appropriate if, in the opinion of SideBySide, any conflict of interest will or might arise in respect of any Tenderer. However, identification of a potential or actual conflict of interest does not necessary

preclude a tender submission from consideration. SideBySide will carefully consider the circumstances surrounding the conflict of interest to determine whether the tender submission should be rejected on this basis.

- The successful Tenderer is required to observe and avoid any potential or actual conflict of interest will or may arise in the performance of their obligations under the Contract, and should immediately notify SideBySide in writing in case of any potential or actual conflict of interest arises or may arise.

3.11 Tenderer's Performance Monitoring

- Tenderer is advised that should it be awarded the Contract, its subsequent performance will be monitored and may be taken into account when its future proposals are evaluated.

3.12 Enquiries to Tender

- In order to enable the parties to understand the Tender specifications and requirements, all parties who require further details should contact the Human Resources Manager, Ms. Shirley WONG before the Tender Closing Date.

Email: hrad@sidebyside.org.hk

Tel No: (Direct line) 3588 0627 / (Main line) 2527 1322

Fax No: 2865 1089

Part 4 – General Terms and Conditions

4.1 Assignment

- The Tenderer shall not assign or otherwise transfer the Contract or any of its rights and obligations hereunder whether in whole or in part without the prior written consent of SideBySide.
- In any case, the Tenderer remains solely responsible for the delivery of the awarded Tender.

4.2 The Service Team

- The Tenderer must ensure that there will be adequate service team members and support to SideBySide throughout the Contract duration.
- The Tenderer warrants that the Tenderer's service team members possess the minimum qualifications and experience required for their work.
- The Tenderer warrants that their work shall be performed and completed in a professional manner and that the Tenderer, the Tenderer's service team and any person employed or engaged by it shall use all necessary skills, care and diligence in the discharge of their duties.
- The Tenderer would be responsible for deploying their own resources to deliver all the agreed work deliverables.

4.3 Acceptance of Tender

- The awarded Tenderer will receive a Letter of Acceptance, duly signed by an authorised representative of SideBySide, as an official notification. The letter of acceptance shall constitute a binding contract with respect to the Tender Specifications and Requirements and Tenderer's Proposal.

4.4 Payment

- All prices shall be quoted in Hong Kong Dollars and SideBySide will settle payments with the awarded Tenderer in Hong Kong Dollars.

4.5 Termination of Tender / Contract

- SideBySide may at any time by notice in writing to the Tenderer if the Tenderer shall have a receiver or liquidator appointed or shall pass a resolution for winding-up (otherwise than for the purpose of amalgamation or reconstruction) or a court shall make an order to that effect or being a partnership shall be dissolved or if the Tenderer shall enter into any composition or arrangement with its creditors or shall become insolvent.
- Any termination shall discharge the parties from any liability for further performance of the Contract and shall entitle SideBySide to be repaid forthwith all sums previously paid under the Contract (whether paid by way of deposit or otherwise) and to recover from the Tenderer the amount of any loss or damage sustained or incurred by SideBySide as a consequence of such termination.

4.6 Personal Data Privacy

- The Tenderer shall and shall procure its employees, officers, agents or representatives to comply with the provisions of the Personal Data (Privacy)

Ordinance (Cap. 486) (including any amendments thereon from time to time), and any applicable codes of practice, guidance notes or regulations in the handling of personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486) from time to time) ("Personal Data") collected by and provided to the Tenderer for the purpose of the Contract.

- The Tenderer shall not keep Personal Data longer than is necessary for the fulfilment of the purpose (including any directly related purpose) for which the same are or to be used. The Tenderer shall return, destroy or permanently erase all of such Personal Data or their copies. In each case, save to the extent that the Tenderer or the recipients are required to retain any such Personal Data by any applicable law, rule or regulation or by any competent judicial, governmental, supervisory or regulatory body.
- The Tenderer shall take all practical steps and have in place and maintain appropriate security measures to prevent unauthorised or accidental access, processing erasure, loss or use of Personal Data.

4.7 Confidentiality and Non-Disclosure Undertaking

- The Tenderer and its employees, agents, sub-contractors will keep in confidence and not disclose to any third party, use or reproduce without SideBySide's prior written consent of any information, related affairs or businesses arising out of or in connection with this work other than disclosure to those persons to whom it is necessary to supply such information or such use necessary to enable performance of its obligations in the Contract.
- The Tenderer will establish and maintain relevant security measures and procedures as are practical and adequate to provide for the safe custody of the information in their possession and to prevent unauthorised access/transfer thereto or use thereof. This Clause shall survive without any time limit.

4.8 Tender Rigging

- No tender rigging is allowed. SideBySide reserves the rights for not considering the Tenderer or termination of the Contract (without any compensation to the Tenderer) if such activities are identified at any time.

