

# QUOTATION FORM

THE GOVERNMENT OF  
THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
LEISURE AND CULTURAL SERVICES DEPARTMENT

QUOTATION  
TO OPERATE A BUSINESS AT THE SOUVENIR SHOP AREA  
IN THE RED BRICK BUILDING OF THE YAU MA TEI THEATRE

(Quotation Ref.: LCSD/YMTT/SS/2015 )

## LODGING OF QUOTATION

To be acceptable as a quotation, this form, properly completed in triplicate (one original and two photocopies) and enclosed together with other documents listed in Paragraph 4.1 and 4.2 of the Terms of Quotation, which must also be properly completed as required in triplicate, in a sealed plain envelope

marked **“Quotation to operate a business at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre”**

and addressed to the Chairman of Quotation Opening Committee, Leisure and Cultural Services Department,

must be deposited in / mailed to the Leisure and Cultural Services Department Quotation Box situated at Yau Ma Tei Theatre (Administration Office), 1/F, Red Brick Building, 8 Waterloo Road, Kowloon

before 5:00 p.m. on 25 August 2015. Late quotations will not be accepted.

Dated this 5 August 2015

Ms Clare CHEUNG /  
Senior Manager (Kowloon East / Cultural Services)  
Government Representative

## Part I — Quotation Documents

These documents under the quotation reference LCSD/YMTT/SS/2015 consist of three (3) complete sets of :

- (a) Quotation Form (Parts I to II);
- (b) Interpretation (Sheets 1 to 6);
- (c) Terms of Quotation (Sheets 7 to 35);
- (d) Conditions of Contract (Sheets 36 to 90);
- (e) Contract Schedules 1 to 7 (Sheets 91 to 104);
- (f) Form of Security Deposit Election (Sheet 105);
- (g) Checklist before submitting Quotation (Sheets 106 to 107);
- (h) Draft Articles of Agreement (Sheet 108 to 109); and
- (i) Annexes A to E (Sheets 110 to 122).

**Part II — Offer to be Bound**

- 1. Having read the Quotation Documents, I / we\* agree to be bound by all of the terms and conditions as stipulated therein.
- 2. I / We\* do agree to carry out the Business mentioned in the Conditions of Contract and pay the Monthly Licence Fee quoted by me / us in the Contract Schedule 1, subject to and in accordance with the terms and conditions stipulated in the Quotation Documents.
- 3. I / We\* have read Paragraph 3 (Quotation Preparation) and Paragraph 5 (Quotation Submission) of the Terms of Quotation and certify that the particulars given by me / us in completing the Quotation Documents are true and correct.

(Note : (A) The Bidder shall complete and submit the following parts of the Quotation Documents :

- (i) Quotation Form (Part II – Offer to be Bound);
- (ii) Contract Schedules 1 to 4; and
- (iii) Form of Security Deposit Election.

(B) The Bidder shall submit necessary documents such as documentary evidence of relevant experience as required in Contract Schedule 4, and photocopies of all other relevant documents required in the Quotation Documents.

4. I / We\* have read Paragraph 24 (Restrictions on Assignment and Sub-contracting) of the Terms of Quotation. I / We\* agree to be bound by the terms and conditions as stipulated therein.

5. In case the Bidder is a company / firm, the Bidder shall complete 5(a) to 5(c). In case the Bidder is not a company / firm, the Bidder has to strike out 5(a) to 5(c).

(a) The signatory of the authorized representative below has been duly authorized to bind the company hereafter mentioned by his signature.

- or -

The signatory below is a partner of the firm hereafter mentioned and duly authorized to bind the said firm and the partners therein for the time being by his signature.

(b) The name of the company / firm is .....

(c) The registered office of the company is situated at .....

.....

- or -

The names and residential addresses of partners of the firm are as follows :-

.....  
.....  
.....

Name of Bidder .....

Name and Title of Authorized Representative .....

Signature of Bidder / Authorized Representative for and on behalf of the Bidder\*

.....  
(Signature)

.....  
(with firm / company chop)

Address(es) of person(s) signing : .....

Date : .....

- NOTE : (i) All the particulars required above must be provided.
- (ii) Strike out clearly alternatives which are not applicable.
- \* Delete as appropriate

**INTERPRETATION**

1. In these Quotation Documents, the following have the meaning hereby assigned to them except when the context otherwise requires:

“Authorized Merchandise” means the commodities specified in **Contract Schedule 5**, taking into account the information on the Services, Image, Functions and Activities and approved by the Government.

“Bidder” means a legal person which has submitted Quotation in response to this Invitation to Quotation.

“Business” means the operation of a business to sell Authorized Merchandise (and any Consignment Items as may be provided by the Government from time to time).

“Consignment Items” means the publications, novelty and souvenir items of the Yau Ma Tei Theatre or the Government consigning to the Contractor for sale in accordance with **Clause 3** of the **Conditions of Contract**.

“conditional acceptance of quotation” has the meaning given to it in **Paragraph 13.2** of the **Terms of Quotation**.

“Contract” means the contract between the Government and the Contractor pursuant to the Invitation to Quotation, and reference to the terms thereof shall include:

- (a) the terms set out in the Quotation Documents, completed, modified or expanded as necessary or appropriate to include the terms accepted by the Government and the Contractor;
- (b) the “Articles of Agreement”; and
- (c) all other schedules, plans, drawings and other documents which form part of the Contractor’s Quotation or are incorporated by reference herein or in any of the above documents,

in each case subject to such further changes as the Government may stipulate in exercise of its powers under the Terms of Quotation, and / or otherwise subject to such further changes as the Government and the Contractor may agree.

- “Contractor” means the Bidder whose quotation to operate the Souvenir Shop Area is accepted by the Government.
- “Contract Period” means the period specified in **Clause 2** of the **Conditions of Contract**.
- “Free Decoration Period” means the maximum of up to one (1) month’s fitting out period commencing from the first day of the Contract Period.
- “Government” means the Government of the Hong Kong Special Administrative Region of the People’s Republic of China.
- “Government Provisions” means the property and equipment inside the Souvenir Shop Area as stipulated in **Contract Schedule 7** provided by the Government for the Contractor’s use solely for the purpose of operating the Business under and in accordance with the Contract.
- “Government Representative” means:
- (a) the Director of Leisure and Cultural Services;
  - (b) any public officer specified by the Director of Leisure and Cultural Services for the purposes of the Contract; and
  - (c) any other public officer authorised by the public officer referred to in (b) for the purpose of the Contract.
- “Hong Kong” means the Hong Kong Special Administrative Region of the People’s Republic of China.
- “Inspection Officer” means the officer appointed by the Government for the purpose of inspecting the Business carried out by the Contractor under the Contract.

“Invitation to Quotation”	means the invitation issued by the Government to invite quotations to operate the Business on the terms set out in the Quotation Documents.
“Intellectual Property Rights”	means patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights.
“LCSD”	means the Leisure and Cultural Services Department.
“Monthly Licence Fee”	means the fixed monthly licence fee quoted by the successful Bidder in <b>Contract Schedule 1</b> .
“Optional Services”	means the services, training or workshop specified in <b>Contract Schedule 5</b> , taking into account the information on the Services, Image, Functions and Activities and approved by the Government.
“person”	includes any body of persons, corporate or unincorporated; and “legal person” means any person which has the capacity to contract.
“Quotation” or “quotation”	means an offer to operate the Business as submitted by a Bidder in response to this Invitation to Quotation.
“Quotation Closing Date”	means the date specified in the Quotation Form as the latest date by which quotations must be lodged as the same may be extended in accordance with <b>Paragraph 5.3</b> of the Terms of Quotation.
“Quotation Documents”	means the documents as specified in <b>Paragraph 1</b> of the <b>Terms of Quotation</b> .

“Quotation Validity Period”	means the period of time as described in <b>Paragraph 9</b> of the <b>Terms of Quotation</b> during which the quotation is to remain open.
“Security Deposit”	means the deposit which the Contractor is required to deposit with the Government via the Government Representative in accordance with <b>Paragraph 25</b> of the <b>Terms of Quotation</b> and <b>Clause 7</b> of the <b>Conditions of Contract</b> for the due and proper performance of the Contract.
“Services, Image, Functions and Activities”	means the services, image, functions and activities of the Yau Ma Tei Theatre in <b>Clauses 2</b> and <b>3</b> of <b>Annex A</b> .
“Souvenir Shop”	means the souvenir shop of the Yau Ma Tei Theatre located at the Souvenir Shop Area and operated by the Contractor.
“Souvenir Shop Area”	means the ground floor of the Red Brick Building as indicated at <b>Annex C</b> .
“Red Brick Building”	means the Grade 1 historic building (as accorded by the Antiquities Advisory Board) known as “Red Brick Building” located at 8 Waterloo Road, Kowloon, which forms part of the Yau Ma Tei Theatre.
“working day”	means Monday to Friday other than a public holiday (as defined in the Interpretation and General Clauses Ordinance (Cap. 1), or a day on which tropical cyclone warning signal no. 8 or above is hoisted or a black rainstorm warning is in force for any duration during normal business hours in Hong Kong.
“Yau Ma Tei Theatre”	means the Grade 2 historic building (as accorded by the Antiquities Advisory Board) known as “Yau Ma Tei Theatre” located at 6 Waterloo Road, Kowloon and the Red Brick Building.

2.1 In the Contract, unless the content otherwise requires, the following rules of interpretation shall apply:

Interpretation

- (a) references to statutes or statutory provisions shall be construed as references to those statutes or statutory provisions as replaced, amended, modified or re-enacted from time to time; and shall include all subordinate legislation made under those statutes;
- (b) words importing the singular shall include the plural and vice versa; words importing a gender shall include all other genders; references to any person shall include any individual, firm, body corporate or unincorporate (wherever established or incorporated); and references to company include corporation;
- (c) headings are inserted for ease of reference only and shall not affect the construction of the Quotation Documents or the Contract;
- (d) references to a document shall:
  - (i) include all schedules, appendices, annexures and other materials attached to such document; and
  - (ii) mean the same as from time to time amended or supplemented in accordance with the terms of the Quotation Documents or the Contract;
- (e) references to “Bidder” or “Contractor” shall include its permitted assigns, successors, or any persons deriving title under them;
- (f) references to “Government” and “Government Representative” shall include their respective assigns, successors-in-title, and persons deriving title under them, regardless of whether or not any of these persons are mentioned in the relevant provisions;
- (g) references to a “Paragraph” in the Terms of Quotation are to a paragraph in the Terms of Quotation; reference to a “Clause” in the Conditions of Contract are to a clause of the Conditions of Contract; references to a Clause, Sub-clause, Section or Paragraph in or a Schedule, Appendix or any other attachment to a document are to a clause, sub-clause, section or paragraph in or a schedule, appendix or attachment to that document;
- (h) references to “law” and “regulation” shall include any constitutional provisions, treaties, conventions, ordinances, subsidiary legislation, orders, rules and regulations having the force of law and rules of civil and common law and equity;
- (i) any word or expression to which a specific meaning has been attached in any part of the Quotation Documents shall bear such meaning whenever it appears in the same and other parts of the Quotation Documents;
- (j) a time of a day shall be construed as a reference to Hong Kong time;

- (k) references to “normal business hours” mean 9:00 a.m. to 6:00 p.m.;
  - (l) references to a day mean a calendar day;
  - (m) references to a month mean a calendar month;
  - (n) any negative obligation imposed on any party shall be construed as if it were also an obligation not to permit or suffer the act or thing in question, and any positive obligation imposed on any party shall be construed as if it were also an obligation to procure that the act or thing in question be done;
  - (o) any act, default, neglect or omission of any employee, licensee, agent or sub-contractor of the Contractor shall be deemed to be the act, default, neglect or omission of the Contractor;
  - (p) words importing the whole shall be treated as including a reference to any part of the whole;
  - (q) the expressions “include” and “including” shall be construed without limitation to the words following;
  - (r) words and expressions extend to their grammatical variations and cognate expressions where those words and expressions are defined in the Quotation Documents or by reference to any other definition;
  - (s) references to “writing” include typewriting, printing, lithography, photography, facsimile and the printed out version of a communication by electronic mail and other modes of representing and reproducing words in a legible form;
  - (t) where a general obligation in the Quotation Documents or the Contract is followed by more specific obligations, the general obligation shall not be construed restrictively by reference to the specific obligations or deemed to be fully performed by reason only that the specific obligations have been performed; and
  - (u) the expressions “public body” and “public officer” have the meanings given to them in the Interpretation and General Clauses Ordinance (Cap. 1). The expression “officer” has the meaning given to it in the Companies Ordinance (Cap. 622).
- 2.2 Nothing in the Contract shall be taken to restrict, derogate from or otherwise interfere with any power or duty, or the exercise or performance of any power or duty conferred or imposed by or under any law upon the Government or any public officer.
- 2.3 Unless otherwise provided for in the Quotation Documents, all quotations and payments shall be made in Hong Kong dollars.



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**THE GOVERNMENT OF  
HONG KONG SPECIAL ADMINISTRATIVE REGION  
LEISURE AND CULTURAL SERVICES DEPARTMENT**

**PART 1  
TERMS OF QUOTATION**

ALL BIDDERS SHALL READ THE QUOTATION DOCUMENTS CAREFULLY PRIOR TO PREPARING THE SUBMISSION OF THEIR QUOTATIONS. ANY QUOTATION WHICH DOES NOT FOLLOW THE INSTRUCTIONS CONTAINED IN THE QUOTATION DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND MAY BE DISQUALIFIED.

**1. Quotation Documents**

The Quotation Documents consist of a complete set of:

- (a) **Quotation Form** (Parts I to II);
- (b) **Interpretation** (Sheets 1 to 6);
- (c) **Terms of Quotation** (Sheets 7 to 35);
- (d) **Conditions of Contract** (Sheets 36 to 90);
- (e) **Contract Schedules 1 to 7** (Sheets 91 to 104);
- (f) **Form of Security Deposit Election** (Sheet 105);
- (g) **Checklist before submitting Quotation** (Sheets 106 to 107);
- (h) **Draft Articles of Agreement** (Sheet 108 to 109); and
- (i) **Annexes A to E** (Sheets 110 to 122).

## 2. **Invitation to Quotation**

Quotations are invited for the operation of a business to sell Authorized Merchandise (and any Consignment Items as may be provided by the Government from time to time) (“Business”) and, in addition to the Business and at the option of the Bidders, to provide the Optional Services at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre during the Contract Period on such terms and conditions as set out in the Quotation Documents. General information of the Yau Ma Tei Theatre and the Souvenir Shop Area is at **Annex A**. The Conditions of Contract contain a merged set of general and special conditions of contract.

## 3. **Quotation Preparation**

3.1 Quotations (including all necessary parts of the Quotation Documents) shall be duly completed and submitted in three (3) identical sets (one original and two photocopies) (as more particularly described in Paragraph 5) in the manner under the “LODGING OF QUOTATION” section of the Quotation Form.

3.2 Quotations shall be completed in English or Chinese and in ink or typescript with the necessary information provided including documentary evidence, which are necessary for quotation evaluation.

3.3 Bidders shall complete the following parts of the Quotation Documents and provide all information they are required to submit in the Contract Schedules at the time of submission of the quotation:

- (a) **Quotation Form** – Part II - “Offer to be Bound”  
(Cover Page)
- (b) **Contract Schedule 1** – Monthly Licence Fee  
(Sheets 92)
- (c) **Contract Schedule 2** – Business Plan  
(Sheets 93 to 94)
- (d) **Contract Schedule 3** – Information of the Bidder  
(Sheets 95 to 99)
- (e) **Contract Schedule 4** – Details of Experience  
(Sheets 100)

(f) **Form of Security Deposit Election**

(Sheet 105)

(g) **Checklist before submitting Quotation**

(Sheets 106 to 107)

3.4 When completing the Quotation / any parts of the Quotation Documents, any alteration by the Bidder to its own submission in figures or words shall be effected by striking through the incorrect figures or words and inserting the corrected ones above the original ones. All such amendments shall be initialed by the Bidder in ink.

**4. Contents of the Quotation**

4.1 Each Bidder shall submit the following information / items in its Quotation before 5:00 p.m. on the Quotation Closing Date:

- (a) the “Offer to be Bound” of the **Quotation Form** duly completed and signed by the Bidder;
- (b) the quotation for the Monthly Licence Fee as required in **Contract Schedule 1**; and
- (c) the business plan as set out in **Contract Schedule 2**, comprising (i) the Facilities and Decoration Plan; and (ii) the Operation and Staff Plan.

