

## **Invitation for Expression of Interest Provision of Tenant Bus Service for Cyberport**

We, Cyberport Facilities Management Office (“FMO”), on behalf of Hong Kong Cyberport Management Company Limited (“HKCMCL”), invite interested parties to submit tender for **Provision of Tenant Bus Service for Cyberport** for a period of two (2) years.

The scope of services shall include the application of licence(s), public transport fare subsidy scheme, etc. from relevant Government Department(s) and provides bus trips in the morning, lunch hours and evening from Monday to Friday (except Public Holiday) and ad-hoc transportation service to pick-up and drop-off passengers between designated locations and Cyberport.

Interested parties shall complete and return the following documents **on or before 5<sup>th</sup> February 2020, 3:00 p.m. (Hong Kong Time):-**

- (1) Reply to Tender Notice.
- (2) Confidentiality and Non-Disclosure Undertaking.

**By Post:**

Cyberport Facilities Management Office  
Unit 404, Level 4, IT Street, Core A, Cyberport 3,  
100 Cyberport Road, Hong Kong  
Attn: Assistant Facilities Manager - Procurement & Quality Assurance

Or **By E-mail:** [fmoprocurement@cyberport.com.hk](mailto:fmoprocurement@cyberport.com.hk)

Or **By Fax:** (852) 3157 1177

Tender document will be sent to/prepared for collection by the interested parties.

If the company does not submit a tender or decline for submission after having replied to this notice, the company may be suspended from quotation for a period of time at the absolute discretion from HKCMCL.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKCMCL and FMO.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKCMCL and FMO. HKCMCL and FMO are not bound to award any contract to any of those parties which have replied to this notice.

In case of doubt, please contact Ms. Gloria Cheung at 3166 3504 directly.

Date of Issue: 24<sup>th</sup> January 2020

**Reply to Tender Notice**

**Provision of Tenant Bus Service for Cyberport**

*Please complete and return this form to FMO by post or by email or by fax no later than **5<sup>th</sup> February 2020 at 3:00 p.m. (Hong Kong Time).***

**By post:** Cyberport Facilities Management Office  
Unit 404, Level 4, IT Street, Core A, Cyberport 3,  
100 Cyberport Road, Hong Kong  
Attn: Assistant Facilities Manager - Procurement & Quality Assurance

**By email:** fmoprocurement@cyberport.com.hk

**By fax:** (852) 3157 1177

**We are interested to tender. Please send us one set of tender document.**

*(If the tenderer does not submit a tender or decline for submission after have replied to FMO with this form, the tenderer will be suspended from quotation for 3 months.)*

Name in block letters: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_

Tel. no.: \_\_\_\_\_

Fax. no.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature and company chop

\_\_\_\_\_

Date: \_\_\_\_\_

## **CONFIDENTIALITY AND NON-DISCLOSURE UNDERTAKING**

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This Undertaking is given by the undersigned in favour of Cyberport Facilities Management Office (FMO) in consideration of FMO agreeing to supply to the undersigned copies of the Notes to Tenderer, Conditions of Tender, Articles of Agreement, General Conditions of Contract and Specification (collectively the "Tender Documents") for the **Provision of Tenant Bus Service for Cyberport** and to allow the undersigned to carry out a further study and prepare a proposal in response and pursuant to the Tender Documents (the Authorised Purpose).

NOW THEREFORE, the undersigned hereby agrees and undertakes as follows:-

- 1 In the course of carrying out the Authorised Purpose, the undersigned may have access to information or materials which is proprietary or confidential to FMO or to third parties to whom FMO owes a duty of confidentiality, including but not limited to materials describing or relating to the business affairs, policies or procedures of FMO or such third parties, formulas, strategies, methods, processes, personal data, computer materials, including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), or other information.
- 2 All communications or data, in any form, which are disclosed by FMO to the undersigned or obtained by the undersigned pursuant to or in connection with the Tender Documents or the Authorised Purpose and which are to be protected hereunder shall be considered as "Confidential Information".
- 3 For the purpose of this Undertaking, Confidential Information includes all information or data, whether written, oral or in any other tangible form, concerning FMO which is furnished to the undersigned by or on behalf of FMO, whether before or after the date of this Undertaking.
- 4 This Undertaking will terminate five (5) years from the date of signing.
- 5 The undersigned undertakes and agrees that any Confidential Information disclosed hereunder shall be used by the undersigned solely for the Authorised Purpose and except as may be required by applicable law or, by any supervisory or regulatory body in any jurisdiction, the undersigned will not disclose or disseminate such Confidential Information to anyone, except to those employees (including employees of its parent, subsidiaries and affiliates) and professional advisers who have a need to know such Confidential Information for the purpose for which it is disclosed.
- 6 The undersigned shall use all reasonable safeguards against the unauthorized disclosure of Confidential Information and shall ensure that all of its employees and professional advisers having access to Confidential Information adhere to the terms of this undertaking as if they were a party hereto.
- 7 All material containing in the Confidential Information shall remain the property of FMO. FMO shall retain all right, title and interest in and to the Confidential Information. No licence under any trademark, patent, copyright, or any other intellectual property right, is granted or implied by the disclosure of any Confidential Information.
- 8 Notwithstanding anything in this Undertaking to the contrary, FMO does not make any representations or warranties of any nature whatsoever with respect to any information disclosed, including, without limitation, any warranties of merchantability or fitness for a particular purpose or against infringement, the accuracy or completeness of the Confidential Information and shall incur no liability to the other or any other person resulting from the use of the Confidential Information.
- 9 The undersigned acknowledges that in the event of an unauthorized disclosure or any breach of this Undertaking by the undersigned could cause irreparable injury to FMO, the damages incurred by FMO

may be difficult if not impossible to ascertain, and that FMO may seek injunctive relief as well as monetary damages against the undersigned that breaches this Undertaking. The undersigned will pay all costs incurred in enforcing this Undertaking, including attorney fees, to FMO.

- 10 Upon expiration of the period of confidentiality, or sooner upon written request of FMO, all Confidential Information in the possession of the undersigned shall be returned to FMO or destroyed, at the option and instruction of FMO.
- 11 This Undertaking shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region (“HKSAR”) and the undersigned agree to submit to the non-exclusive jurisdiction of the courts of HKSAR.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNED )  
By )  
 )  
for and on behalf of )  
[Company Name] ) \_\_\_\_\_  
 )  
 )  
 )  
 )  
\_\_\_\_\_ )  
in the presence of )  
as )