4.9 Anti-Bribery

- The Service Provider or its employees shall not offer any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any SideBySide members or employees in connection with this quotation exercise or the provision of service in question. If the Service Provider or its employees are found to have offered any advantage to any SideBySide members or employees, or committed an offence under the Prevention of Bribery Ordinance (Cap. 201) in connection with this tender exercise, SideBySide may, without affecting the service provider's liability for such act, invalidate the Service Provider's Tender, or terminate the contract concerned without entitling the service providers to any compensation.

4.10 Anti-Collusion

- The Tenderer shall not communicate to any person other than SideBySide the amount of any Tender, adjust the amount of any Tender by arrangement

with any other person, make any arrangement with any other person about whether or not they or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process until the Tenderer is notified by SideBySide of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate its tender.

- The above Clause shall have no application to the Tenderer's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with its consultants or sub-contractors to solicit their assistance in preparation of tender submission.

4.11 Right of Third Parties

- No one other than the parties to the Contract will have any right to enforce any term of the Contract pursuant to the Contracts (Right of Third Parties) Ordinance (Cap. 623).

4.12 Governing Law

- All disputes, differences or questions arise between SideBySide and the awarded Tenderer as to the performance of the Contract or as to any matter arising out of the Contract or in any way connected therewith shall be subject to and construed in accordance with the laws of Hong Kong.

Part 5 – Tender Specifications and Requirements

5.1 SideBySide is currently providing the hospitalisation and surgical benefits on reimbursement basis for all its regular employees under a Group Hospitalisation Insurance policy, which will expire by end of March 2023.

5.2 Tenderers shall prepare and submit their tenders for the forthcoming period from 1 April 2023 to 31 March 2024 in accordance with the following specifications and requirements with the annual premium rate and any other charges, to be specified under Part 8 - Pricing Offer.

5.3 Group Hospitalisation Benefits Scheme 2023/2024

5.1.1 Provision of in-patient cover catering for eligible employee' illness, disability or accidental injury that required hospitalisation and surgical benefits, plus cover on Worldwide Emergency Assistance Service.

5.1.1.1 Employee Classification

Plan	Definition of Eligible Employee	Age Limit	Eligible Day for Coverage
Plan 1	All regular full time and part time employees whose contractual work hours are 22 or more per week (except those employed under the social enterprise projects)	69 or below	On the First Day but no later than Three (3) Months of Employment

5.1.1.2 Group Hospitalisation and Surgical Benefits – Plan 1

Hospitalisation and Surgical Benefits	Reimbursement percentage (100%) (HK\$)
1 Hospital Room & Board per day Maximum no. of days per disability per policy year	\$350 30 days
2 In-hospital Physician's Visit per day Maximum no. of days per disability per policy year	\$350 30 days
3 Miscellaneous Hospital Services Limit per disability per policy year	\$10,000
4 Surgeon's Fee per disability per policy year - Complex Operation - Major Operation - Intermediate Operation - Minor Operation	\$14,000 \$14,000 \$7,000 \$3,000
5 Anesthetist's Fees (per disability per policy year) - Complex Operation - Major Operation - Intermediate Operation - Minor Operation	\$5,000 \$5,000 \$2,500 \$1,000

Hospitalisation and Surgical Benefits		Reimbursement percentage (100%) (HK\$)
6	Operating Theatre Fees (per disability per policy year) - Complex Operation - Major Operation - Intermediate Operation - Minor Operation	\$5,000 \$5,000 \$2,500 \$1,200
7	In-Hospital Specialist Visit per disability per policy year (Written referral from attending physician is required)	\$1,000
8	Hospital Cash for Reimbursement as Top-up benefit (for confinement in general ward of Hospital Authority's Hospital in Hong Kong) Maximum no. of days per disability per policy year	\$175 30 days
9	Day Cases Surgery Cash Allowance A cash allowance will be paid for the following Procedures at clinic: a) Gastroscopy (including Esophagogas-Troduodenscopy); b) Colonoscopy; c) Cystoscopy; d) Arthroscopy; e) Colposcopy; f) Bronchoscopy - OPSCA2 Limit per disability per policy year	\$175
10	Pre & Post-Hospitalisation Treatment (Out-patient consultation including 1 visit for pre-admission and within 6 weeks after discharged from hospital) Maximum no. of days per disability per policy year	\$350 30 days
11	Home Health Care Limit per disability per policy year	\$9,000
12	Second Claim incentive Maximum amount per day Maximum no. of days per disability per policy year	\$245 30 days
13	Emergency Assistance Services Evacuation/Repatriation	Free coverage included (details to be provided by Tenderer)
14	Pre-existing conditions of all existing insured members will be waived	

5.1.1.3 The policy conditions for Declaration of Health Condition and Actively at Work shall be waived for all eligible employees (both existing and newly joined).