**Otherwise, the Bidder’s Quotation will not be considered further.**

4.2 In addition to **Paragraph 4.1** above, each Bidder is required to provide all other information / supporting documents which shall be originals or certified true copies of the same, requested in the Quotation Documents or relevant to its Quotation, including but not limited to the following:

- (a) **Contract Schedule 3**;
- (b) **Contract Schedule 4**; and
- (c) **Form of Security Deposit Election.**

The Bidder should provide all the above items specified in this **Paragraph 4.2** at the same time when it submits its Quotation. In the event that the Government does not exercise its discretion to request any of these items after the Quotation Closing Date but that they are found missing, the Quotation will either be disqualified (in the case of **Contract Schedule 3** or **4**) or evaluated on an “as is” basis (in the case of the other items). In the event that the Government does exercise its discretion to request for these items, but it is still not provided upon the request by the Government, the Quotation will not be considered further.

- 4.3 To ensure completeness and consistency of the information provided, potential Bidders should complete the “**Checklist before Submission of Quotations**” and submit the completed checklist together with other documents / information required for the quotation.

## 5. Quotation Submission

- 5.1 The completed, signed, stamped with the Bidder’s chop and dated Quotation shall be enclosed in a sealed envelope clearly marked “**Quotation Ref.: LCSD/YMTT/SS/2015 – Quotation to Operate a Business at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre**”. The envelope shall not bear any indication which may identify the Bidder.
- 5.2 Completed Quotations shall be addressed to the “**Chairman of Quotation Opening Committee, Leisure and Cultural Services Department**”. They must be deposited in the Leisure and Cultural Services Department Quotation Box located at the 1/F, Yau Ma Tei Theatre (Administration Office), Red Brick Building, 8 Waterloo Road, Kowloon **before 5:00 p.m. (Hong Kong time) on the Quotation Closing Date**. Late Quotations will not be considered.
- 5.3 In case of a black rainstorm warning is in force or tropical cyclone warning signal no. 8 or above is hoisted for any duration between 9:00 a.m. and 5:00 p.m. (Hong Kong time) on the Quotation Closing Date, the latest time and date before which Quotations are to be deposited in the quotation box referred to in **Paragraph 5.2** will be extended to 5:00 p.m. on the next working day.
- 5.4 The Government will not accept any quotation submitted by methods other than as indicated in **Paragraph 5.2**.

## 6. Essential Requirement Concerning Experience

6.1 The essential requirement(s) concerning experience is listed below. In the event that a **Bidder fails to meet all of the essential requirement(s), its quotation will not be considered further.**

(a) The Bidder must have at least one (1) aggregate year of experience in the operation of a retail business on gifts / souvenirs / publications / arts products / audio visual products / novelty products etc. on its own account (i.e. as an owner) any time within the past ten (10) years immediately prior to the Quotation Closing Date as specified on the Quotation Form, irrespective of any extension of the Quotation Closing Date that may be made under **Paragraph 5.3.**

6.2 The following are further explanatory notes concerning the scope and interpretation of the essential requirements set out in **Paragraph 6.1(a)** above:

Notes : (i) The date specified in the Quotation Form as the latest date by which quotations must be lodged shall be the cut-off date for calculating the Bidder's years of experience, irrespective of any extension of the Quotation Closing Date that may be made under **Paragraph 5.3.**

(ii) The overlapping periods of the claimed experience will only be counted once when counting the length of cumulative years of experience. Experience obtained by a holding company or subsidiary or shareholder of the Bidder will not be taken into account. In the case the Bidder is a joint venture, the experience obtained by any of its joint venture parties will not be taken into account. The experience obtained by the Bidder through being a party to a joint venture will not be taken into account.

(iii) Each Bidder is required to submit documentary proof, shall be original or certified true copies of the original document, such as copies of contract to substantiate its claim of experience. Failure to do so will result in the claimed experience not being taken into consideration.

## **7. Monthly Licence Fee**

- 7.1 In return for the right to operate the Business, and to provide the Optional Services (if any), at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre, the successful Bidder (as the Contractor) is required to pay to the Government a Monthly Licence Fee as quoted by the Bidder in **Contract Schedule 1** during the Contract Period, except for the Free Decoration Period during which fitting out work of the Souvenir Shop Area is being carried out. Such Monthly Licence Fee shall be denominated in Hong Kong dollars.
- 7.2 The Monthly Licence Fee quoted by Bidders shall remain valid and binding throughout the duration of the Contract Period. No request for price variation will be considered. A Bidder who proposes any price variation mechanism may be disqualified and its Quotation will not be considered further.
- 7.3 The Monthly Licence Fee does not include rates, Government rent and taxes payable in respect of the Souvenir Shop Area. Apart from the Government Provisions, all assets required, and all liabilities to be incurred from carrying out the Business at the Souvenir Shop Area, shall be the responsibility of the Contractor with no recourse against the Government or the Government Representative.
- 7.4 Bidders should make certain the Monthly Licence Fee quoted is accurate before submitting their Quotations. Without prejudice to the powers of the Government to seek clarification or to negotiate with a Bidder, the Government is not obliged to accept any request for price adjustment on whatsoever ground including that a mistake has been made in the Monthly Licence Fee quoted.

## **8. Information of the Bidder**

Each Bidder shall provide the following details relating to itself in **Contract Schedule 3**:

- (a) name and address of the Bidder;
- (b) date of incorporation or establishment of the Bidder;
- (c) shareholders / partners / proprietor of the Bidder and their percentage of ownership (in the case of shareholders / partners);

- (d) names and correspondence addresses of the following:
  - (i) managing director / partners;
  - (ii) all other directors; and
  - (iii) sole proprietor (as may be applicable);
- (e) a copy of a valid Business Registration Certificate and copies of other documents evidencing its business status;
- (f) where the Bidder is a company incorporated under the laws of Hong Kong, its memorandum and articles of association (if any), a Certificate of Incorporation, Certificate of Change of Name (if any), and latest annual return filed with the Companies Registry or equivalent documents where the Bidder is not a company incorporated under the laws of Hong Kong; and
- (g) where the Bidder is a partnership or joint venture, a copy of the partnership agreement or joint venture agreement.

## **9. Quotations to Remain Open**

- 9.1 It is an essential requirement that a Quotation shall remain valid and open for acceptance for a period not less than one hundred and eighty (180) days from the Quotation Closing Date (“Quotation Validity Period”).
- 9.2 A Bidder who counter-proposes a Quotation Validity Period shorter than the period specified in **Paragraph 9.1** will be disqualified and its Quotation will not be considered further.
- 9.3 Without prejudice to the Government’s rights and claims vis-à-vis any Bidder who withdraws its Quotation during the Quotation Validity Period, due notice will be taken of any withdrawal during the Quotation Validity Period and without prejudice to any other rights and remedies that the Government may have against the Bidder, such withdrawal may prejudice the Bidder’s future status as a Government supplier or bidder.



**10. Selection of Quotation**

Without prejudice to other rights and powers of the Government not to consider a Quotation under other applicable provisions in the Quotation Documents, the evaluation of Quotations will be conducted as follows:

**(a) Completeness Check**

A completeness check will be conducted by checking whether the Quotation has been submitted in accordance with the requirements of the Quotation Documents. If a Bidder fails to submit any of the items stipulated in **Paragraph 4.1** before 5:00 p.m. on the Quotation Closing Date, its Quotation will NOT be considered further. For those items stipulated in **Paragraph 4.2**, in the event that the Government does not exercise its discretion to request any of these items after the Quotation Closing Date but that they are found missing, the Quotation will either be disqualified (in the case of Contract Schedule 3 or 4) or evaluated on an “as is” basis (in the case of the other items). In the event that the Government does exercise its discretion to request for these items, but it is still not provided upon the request by the Government, the Quotation will not be considered further.

**(b) Assessment of Compliance with Essential Requirements**

- (i) A Quotation will be checked for its compliance with all the essential requirements stipulated in the Quotation Documents, including the essential requirement(s) as specified in **Paragraph 6**.
- (ii) A Bidder which fails to meet any of the essential requirements will not be considered further.

**(c) Price Assessment**

- (i) A price assessment will be conducted based on a total of the Monthly Licence Fee specified in **Contract Schedule 1**, i.e. the total amount of Monthly Licence Fee payable to the Government over the entire Contract Period (excluding the Free Decoration Period).
- (ii) A Bidder which has passed the completeness check and the assessment specified in **Paragraph 10(a)** and **10(b)** above and which has quoted the highest amount of total Monthly Licence Fee will normally be awarded with the Contract.

**11. Basis of Acceptance**

- 11.1 The Government is not bound to accept the highest or any quotation, and reserves the right to cancel this Invitation to Quotation in case the Monthly Licence Fee of the quotation is unreasonably low with reference to the advice of the Commissioner of Rating and Valuation.
- 11.2 Bidders should note that their offers will be considered on an overall basis. Bidders with only partial offers will not be considered.
- 11.3 Unless the Government decides that it is in the public interest not to award the Contract, subject to the other provisions of the Quotation Documents, the Contract will normally be awarded to the Bidder who passes the completeness check and assessment of compliance with essential requirements as mentioned in **Paragraph 10(a) and 10(b)** and submits the highest total Monthly Licence Fee as determined in accordance with **Paragraph 10(c)**, and the Bidder whom the Government considers to be fully capable of performing the Contract.

**12. Negotiation**

The Government reserves the right to negotiate with all or any Bidder about any terms of the Bidder's offer in the Quotation and the terms and conditions of the Contract.

**13. Award of the Contract**

- 13.1 Unless and until the Articles of Agreement have been executed by both the successful Bidder and the Government, there is to be no binding Contract constituted between the Government and any Bidder.
- 13.2 The successful Bidder will be notified within the Quotation Validity Period of the Government's conditional acceptance of its quotation (such notification is referred to as "conditional acceptance of quotation"). Upon receipt of such conditional acceptance of quotation, the successful Bidder shall be obliged to fulfil all of the following conditions to the satisfaction of the Government within seven (7) days from the date of the conditional acceptance of quotation (or such later date as the Government may allow):
- (a) deposit the Security Deposit as required under **Paragraph 25**;

- (b) satisfy / perform such other requirements / conditions as the Government may stipulate in the conditional acceptance of quotation.
- 13.3 Unless and to the extent waived by the Government in writing, upon fulfilment of all of the conditions by the Bidder specified in **Paragraph 13.2** above to the satisfaction of the Government, the Government will, subject to its other rights and powers, enter into the Contract with the successful Bidder by signing the Articles of Agreement. The Contract will incorporate, to the extent accepted by the Government, the Quotation submitted by the successful Bidder (subject to such other changes as the Government may stipulate in exercise of its powers under the Quotation Documents or such changes as the parties may agree). Notwithstanding anything in the Quotation Documents or in the conditional acceptance of quotation to the contrary, in the event that the Government exercises any of its discretion under **Paragraph 17** or **18**, the Government shall be entitled not to enter into the Contract with a Bidder even if the Bidder has received a conditional notification of acceptance and fulfilled all the conditions specified in **Paragraph 13.2**.
- 13.4 If a Bidder fails to fulfil all or any of the conditions mentioned in **Paragraph 13.2** above (unless and save to the extent they are waived by the Government in writing, if any), or fails to enter into the Articles of Agreement upon notification by the Government (such Bidder referred to as the “defaulting Bidder”), the conditional acceptance of quotation will immediately become void and be of no further force and the defaulting Bidder will immediately be disqualified.
- 13.5 In the event where the Government has disqualified the defaulting Bidder as described in **Paragraph 13.4**, the Government may, but is not obliged to, award the Contract to another Bidder. Without prejudice to other rights and remedies of the Government, the defaulting Bidder shall be responsible for the difference in the total Monthly Licence Fee submitted by the defaulting Bidder and the Contractor who is eventually awarded the Contract (whether appointed pursuant to this Invitation to Quotation exercise or another subsequent invitation to quotation exercise).
- 13.6 Bidders who do not receive any conditional acceptance of quotation within the Quotation Validity Period shall assume that their quotations have not been accepted.

**14. Counter-proposals**

- 14.1 The Bidder must not submit any proposal that has the effect of varying or modifying (a) any essential requirements specified in the Quotation Documents; and / or (b) all provisions in the Quotation Documents concerning the preparation, submission and evaluation of Quotations and award of the Contract.
- 14.2 If a Bidder fails to comply with **Paragraph 14.1**, subject to any clarification which the Government may, but is not obliged to, make under **Paragraph 15**, its Quotation will be disqualified and will not be considered further by the Government.
- 14.3 For counter-proposals to provisions other than those as specified in **Paragraph 14.1** or **Paragraph 14.4**, it shall equally be the case that no Bidder may make any counter-proposals to any such requirement. Counter-proposals from a Bidder in contravention of this restriction will entitle the Government to disqualify the Bidder unless the Government in its absolute discretion elects to negotiate with the Bidder concerning such counter-proposal. Following such negotiation, if the Bidder is still unwilling to withdraw such counter-proposal, or otherwise revise it on terms acceptable to the Government, the Government may still disqualify the Bidder. Any accepted counter-proposal following from a successful negotiation shall be deemed as part of the Bidder's Quotation and forms part of the Contract and shall be binding on the Bidder if the Contract is eventually awarded to it.
- 14.4 Without prejudice to **Paragraph 14.1**, any Bidder who submits a quotation that directly or indirectly attempts to preclude or limit the effect of any provisions of these Terms of Quotation will also be disqualified.

**15. Request for Information**

In the event that the Government determines, in this absolute discretion, that:

- (a) clarification in relation to any Quotation is necessary; or
- (b) a document or a piece of information, other than the document or information set out in **Paragraph 4.1**, is missing from the Quotation,

it may, but is not obliged to, request the Bidder concerned to make the necessary clarification, or submit the required document or information. The Bidder shall thereafter within five (5) working days or such other period as specified in the request submit such clarification, information or document in the form required by the Government. A quotation may not be considered further (or will not be considered further where it is expressly stated to be the case in the relevant provision of the Quotation Documents) if complete information or document is not provided as required by the deadline as specified in the request, or in the case of clarification, such clarification is not provided by such deadline or is not acceptable to the Government. As an alternative to seeking clarification or further information or document, the Government may not consider the quotation further or may proceed to evaluate the quotation on an “as is” basis.

## **16. Bidder’s Commitment**

- 16.1 The entire Quotation, any subsequent clarification, and permitted submissions from a Bidder must be submitted in writing. Each of them is the offer, commitment and representation of the Bidder and will, if accepted by the Government, be incorporated into and made part of the Contract in such manner as the Government considers appropriate and become binding on the Bidder.
- 16.2 The Government reserves the right not to consider a Quotation that directly or indirectly attempts to preclude or limit the effect of the requirement stated in **Paragraph 16.1**.

## **17. Government Discretion**

- 17.1 Notwithstanding anything to the contrary in these Quotation Documents, the Government reserves the right to disqualify a Bidder on grounds including any one of the following:
- (a) a petition is presented or a proceeding is commenced which has not been withdrawn any time prior to the award of the Contract or an order is made or a resolution is passed for the winding up or bankruptcy of the Bidder or its related person;
  - (b) the Bidder has made or submitted a false, inaccurate or incomplete statement or representation or a forged document in the Quotation or in any subsequent submission by the Bidder or communication between the Government and the Bidder since submission of that Quotation;

- (c) in the event of a claim or allegation made any time during a period of five (5) years preceding the Quotation Closing Date and thereafter up to the time of Contract award or the Government having grounds to believe that any thing(s), service(s) or material(s) supplied or previously supplied by the Bidder or its related person infringe or will infringe any Intellectual Property Rights of any person;
- (d) any time during the twenty-four (24) months prior to the Quotation Closing Date or between the Quotation Closing Date and the award of the Contract, the Bidder or a related person of the Bidder was in significant or persistent default(s) in the performance of any substantive requirement or obligation under any other Government contract awarded by the Director of Leisure and Cultural Services regardless of whether the default(s) led to the actual termination of the relevant Government contract or whether such default(s) has / have been remedied (“Contract Default”);
- (e) the Bidder or a related person or a director or management staff of the Bidder has been convicted by the final judgment (i.e. judgment not subject to any appeal to a higher court prior to the award of the Contract) in respect of one or more serious offences including conviction of offences involving bribery, false accounting, corruption, dishonesty or employment handed down any time during a period of five (5) years preceding the Quotation Closing Date and thereafter up to the date of the award of the Contract;
- (f) in the event of any professional misconduct or any act or omission having been committed during a period of five (5) years preceding the Quotation Closing Date and thereafter up to the time of Contract award that adversely reflects on or casts doubt on the commercial integrity of the Bidder or a related person or a director or management staff of the Bidder; or
- (g) any failure of the Bidder or its related person to pay taxes to the Government during a period of five (5) years preceding the Quotation Closing Date and thereafter up to the time of Contract award.

The grounds specified in **Paragraphs 17.1(a) to 17.1(g)** are separate and independent, and shall not be limited by reference to or inference from the other of them.

17.2 For the purposes of **Paragraph 17.1**, each Bidder shall provide in **Contract Schedule 3** at the time of submission of its Quotation (and thereafter up to the time of award of the Contract in relation to any event occurring between the time of submission of its Quotation and the time of award of the Contract) all information at least in relation to itself and those information in relation to its related person or its director or management staff which it has knowledge that is reasonably relevant to facilitate the Government's determination as to whether to exercise its right of disqualification, including but not limited to the following:

- (a) details of any petition or proceeding as mentioned in **Paragraph 17.1(a)**;
- (b) details of conviction as mentioned in **Paragraph 17.1(e)** in Hong Kong or any overseas jurisdiction;
- (c) details of all infringement claims or allegations and / or settlement agreement as mentioned in **Paragraph 17.1(c)**;
- (d) details of all Contract Defaults as mentioned in **Paragraph 17.1(d)**;
- (e) details of any professional misconduct or act or omission that adversely reflects or casts doubt on the commercial integrity of the Bidder or a related person as mentioned in **Paragraph 17.1(f)**; and
- (f) details of any failure to pay taxes as mentioned in **Paragraph 17.1(g)**.

If none of the events as mentioned in **Paragraphs 17.2(a) to 17.2(f)** above has ever occurred within the applicable period as mentioned in relevant sub-paragraph in **Paragraph 17.1**, the Bidder shall provide a statement to that effect by completing the relevant part of the **Contract Schedule 3** at the time of submission of its Quotation. If found missing, the Government reserves the right to seek clarification.

17.3 In addition to the information mentioned in **Paragraph 17.2**, the Government reserves the right to request from a Bidder or from other source and take into account all information about:

- (a) the Bidder itself (viz. in relation to any information relevant to any of the events mentioned in **Paragraph 17.1**);
- (b) any of the directors or management staff of the Bidder (viz. information relevant to any of the events mentioned **Paragraphs 17.1(e)** and **17.1(f)** as applicable to any such person(s)) ;

- (c) any of the related persons of the Bidder (viz. information relevant to any of the events mentioned in **Paragraph 17.1** as applicable to any such person(s));
- (d) the manufacturer of any proposed commodities to be sold (viz. information relevant to the events mentioned in **Paragraph 17.1(c)**),

and such other information which is reasonably relevant to facilitate the Government's determination as to whether to exercise its right of disqualification under **Paragraph 17.1**.

- 17.4 The information relating to any of the persons mentioned in **Paragraph 17.3** may include, without limitation (a) details of any claims or allegations of infringement or settlement agreement as referred to in **Paragraph 17.1(c)**; (b) details of any Contract Defaults referred to in **Paragraph 17.1(d)**; (c) details of any conviction referred to in **Paragraph 17.1(e)**; (d) details of any professional misconduct, acts or omissions referred to in **Paragraph 17.1(f)**; and (e) details of any failure to pay taxes to the Government referred to in **Paragraph 17.1(g)** above.
- 17.5 If the Bidder fails to comply with the request made by the Government pursuant to **Paragraph 17.3** above within such time as required by the Government, the Government may disqualify the Bidder pursuant to **Paragraph 15**. If the Bidder has submitted false, inaccurate or incomplete information or forged a document as referred to in **Paragraph 17.1(b)**, the Government may disqualify the Bidder.
- 17.6 In providing the information required under **Paragraphs 17.2** and **17.3** above, the Bidder may show cause to satisfy the Government that the petition or proceeding, conviction, infringement claim or allegation, Contract Default, or any professional misconduct or act or omission, as the case may be, does not cast doubt on the fitness, propriety or capability of the Bidder to perform the Contract to be awarded in this Invitation to Quotation.
- 17.7 If the Bidder is a company or corporation, the expression "related person" of the Bidder includes any one of the following:
  - (a) a shareholder (corporate or individual) which directly or indirectly beneficially owns fifty (50) percent or more of the issued share capital of the Bidder ("majority shareholder");
  - (b) a holding company, corporation or a subsidiary of the Bidder;



- (c) a holding company, corporation or a subsidiary of a majority shareholder of the Bidder; or
- (d) a company in which a majority shareholder (being an individual) of the Bidder directly or indirectly beneficially owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.

The expressions “holding company” and “subsidiary” have the meanings given to them in the Companies Ordinance (Cap. 622).

17.8 If the Bidder is a sole proprietor or partnership, the expression “related person” includes any one of the following:

- (a) any partner of the Bidder (if it is a partnership);
- (b) the spouse, parent, child, brother or sister of the Bidder, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parent and the adopting parent, and a step child to be a child of both the natural parent and the step parent; or
- (c) a company in which the Bidder or any partner of the Bidder beneficially directly or indirectly owns fifty (50) percent or more of its issued share capital or controls the composition of its board of directors.

17.9 References to related persons, directors and management staff of the Bidder or of a related person include persons who were in such capacity at such time of any of the events referred to in **Paragraph 17.1**.

## **18. Cancellation of the Invitation to Quotation**

18.1 Notwithstanding anything to the contrary in the Quotation Documents, if it is in the public interest to do so, the Government may:

- (a) reserve the right to cancel this Invitation to Quotation, and not to award the Contract; or
- (b) re-conduct the evaluation specified in **Paragraph 10** to identify the successful Bidder notwithstanding the issue of any conditional acceptance of quotation under **Paragraph 13.2** to the same or another Bidder.

18.2 After cancellation pursuant to **Paragraph 18.1(a)**, if and when it considers fit, the Government reserves the right to re-issue an Invitation to Quotation on such terms and conditions as the Government considers appropriate.

**19. Undisclosed Agency**

The person who signs a quotation as Bidder shall be deemed to be acting as a principal unless he discloses therein that he is acting as an agent only, in which case he shall also disclose therein the name and address of its principal.

**20. Consent to Disclosure**

20.1 The Government may disclose, whenever it considers appropriate, to the public or upon request by any member of the public (which may have been a Bidder) without any further reference to or consent from the successful Bidder or any other Bidder, the Quotation Documents, particulars (including the nature and quantity) of the Business and the Optional Services (if any) to be provided by the successful Bidder, the date of the award of the Contract, the name and address of the successful Bidder, and the Monthly Licence Fee.

20.2 Nothing in **Paragraph 20.1** shall prejudice the Government's power to disclose whenever it considers appropriate information of any nature whatsoever (whether or not specified in **Paragraph 20.1**) if the disclosure is made under any one of the following circumstances (even if disclosure may also mean the information will at the same time, or subsequently, become public information):

- (a) the disclosure of any information to any public officer or public body, as defined in the Interpretation and General Clauses Ordinance (Cap. 1) or any other person employed, used or engaged by the Government (including agents, advisers, contractors and consultants);
- (b) the disclosure of any information already known to the recipient;
- (c) the disclosure of any information which is public knowledge;
- (d) the disclosure of any information in circumstances where such disclosure is required pursuant to any law of Hong Kong, or an order of a court of Hong Kong or a court or a tribunal with competent jurisdiction; or

- (e) without prejudice to the power of the Government under **Paragraph 20.1**, to the extent the information relates to a Bidder, with the prior written consent of that Bidder.

## **21. Personal Data Provided**

- 21.1 All personal data provided in a Quotation will be used by the Government for the purposes of the Invitation to Quotation and all other purposes arising from or incidental to it (including for the purposes of quotation evaluation, the award of the Contract and resolution of any dispute arising from this Invitation to Quotation). In the case of the successful Bidder, the purposes shall be extended to include Contract enforcement and management, and resolution of dispute arising from the Contract. The Government may further disclose the personal data to such persons as it considers necessary for achieving all or any of the aforesaid purposes.
- 21.2 By submitting a Quotation, a Bidder is deemed to have agreed to, and to have obtained from each individual whose personal data is provided in the Quotation, its consent for the disclosure to the Government, use and further disclosure by the Government of the personal data for the purposes and to the persons specified in **Paragraph 21.1**.
- 21.3 An individual to whom personal data belongs and a person authorised by him in writing has the right of access and correction with respect to the individual's personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the individual's personal data provided in the Quotation.
- 21.4 Enquiries concerning the personal data collected by means of the Invitation to Quotation, including the making of access and corrections, should be addressed to the Personal Data Privacy Officer of the LCSD.

## **22. Commencement Date of the Contract Period**

Subject to the confirmation by the Government in the Articles of Agreement, the tentative commencement date of the Contract Period is specified in **Clause 2 of the Conditions of Contract**. Notwithstanding the aforementioned tentative commencement date, the Government shall have absolute discretion to determine the commencement date of the Contract Period in the Articles of Agreement and the Contract Period shall commence from such date.

**23. Licences, Permits and Certificates**

Bidders are strongly advised to examine and assess the site conditions in advance to determine all necessary licences, permits and certificates which are required under all applicable laws and regulations of Hong Kong to operate the Business and provide the Optional Services (if any) at the Souvenir Shop Area during the Contract Period. The responsibility to apply for or to renew the necessary licences, permits and certificates lies with the Bidders. Neither the Government nor the Government Representative shall be held responsible in the event of the Bidder's failure or inability for any reason to obtain or renew any such licences, permits and certificates. The successful Bidder who has been awarded the Contract shall observe and comply with the requirements / conditions of any licence, permit and certificate issued to it in relation to its performance of the Contract as the Contractor.

**24. Restrictions on Assignment and Sub-contracting**

The quotation will only be accepted from a Bidder who shall occupy the Souvenir Shop Area for the operation of the Business and provision of the Optional Services (if any) by that Bidder. There shall be no assignment, underletting, sub-contracting or parting with the possession of the whole or any part of the Souvenir Shop Area or transfer of any of its right or obligations under the Contract unless with the Government's prior approval in writing.

**25. Security Deposit**

The successful Bidder shall, within seven (7) days from the date of conditional acceptance of quotation, deposit with the Government via the Government Representative an amount equivalent to four (4) times of the quoted Monthly Licence Fee in **Contract Schedule 1** ("Security Deposit") as security for the due and faithful performance of the Contract. The successful Bidder shall pay the Security Deposit either in cash or in the form of a banker's guarantee on the terms set out at **Annex E** and issued by a bank that holds a valid banking licence granted under the Banking Ordinance (Cap. 155) and acceptable to the Government for the purpose of issuing Security Deposits. Each Bidder should state clearly in the **Form of Security Deposit Election** the method of providing the Security Deposit, i.e. whether in cash or in the form of a banker's guarantee. If the successful Bidder fails to do so, it will be regarded to have undertaken to pay the Security Deposit to the Government in cash.

**26. Free Decoration Period**

The successful Bidder may, upon the commencement of the Contract Period, be allowed a period not exceeding one (1) month for fitting out of the Souvenir Shop Area, subject to the terms and conditions in **Clause 2** of the **Conditions of Contract** (“Free Decoration Period”).

**27. State of Premises**

Bidders are strongly advised to visit the Souvenir Shop Area before submitting the quotations and the successful Bidder shall accept the Souvenir Shop Area in the state and condition in which it is at the date on which the possession is given (i.e. on the first date of the Contract Period).

**28. Quotation Documents of the Unsuccessful Bidder**

Quotation Documents of unsuccessful Bidders will be destroyed three (3) months after the Contract has been awarded and the Articles of Agreement signed by the successful Bidder and the Government.

**29. Costs**

Each Bidder shall submit its quotation at its own cost and expense. Neither the Government nor the Government Representative shall be liable for any costs and expenses whatsoever incurred by a Bidder in connection with the preparation or submission of its quotation including all costs and expenses relating to (a) communication or negotiations with the Government; or (b) attending briefings, document inspections, site visits or surveys made by the Bidder, whether before or after the Quotation Closing Date.

**30. Performance Monitoring**

30.1 Where a Bidder is awarded the Contract, its subsequent performance will be monitored and may be taken into account when its future offers for other tenders / quotations exercises are evaluated.

30.2 A quotation may be rejected if the Bidder is in default in respect of any LCSD quotation(s) which is the same or substantially similar in nature as this Invitation to Quotation within six (6) months of the Quotation Closing Date or between the Quotation Closing Date and the award of the Contract.

### 31. **New Information**

Each Bidder should inform the Government in writing immediately of any factor which might affect its ability to meet any requirements of the Quotation Documents. The Government reserves the right not to consider a Bidder's Quotation further if the Bidder's continued ability to meet such requirements is in doubt.

### 32. **Quotation Addenda**

32.1 Should the Government require any amendments to be made to the Quotation Documents, the Government will issue to every person who is known to have collected the Quotation Documents Bidder numbered addenda giving full details of such amendments. The Bidder shall acknowledge receipt of these addenda. These addenda shall form a part of the Quotation Documents and shall take priority over the documents previously issued.

32.2 Quotation Documents downloaded from the website of LCSD may be subject to updating and notwithstanding **Paragraph 32.1**, and it is the responsibility for Bidders to check for any latest updates or addendum to the Quotation Documents online before the Quotation Closing Date. These addenda shall form a part of the Quotation Documents and shall take priority over the documents previously issued. Should potential Bidders would like to be informed of any updates or addendum to the Quotation Documents, they should let LCSD have their email addresses for contact.

### 33. **Disclaimer**

33.1 The Bidder should study all attachments to the Quotation Documents (including the **Annexes** and **Contract Schedules**) carefully before submitting their quotations. The Bidder should note that all information and statistics provided by the Government and the Government Representative in connection with this quotation are for reference only.

33.2 Forecast or estimation and all other information, statistics and forecast set out in the Quotation Documents or any information or clarification provided from time to time or given at the briefing session (collectively “briefings”), are provided purely for the Bidder’s information on an “as is” basis without warranty of any kind. Neither the Government nor the Government Representative gives any warranty, representation or undertaking that any information, statistics and forecast provided in the Quotation Documents or any information or clarification provided from time to time or the briefings or otherwise are sufficient, accurate, complete, suitable or timely for any purpose. whatsoever.

33.3 Neither the Government nor the Government Representative accepts any liability or responsibility for:

- (a) any claim, legal proceeding, liability, loss (including any direct or indirect loss, any loss of revenue, profit, business, contract or anticipated saving);
- (b) damage (including any direct, special, indirect or consequential damage of whatsoever nature); or
- (c) any cost or expense, suffered or incurred by any Bidder arising from the use of, or reliance on, any information, statistics or forecast provided in the Quotation Documents, or any information or clarification provided from time to time or in the briefings, or otherwise that the profits derived from the Business do not meet the expectation or projection of the successful Bidder or do not recoup the investment cost incurred or by any margin.

#### **34. Warning against Bribery**

34.1 The offer of an advantage to any Government officer with a view to influencing the award of the Contract is an offence under the Prevention of Bribery Ordinance (Cap. 201). Any such offence committed by a Bidder or any of its officers, including directors, employees or agents, will render its Quotation null and void.

34.2 The successful Bidder shall inform its officers, employees (whether permanent or temporary), agents and sub-contractors who are connected with the operation of the Business and the Optional Services (if any) that the soliciting or accepting of advantages, as defined in the Prevention of Bribery Ordinance (Cap. 201) is not permitted. The successful Bidder shall also caution its officers, employees and agents and sub-contractors against soliciting or accepting any excessive hospitality, entertainment or inducement which may impair their impartiality in relation to the selection of its sub-contractors, if any, or the supervision of the work of the sub-contractors once selected.

