

Our Reference: JCHH/T/MT/005/20

2th November 2020

Dear Sirs / Madam,

Addendum I

**Provision of Laundry Service for
The Society for the Promotion of Hospice Care (SPHC)**

We refer to the subject invitation to tender issued on 23rd October 2020. Please note the following additional information and amendments to the tender document as below:

Addendum Page No.	Original Clause	Added/Revised Clause	Remarks
2		(1a. Tender Documents) Part XII – Laundry item list	Additional information as highlighted
3		(2a. “Tender Documents”) Part XII – Laundry item list	Additional information as highlighted
28	(6.12) (All linen items should be folded in the manner as requested by the SPHC)	(6.12) All items should be ironed and folded in the manner as requested by the SPHC	Amendment
28		(6.15) (6.16) (6.17)	Additional information as highlighted
47		Part XII – Appendix IV – Laundry Item List	Additional Information as highlighted

Please ensure to supersede the relevant pages when submitting your tender document. Apart from the addendum, other terms and conditions stipulated in the tender document shall remain unchanged.

PART I
TERMS OF TENDER

1. Tender Documents

(a) The Tender Documents consist of:

Front Page	- Lodging of Tender
Part I	- Terms of Tender
Part II	- Tender Subject Matter
Part III	- Terms and Conditions
Part IV	- Tenderer's Schedules
Part V	- Offer to be Bound
Part VI	- Memorandum of Acceptance
Part VII	- Confidentiality Undertaking
Part VIII	- Laundry Process for All Used Linen
Part IX	- Photos of Uniform and Workwear
Part X	- Notice for Submission of Tenders
Part XI	- No Offer Reply Slip for Tender Invitation
Part XII	- Laundry Item List

- (b) All supplementary information to this Tender will be in writing and forwarded post, email or fax to all tenderers known to be in receipt of this Tender. Tenderers must acknowledge receipt of all such supplementary information.
- (c) Tenderer's Schedules which provide information from the Tenderer in response to Tenderer's Schedules shall form part of its Tender Submission.

2. Interpretation

(a) In this Tender, the following words and expressions shall have the following meanings unless the context otherwise requires:

“SPHC”	means The Society for the Promotion of Hospice Care (SPHC), a non-profit making organization in Hong Kong advocating holistic and quality care for people with life-limiting illnesses and their families;
“SPHC Representative”	means The Society for the Promotion of Hospice Care (SPHC) or the Jockey Club Home for Hospice (JCHH), which is established under the Memorandum and Articles of Association of The Society for the Promotion of Hospice Care, acting for and on behalf of the SPHC or any duly authorized officer for the time being performing his duties;
“Contract”	means the contract made between the created hereunder on the terms of tender in PART I and PART II hereof;
“Contractor”	means the Tenderer whose tender is accepted as hereinafter provided;
“Services”	means the Tender Subject Matter in Part II (Tender Subject Matter) to be provided by the Contractor under the Contract.
“Service Requirements”	means the requirements of the Services to be supplied by the Contractor as set out in Part II (Tender Subject Matter) and any variation hereto as agreed in writing between the Contractor and the SPHC;
“Tender”	means the Tender submitted by the Tenderer for the Provision of Services;
“Tender Closing Date”	means the latest date by which Tender Submissions must be lodged as stated above;
“Tenderer”	means the person or persons and/or the firm or the company whose details are set out in the relevant Tenderer's Schedules;

“Tender Documents”	means this Tender, comprising Part I (Terms of Tender), Part II (Tender Subject Matter), Part III (Terms and Conditions), Part IV (Tenderer’s Schedules), Part V (Offer to be Bound), Part VI (Memorandum of Acceptance), Part VII (Confidentiality Undertaking), Part VIII (Laundry Process for All Used Linen), Part IX (Photos of Uniform and Workwear), Part X (Notice for Submission of Tenders), Part XI (No Offer Reply Slip for Tender Invitation), Part XII (Laundry Item List) ;
“Tender Subject Matter”	means the Tender Subject Matter, set out in Part II of the Tender Documents, to be performed and/or supplied by the Contractor under the Contract;
“Tender Submission”	means, in relation to a Tenderer, the completed tender (including Tenderer’s Schedules) submitted by the Tenderer to the SPCH under the Tenderer’s offer to be Bound;
“Term”	has the meaning given in Clause of Part II – Tender Subject Matter.

- (b) Definitions used in one part of this Tender will apply to other parts, unless otherwise stated.
- (c) References to paragraphs, sub-paragraphs, clauses or sub-clauses are references to paragraphs, sub-paragraphs, clauses or sub-clauses of this Tender unless otherwise stated.
- (d) Headings are for ease of reference only and do not form part of this Tender.
- (e) The masculine includes the feminine and neuter gender. The singular includes the plural and vice versa.
- (f) References to an Ordinance, statutory provision or statutory instrument include a reference to that Ordinance, statutory instrument as amended, extended or re-enacted from time to time to any regulations made under it.
- (g) The meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.
- (h) In this Tender, where the SPHC’s “agreement”, “acceptance”, “approval”, “discretion” or “consent” is required or where the SPHC has any right or power under this Tender or where it is entitled to form an opinion (including words to that effect), the SPHC may do so in its absolute discretion.
- (i) A reference to a specific time for performance of an obligation is a reference to that time in Hong Kong unless otherwise stated.
- (j) Unless otherwise specified in this Tender, a reference to working days means Monday to Friday inclusive, excluding public holidays in Hong Kong.

3. **Invitation to Tender**

- (a) Tenders are invited for the provision of the Tender Subject Matter subject to and in accordance with the Contract.
- (b) Notwithstanding that the information set in this Quotation has been prepared in good faith, no representation or warranty is given by the SPHC in respect of the current or the estimated service demand.

4. **Tender**

- (a) This Tender relates to the Tender Subject Matter.
- (b) The Tenderer must complete Part IV (Tenderer’s Schedules) and Part V (Offer to be Bound). If the Tenderer wishes to make any change to Part III (Terms and Conditions), it must submit its Tender Submission with a copy of that part with the required amendments marked by manuscript additions or deletions to the terms thereof. All such manuscript changes should be made and initialed by the Tenderer in permanent ink, supported by explanation.

<u>Clause</u>	<u>Description</u>		<u>Yes</u>	<u>No (Provide Details)</u>
			(Please tick as appropriate)	
6.5	Without prejudice to any more specific obligations imposed by the terms of this Contract, the Contractor shall take all reasonably practicable measures to ensure that articles of laundry are not adversely affected in any way when in the Contractor's possession.	(M)		
6.6	All linen items should be visual clean.	(M)		
6.7	All linen items should not have any residual unpleasant odour.	(M)		
6.8	All linen items should be dry and cool down before packaging / wrapping. Moisture retention level should not exceed 6% before delivery from laundry, during transportation and delivery to hospital.	(M)		
6.9	Should the linen items be rejected, the Contractor shall rewash the affected linen at no cost upon request by the SPHC with records kept.	(M)		
6.10	Clean linen re-contaminated should be re-washed.	(M)		
6.11	All staff uniform / working cloths and patient linen should be washed separately.	(M)		
6.12	All items should be ironed and folded in the manner as requested by the SPHC.	(M)		
6.13	All linen shall be carefully packed to avoid insects and other foreign objects getting into the bundled linen.	(M)		
6.14	The Contractor shall ensure all working clothes and linen item sorted by sizes and colour before delivery to SPCH.	(M)		
6.15	When collect laundry bags containing dirty items, the Contractor shall ensure an item list (Appendix IV of Part X) is received from SPHC. The Contractor shall ensure the number of laundry bag they have received is same as the record on the item list.	(M)		
6.16	The Contractor shall be responsible for checking the quantity and dirty items they have received, and response if any difference is found after comparing with SPHC's record on the item list	(M)		
6.17	The Contractor shall mark down the cleaned items with quantity on the list. The list must be returned together with cleaned laundry items.	(M)		
7	QUALITY ASSURANCE			

PART XII
Appendix IV – Laundry Item List

洗衣交收記錄表

交收日期：_____

送回日期：_____

No.	清洗項目	交收數量			送回數量		
		南翼	北翼	總數	南翼	北翼	總數
(A)	病房項目						
1	床單						
2	橫單						
3	被袋						
4	枕袋						
5	浴巾						
6	手巾						
7	面巾						
8	薄棉床墊						
9	雙面毛毯						
10	棉被/羽絨被 (厚)(洗)						
11	床罩						
12	窗簾 (171" w x 100.5" h)						
13	窗簾 (72" w x 86" h)						
(B)	職員項目	宿舍		總數	宿舍		總數
14	拉鍊外套 (多色)						
15	有領制服衫 (淺綠/淺藍)(護士)						
16	制服褲 (白/淺藍)(護士)						
17	白袍 (醫生/PT/OT)						
18	V領手術衫 (湖水藍)(醫生)						
19	手術褲 (湖水藍)(醫生)						
20	圓領工作服 (綠)(護理員)						
21	工作褲 (綠) (護理員)						
22	V領工作服 (紫/綠/藍)(PT/OT)						
23	工作褲 (紫/綠/藍)(PT/OT)						
24	Polo Shirt 工作服 (灰)(WOA)						
25	工作褲 (黑)(WOA)						
26	制服 (裙)						
27	宿舍床單/床笠						
28	宿舍枕袋						
29	宿舍被袋						
30	宿舍冷氣被						
31	宿舍羽絨被						

交收袋數：_____

送回袋數：_____

交收數量核對無誤
請服務提供者簽收：_____

送回數量核對無誤
請善寧會職員簽收：_____