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23 October 2024

Dear Sir/Madam,

Tender Ref.: IRD/T20241001
Supply of In-sourcing Data Entry Services in 2025 for the Inland Revenue Department
Tender Addendum No. 1

I refer to the captioned tender notice issued on 18 October 2024 and would like to inform you that the following amendments to the Tender Documents are required:

#	Item	Amendment
1.	<u>Price Schedule</u>	Details as per amendment sheets attached. The amended areas are marked in red in the mark-up copy for reference.
	Part A Page 3 & 4	
2.	<u>Terms of Tender (Supplement)</u>	Details as per amendment sheets attached. The amended areas are marked in red in the mark-up copy for reference.
	Paragraph 14 (d)(i) Page 9	
3.	<u>Terms of Tender (Supplement – Annex A)</u>	Details as per amendment sheets attached. The amended areas are marked in red in the mark-up copy for reference.
	Paragraph 7 Page 3	

2. Apart from the above, all the other terms and conditions of this Tender shall remain unchanged, and the above addendum shall form part of the Tender Documents.

3. In case you have already submitted a tender and wish to make an amendment, please submit a revised tender accompanied by a covering letter and in the same manner as stipulated in the Tender Document. Tenders shall submit their tenders before **12:00 noon (Hong Kong time) on 10 December 2024**. Late tenders will not be considered.

4. This addendum can be downloaded from the IRD website at <https://www.ird.gov.hk/eng/ten/general.htm>.

5. Should you have any enquiries about the captioned tender or this letter, please submit the enquiries in accordance with Paragraph 13 of the Terms of Tender (Supplement) of the Tender Documents.

Yours faithfully,

(Ms Niki CHOI)

for Commissioner of Inland Revenue

Encl. (8 pages)

Item 1

Price Schedule

Part A Page 3 & 4

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Part A – Estimated Service Price

Tenderers shall submit in the following tables the estimated service price(s) for the In-Sourcing Data Entry Services for the IRD.

(a) The rate/unit price

Item No.	Description	Estimated Quantity within the Contract Period	Unit Rate/Unit Price (HK\$/US\$)*	Estimated Service Price for the Item specified opposite (HK\$/US\$)* (A x B)
		(A)	(B)	(A x B)
(a) Resident DE Operators				
1	Key Depressions [(1) complying with all requirements of the Contract including the Service Specifications; and (2) inclusive of all services and items specified in Paragraph 5.1 of the Terms of Tender]	360 mkds		
(b)(i) Innovative Suggestion - Pro-innovative Proposal(s)				
2	PP1	1 lot		
3	PP2	1 lot		
4	PP3	1 lot		
[Please add a separate row for each additional PP.]				
(b)(ii) Innovative Suggestion - ESG Proposal(s)				
5	EP1	1 lot		
6	EP2	1 lot		
7	EP3	1 lot		
8	EP4	1 lot		
[Please add a separate row for each additional EP.]				

Total amount of the Estimated Service Price(s) for all Item(s): _____

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(a) — Estimated Service Price of Required Service

Item No.	Description	Estimated Quantity of the Total Billing Periods within the Contract Period	Unit Rate / Unit Price per mkds (HK\$/US\$)*	Estimated Service Price for the Item specified opposite (HK\$/US\$)*
		(A)	(B)	(A × B)
1	<p>Key Depressions</p> <p>[(1) complying with all requirements of the Contract including the Service Specifications; and</p> <p>(2) inclusive of all services and items specified in Paragraph 5.1 of the Terms of Tender]</p>	360 mkds		

(b) — Estimated Service Price(s) of Innovative Suggestion(s)

(i) — Pro-innovative Proposal(s) (PP)

PP No. [△]	Estimated Service Price for the Item specified opposite (HK\$/US\$)*
PP1	
PP2	
PP3	
Other PP(s)	[Please add a separate row for each additional proposal.]

[△]PP No. should be in accordance with that set out in Table 2.1 of the Innovative Suggestion Schedule in your proposal. If the tender did not provide the estimated price of the respective PP which will then be considered as no price required. Please input N/A if the information is not applicable.

(ii) — ESG Proposal(s) (EP)

EP No. [△]	Estimated Service Price for the Item specified opposite (HK\$/US\$)*
EP1	
EP2	
EP3	
EP4	
Other EP(s)	[Please add a separate row for each additional proposal.]

[△]EP No. should be in accordance with that set out in Table 2.2 of the Innovative Suggestion Schedule in your proposal. If the tender did not provide the estimated price of the respective EP which will then be considered as no price required. Please input N/A if the information is not applicable.

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Notes:

- (i) * If the Tenderer intends to quote in a Permissible Currency, please specify the Permissible Currency and delete "HK\$" in the above tables. If the Tenderer fails to indicate the currency of the prices quoted above (including failing to delete the inapplicable currency), subject to any clarification which the Government may seek at its discretion from the Tenderer, the Tenderer shall be deemed to have been submitted the above price quotations in Hong Kong dollars (i.e. HK\$). A Tenderer's Tender submitted in a currencies other than Hong Kong dollars or the Permissible Currency will not be considered further.
- (ii) Unaccepted Innovative Suggestions will be excluded from the In-Sourcing Data Entry Services. Upon contract award, the Contract price is the total amount of the Estimated Service Price(s) for the Item in (a) and the accepted Item(s) in (b)(i) & (b)(ii) above.