### **35. Authentication of Documents**

35.1 By submitting a quotation in response to the Invitation to Quotation, each Bidder authorizes the Government to obtain from:

- (a) any person whose particulars are set out in the quotation submitted by the Bidder; and
- (b) any issuing body of any of the certificates or documentary evidence required in the Quotation Documents, all information which the Government considers appropriate and relevant to the evaluation of the quotation including information to verify the legitimacy, completeness, authenticity and accuracy of any information or document submitted by the Bidder. If any consent from any other person is required for the Government to obtain any of the aforesaid information or document, the Bidder represents that such consent has been duly obtained.

35.2 All documents submitted by a Bidder to the Government in relation to its Quotation shall be original documents or certified true copies of the original documents. If a Bidder fails to comply with this requirement or fails to provide such verification as the Government may require to prove the authenticity of a document submitted to the Government, the Government may not further consider the Quotation.

### **36. Communication with the Government**

36.1 All communications given or made by the Government or a Bidder in relation to the Invitation to Quotation shall be in writing and sent or delivered to the other party in the manner provided in **Clause 52** of the **Conditions of Contract**, save that the Government may, by prior notice to a Bidder, require the Bidder to send or deliver a written communication by post or facsimile only. The Bidder should note that the



Government will not accept the use of a postal box as the Bidder's correspondence address for any purpose whether before or after the award of the Contract.

- 36.2 All communications in relation to the Invitation to Quotation shall be conducted directly between the Government and the Bidder.
- 36.3 Unless otherwise expressly stated by the Government in writing, a statement made by the Government (whether oral or written) in response to any enquiry made by a prospective Bidder shall be for information only. No such statement shall constitute a representation or warranty by the Government of any nature whatsoever (whether express or implied), and no invitation is made by the Government to any Bidder or prospective Bidder to rely on such statement. No such statement shall form part of the Quotation Documents or alter, negate or constitute a waiver of any provision of the Quotation Documents.

### **37. Bidder's Enquiries**

- 37.1 Any enquiries concerning this Quotation Documents up to the date of lodging its quotation with the Government shall be in writing and submitted to The Manager (Yau Ma Tei Theatre) at Yau Ma Tei Theatre (Administration Office), 1/F, Red Brick Building, 8 Waterloo Road, Kowloon or fax to facsimile number 2782 7813.
- 37.2 After lodging the quotation with the Government, the Bidder shall not attempt to initiate any contact, whether direct or indirect, with the Government or the Government Representative on its quotation or the Quotation Documents. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Bidder thereto shall be in writing or formally documented in writing.

### **38. Quotation Briefing Session / Site Visit**

- 38.1 Bidders are invited to attend a quotation briefing cum site visit session to be held by the Government Representative on **14 August 2015 (Friday) at 4:30 p.m. at Function Room 2, G/F, Red Brick Building, 8 Waterloo Road, Kowloon** before submitting their quotations in order to acquaint themselves with the requirements of the Government.

- 38.2 Each Bidder may send no more than two (2) representatives to attend the quotation briefing session cum site visit.
- 38.3 Bidders are required to fill in the “**Enrolment Form for Quotation Briefing Session**” at **Annex D** and send it by fax to Assistant Manager (Yau Ma Tei Theatre) Booking at 2782 7813 **on or before 10 August 2015** for registration.

### **39. Licence to Use the Quotation Documents**

- 39.1 A Quotation once submitted will become the property of the Government. Quotations of unsuccessful Bidders may be destroyed in accordance with **Paragraph 28**. In consideration of the Government considering its Quotation, without prejudice to all other rights and powers of the Government under the Quotation Documents (including in particular its right to disclose information in the Quotation) and under the Contract, each Bidder grants to each of the Government and the Government Representative, their respective assigns, successors-in-title and authorised users, a royalty-free, non-exclusive, irrevocable, sub-licensable, transferable, world-wide, unrestricted right and licence to use or exercise all or any Intellectual Property Rights subsisting in its Quotation for the purposes of quotation evaluation and for all other purposes incidental thereto or in connection therewith and also for the purposes of disclosure under **Paragraph 20**. Such right and licence shall continue to subsist so long as all or any Intellectual Property Rights subsist in the Quotation (or any part thereof) under any applicable law, including the laws of Hong Kong.
- 39.2 The Bidder shall keep the Government informed in writing of any materials that are subject matters of the licences granted or to be granted to which the Bidder is not empowered to grant licences pursuant to **Paragraph 39.1** above and any restrictions whatsoever affecting the use thereof.
- 39.3 The Bidder hereby undertakes to procure at its own costs and expense from the relevant third parties all proper licences, clearances and releases in writing to be granted in favour of the Government, the Government Representative, their respective authorized users, assigns and successors-in-title pursuant to the terms of licence under **Paragraph 39.1**.

- 39.4 The Bidder hereby waives and undertakes to procure at its own costs and expense all authors including its employees, sub-contractors and agents to waive all moral rights (whether past, present or future) in all materials Bidder comprised in the Quotation, such waiver shall operate in favour of the Government, the Government Representative, their respective authorized users, assigns and successors-in-title and shall take effect upon submission of such materials.
- 39.5 The Bidder shall at its own costs and expense do and execute any further things and documents (or procure that the same be done or executed) as may be required by the Government to give full effect to this **Paragraph 39** and shall provide all such documents and materials to the Government within fourteen (14) days of the date of the Government's written request or such longer period as may be agreed by the Government in writing.
- 39.6 By submitting a quotation, the Bidder represents and warrants that none of the materials comprised in the Quotation submitted infringes the Intellectual Property Rights of any person.
- 39.7 The Bidder shall indemnify the Government, the Government Representative, their respective assigns, successors-in-title, and authorised users from and against everything stated in **Clause 38.2 (a) and (b)** of the **Conditions of Contract** in the event that the exercise by any of them of the rights set out in this **Paragraph 39** infringes or is alleged to infringe the Intellectual Property Rights of any person.

#### **40. Warranty against Collusion**

- 40.1 By submitting a quotation, the Bidder represents and warrants to the Government that in relation to the quotation and / or the Invitation to Quotation:
- (a) save with the prior written consent of the Government, it has not communicated and will not communicate to any person other than the Government the amount of the Monthly Licence Fee submitted in its quotation (“quotation price”);
  - (b) it has not fixed and will not fix the amount of any quotation price by arrangement with any person;

- (c) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a quotation; and
- (d) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the quotation process.

40.2 In the event that the Bidder is in breach of any of the representations and / or warranties in **Paragraph 40.1**, the Government shall be entitled to, without compensation to any person or liability on the part of the Government:

- (a) reject the quotation;
- (b) if the Government has issued a conditional acceptance of quotation, withdraw its conditional acceptance of quotation; and
- (c) if the Government has entered into the Contract with the Bidder, terminate the Contract.

40.3 By submitting a quotation, the Bidder is regarded to have undertaken to indemnify and keep indemnified the Government, and its respective assigns and successors-in-title, against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and / or warranties in **Paragraph 40.1**.

40.4 Any breach of any of the representations and / or warranties in **Paragraph 40.1** by the Bidder may prejudice the Bidder's future standing as a Government contractor or service provider.

40.5 **Paragraph 40.1** shall have no application to the Bidder's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the quotation price, or with its professional advisers, consultants or sub-contractors to solicit their assistance in preparation of quotation submission.

40.6 The rights of the Government under **Paragraphs 40.2 to 40.4** are in addition to and without prejudice to any other rights or remedies available to it against the Bidder.

**41. Complaints About Quotation Process or Contract Awards**

The quotation process is subject to internal monitoring to ensure that the Contract is awarded properly and fairly. Any Bidder who feels that its offer has not been fairly evaluated may write to the Director of Leisure and Cultural Services who will personally examine the complaint and refer it to the approving authority / relevant quotation boards for consideration if it relates to the quotation system or procedures followed. Bidder shall lodge the complaint before disposal of documents of unsuccessful Bidders which shall be within three (3) months upon the award of the Contract.

**42. Survival**

All rights powers and licences of the Government under the Quotation Documents or granted pursuant to any terms thereof may be exercised by the Government in accordance with their terms notwithstanding the award of the Contract or cancellation of this Invitation to Quotation.

**PART 2**  
**CONDITIONS OF CONTRACT**

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**PART 2**  
**CONDITIONS OF CONTRACT**

**1. Nature of Contract**

It is expressly agreed between the Government and the Contractor that this Contract creates no tenancy or lease or any form of legal rights on land whatsoever between the Government and the Contractor except the right to use the Souvenir Shop Area in accordance with the provisions of the Contract.

**2. Contract Period**

- 2.1 Subject to all rights and powers of the Government under the Contract, and any early termination or extension pursuant to any applicable provision of the Contract, the Contract Period shall be for a term of three (3) years inclusive of a Free Decoration Period not exceeding one (1) month for fitting out the Souvenir Shop Area upon the commencement of the Contract Period. Subject to the confirmation of the Government in the Articles of Agreement, the tentative commencement date of the Contract Period shall be **30 September 2015**, and subject to prior termination or extension as hereinafter provided, shall expire on **29 September 2018**, both dates inclusive. The commencement date of the Contract Period shall be the date as specified in the Articles of Agreement.
- 2.2 Notwithstanding **Clause 2.1**, the Government shall have absolute discretion to determine the commencement date of the Contract Period at any time and from time to time and the Contractor shall commence the Business on such date as shall be directed by the Government. The Government shall not be liable for any losses suffered or expenses incurred whatsoever by the Contractor due to such variation.
- 2.3 If the total accumulated days of closure or suspension of the Business which will likely affect the Business under **Clause 6** of the Conditions of Contract exceeds thirty (30) days, notwithstanding the provisions under **Clause 2.1**, the Contract will be extended accordingly by the same number of days equivalent to the period of closure or suspension with the other terms and conditions of the Contract remain unchanged.



### **3. Obligation to Operate the Business**

- 3.1 Subject to the terms and conditions of the Contract, the Government hereby grants the entitlement to the Contractor to operate the Business and, in addition to the Business and at the option of the Contractor, to provide the Optional Services in compliance with all terms and conditions set out in the Contract. In consideration of the opportunity being given by the Government for operating the Business and providing the Optional Services (if any) at the Souvenir Shop Area for the Contract Period, the Contractor hereby undertakes to operate the Business and to provide the Optional Services (if any) in compliance with all requirements set out in the Contract no later than one (1) month after the date of commencement of the Contract Period.
- 3.2 The Contractor shall operate the Business and provide the Optional Services (if any) at the Souvenir Shop Area within the opening hours as set out at **Annex A**, except when otherwise authorized by the Government in writing, and at such additional or alternative opening hours as may be approved or prescribed by the Government in writing.
- 3.3 The Business and the Optional Services (if any) shall be operated by the Contractor as principal and all profits and losses and liabilities arising therefrom shall be for the sole account of the Contractor with no recourse against the Government or the Government Representative.
- 3.4 The Government may at any time and from time to time provide and the Contractor shall then stock and display for sale in the Souvenir Shop Area to the reasonable satisfaction of the Government:
- (a) such Government publications in reasonable quantity as the Government may from time to time prescribe; and
  - (b) such publications, novelty and souvenir items in reasonable quantity as the Government may from time to time prescribe
- (hereinafter referred to as “Consignment Items”).
- 3.5 The sale price of Consignment Items shall be agreed between the Government and the Contractor, or in default of such mutual agreement, shall be such reasonable price as the Government may prescribe.

- 3.6 The Government reserves the right to arrange promotional sale of the Consignment Items through other channels outside the Souvenir Shop Area and the discounts to be offered will be prescribed by the Government.
- 3.7 All proceeds from the sale of any and all of the Consignment Items shall be paid by the Contractor to the Government in such manner and at such times as the Government may from time to time require. For each Consignment Item sold, the Government shall pay to the Contractor a commission at the rate prescribed for that item by the Government. Total proceeds from the sale of the Consignment Items shall be included in the calculation of the Contractor's gross monthly turnover from the Business and the Optional Services (if any). All Consignment Items shall remain the property of the Government until sold by the Contractor in the Souvenir Shop or until the Contractor pays to the Government the sale price of the Consignment Items, whichever is the earlier.
- 3.8 The Contractor shall submit to the Government at such intervals as the Government may approve or prescribe, but such intervals not to be less than one (1) month, a statement in a form approved by the Government showing inter alia details of all Consignment Items sold during the period since the submission of last such statement and the sale price at which each Consignment Item was sold as well as the remaining inventory level.
- 3.9 The Government reserves the right to withdraw any Consignment Items from the Souvenir Shop Area at any time prior to their being sold without incurring any liability whatsoever to the Contractor.
- 3.10 The Government further reserves the right at all reasonable times and upon having given prior notice to the Contractor to enter the Souvenir Shop Area and carry out stocktaking on the Consignment Items and, at the request of the Government, the Contractor shall give the Government access to all books and records relating to the inventory level, sale and proceeds of the Consignment Items.
- 3.11 The Contractor shall be liable to the Government for loss of or damage to any Consignment Items.

- 3.12 For the avoidance of doubt, nothing in this **Clause 3** shall serve to relieve the Contractor of its obligation under this Contract to stock and sell publications, souvenirs and novelty items on its own account as part of the Business to the reasonable satisfaction of the Government and in accordance with the Contract.
- 3.13 Where a person can produce at the time of purchase a current and valid identification as shall be prescribed by the Government from time to time, the Contractor shall offer a **discount of ten percent (10%)**, or such other discounts or discount packages as shall be agreed between the Government and the Contractor from time to time, off the marked price of all Authorized Merchandise and Consignment Items, except for special sale items, that are offered for sale at the Souvenir Shop Area.
- 3.14 For goods and souvenir items produced by the Contractor with the prior written approval of the Government to use the name of “Yau Ma Tei Theatre” and “Red Brick Building” or its related images, designs or exhibits, the Government may at its discretion charge a royalty fee based on a percentage on the sale proceeds of such goods and souvenir items sold. The Contractor shall pay to the Government such royalties and submit to the Government a statement showing inter alia details of all royalties in such manner and at such times as the Government may from time to time require.
- 3.15 The Contractor shall keep and maintain proper books and records in respect of the Business and the Optional Services (if any) including inter alia record of gross monthly turnover. The Contractor shall cause all such books and records to be made up on a monthly basis and retain the same for at least three (3) years from the commencement date of the Contract. The Contractor shall allow such person or persons as may be authorized by the Government at all reasonable times upon prior notice access to all books and records of the Contractor relating to the gross monthly turnover of the Business and the Optional Services (if any), and if required, to make copies of the same.

#### **4. Conduct of Business**

- 4.1 This Contract only entitles the Contractor to conduct the Business and Optional Services (if any) at the Souvenir Shop Area but not any other premises within the Red Brick Building or otherwise.

- 4.2 The Contractor shall use the Souvenir Shop Area only for the Business and the Optional Services (if any) and shall not use, cause, suffer or permit to be used the Souvenir Shop Area or any part thereof for any other purpose.
- 4.3 The Contractor shall conduct its Business and the Optional Services (if any) only within Souvenir Shop Area and shall not use, cause, suffer or permit to be used for any purposes whatsoever any part of the Red Brick Building outside the Souvenir Shop Area without the prior written consent of the Government for such purpose or for any other purpose.
- 4.4 The name of the Souvenir Shop shall be such as the parties hereto may mutually agree, or in default of agreement, as the Government at its absolute discretion may consider reasonable to prescribe, at any time and from time to time. Save and except as permitted or directed by the Government, such name shall not be changed.

## **5. Payment of Monthly Licence Fee**

- 5.1 In consideration for the entitlement to operate the Business to provide and the Optional Services (if any) at the Souvenir Shop Area, in respect of each month of the Contract Period, the Contractor shall pay to the Government in advance a Monthly Licence Fee in the amount as specified in **Contract Schedule 1**, exclusive of any rates, Government rent, taxes, fees, charges and all other outgoings payable in respect of the Souvenir Shop Area, and all costs and deposits of utilities incurred the operation of the Business and the provision of the Optional Services (if any) including telephone line, electricity, and necessary cleansing and servicing work for the Souvenir Shop Area, and without any deduction or set-off whatsoever.
- 5.2 In respect of the Free Decoration Period:
- (a) no Monthly Licence Fee will be payable during the Free Decoration Period, but the Monthly Licence Fee shall be payable immediately on a pro-rata basis upon the Contractor's commencement of operation of the Business and / or provision of the Optional Services (if any), whether in whole or in part, during the Free Decoration Period; and
  - (b) without prejudice to the obligation of the Contractor to commence the Business no later than one (1) month after the date of commencement of the Contract Period in **Clause 3**, the Monthly License Fee shall be payable immediately upon expiry of the Free Decoration Period even if the fitting out work continues beyond the Free Decoration Period.

- 5.3 Subject to **Clause 5.1**, for each and every successive calendar month during the Contract Period, the Contractor shall pay to the Government in advance the Monthly Licence Fee as offered by the Contractor in **Contract Schedule 1** on or before the first day of each and every calendar month without any reduction.
- 5.4 If the Contractor fails to pay a Monthly Licence Fee by the due date specified in the demand note issued by the Government, the Contractor shall pay a surcharge on the Monthly Licence Fee calculated at a rate equivalent to the average of the best lending rates of the three note-issuing banks in Hong Kong plus two percent (2%) per annum to accrue from the day on which the payment falls due until actual payment in full is made.
- 5.5 No money shall be payable by the Government or the Government Representative to the Contractor or any other person under the Contract. The Contractor shall perform, comply with and observe all provisions of the Contract and its obligations under the Contract at its own costs and expenses regardless of whether it is specifically stated to be the case in the individual provisions of the Contract.
- 5.6 In the event that the first day of the second month of the Contract Period does not start on the first day of a calendar month, there shall be pro-rata adjustment of the Monthly Licence Fee for the second month of the Contract Period. In the event that the remaining period of the Contract Period after the last complete month is not a complete month, there shall be pro-rata adjustment of the Monthly Licence Fee for such remaining period. In the event that there is any temporary closure of the Souvenir Shop Area under **Clause 6** within one (1) month of the Contract Period, there shall be pro-rata adjustment of the Monthly Licence Fee for that month. In each case mentioned above, the adjustment shall be arrived at by multiplying the daily rate of the Monthly Licence Fee with the actual number of days of the relevant period or, in the case of any temporary closure, the actual number of days of that month which is unaffected by the temporary closure. The daily rate of the Monthly Licence Fee shall be arrived by dividing the Monthly Licence Fee as quoted in **Contract Schedule 1** by thirty (30).

## **6. Temporary Closure of the Souvenir Shop Area**

- 6.1 Without prejudice to the rights and powers of the Government (including under **Clause 23** to effect a Suspension for Default), the Government may require a temporary closure of the Souvenir Shop Area for any operational or other reason, including any of the reasons as specified in **Clause 6.2**, which is otherwise than due to any default of the Contractor by giving not less than seven (7) days' notice to the Contractor specifying the period of the temporary closure. Upon such temporary closure, including a temporary closure due to any ground specified in **Clause 6.2**, the Monthly Licence Fee shall not be payable for so long as such closure continues and, subject to **Clause 2.3**, the Contract Period will not be correspondingly extended after the temporary closure.

- 6.2 Without prejudice to the generality of **Clause 6.1**, the Government reserves the right to require a temporary closure of the Souvenir Shop Area in whole or in part, by reason of fire or storm or damage or spread of any epidemic illness as mentioned in **Clause 22** (not being the result of willful default or misconduct or negligence of the Contractor, its employees or agents) or an act of God or repair or maintenance or building modification or for any other reasons at any time and for whatever period or periods during the Contract Period.
- 6.3 Upon any temporary closure pursuant to this **Clause 6**, the Contractor shall cease operating the Business and providing the Optional Services (if any) at the Souvenir Shop Area for so long as the temporary closure continues.
- 6.4 Neither the Government nor the Government Representative shall be responsible for any claim, legal proceeding, liability, loss (including any direct or indirect loss, any loss of revenue, profit, business, contract or anticipated saving), damages (including any direct, special, indirect or consequential damages of whatsoever nature) or any cost or expense, suffered or incurred by the Contractor arising out of or in relation to any temporary closure or cessation of the Business and the Optional Services (if any) under this **Clause 6**.

## 7. **Security Deposit**

- 7.1 The Contractor shall, within seven (7) days from the date of the conditional acceptance of quotation, deposit with the Government via the Government Representative an amount equivalent to four (4) times of the quoted Monthly Licence Fee in **Contract Schedule 1** (“Security Deposit”) as security for the Contractor’s due and faithful performance of the Contract. The Contractor shall pay the Security Deposit either in cash or in the form of a banker’s guarantee on the terms set out at **Annex E** and issued by a bank that holds a valid banking licence granted under the Banking Ordinance (Cap. 155) and acceptable to the Government for the purpose of issuing Security Deposits.
- 7.2 The Security Deposit, if in the form of cash, will be retained by the Government, or if in the form of a banker’s guarantee, shall come into effect on the date of the commencement of the Contract Period and remain in force until the date specified in (a), (b) or (c) below, whichever is the applicable and the later:
- (a) the date falling six (6) months after the expiry of the Contract;

- (b) where the entire Security Deposit is wholly forfeited under **Clause 7.6** and **Clause 42.1**, the date of termination of the Contract; or
- (c) where there is no forfeiture but upon expiry or early termination of the Contract, there remain any outstanding obligations and liabilities of the Contractor under the Contract which have not been duly and fully carried out, completed and discharged in accordance with the Contract, the date on which all such obligations and liabilities have actually been carried out, completed and discharged (as confirmed by the Government in writing), or failing such confirmation the date shall not in any event be later than thirty-six (36) months after the expiry or early termination of the Contract Period.

The aforesaid period (as the case may be) is hereinafter referred to as the "Guarantee Period".

- 7.3 Subject to **Clause 41** and **Clause 42**, upon the expiry or early termination of the Contract, on condition that the Contractor has performed and discharged all its obligation under the Contract to the Government's satisfaction, the Government shall, after deducting any sums due from the Contractor to the Government (a) return to the Contractor without interest the balance of the Security Deposit by cheque (if the Security Deposit is paid in cash); or (b) discharge and release the banker's guarantee in accordance with its terms (if the Security Deposit is paid by way of a banker's guarantee), within three (3) months after all of the Contractor's obligations under the Contract have been observed and complied with to the satisfaction of the Government and the receipted bills in respect of outstanding payment of all fees and charges including rates and utility charges are provided to the Government, notwithstanding the expiry or early termination of the Contract.
- 7.4 The Government shall have the right to deduct from time to time from the Security Deposit in cash or call on the banker's guarantee (irrespective of whether or not a demand for payment has been made against the Contractor) any amount due or payable by the Contractor to the Government under the Contract (regardless of whether the amount is payable under any indemnity or is payable as a debt) but which remains outstanding, in such order as the Government in its absolute discretion deems fit. The Security Deposit (whether in cash or in the form of a banker's guarantee) may be deducted or called on, without the Government first having recourse to any other security or rights or taking any other steps or proceedings against the Contractor or any other person, or may be enforced for any balance due after resorting to any one or more of other means of obtaining

payment or discharge of the monies, obligations and liabilities owing by the Contractor to the Government.

- 7.5 If any deduction shall be made by the Government from the Security Deposit in cash or a call shall be made on the banker's guarantee during the Guarantee Period, the Contractor shall, within fourteen (14) days on demand in writing by the Government, deposit a further sum or provide a further banker's guarantee, in a sum equal to the amount so deducted or so called, which further sum shall be added to the residue of and form part of the Security Deposit. If the Contractor is required to provide a further banker's guarantee under this **Clause 7.5**, the further banker's guarantee must comply with the requirements in **Clause 7.1**, and shall come into operation on the date of its execution and remain in force until the date specified in **Clause 7.2(a), (b) or (c)**, whichever is the applicable and the later.
- 7.6 In the event that this Contract is early terminated under **Clause 41.1**, notwithstanding anything herein to the contrary, the Security Deposit will be wholly forfeited by the Government upon such termination without prejudice to the Government's claims and demands under the Contract which cannot be satisfied by the Security Deposit.

## **8. Restriction on Assignment and Sub-contracting**

- 8.1 Unless otherwise with the prior written consent of the Government, the Contractor shall not, assign, transfer, sub-contract or otherwise dispose of any of its interests, rights, benefits or obligations under the Contract (including without limitation the parting possession of the Souvenir Shop Area in any manner whatsoever or the sub-contracting of the operation of the Business and / or the provision of the Optional Services (if any) or any part thereof). The performance of the Contract by the Contractor shall be personal to it.
- 8.2 The Government may refrain from giving any written consent under **Clause 8.1** without giving any reason. If the Government does agree to give consent, any such agreement may be subject to fulfilment of conditions either by the Contractor and / or by any proposed assignee or transferee or sub-contractor.
- 8.3 The Contractor shall remain fully liable and shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any part of the Contract. The Contractor shall be responsible for all acts, defaults, omissions and neglect of any of its officers, employees, agents,



sub-contractors (at whatever level), and employees and agents of any such sub-contractor as if they were its own.

## **9. Licences, Permits and Certificates**

- 9.1 The Contract does not confer any licence, permit, certificate, waiver or exemption which the Contractor is obliged to apply under all applicable laws and regulations of Hong Kong in order to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area (“Requisite Permits”). Nothing in this Contract shall be construed to fetter any statutory power of any public officer under any Ordinance.
- 9.2 The Contractor shall apply for or renew all Requisite Permits during the Contract Period. Neither the Government nor the Government Representative shall be held responsible in the event of the Contractor’s failure or inability for any reason to obtain or renew any such Requisite Permits. The Contractor shall observe and comply with the requirements / conditions of any Requisite Permits issued to it in relation to the performance of the Contract.
- 9.3 The entitlement to operate the Business and to provide the Optional Services (if any) at Souvenir Shop Area is conditional on the Contractor to have obtained all Requisite Permits, and that they remain valid and in force throughout the Contract Period and that the Contractor complies with all conditions and requirements stated therein.
- 9.4 The Contractor shall produce copies of all Requisite Permits, including but not limited to the Business Registration Certificate, from time to time upon demand by the Government.

## **10. Warranties and Representations**

- 10.1 The Contractor warrants and undertakes to the Government that:
- (a) the Contractor shall operate and maintain to the satisfaction of the Government the Business and the Optional Services (if any) at the Souvenir Shop Area during the Contract Period as may be approved or prescribed by the Government from time to time;

- (b) it has full power, capacity and authority to enter into the Contract and to perform its obligations under the Contract;
- (c) it has all necessary licences, permits and consents to enter into this Contract and to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area in accordance with the terms and conditions of this Contract and any other transactions as provided for or contemplated under this Contract;
- (d) this Contract constitutes valid, legally binding obligations of the Contractor enforceable in accordance with its terms;
- (e) all consents, approvals, licences and certificates have been duly obtained for the manufacture, sale, supply and use of the Authorized Merchandise and the provision of the Optional Services (if any), and the aforementioned activities will not contravene any applicable laws;
- (f) the entry into this Contract, the performance of the Contractor's obligations under the Contract, and the Contractor's operation of the Business and provision of the Optional Services (if any) will not conflict or result in breach of:
  - (i) any provision of the constitutional documents governing the Contractor (including its memorandum and articles of association);  
or
  - (ii) any contract or arrangement to which it is a party or by which it is bound;
  - (iii) any order, judgment or decree of any court or government agency to which it is a party or by which it is bound; or
  - (iv) any applicable laws and regulations.
- (g) it shall comply with and observe all applicable laws and regulations in the operation of the Business and the provision of the Optional Services (if any) at the Souvenir Shop Area;

- (h) all authorisations, approvals, consents, licences, exemptions and other requirements of any governmental, administrative or other authority or body in any relevant jurisdiction which are required to authorize the Contractor to execute, deliver and perform the Contractor's obligations under the Contract (including where its procedures so require, the consent of its parent company) have been duly and unconditionally obtained and are in full force and effect;
- (i) the Authorized Merchandise conforms in all respects to the requirements specified in **Contract Schedule 5** and, where applicable, with any sample approved by the Government;
- (j) the Contractor owns, has obtained and is able to obtain, valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract, and it shall not infringe or cause, suffer or allow infringement of any Intellectual Property Rights of any person in the course of operation of the Business and the provision of the Optional Services (if any) at the Souvenir Shop Area;
- (k) all items to be stocked, displayed or for sale at the Souvenir Shop Area do not consist of or contain any materials which infringe the Intellectual Property Rights of any person ;
- (l) in respect of any items to be stocked, displayed or for sale at the Souvenir Shop Area, and in respect of which any Intellectual Property Rights are vested in a third party, the Contractor has or shall have a valid and continuing licence or right under which it is entitled to stock, display or sell such items;
- (m) the Government, its authorized users, assigns and successors-in-title will not incur any liability for infringement of any Intellectual Property Rights of any person by the Contractor's possession, stocking, display or sale of any item of whatsoever nature used or provided in the Souvenir Shop Area or any activity conducted in the Souvenir Shop Area or in connection with the operation of the Business and the provision of the Optional Services (if any) in the Souvenir Shop Area;
- (n) all information supplied, and statements and representations made by or on behalf of the Contractor in or in relation to its Quotation and the Contract

are true, accurate and complete;

- (o) no claim is being made and no litigation, arbitration or administrative proceeding is presently in progress, or to the best of the Contractor's knowledge and belief, pending or threatened against it or any of its assets which will or might have a material adverse effect on its ability to perform its obligations under the Contract;
- (p) it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under the Contract;
- (q) no proceedings or other steps have been taken and not discharged (nor to the best of its knowledge, are threatened) for the winding up or bankruptcy of the Contractor or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar office in relation to any of the Contractor's assets or revenue; and
- (r) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or on its ability to fulfil its obligations under the Contract.

10.2 The warranties, representations and undertakings, expressed or implied, contained in **Clause 10.1** and other provisions of the Contract (collectively, "Warranties" and each, a "Warranty") shall be true without limitation in time, save that in case of any Warranty expressed to be effective during the Contract Period, it shall be true on each day of the Contract Period as if it is repeated on each such day.

10.3 Each of the Warranties shall be separate and independent and without prejudice to any other Warranty, and shall not be limited by reference to or inference from any other Warranty or any other provision of the Contract.

## **11. Fitting Out**

11.1 The Contractor shall accept the Souvenir Shop Area and the Government Provisions in the state and condition in which possession is given with effect from the first day of the Contract Period. The Government makes no warranty or representation of whatsoever nature concerning the Souvenir Shop Area. The Souvenir Shop Area shall be provided on an "as is" basis.

## 11.2 The Contractor warrants and undertakes:

- (a) to fit out the Souvenir Shop Area at the Contractor's own cost and expense in accordance with such plans and specifications as shall have been first submitted to and approved in writing by the Government in a good and proper workmanlike fashion and in all respects in a style and manner appropriate to the Red Brick Building as a Grade 1 historic building and to maintain the same throughout the Contract Period in good repair and condition to the satisfaction of the Government. For the purposes of fitting-out, the Contractor shall observe and comply with all such procedures and stipulations in accordance with the technical specifications in **Contract Schedule 6**;
- (b) to submit to the Government for prior written approval all such plans, drawings, specifications, and other details as the Government may require of all the works which are required to be carried out by the Contractor under **Clause 11.2(a)**; and
- (c) to decorate the Souvenir Shop Area in a décor approved in advance in writing by the Government and to a standard satisfactory to the Government and to maintain the standard of décor at all times to the Government's satisfaction.

## 12. **Equipment and Furniture**

- 12.1 The Contractor shall furnish and provide all such equipment and furniture necessary for the efficient operation of the Business and the provision of the Optional Services (if any). All such equipment and furniture shall be of a design and standard to the satisfaction of the Government.
- 12.2 The Contractor shall keep and maintain at all times the Souvenir Shop Area including the internal face of structural elements such as concrete ceiling / concrete flooring / internal side of external walls, interior plaster or other finishing material to walls, floors and ceilings and all fixtures and fittings therein including all doors and windows (both interior and exterior), electrical installations and wiring and fire-fighting apparatus in good clean and proper repair condition (fair wear and tear excepted) and as may be appropriate from time to time to paint and decorate the interior, but NOT the exterior wall of any part of the Red Brick Building, of the Souvenir Shop Area.

- 12.3 If so required by the electricity company, the Contractor shall repair or replace at the expense of the Contractor all the electrical wiring installations and fittings within the Souvenir Shop Area and all such electrical wiring installations and fittings of the Contractor, if any, in any other part of the Souvenir Shop Area.