5.1.2 Scope of Services

5.1.2.1 The Tenderer shall provide services generally include but not limited to:

- provision of a service hotline and medical on-line enquiry system to handle enquiries from the Human Resources (HR) team and all insured members of SideBySide (Operation and response time shall be specified in the Tender);
- review and checking of the accuracy of policy issued, handling of policy endorsements, premium arrangements, providing advice to SideBySide on the limit of coverage and the interpretation of policy terms and conditions, etc.; and
- provision of claims administration service, monthly claims report and other support as required, as well as other value-added services free of charge (Details shall be specified in the Tender).

5.1.3 Insured Member Data Information and Loss Ratio

5.1.3.1 All the data provided hereinafter including the number of insured members and claims records are for indication purpose. SideBySide does not guarantee their accuracy and accept no liability on them. The Service Provider is not allowed to claim against SideBySide in case the actual census differs from the data provided in this Tender Document.

5.1.3.2 Below is the age and gender distribution of insured members of SideBySide as at 31 January 2023. **Our normal retirement age is 60, therefore employees over age 60 should be limited.**

Age Group	Male	Female	Total
18-25	Information to be provided upon request		
26-30			
31-35			
36-40			
41-45			
46-50			
51-55			
56-60			
61-65			
Total			

5.1.3.3 For indicative purpose to the Tenderers, the loss ratio for the nine (9) months of current policy year and the past three (3) policy years are as follows:

Policy Year	Loss Ratio
1/4/2022 - 31/12/2022*	Information to be provided upon request
1/4/2021 - 31/3/2022	
1/4/2020 - 31/3/2021	
1/4/2019 - 31/3/2020	

* Incurred But Not Reported (IBNR) % to be advised

Part 6 - Tenderer's Information

6.1 For assessment of the suitability of Tenderer, the Tenderer is required to provide information and documents required hereunder:

a. Name of the Tenderer	
b. Business Entity and Registration Status of the Tenderer	
c. Registered Office/ Principal Place of Business of the Tenderer with Address	
d. Year of establishment	
e. Company Profile	

f. The financial strength as graded by renowned credit-rating agencies	
g. Contact details of the responsible personnel	Name in Block Letter: Designation: Tel No.: Fax No.: Email:

6.2 Please attach the following documents:

- A copy of the current Business Registration Certificate of the Tenderer;
- If the Tenderer is an insurance broker / consultant of the proposed Group Hospitalisation Benefits Scheme provided by an insurer, the Tenderer should provide documentary evidence that it is legally licensed or authorised to represent that insurer(s) listed in Part 8 – Pricing Offer;
- Summary of experience in delivery of the group medical insurance service to non-governmental organisations and corporate clients with employee size over 400;
- Any information deemed appropriate.

6.3 Should there be any change to the above information after the tender submission, the Tenderer should immediately notify SideBySide of such change(s) in writing.

Part 7 – Offer to be Bound

To: The Society of Rehabilitation and Crime Prevention, Hong Kong (“SideBySide”)
Re: Group Hospitalisation Benefits Scheme 2023/2024

1. I / We refer to the Invitation to Tender issued by SideBySide. I / We hereby confirm that:
 - The information provided in my / our Tender and the appended document(s) is accurate, true, complete and not misleading; and
 - The Tenderer is technically competent and financially capable of providing the Group Hospitalisation Benefits Scheme to SideBySide quoted under the Tender.
2. Having read and understood all terms and conditions of the Tender Document, I / We HEREBY OFFER to provide all or any of the items or services to SideBySide subject to and in accordance with the Tender.
3. I / We consent and hereby authorise SideBySide to investigate and verify any information provided in the Tender with any third parties.
4. I am / We are duly authorised to bind the Tenderer hereafter mentioned by my / our signature(s)

Name of Tenderer:	_____	Name and Title of Authorised Signatory	_____
Tel No:	_____	Email Address:	_____
Fax No:	_____		
Date:	_____	Signature and Company Chop:	_____

Part 8 – Pricing Offer

To: The Society of Rehabilitation and Crime Prevention, Hong Kong (“SideBySide”)

Re: Group Hospitalisation Benefits Scheme 2023/2024

We submit our Pricing Offer for provision of the Group Hospital Benefits Scheme 2023/24 to SideBySide with full compliance to Part 5 - Tender Specifications and Requirements as follows:

	Name of Insurer	Name of Insurance Scheme ^{Note}	Quotation No., if any	Annual Premium Rate per person (HK\$)
Group Hospitalisation and Surgical Benefits – Plan 1				
Other Optional Benefits Cover, if any (please specify and provide details)				

Any Other Charges : No Yes (please provide the cost details in separate sheet)

Note: A copy of the policy specimen should be attached to this Pricing Offer.

Name of
Tenderer:

Name and
Title of
Authorised
Signatory

Tel No.:

Email
Address:

Fax No.:

Date:

Signature and
Company
Chop:
