

# **Hop Shing Environmental Recycling Limited**

Project :

Procurement of Shredders &  
Paper Metering System

## **Tender Terms and Conditions**

ALL TENDERERS ARE ADVISED TO READ THE TENDER DOCUMENTS CAREFULLY PRIOR TO PREPARING THEIR SUBMISSION. ANY SUBMISSION WHICH DOES NOT FOLLOW THE INSTRUCTIONS CONTAINED IN THE DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND MAY BE DISQUALIFIED (OR WILL BE DISQUALIFIED WHENEVER EXPRESSLY PROVIDED).

### **1.0 Invitation to Tender**

Tender Ref.: HS/2019\_01

Tender Date: Effective from 14th Jan., 2019 to 25th Jan., 2019 12:00 Noon  
(Hong Kong local time)

### **2.0 Terms of Tender**

Hop Shing Environmental Recycling Limited (hereinafter referred to as "The Company" invites Tenders for quotations (hereinafter referred to as "the Tenders") for supply of Shredders and the associated paper metering system (hereinafter referred to as "the Goods" ). Subject to and in accordance with the terms and conditions as set out in the Terms of Tender and the Contract.

The equipment will be delivered to Hong Kong at the Purchaser premises in DD119, LOT 432-482 & 2157, Kung Um Road, Yuen Long, N.T., Hong Kong

### **3.0 Tender Documents**

- 3.1 This project includes following documents: Terms and conditions of the tender
- 3.2 The tenderer shall comply with the requirements, stated or implied, the non-compliance of the tender condition may cause the rejection of the tender or the company do not consider its submission.
- 3.3 The Title of the Tender is only for reference and not construed as part of the terms and condition of this tender or its interpretation and implication.

### **4.0 Information and documents to be submitted**

- 4.1 A Tenderer shall submit the following information or documents in its tender on or before the closing date:
  - 4.1.1 The tender documents have no specific format but shall include and comply with all the requirements as stated in this Invitation of tender.
    - A. Company background or respective documents
    - B. Specifications and drawing of the Equipment together with its parts
    - C. Completed price proposal of the procurement of the Goods.

4.1.2 Failure to submit any of the following supporting documents may render the Tender invalid at the absolute discretion of the Company, the supplementary information shall contain the information as required in order to let the company to consider the tenderer is valid for the tender conditions.

## **5.0 Submission of Tender**

### **5.1 By Hand or by Post**

5.1.1 The completed tender must be addressed to “Hop Shing Environmental Recycling Ltd, Flat / Room E, Block 17, 13/F., Sereno Verde, 99 Tai Tong Road, Yuen Long, Hong Kong” inserted into one single large sealed envelope clearly marked “Tender Reference : HS/2019\_01 – tender for the Provision of ” Procurement of Shredders & Paper Metering System” either by Hand or by Post or Email. The envelop must not bear any distinguishing matter, mark, or advertisement to indicate the identity of the Tenderer. Tenderers who fail to comply with any of requirements in this clause may be disqualified at the absolute discretion of the company.

5.1.2 The submission of the tender must not later than 12:00 Noon (Hong Kong Local time) in the Tender Closing Date. In case of the late date of tender submission falls in Black rain signal or Typhoon signal No.8 hoisted, the last date of tender submission shall be the next working date by 12:00 noon after the ceasing of Black Rain signal and a lower Typhoon signal is hoisted.

### **5.2 Submission by Email**

5.2.1 It is permissible that the tenderer submit their tender by email and shall be addressed to [tender@hsrecycle.com](mailto:tender@hsrecycle.com) with the project description not later than 12:00 Noon (Hong Kong Local time) in the Tender Closing Date. The Email must not bear any distinguishing mark, or advertisement to indicate the identity of the Tenderer.

5.3 All Tenders MUST be submitted before 12:00 noon (Hong Kong Time) on the Tender Closing Date. Late Tenders will NOT be considered. No late submission of tender shall be accepted.

## **6.0 Seeking of Clarification**

6.1 The Company Representative may by written notice require any Tenderer to explain or amplify any aspect of its Tender within a specified time. Any failure to respond to company’s requirement under this Clause may render a Tender not to be considered.

## **7.0 Offering Gratuities**

7.1 The Tenderer shall not and shall ensure that his employees, agents and sub-

contractors shall not offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any agent or employee of the Company. Any breach of or non-compliance with this Clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate its Tender. Where the Contract has been awarded to the Tenderer without knowing the breach, the Government shall be entitled to immediately terminate the Contract and claim for all losses and costs incurred.

## **8.0 Warranty against Collusion**

8.1 By submitting a Tender, the Tenderer represents and warrants that in relation to this invitation to Tender:

- (a) it has not fixed and will not fix the price or any part thereof by agreement with any person;
- (b) it has not made and will not make any agreement with any person as to whether it or that other person will or will not submit a Tender; and
- (c) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the Tender.

8.2 In the event that the Tenderer is in breach of any of the representations and/or warranties in Clause 8.1, the company shall be entitled to:

- (a) reject the Tenderer's Tender;
- (b) if the Company has accepted the Tender, revoke its acceptance of the Tender; and

8.3 The rights of the Company to and without prejudice to any other rights or remedies available to the Company against the Tenderer.

## **9.0 Award of Contract**

9.1 The successful Tenderer recommended for the award of the Contract will normally be the one whose Tender has attained the highest total mark according to the Tender Evaluation Procedures, Criteria and Marking Scheme contained in Appendix II.

9.2 In the event that two or more Tenders have obtained the same highest total mark, the Contract will be recommended to the Tenderer which is considered to be the most advantageous to the Company.

9.3 The successful Tenderer will receive a Letter of Acceptance, by fax or by post or by email, from the company notifying acceptance of its Tender.

9.4 Tenderers who do not receive any notification within the Tender Validity Period may assume that their Tenders are not accepted.

## 10.0 Consent to Disclosure

10.1 For the purpose of this Invitation to Tender, including without limitation for evaluation and processing purposes, and for all other purposes arising from or incidental to this Invitation to Tender, the Company shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information concerning any of the Tenderers or the Tender submitted by that Tenderer, without any further reference to that Tenderer, including but without limitation the name of the Tenderer and its price offer

## 11.0 Tenderer's Enquiry

11.1 Any enquiries from Tenderers concerning this Invitation to Tender shall be in writing and reach the address or fax number or email below **at least Three (3) working days prior to the Tender Closing Date**

Address : Hop Shing Environmental Recycling Ltd"

Flat / Room E, Block 17, 13/F.,

Sereno Verde,

99 Tai Tong Road, Yuen Long, Hong Kong

Telephone : (852) 2477-9865/9457-6328

Fax : (852) 2477-9080

Email : [Stanley.lam@hsrecycle.com](mailto:Stanley.lam@hsrecycle.com)

11.2 Shall the tenderers have any enquiry about the details of this tender, please contact Mr. Stanley Lam for further clarification.

11.3 The Company is entitled to decide at its sole discretion whether or not to answer any enquiries or a part thereof. The Company reserves the right to disclose in full or in part the contents of these enquiries and the answers given without the need to seek the prior agreement of the enquirers.

11.4 After the Tender Closing Date and before the award of the Contract, Tenderers shall not attempt to initiate any contact, whether direct or indirect, with the Company on matters relating to the Tender Documents or their submitted Tenders. Any Tenderer who fails to observe this requirement may render its Tender being disqualified. The Company reserves the sole right to initiate any contact with the Tenderers and all such contacts and subsequent responses from Tenderers shall be made in writing.

11.5 Unless otherwise expressly stated by the Company, any statement, whether oral or written, made and any action taken by the Company officer in response to any enquiry made by a prospective Tenderer shall be for guidance and reference purposes only. The statement shall not be deemed to form part of these Terms of Tender and such statement or action shall not be deemed to alter or otherwise vary any of the terms or conditions as set out in the Tender

Documents.

## **12.0 Cost of Tender Preparation**

12.1 All costs incurred by a Tenderer in association with the preparation and submission of its Tender shall be borne by that Tenderer. Under no circumstances whatsoever shall the Company be responsible for or liable to any Tenderer for the costs and expenses incurred by it in preparing, submitting and presenting their Tenders.

- (a) For the purpose of this Invitation to Tender, including without limitation for evaluation
- (b) and processing purposes, and for all other purposes arising from or incidental to this
- (c) Invitation to Tender, the Government shall have the right to disclose whenever it
- (d) considers appropriate or upon request by any third party (written or otherwise)
- (e) information concerning any of the Tenderers or the Tender submitted by that Tenderer,
- (f) without any further reference to that Tenderer, including but without limitation the
- (g) name of the Tenderer and its price offer.

## **13.0 Cancellation of Tender and Savings**

13.1 The Company reserves the right to cancel this Invitation to Tender without cause.

13.2 The Company is not obliged to accept the Tender with the highest total mark or any Tender.

## **14.0 Negotiation**

The Company reserves the right to negotiate with any Tenderer the terms of its Tender and the terms and conditions of the Contract.

## **15.0 Addendum**

Some aspects of the Tender Documents may require clarification, amplification or correction. The Company reserves the right without prior consultation or notice, to modify, amend or revise any provision in the Tender Documents by way of Tender addenda to such effect at any time before the Tender Closing Date.

## **16.0 Jurisdiction**

The tender documents are under The jurisdiction of Hong Kong Special Administrative Region and as binding to all legislation and laws.

**Equipment specification**

Procurement Company : Hop Shing Environmental Recycling Limited

**Project :  
Procurement of Shredders & Paper Metering System**

Procurement Specification : The Equipment shall comply with the following specifications
<b>Applicable Materials :</b>
waste papers
<b>Equipment Specifications :</b>
<p>1. One (1) Shredder with approximate 3.5 ~ 4 MT/hour for shred width: approximate 16mm strip cut; the throat opening: about 30" wide; conveyor speed : about 108ft per minute. Motor : 75HP, 380V – 3 phase</p>
<p>2. One (1) shredder with approximate 400 – 500 lb/Hour for shred width: approximate 1/8" strip cut; the throat opening: about 16" wide; conveyor speed : about 67ft per minute Motor : 7.5HP, 380V – 3 phase</p>
<p>3. One (1) shredder with approximate 500 – 750 lb/Hour for shred width: approximate 1/8" x 1 1/2 cross cut; the throat opening: about 16" wide; conveyor speed : about 62ft per minute Motor : 7.5HP, 380V – 3 phase</p>



4. One (1) Paper Metering system : in ground. With belt width: about 30;
  1. Belt length: about 26' x 10"
  2. Cleats : about 2-1/2" high on 24" centers.
  3. Belt Speed : about 12.5 – 50 feet per minute, variable
  4. Belt : about 4" pitch, 10 gauge piano hinge steel.
  5. Live load capacity : about 3,000lbs
  6. Frame : about 10 gauge, formed steel.
  7. Side skirts : about 24" high, include thru discharge.
  8. With Electrical to inter-connect shredders and paper metering.
  9. Main electrical control panel with variable speed drive.
  10. All pilot devices to be mounted and wired
  11. E-stop circuit with E-stops to be mounted and wired. The Main panel includes a single door enclosure, motor starter complete with overload protection.
  12. Machine tool transformer to reduce current control relays for logic control, current relay to detect A Jam condition. Branch protection for each motor terminal block for ease of connections lockable fused main panel disconnect mounting and hard wiring capabilities for all motors pilot devices to be installed and wired, E-stops to be mounted and wired.
  13. Note : Interlock signal from shredder required.

Standard Warranty: Subject to sales agreement.

Including prepare, load and secure all shredders and equipment in FCL container.

Ocean Transport: C&F, or CIF plus insurance cover (optional)

## **Appendix II Tender Evaluation and Marking Scheme**

Only conforming Tenders that are found to have complied with all of the essential requirements will be evaluated in accordance with the Tender Evaluation Procedures, Criteria and Marking Scheme contained herein.

Without prejudice to other rights and powers of the Company under the Tender Documents, Tenders received will be evaluated in the following manner:

### **Stage 1 – Essential Requirements Screening**

All Tenderers will be checked against the fulfillment of essential requirements of the Terms of Tender. Only Tenderers which have complied with all of the essential requirements will have their Tenders evaluated under Stage 2.

### **Stage 2 – Technical Assessment**

The company will assess the Tenderer's submitted information in their tender documents whether comply with the technical specifications. The tender which do not conform to the Technical specifications or the tender conditions without adequate capabilities will be rejected.

Technical Evaluation Criteria :

The eligible/technically qualified tenderers will be considered for further evaluation. If there are 2 or more tenderers complied with the specifications listed, the tenderer's provision of better specifications and higher production efficiency will have higher marks in this stage.

### **Stage 3 - Price Evaluation Criteria :**

Technically qualified/successful tenderers shall be informed telephonically for opening of the quotation proposal and price quote, will be opened in the Conference room of the Company.

The evaluation will be conducted to check the competitiveness of the price quote. The technical to price weighting at 50/50% will be adopted for the evaluation.