**13. Services**

- 13.1 The Contractor shall ensure that during the continuance of this Contract and during the opening hours of the Souvenir Shop Area, there is provided and maintained at the Souvenir Shop Area an efficient and adequate service of a style, type and quality to the satisfaction of the Government. Without prejudice to the generality of the foregoing, the Contractor shall at all times ensure that the customer service provided at the Souvenir Shop Area as part of the Business (including the Optional Services (if any)) shall at all times suffice to meet the reasonable needs of the users of the Yau Ma Tei Theatre and its facilities including but not limited to members of the general public, persons attending the functions and activities being held in the Yau Ma Tei Theatre and group visitors to the Yau Ma Tei Theatre, and to tie in with the Services, Image, Functions and Activities, all of which shall be subject to review by the Government.
- 13.2 The Contractor shall ensure that a high standard of customer service is maintained and all staff working in the Souvenir Shop conducts themselves in a courteous manner to the satisfaction of the Government.

**14. Activities Not Permitted**

- 14.1 The Contractor shall not request or receive any charges for admission to the Souvenir Shop Area or its surroundings, nor to request or receive any other additional charges whatsoever whether by way of service charges or otherwise.
- 14.2 The Contractor shall not use any gramophone, radio or television loudspeaker, musical or karaoke instrument or similar apparatus or equipment in such a way that the same shall be audible outside the Souvenir Shop Area.
- 14.3 The Contractor shall not permit any smoking activities by:
- (a) patrons at the Souvenir Shop Area; and

- (b) employees and agents at the non-smoking area of the Red Brick Building.

If the Government so requires, the Contractor shall display in a prominent position in the Souvenir Shop Area a sufficient number of signs to indicate that smoking is prohibited in the Souvenir Shop Area and such signs shall be of a design and size as approved or prescribed by the Government and shall be maintained at all times by the Contractor in good and legible condition.

- 14.4 The Contractor shall not do or cause or suffer or permit to be done any act or thing whereby the policy or policies of insurance in respect of the premises of which the Souvenir Shop Area forms part against damage by fire or liability to third parties for the time being subsisting may become void or voidable or whereby the rate of premium or premiums thereon may be increased, and shall repay to the Government on demand all sums paid by the Government by way of increased premium or premiums thereon and all expenses incurred by the Government in and about any renewal of such policy or policies rendered necessary by a breach of this Clause.
- 14.5 The Contractor shall not use the Souvenir Shop Area or any part thereof, or cause, permit or suffer the same to be used for any illegal, immoral purpose, gambling or any other purpose not permitted under the Contract.
- 14.6 The Contractor shall not permit any games to be played in the Souvenir Shop Area including but not limited to “mahjong” and “tin kau” whether for gambling purposes or otherwise.
- 14.7 The Contractor shall not carry on business in or from or otherwise howsoever use or cause suffer or permit to be used for any purposes whatsoever any part of the Yau Ma Tei Theatre outside the Souvenir Shop Area without the prior written consent of the Government.
- 14.8 The Contractor shall not allow the preparation, cooking, reheating or otherwise of food in nor delivery of food to the Souvenir Shop Area or any part thereof.

**15. Not to Employ the Unemployable**

The Contractor shall not employ illegal workers in the performance of this Contract. Any breach of this warranty shall entitle the Government to terminate this Contract under **Clause 41.1**, and the Contractor shall be liable for all expenses necessarily incurred by the Government and the Government Representative as a result of such termination of Contract.

**16. Access by Public and Government**

16.1 The Contractor shall not set aside or reserve the whole or any part of the Souvenir Shop Area for the exclusive use of any person or organization or for any other purpose or function, save and except where the Government at its absolute discretion may permit or require.

16.2 Whilst the Government has no obligation to do so, the Contractor shall permit the Government or any of its servants or agents with or without workmen at all reasonable times to enter the Souvenir Shop Area or any part thereof to carry out repairs and works thereto and to any fixtures, fittings, installations and equipment whatsoever therein owned by the Government and to view the condition and state of repair thereof.

**17. Premises Hygiene and Safety**

17.1 The Contractor shall not keep or permit or suffer to be kept in the Souvenir Shop Area or any part thereof any animals or pets and to take all such steps and precautions to the reasonable satisfaction of the Government to prevent the Souvenir Shop Area or any part thereof from becoming infested by any pests or vermin.



- 17.2 The Contractor shall take all reasonable precautions to protect the Souvenir Shop Area from damage by fire, storm, typhoon or the like and shall install and provide suitable equipment and systems, and so on to protect the Souvenir Shop Area and Government Provisions from any such damage, and pay all fees and charges in connection herewith. All other proposed installations, be it permanent or temporary, shall be approved by the Government previously in writing and the works shall be carried out according to the agreed schedule as well as to the satisfaction of the Government. Such installation shall thereupon become the property of the Government free of any costs or charges. The Contractor shall be responsible to maintain and repair such installation in safe and proper condition at its own expense as well as to remove the same should the Government so direct.
- 17.3 The Contractor shall assume full responsibility for the safety and security of all operations and methods of operations.

**18. Outgoings**

- 18.1 The Contractor shall pay all outgoings and charges, including but not limited to the costs and deposits of utilities incurred the operation of the Business and the provision of the Optional Services (if any) including telephone line installed in, and electricity supplied to the Souvenir Shop Area and necessary cleaning and servicing work, and shall pay all rates, Government rent, taxes, fees, charges and outgoings whatsoever now or hereinafter payable in respect of the Souvenir Shop Area and the Business and the Optional Services (if any) throughout the Contract Period including the Free Decoration Period or the period or periods of suspension of Business due to whatsoever reasons.
- 18.2 The Contractor shall pay and discharge all outgoings and expenditure whatsoever which may be incurred by the Contractor arising from or in respect of or otherwise howsoever in connection with the Business and the Optional Services (if any).

**19. Cleansing, Collection and Disposal of Refuse and Litter**

- 19.1 The Contractor shall maintain to the reasonable satisfaction of the Government the Souvenir Shop Area and its immediate vicinity in a clean, tidy and serviceable condition. If the Government in its reasonable opinion considers that the Contractor has failed to satisfactorily clean and service the Souvenir Shop Area or any part thereof the Government may give written notice to the Contractor to carry out within twenty-four (24) hours or such longer period as the Government in its reasonable opinion may allow the necessary cleaning and servicing work in the Souvenir Shop Area. In the event that the Contractor fails to carry out the works as directed, the Government may without further notice suspend the right of the Contractor to carry out the Business and to provide the Optional Services (if any) at the Souvenir Shop Area under **Clause 23.1** in order to cause the Souvenir Shop Area and its immediately vicinity to be cleaned and serviced and the Contractor shall pay the costs thereof to the Government on demand and shall remain liable to pay the Monthly Licence Fee to the Government without any deduction.
- 19.2 The Contractor shall provide and keep in good and hygienic condition dustbins in such numbers and of such a type as shall be approved by the Government and shall collect all refuse and litter therein.
- 19.3 The Contractor shall arrange at least once every day or at a frequency as prescribed by the Government at any time and from time to time for the removal and disposal of all refuse and litter thus collected in the course of the Business and the Optional Services (if any), or which is otherwise deposited by customers of the Business and the Optional Services (if any). Such refuse and litter shall be collected in polyethylene bags, or in any other containers approved by the Government and shall be properly disposed of at least once every day to such a refuse collection point inside or outside the Souvenir Shop Area nominated by the Government at any time and from time to time in such manner as approved or prescribed by the Government.
- 19.4 In the event of failure to comply with this **Clause 19**, the Contractor shall pay the Government on demand the costs and expenses incurred by the Government if the removal and disposal of such refuse and litter is being carried out by the Government or in cleansing any of the systems due to the act, default or negligence of the Contractor or any of its employees or agents.

19.5 At the sole cost of the Contractor, the Contractor shall employ or use only such cleaner or cleaning agent within the Souvenir Shop Area as the Government shall approve or prescribe provided always that such approval may be withdrawn by the Government upon notifying the Contractor that it has reasonable ground for such withdrawal.

**20. Contractor's Employees and Agents**

20.1 The Contractor shall require all persons employed at the Souvenir Shop Area to submit to such medical examinations at such places and times as may be prescribed by a registered medical practitioner and shall not employ or shall cease to employ at the Souvenir Shop Area any person found by the medical practitioner to be likely to spread a communicable disease.

20.2 The Contractor shall ensure that its managerial or supervisory staff shall be in attendance at the Souvenir Shop Area at all times when its staff at work.

20.3 The Contractor shall be responsible for the good conduct of its employees or agents while they are in the Souvenir Shop Area or any other parts of the Red Brick Building in carrying out the Business and the Optional Services (if any), and shall ensure that they will behave accordingly.

20.4 The Contractor should establish strategies, including but not limited to providing customer service training to staff engaged for the Business and the Optional Services (if any) for enhancing customer service to encourage repeated visits.

20.5 The Contractor should set up policies on refund / exchange of substandard goods and handling of customer complaints, etc.

20.6 The Government shall be entitled to demand on reasonable grounds, including but not limited to medical, security and disciplinary grounds, the removal or replacement of any of the Contractor's employees or agents.

20.7 The Government shall be entitled to refuse to admit to the Souvenir Shop Area or any part thereof any person employed or engaged by the Contractor, whose admission will be, in the reasonable opinion of the Government, undesirable.

- 20.8 Any removal demanded or refusal made under **Clause 20.6** and **Clause 20.7** shall not be construed as a breach of the Contract by the Government and the Contractor shall continue to carry out its obligations under the Contract.
- 20.9 The Government and the Government Representative shall in no circumstances be liable either to the Contractor or to its employees or agents in respect of any liabilities, losses or damages occasioned by such removal demanded or refusal made as stipulated in **Clause 20.6** and **Clause 20.7** and the Contractor shall fully indemnify the Government and the Government Representative against everything stated in **Clause 38.2(a)** and **(b)** arising from any such removal or refusal.
- 20.10 The Contractor shall ensure that at all times when its employees or agents are at work or on duty in the Souvenir Shop Area they shall wear such clothes and uniforms in a clean and tidy manner.
- 20.11 The Contractor shall ensure that all persons employed or engaged by it in carrying out the Contract shall keep to such parts of the Souvenir Shop Area as are necessary for the due discharge of the Contractor's obligations under the Contract.
- 20.12 The Contractor shall ensure that a high standard of customer service is maintained and all staff conducts themselves in a courteous manner to the satisfaction of the Government.
- 20.13 The Contractor shall maintain a proper current and accurate record of all its employees or agents employed or engaged for operating the Business and providing the Optional Services (if any). Such record shall include the name, Hong Kong Identity Card number and photograph and to produce such record for inspection by the Government on request. All personal data submitted by the Contractor will be used by the Government for the purpose of this Contract only.
- 20.14 The Contractor shall not employ any persons who are forbidden under the laws of Hong Kong or not entitled for whatever reasons to undertake any employment in Hong Kong. If there is any breach of this Clause by Contractor, the Government may, by notice in writing, terminate this Contract under **Clause 41.1**.
- 20.15 The Contractor shall comply with the Employment Ordinance (Cap. 57). The Government may terminate the Contract under **Clause 41.1** if the Contractor is convicted of any offence under the Employment Ordinance (Cap. 57).

- 20.16 The Contractor shall comply with the Minimum Wage Ordinance (Cap. 608). The Government may terminate the Contract under **Clause 41.1** if the Contractor is convicted of any offence under the Minimum Wage Ordinance (Cap. 608).
- 20.17 The Contractor shall comply with the Employees' Compensation Ordinance (Cap. 282). The Government may terminate the Contract under **Clause 41.1** if the Contractor is convicted of any offence under the Employees' Compensation Ordinance (Cap. 282).
- 20.18 The Contractor shall comply with the Immigration Ordinance (Cap. 115). If the Contractor is convicted of an offence under the Immigration Ordinance (Cap. 115) for employing a person who is not lawfully employable in Hong Kong, or is convicted of an offence for aiding and abetting another person to breach his condition of stay, the Government may terminate the Contract under **Clause 41.1**.
- 20.19 The Contractor shall comply with the requirements of the Occupational Safety and Health Ordinance (Cap. 509), and any other legislation pertaining to the health and safety of its own staff, the employees or agents of the Government and any other parties who may be affected by the Contractor's operation of the Business and provision of the Optional Services (if any). The Government may terminate the Contract under **Clause 41.1** if the Contractor is convicted of any offence under the Occupational Safety and Health Ordinance (Cap. 509).
- 20.20 The Contractor shall comply with the Mandatory Provident Fund Schemes Ordinance (Cap. 485). The Government may terminate the Contract under **Clause 41.1** if the Contractor is convicted of any offence under the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
- 20.21 Any conviction mentioned in **Clause 20.15** to **Clause 20.20** or any other provision of this Contract does not have to relate to this Contract.

**21. Electricity Supply**

- 21.1 The Contractor, if so permitted by the Government, may consume electricity from supply points which are available at the Souvenir Shop Area to operate the Business and provide the Optional Services (if any) and shall pay all deposits, fees and charges in connection therewith. The Contractor shall maintain, repair and replace the electrical wiring or cables or apparatus associated therewith in or serving the Souvenir Shop Area in safe and proper condition and to comply in all respects with the Electricity Ordinance (Cap. 406) and its subsidiary legislations and / or the Government with respect to the utilities.
- 21.2 If electricity supply is not available at the Souvenir Shop Area, or permission to use available supply is not granted or withdrawn, the Contractor shall at its own expense install and provide its own source of electricity supply required for the Business and the Optional Services (if any) and pay all fees and charges in connection herewith.
- 21.3 Any installation, alteration and addition of wiring and lighting fittings to the existing Government Provisions, and all other electrical works, be it permanent or temporary, shall be approved by the Government previously in writing and the works shall be carried out by Registered Electrical Contractor (REC) / Registered Electrical Worker (REW) registered under the Electricity (Registration) Regulations (Cap. 406D) and to the satisfaction of the Government. The Contractor shall be responsible to maintain and repair such fittings at its own expense as well as to remove the same should the Government so direct. A copy of Work Completion Certificate (WR1) attached with schematics and test reports should be submitted to Government for retention.

**22. Arrangement during Epidemic Illness**

In the event of illness of any epidemic nature breaking out or situations related to suspected or confirmed communicable disease cases, the Contractor shall comply with all such orders, arrangements or regulations as may be issued by the Government with a view to stamping out the same. The Contractor shall comply with any instructions issued by the Government regarding measures to be adopted to prevent or control diseases of any kind.

**23. Suspension for Default**

- 23.1 In the event that the Contractor is in breach of any term and condition of the Contract, the Government shall be entitled to suspend the Contractor's right to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area by notice in writing to the Contractor for a period as specified in such notice and the suspension may take place on the next day following from the date of such notice at the earliest or such other date as specified in the notice ("Suspension for Default"). Without prejudice to the generality of the foregoing, the Government may suspend the Contractor's right to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area upon the default of the Contractor as mentioned in **Clause 9**, **Clause 20.1** or **Clause 34.2** where applicable.
- 23.2 Upon a Suspension for Default under **Clause 23.1**, the Contractor shall have no right to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area during the period of such Suspension for Default. The Contractor shall still remain liable to pay the Monthly Licence Fee in respect of the period of Suspension for Default and remain liable to perform and observe all other obligations under the Contract.
- 23.3 In the event that any default leading to the Suspension for Default under **Clause 23.1** has been remedied to the satisfaction of the Government, the Government may cancel the Suspension for Default by notice in writing to the Contractor ("Notice of Resumption"). Upon receipt of such Notice of Resumption, the Contractor shall resume the Business at the Souvenir Shop Area by such date as specified in the Notice of Resumption. The Contract Period will not however be correspondingly extended due to any suspension under **Clause 23.1**.
- 23.4 Neither the Government nor the Government Representative shall be responsible for any claim, legal proceeding, liability, loss (including any direct or indirect loss, any loss of revenue, profit, business, contract or anticipated saving), damages (including any direct, special, indirect or consequential damages of whatsoever nature) or any cost or expense, suffered or incurred by the Contractor arising out of or in relation to any Suspension for Default under **Clause 23.1**.