The total amount will be calculated in accordance with the following formula:

$$\begin{array}{rcccl} & & \text{Estimated Service} & & \text{Estimated Service} & & \text{Estimated Service} \\ & & \text{Price of Required} & + & \text{Price for the} & + & \text{Price for the} \\ \text{Total} & = & \text{Service} & & \text{accepted Item(s)} & & \text{accepted Item(s)} \\ \text{Amount} & & & & & & \\ & & \text{[The Item in (a)]} & & \text{in (b)(i)} & & \text{in (b)(ii)} \end{array}$$

- (iii) PP No. should be in accordance with that set out in Table 2.1 of the Innovative Suggestion Schedule in your proposal. If the tenderer did not provide the estimated price of the respective PP, it will then be considered as no price required. Please input N/A if the information is not applicable.
- (iv) EP No. should be in accordance with that set out in Table 2.2 of the Innovative Suggestion Schedule in your proposal. If the tenderer did not provide the estimated price of the respective EP, it will then be considered as no price required. Please input N/A if the information is not applicable.

Item 2

Terms of Tender (Supplement)

Paragraph 14 (d)(i) Page 9

Total amount of the Estimated Service Price(s) for ~~the Required Service and the Accepted Innovative Suggestion~~ all Item(s) specified in the Price Schedule.

- (ii) For the avoidance of doubt, the prompt payment discounts offered by the Tenderer will not be taken into account in the tender price assessment.
- (e) Where there is more than one (1) conforming Tender obtaining the same highest combined score in accordance with the tender evaluation procedures as set out in the Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement) amongst all conforming Tenders (collectively, “Highest Combined Scorers”), the Highest Combined Scorer whose Tender obtains the highest score in price assessment will normally be awarded the Contract.
- (f) Subject to Paragraph 14(e) above, a Tenderer whose Tender obtains the highest combined score and who is considered by the Government to be capable of undertaking the Contract would normally be awarded the Contract.

15. Acceptance of Innovative Suggestions

- (a) A Tenderer is encouraged to submit the specification and details of its Innovative Suggestion(s) in the Innovative Suggestion Schedule as stipulated in Paragraph 14(c)(ii) above together with all the required documentary evidence for the technical assessment under Stage III of the tender evaluation as set out in the Annex A (Tender Evaluation Procedures, Criteria and Marking Scheme) to the Terms of Tender (Supplement). To facilitate verification by the Government, the Tenderer should provide documentary evidence with its Tender to prove the practicability and effectiveness of its proposed Innovative Suggestion(s).
- (b) The Government may, at its absolute discretion, accept one or more of the Innovative Suggestion(s) submitted by the successful Tenderer in its Tender. The Accepted Innovative Suggestion(s) shall form an integral part of the Contract.

16. Quotation

- (a) Tenderers shall provide rate/unit price in terms of key depressions for the Government’s consideration.

Item 3

Terms of Tender (Supplement – Annex A)

Paragraph 7 Page 3

Stage IV – Price Assessment

7. The Price Proposals of the Tenders which have passed Stages I and II assessment, and completed Stage III assessment will be evaluated according to the formula as shown below. **A Tenderer who fails to submit the Price Proposal before the Tender Closing Time or the Price Proposal with incomplete or partial quotation in the Price Schedule will not be considered further.** A maximum weighted price score of **40** will be allocated to the Price Proposal with the lowest tender price. The weighted price scores of the Price Proposals of other Tenders which have passed Stages I and II assessment will be calculated in accordance with the following formula:

$$\text{Weighted Price Score} = 40 \times \frac{\text{Lowest tender price among all Tenders which have passed Stages I and II assessment}}{\text{Tender price of the tender being assessed}}$$

(Note: The tender price to be evaluated is the Total Amount of the Estimated Service Price(s) for ~~the Required Service and the Accepted Innovative Suggestion~~ all Item(s) specified in the Price Schedule in accordance with Paragraph 14(d) of the Terms of Tender (Supplement).)

Stage V – Calculation of Combined Score

8. The combined score of each of the Tender proposals that have completed Stages III and IV assessment will be calculated as follows:

$$\text{Combined Score} = \text{Weighted Technical Score} + \text{Weighted Price Score}$$

(Note: All figures of the weighted technical scores, weighted price scores and combined scores in Stages III to V assessment will be rounded to the nearest two (2) decimal places. Figures with the values at the third decimal place larger than or equal to 0.005 will be rounded up by adding 0.01 to the figures and curtailing the third decimal place onward whereas figures with the values at the third decimal place below 0.005 will be rounded down by curtailing the third decimal place onward without changing the values at the second decimal place.)

9. Normally, a Tenderer whose Tender obtained the highest combined score and who is considered by the Government to be capable of undertaking the Contract will be awarded the Contract.