**24. Non-exclusive Right**

- 24.1 Nothing in this Contract shall confer on the Contractor any exclusive right to operate the Business and / or to provide the Optional Services (if any) in the Red Brick Building.
- 24.2 Nothing in this Contract shall be regarded as in any way precluding, or negating, prejudicing or otherwise restricting the right of the Government to authorize any person (a) to bring into the Red Brick Building or distribute freely or supply any commodities for consumption, for use or for sale; or (b) to operate any business and / or to provide any services of a similar / the same nature as the Business and / or the Optional Services.

**25. Licence to Use the Materials Provided by the Contractor**

- 25.1 The Contractor hereby grants for the benefit of the Government, its authorized users, assigns and successors-in-title an irrevocable, non-exclusive, worldwide, perpetual, sub-licensable and royalty-free licence to use and to reproduce in any format and for any number of copies of any written materials to be submitted by the Contractor as, in the opinion of the Government, are reasonably required for processing, analyzing and / or recording purposes as well as disclosure as more particularly referred to in **Clause 10.1**.
- 25.2 The Contractor shall keep the Government informed in writing of any materials that are subject matters of the licences granted or to be granted to which the Contractor is not empowered to grant licences pursuant to **Clause 25.1** and any restrictions whatsoever affecting the use thereof.
- 25.3 The Contractor hereby undertakes to procure all proper licences, clearances and releases in writing obtained / procured pursuant to **Clause 25.1** to be granted in favour of the Government, its authorized users, assigns and successors-in-title.
- 25.4 For the purpose of this **Clause 25**, the licences granted or to be granted shall cover all Intellectual Property Rights of whatever nature.



- 25.5 The Contractor hereby waives and undertakes to procure its employees, sub-contractors and agents to waive all moral rights (whether past, present or future) in all written materials submitted or to be submitted by the Contractor, such waiver shall operate in favour of the Government, its authorized users, assigns and successors-in-title and shall take effect upon submission of such written materials.
- 25.6 The Contractor shall at its own cost and expense do and execute any further things and documents (or procure that the same be done or executed) as may be required by the Government to give full effect to this **Clause 25** and shall provide all such documents and materials to the Government within fourteen (14) days of the date of the Government's written request or such longer period as may be agreed by the Government in writing.

**26. Stock and Sale of Commodities**

- 26.1 Unless with the prior written approval of the Government at its absolute discretion, the Contractor shall sell in the Souvenir Shop commodities including gifts, souvenirs, audio visual products, publications, arts products and novelty products, etc. **related to Chinese opera and / or Chinese traditional handicrafts only** ("Authorized Merchandise") in accordance with **Contract Schedule 5**.
- 26.2 Unless otherwise specified in the Contract, the Contractor shall stock in sufficient quantities and sell only the Authorized Merchandise and other items approved or prescribed by the Government of a standard to the satisfaction of the Government.
- 26.3 Unless otherwise specified in the Contract, the Contractor shall not sell any commodities that are not Authorized Merchandise as listed in **Contract Schedule 5** unless with the prior written approval of the Government. Any alternation of the Authorized Merchandise may only be made after obtaining the prior written approval of the Government.
- 26.4 The Contractor shall forthwith remove from display and cease to sell or to continue to stock, display or sell any commodities or merchandise or any other items and materials whatsoever used or provided in or from the Souvenir Shop Area or in connection with the performance of the Contract:

- (a) to which the Government has notified its objection to the Contractor as being inconsistent with the objectives of the Business or the objectives / images of the Yau Ma Tei Theatre and Red Brick Building, or that of the Government;
  - (b) of which there is an allegation of infringement of Intellectual Property Rights of any person or persons; or
  - (c) which consists of or contains any materials that infringe or may infringe the Intellectual Property Rights of any person or persons.
- 26.5 The Contractor shall not stock, display, sell or provide at the Souvenir Shop Area any alcoholic products, cigarettes, cigars or tobacco products whatsoever.
- 26.6 The Contractor shall abide by any directions as to the quality of the commodities sold or offered for sale at the Souvenir Shop Area as may be given by the Hong Kong Consumer Council.
- 26.7 The Contractor shall provide to customers receipts of commodities sold in the Souvenir Shop, which specify the commodities sold and the respective prices.
- 26.8 The Contractor may, at its own cost and expense, accept Visa and Master Card credit cards and all such other internationally recognized credit cards as the Government and the Contractor may from time to time agree.
- 27. Display of Prices**
- 27.1 The Contractor shall prominently display at all times the prices of all items sold at the Souvenir Shop Area. The displays must be in both Chinese and English and shall be put up in such form, manner and at such locations as shall be approved or prescribed by the Government.

- 27.2 The Contractor shall display clearly the fixed prices for all commodities for sale in a style to be approved by the Government and not on any occasion to charge a price exceeding the fixed price so displayed. In the case of commodities which have a wholesaler or manufacturer recommended Hong Kong retail price, then a price not higher than that price shall be adopted and where such prices are stated in foreign currency(ies), the Contractor shall make available for inspection the Hong Kong dollar exchange rate(s) applied by the Contractor for the time being to the foreign currency(ies) concerned to any customer who so requests, and to notify the Government of any changes to the said exchange rate(s). Where no recommended Hong Kong retail price is available, the commodities will be sold at not more than the prices normally charged at any of the Contractor's other Hong Kong retail outlets or in the case where such commodities are not sold by the Contractor at its other retail outlets then within the range of prices charged in similar types of retail outlets in Hong Kong.
- 27.3 The Government reserves the right to question the price of any commodity(ies) for sale at the Souvenir Shop Area at any time and the Contractor shall provide justification for the price being charged.

**28. Erection of Structure**

- 28.1 Unless with the prior written approval from the Government, the Contractor shall not allow or permit any structure to be erected in or at the Souvenir Shop Area and its immediate vicinity, apart from signboard(s) bearing the trade name of the Business in both Chinese and English approved in writing by the Government.
- 28.2 The number, size, location of and ways of erecting the signboard(s) stipulated in **Clause 28.1** shall be those approved or prescribed by the Government in writing.

**29. Watchman**

The Contractor shall not allow any person including but not limited to any watchman to remain in the Souvenir Shop Area overnight without the prior permission in writing by the Government. The Contractor shall immediately remove such person from the Souvenir Shop Area if the Government notifies the Contractor in writing of the withdrawal of its approval for such person to stay overnight at the Souvenir Shop Area.

**30. Store of Dangerous Goods and Prohibited Goods**

The Contractor shall not keep, store or cause, permit or suffer to be kept or stored in the Souvenir Shop Area any dangerous or prohibited goods or liquid petroleum gas or any other types of fuel within the meaning of the Dangerous Goods Ordinance (Cap. 295) or any arms, ammunition, explosives or combustible substance.

**31. Fire Precautions**

31.1 The Contractor shall provide and maintain in proper and serviceable condition fire-fighting equipment to the satisfaction of the Government and comply with any directions issued by the Government or the Director of Fire Services in connection with the Souvenir Shop Area.

31.2 No naked flame is permitted in the Souvenir Shop Area.

**32. Government Provisions**

32.1 The Contractor shall keep and maintain the Government Provisions as stipulated in **Contract Schedule 7** in good, clean and serviceable condition, and shall be responsible for the due and immediate return of all such provisions in good repair, clean and serviceable condition at any time upon request by the Government and / or at the expiry or early termination of the Contract.

32.2 The Contractor shall accept the Souvenir Shop Area and the Government Provisions in the state and condition in which possession is given.

32.3 The Contractor shall not make any alteration or addition to the Government Provisions provided by the Government therein without the prior permission in writing by the Government and shall not carry out the repairs to the same without first obtaining the prior approval of the Government. If such approval is obtained, the repair works shall be carried out by qualified persons approved by the Government and of a standard acceptable to the Government.

32.4 The Contractor shall be liable to the Government for any damage or loss to any of the Government Provisions. If any of the Government Provisions is found damaged or lost, as the case may be in whatsoever scale and from whatsoever cause while in the possession or control of the Contractor, the Government shall be entitled to recover from the Contractor as a debt due to the Government all losses, liabilities, costs and expenses that it has incurred in the execution of such repair or replacement together with all costs and expenses incurred by the Government for procuring such repair or replacement service, monitoring such repair or replacement service and in taking all other necessary actions in the light of the Contractor's breach of this Clause.

32.5 All Government Provisions shall remain the property of the Government and the Government reserves the right to take stock checking of the same at any time and the Contractor shall provide every assistance to the Government for this purpose.

**33. Access Granted to the Contractor**

33.1 The Contractor shall have, during the continuance of the Contract Period but subject always to all rights and powers of the Government under the Contract the non-exclusive, non-transferable, non-assignable right to access and to occupy the Souvenir Shop Area specified in **Contract Schedule 6** and as delineated at **Annex C** for the operation of the Business and the provision of the Optional Services (if any) within the Souvenir Shop Area and performance of all other obligations under the Contract which are required to be performed at the Souvenir Shop Area.

33.2 Save and except with the prior permission of the Government and other than the Souvenir Shop Area, the Contractor shall not cause, suffer or permit any of its servants or agents to enter into any part of the Red Brick Building where the general public does not have access to.

33.3 The right of access and use as specified in **Clause 33.1**, unless approved otherwise by the Government, will only be limited to the opening hours of the Souvenir Shop Area as stated at **Annex A**.

33.4 The Government as owner of the Souvenir Shop Area whether acting through the Government Representative or otherwise reserves all rights and powers to enter into the Souvenir Shop Area for any purpose whatsoever without any notice or reference or consent from the Contractor.

**34. Inconvenience or Annoyance Caused at the Red Brick Building of the Yau Ma Tei Theatre**

- 34.1 The Contractor shall ensure that its employees, agents, suppliers, and permitted sub-contractors perform their duties in an orderly manner and in as quiet a manner as may reasonably be practicable having regard to the nature of the duties being performed by them.
- 34.2 The Contractor shall not do anything in or upon the Souvenir Shop Area or any part of the Red Brick Building or in the immediate vicinity thereof which may be or become a nuisance or annoyance (including but not limited to the making of excessive noise or sound) or cause damage or inconvenience or discomfort to the users of the Red Brick Building, the Government, its employees or agent working in the Red Brick Building. The Government shall be entitled to suspend the Contractor's right to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area under **Clause 23.1** for non-compliance with this **Clause 34.2** for so long as the nuisance or annoyance or damage or inconvenience or discomfort continues.
- 34.3 The Contractor shall not place or leave, or cause, suffer or permit to be placed or left any of its trade equipment, stores, provisions, furniture, fixtures, fittings, chattels or other things whatsoever at any places within the Souvenir Shop Area or otherwise howsoever encumber or encroach such places and shall forthwith remove the same to a place designated by the Government if the Government in its opinion considers that they may cause encumbrance or encroachment. In the event of any breach of this Clause and without prejudice to any other rights and remedies which the Government has or may have under the Contract, the Government shall be entitled to take all such steps as may be necessary to forthwith remove any such encumbrances or encroachments thereby constituted and without notice to the Contractor to seize and dispose of any such property in such manner as the Government may see fit without any liabilities whether towards the Contractor or any person otherwise and the Contractor shall pay the Government on demand all the costs in relation with such removal and / or disposal which are incurred by the Government.

**35. Inspection and Rejection**

- 35.1 The performance of any obligation by the Contractor of this Contract including the operation of the Business and the provision of the Optional Services (if any) at the Souvenir Shop Area shall be subject to inspection by the Government at any time.
- 35.2 Without prejudice to any other rights provided under the Contract, the Inspection Officer or the Government may reject any action undertaken by the Contractor (which action is purportedly for the compliance or observance of any term or condition of the Contract) or result of such action which does not strictly conform to the terms and conditions of the Contract.
- 35.3 Within twenty-four (24) hours of being notified in writing of the rejection of any action undertaken by the Contractor or result of such action pursuant to **Clause 35.2**, the Contractor shall take necessary action to rectify such rejected action or result of action to the satisfaction of the Government.
- 35.4 If the Contractor shall fail to rectify such rejected action or result of action, the Government may without prejudice to any other rights and remedies available to the Government carry out and complete such rectification by its own employees or agents. All costs and expenses whatsoever which may be incurred by the Government thereof shall be recoverable in full from the Contractor forthwith on demand or otherwise in accordance with the express provisions applicable to the relevant failure. The staff of the Government will normally carry out such rectification on working days during normal business hours. If such rectification is required to be carried out by the employees of the Government outside working days and / or normal business hours, the Contractor shall be responsible for the overtime remuneration, subsistence allowances and traveling expenses of such staff.

**36. Contractor's Act, Default, etc.**

Any act, default, neglect or omission of any officer, employee, agent, or sub-contractor of the Contractor, or any patron or visitor of the Souvenir Shop Area, shall be deemed to be the act, default, neglect or omission of the Contractor and the Contractor shall be responsible for them as if they are its own.

**37. Government to Recover Cost**

If the Contractor shall fail to carry out any of its obligations or duties under this Contract and the Government executes such obligations or duties on behalf of the Contractor, without prejudice to the other rights and claims of the Government, the Government shall be entitled to recover from the Contractor as a debt due to the Government all costs and expenses that it has incurred in executing such obligations or duties or procuring the service of a third party to execute such obligations or duties including all administrative and legal costs for supervising and monitoring the performance of such obligations and duties and enforcing its rights under this Clause.

**38. Liability and Indemnity**

38.1 Neither the Government nor any of its employees or agents shall be under any liability whatsoever for or in respect of:

- (a) any loss of or damage to any of the Contractor's property or that of its employees, sub-contractors, agents, visitors to, or patrons of, the Souvenir Shop Area however caused (whether by any Negligence of the Government or any of its employees or agents); or
- (b) any injury to or death of the Contractor (in the case where the Contractor is a natural person) or any of its employees, sub-contractors, agents, visitors to, or patrons of, the Souvenir Shop Area, save and except any such injury or death caused by the Negligence of the Government or any of its employees or agents.

38.2 Without prejudice to any other provision of the Contract, the Contractor shall indemnify each of the Government, its assigns, successors-in-title, employees and agents (each an "Indemnified Person") against:

- (a) any and all claims (whether or not successful, compromised, settled, withdrawn or discontinued, in whole or in part), actions, investigations, demands, proceedings, or judgments, joint or several, threatened, brought, instituted or established by any person against an Indemnified Person ("Third Party Claims");



- (b) any and all liabilities and indebtedness, losses, damages, costs, charges or expenses (including without limitation to (i) all legal fees and other awards, costs, payments, charges and expenses; and (ii) any loss or damage sustained by or any injury to or death of any person in consequence of any Negligence of the Contractor or any of its employees, sub-contractors, agents, visitors to, or patrons of, the Souvenir Shop Area) which an Indemnified Person may pay or incur as a result of or in relation to any Third Party Claims,

which in any case arise directly or indirectly in connection with, out of or in relation to:

- (i) the performance or breach of any provisions of the Contract by the Contractor, its employees, agents or sub-contractors;
- (ii) the negligence, recklessness, tortious acts or wilful omission of the Contractor, its employees, agents or sub-contractors;
- (iii) any warranty or representation made by the Contractor in the Contractor in the quotation submitted for the Contract or from time to time in the Contract Period which is incorrect, inaccurate, incomplete or misleading;
- (iv) the non-compliance by the Contractor, its employees, agents or sub-contractors with any applicable law or regulation, or order or requirement of any government agency or authority;
- (v) any death or injury or loss or damage of property as mentioned in **Clause 38.1** except for any death or injury caused by the Negligence of an Indemnified Person; or
- (vi) any default, unauthorized act or willful misconduct of the Contractor, its employees, agents or sub-contractors.

38.3 For the purposes of this Clause, “Negligence” (in upper case) shall have the same meaning as that assigned to it in section 2(1) of the Control of Exemption Clauses Ordinance (Cap. 71).

38.4 The indemnities, payment and compensation given in pursuance of the Contract by the Contractor shall not be affected or reduced by reason of any failure or omission of the Government or the Government Representative in enforcing any of the terms and conditions of the Contract, or in supervising or controlling the Contractor's operation or method of working, or in detecting or preventing or remedying any defective work carried out by the Contractor, its employees and agents.

38.5 The Contractor shall verbally notify the Government Representative of:

- (a) any injury to or death of any of the Contractor's employees or agents arising from any work done in pursuance of the Contract or of any patron or visitor of the Souvenir Shop Area; or
- (b) any loss of or damage to the Government Provisions or other property of the Government or to the property of any of the Contractor or of its employees or agents or of any patron or visitor of the Souvenir Shop Area,

as early as possible and in any event within forty-eight (48) hours of the occurrence of such injury, death, loss or damage or after such injury, death, loss or damage comes to the Contractor's knowledge, and deliver to the Government a written report within seven (7) working days after the occurrence of the injury, death, loss or damage. The requirement of notifying and reporting to the Government and / or the Government Representative under this Clause shall not exempt or excuse the Contractor from compliance with any law.

### **39. Public Liability Insurance**

39.1 The Contractor shall effect at its own expense a public liability insurance policy ("Public Liability Insurance Policy") throughout the Contract Period in the joint names of the Contractor and the Government in the sum of not less than **Hong Kong Dollars Ten Million (HK\$10,000,000)** for any one incident and unlimited number of claims in any one (1) year with an insurance company authorized by the Insurance Companies Ordinance (Cap. 41) on such terms and conditions to be approved by the Government in writing in advance.

- 39.2 The Public Insurance Liability Policy shall cover liability to pay damages or compensation as a result of the damage to properties, death of or injury to or illness suffered by any person arising out of vandalism, any act or default of the Contractor, the Government and the employees and agents of the Contractor and of the Government. It shall also indemnify the Contractor and the Government against all sums which the Contractor and the Government shall become legally liable to pay as compensation for bodily injury due to poisoning by food and / or drink supplied by the Contractor at the Souvenir Shop Area.
- 39.3 The Contractor shall keep the Public Liability Insurance Policy in force throughout the continuance of the Contract Period and shall, if required, deposit with Government for safe keeping such Public Liability Insurance Policy together with the receipt for payment of the current premiums.
- 39.4 Where the terms of the Public Liability Insurance Policy taken out by the Contractor require the insured parties to bear any excess amount in the event of claims, the Contractor shall be personally and solely responsible for the payment of such excess amount and shall reimburse the Government for such payment (if paid by the Government).
- 39.5 The Public Liability Insurance Policy shall include a cross liability clause so it shall be treated that a separate policy has been issued to each of the Contractor and Government.
- 39.6 On top of the indemnity amount as stated in **Clause 39.1**, the Public Liability Insurance Policy shall also indemnify each of the insured from and against payment of legal costs awarded in favour of any claimant of any claim covered by the Public Liability Insurance Policy and legal costs incurred by the insured in defending any claim.
- 39.7 The Contractor is responsible to lodge all claims with the insurance company and shall deal with the said company upon receipt from the Government or otherwise of a report on any injury, death, loss or damage provided that the Government shall have right to liaise with the insurance company on any matter of such claims.

39.8 If the Contractor shall fail to effect or to keep in force the Public Liability Insurance Policy or any other insurance which it may be required to effect under the terms and conditions of the Contract, the Government may effect and keep in force any such insurance and pay such premium or premiums thereof as may be necessary for that purpose and may from time to time deduct the amount so paid from the Security Deposit in accordance with **Clause 7** or may recover the same as a debt due to the Government from the Contractor.

**40. Failure to Insure**

If the Contractor shall fail to effect or to keep in force the insurance referred to in **Clause 39** or any other insurance which it may be required to effect under the terms and conditions of the Contract, the Government may effect and keep in force any such insurance and pay such premium or premiums thereof as may be necessary for that purpose and may from time to time deduct the amount so paid from the Security Deposit in accordance with **Clause 7** hereof or may recover the same as a debt due to the Government from the Contractor.

**41. Termination**

41.1 Without prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to the Government, the Government may at any time by notice forthwith terminate in any of the following events:

- (a) the Contractor fails or neglects to observe or perform any of the terms and conditions of the Contract or fails to pay any of the sums payable by the Contractor under the Contract;
- (b) the Contractor commits a fundamental breach of any term of the Contract;
- (c) the Contractor is in breach of any other provision of the Contract, which in the opinion of the Government is not capable of remedy;
- (d) the Contractor commits a breach of any other provision of the Contract, which is capable of remedy and fails to remedy the same within fourteen (14) days of service of a notice in writing by the Government (or such longer period as specified in the notice) requiring such remedy;

- (e) the Contractor has made a material misrepresentation (including submission of false statement or inaccurate information) during the bidding process of the Contract;
- (f) the Contractor or any officer (including director), employee or agent of the Contractor commits an offence under the Prevention of Bribery Ordinance (Cap. 201) or any law of a similar nature in relation to the Contract or any other contract made by the Contractor with the Government;
- (g) a proposal is made for a voluntary arrangement or any other composition, scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors;
- (h) in the case where the Contractor is an incorporated body, a shareholders' or members' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than voluntarily for the purpose of bona fide reconstruction or solvent amalgamation);
- (i) a petition is presented for the winding-up or bankruptcy of the Contractor, which is not dismissed within fourteen (14) days after the petition is presented;
- (j) the Contractor is or becomes insolvent, or any order is made for the Contractor's bankruptcy;
- (k) an administrator, administrative receiver, receiver or similar officer is appointed over the whole or any part of the Contractor's business or assets;
- (l) the Contractor suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business;
- (m) the Government reasonably apprehends that any of the events mentioned in (g) to (l) above is about to occur;
- (n) the Contractor assigns or transfers or purports to assign or transfer all or any part of the obligations or rights of the Contract without the prior written consent of the Government; or

- (o) the Contractor unilaterally ceases the Business at the Souvenir Shop Area and / or unilaterally terminate the Contract at any time prior to the expiry of the Contract; or
- (p) there is any claim or allegation or the Government has reasonable grounds to believe that the Contractor in the course of performing the Contract, or any goods or materials supplied or to be supplied by the Contractor, has infringed or may infringe the Intellectual Property Rights of any person; or
- (q) any event or circumstance occurs which gives the Government the right to terminate the Contract under any provision of the Contract including any of the following provisions:
  - (i) **Clause 9** (Licences, Permits and Certificates);
  - (ii) **Clause 15** (Not to Employ the Unemployable);
  - (iii) any of **Clause 20.15** to **Clause 20.20** (Contractor's Employees and Agents);
  - (iv) **Clause 45** (Corrupt Gifts); or
  - (v) **Clause 51** (Probity).

41.2 If the Government shall at any time be prevented from performing the Contract by force majeure, then the Government shall serve a notice on the Contractor to this effect whereupon the Contract shall terminate immediately.

41.3 For the purpose of **Clause 41.2**, "force majeure" means acts of God, strikes, lockouts, acts of war affecting Hong Kong and / or any other parts of the People's Republic of China ("PRC"), hostilities (whether war be declared or not), invasion, acts of foreign enemies, rebellion, revolution, military or usurped power, overthrow (whether by external or internal means) of the Government and / or the government of the PRC, civil war, riot, civil disorders or disturbances, civil commotion, supervening epidemic outbreak in Hong Kong, or other similar or different events or contingencies beyond the reasonable control of the parties to this Contract. For these purposes an event shall not be deemed to be within the control of the Government on the ground that the Government could have prevented that event by acceding to any unreasonable demands of an authority, corporation, trade union, association or person.

41.4 Notwithstanding anything herein to the contrary, either party may terminate this Contract at any time during the Contract Period by giving to the other party six (6) months' prior notice in writing of termination specifying the date of termination.

41.5 The grounds for termination specified in this **Clause 41** are separate and independent, and shall not be limited by reference to or inference from the other of them.

**42. Effect of Termination**

42.1 Unless otherwise specifically stated, in the event of termination or expiry of the Contract for whatever reason whether under any of the applicable provisions set out in **Clause 41** or otherwise ("Termination"):

- (a) the Contract shall be of no further force and effect, but without prejudice to:
  - (i) the Government's rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breach(es) of the Contract by the Contractor (including any breach(es) which entitle(s) the Government to terminate the Contract);
  - (ii) any accrued rights or liabilities of either party prior to the Termination; and
  - (iii) the coming into force or the continuance in force and the validity of all provisions of the Contract which are expressed to or which in their context by implication come into or continue in force on or after the Termination (including but not limited to **Clauses 5, 8, 10, 36 to 38, 41 to 47, 49 to 58, 60 and 61**).
- (b) the Government is under no further obligation to the Contractor under the Contract without thereby releasing the Contractor from any of its liabilities under the Contract, or affecting any rights and powers conferred upon the Government by the Contract;
- (c) without prejudice to the other rights and claims of the Government including the right to seek indemnity under **Clause 38.2**, in the event that this Contract is terminated under **Clause 41.1**, the Contractor shall be liable

for all losses, damages, costs and expenses incurred by the Government arising from the Termination including without limitation (i) all actual loss of revenue (as represented by the Monthly Licence Fee) (where and whilst no replacement is awarded) and shortfall in such revenue (where a new replacement contract is awarded), for the remainder of the Contract Period had there been no Termination; (ii) all administrative and legal costs incurred by the Government for the Termination; and (iii) all administrative and legal costs incurred by the Government for issuing an invitation to bid for a new replacement contract similar to the Contract;

- (d) the Contractor shall forthwith pay up all unpaid Monthly Licence Fee without any deduction or set-off whatsoever plus interest on any overdue amount at the rate as specified in **Clause 5.4**;
- (e) in the event that the Termination is under **Clause 41.1**, there shall be a forfeiture of the Security Deposit in its entirety without prejudice to the Government's claims and demands under the Contract which cannot be satisfied by the Security Deposit;
- (f) the Contractor shall immediately deliver up vacant possession of the Souvenir Shop Area and all Government Provisions and all other appliances, furniture, fixtures and fittings provided by the Government in good repair (fair wear and tear excepted) and in clean and hygienic condition, provided always that where the Contractor has made any alterations or installed any fixtures, fittings or additions to the Souvenir Shop Area with or without the Government's consent, the Government may at its discretion require the Contractor to reinstate or remove at the Contractor's own expenses such alterations, fixtures, fittings or additions or such part or portion thereof as the Government may require and to make good and repair in a proper and workmanlike manner any damage to the Souvenir Shop Area and to the Government's fixtures and installations thereof by such deadline date as specified by the Government (whether to fall before or after the Termination) before delivering up the Souvenir Shop Area to the Government. Alternatively, the Government may choose to retain all such fixtures, fittings and alterations made by the Contractor to the Souvenir Shop Area if the Government so chooses without any compensation to the Contractor whatsoever;



- (g) the Contractor shall remove from the Souvenir Shop Area all removable objects from the Souvenir Shop Area which do not belong to the Government or do not form part of the Government Provisions including any materials, machinery, equipment, plant and all other properties. The Contractor shall at its own expense make good any damage to the Souvenir Shop Area arising from such removal;
- (h) all employees, agents, visitors and patrons of the Contractor shall vacate the Souvenir Shop Area and deliver up all keys and access cards to the Souvenir Shop Area;
- (i) if the Contractor shall fail to comply with **Clause 42.1(f)** or **(g)** or **(h)**, the Government may forthwith enter the Souvenir Shop Area to remove any persons therein, or to remove any fixtures and fittings or reinstate any alterations so installed or erected, or any property, materials, machinery and equipment found therein and to effect the necessary repair and cleansing work so as to keep the Souvenir Shop Area in a good repair and clean and serviceable condition. The Government reserves the right to take over or to dispose of in whatsoever manner it deems appropriate and without any liability and compensation whether towards the Contractor or any other party any fixtures and fittings so installed or erected and any chattels not collected or removed by the Contractor upon the Termination. All costs, losses, damages or expenses incurred by the Government as a direct or indirect result of the breach of the Contract under this Clause shall be recoverable as a debt due to the Government from the Contractor.

**43. Set-off**

Where the Contractor has incurred any liability to the Government, whether at law or in equity and whether such liability is liquidated or unliquidated, the Government may set off, whether by way of equitable set off or at common law the amount of such liquidated liability and a reasonable estimate of the amount of any unliquidated liability, against any sum then due or which at any time thereafter may become due from the Government to the Contractor under the Contract or any other contract made between the Government and the Contractor.

**44. Recovery of Amounts from the Contractor**

If the Contractor fails to pay any amount due or payable or otherwise upon demand by the Government pursuant to any applicable provision of the Contract, the Government shall be entitled to deduct the same from the Security Deposit in accordance with **Clause 7** and / or may recover the same as a debt due to the Government from the Contractor in such order as it deems appropriate regardless of whether it is specifically stated in the relevant provision that such amount may be recovered as a debt due to the Government from the Contractor.

**45. Corrupt Gifts**

If the Contractor or any employee or agent of the Contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance (Cap. 201) or any subsidiary legislation made thereunder or under any law of a similar nature in relation to the Contract or any other Government contracts, the Government may terminate the Contract under **Clause 41.1**.

**46. Monies or Valuables Found**

All monies or other items of value found by the Contractor's employees and / or agents in carrying out the Business and the Optional Services (if any) in the Souvenir Shop Area shall be handed to the Government as soon as possible and a written receipt obtained therefrom.

**47. Publicity and Advertisement**

47.1 The Contractor shall not exhibit, display, publish or use any advertising or other publicity materials or perform any act with an advertising nature either inside or outside the Souvenir Shop Area or any part thereof except with the prior written consent of the Government.

- 47.2 Save and except where the Government at its discretion may permit or require, the Contractor shall not exhibit or display, or cause, permit or suffer to be exhibited or displayed either inside or outside the Souvenir Shop Area any advertisement or any other materials whatsoever (such as writings, signs, signboards or any other devices whether illuminated or not which may be visible from inside or outside the Souvenir Shop Area or any part thereof) of any advertising nature.
- 47.3 Without prejudice to the generality of **Clause 47.2**, the Contractor shall not exhibit or display, or cause, permit or suffer to be exhibited or displayed either inside or outside the Souvenir Shop Area any advertisement or any other materials whatsoever (such as writings, signs, signboards or any other devices whether illuminated or not which may be visible from inside or outside the Souvenir Shop Area or any part thereof) of any advertising nature relating to any tobacco or tobacco related products.
- 47.4 Whether before, during or after the expiry or early termination of the Contract, the Contractor shall not use the Government's name in any document, publication, advertisement or publicity material without the prior written consent of the Government.
- 47.5 Subject to **Clause 47.4**, the Contractor shall submit to the Government Representative for approval all the proposed advertising or other publicity material relating to the Contract, the Authorized Merchandise or other commodities supplied or other work done in connection with the Contract wherein the Government's name is mentioned or language used from which a connection with the Government can reasonably be inferred or implied.
- 47.6 Notwithstanding any consent or approval given under this **Clause 47**, whenever required by the Government, the Contractor shall remove all advertisement and publicity material relating to the Contract wherein the Government is mentioned or language used from which a connection with the Government can reasonably be inferred or implied and the Contractor must comply with such request.

**48. Notice to be Displayed or Circulated in the Souvenir Shop Area**

If the Contractor proposes to display or circulate any notices requiring its employees, agents or the public to comply with the rules and regulations of the Government or other competent authority or for the purpose of the operation of the Business and the provision of the Optional Services (if any) under the Contract, it shall first seek the prior written consent of the Government and such consent can be withdrawn at any time at the absolute discretion of the Government. All notices displayed or circulated by the Contractor in the Souvenir Shop Area shall be written in both English and Chinese.

**49. Conflict of Interest**

49.1 The Contractor shall during the Contract Period and for three (3) months thereafter:

- (a) ensure that it (including each and every employee of the Contractor) and each of its sub-contractors and each of their respective employees, officers and agents engaged in the discharge of the obligations hereunder, and each of their respective associates and associated persons, shall not undertake any service, task, or job or do anything whatsoever for or on behalf of any third party (other than in the proper performance of the Contract) which conflicts or which may be seen to conflict with the Contractor's duties or obligations under the Contract without the prior written approval of the Government (which approval shall not be unreasonably refused or delayed); and
- (b) forthwith notify the Government in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal or other interests of the Contractor or any of the Contractor's sub-contractors or any of their respective employees, officers and agents deployed for the performance of the Contractor's obligations hereunder or their respective associates or associated persons, conflict or compete, or may be seen to conflict or compete, with the Contractor's duties or obligations under the Contract.

49.2 The Contractor shall ensure that each of its associate and associated person, each of its sub-contractors and each of their respective employees, officers and agents deployed in the performance of the Contractor's obligations hereunder and their respective associates and associated persons shall keep themselves informed and inform the Contractor and keep it informed regularly of all facts which may reasonably be considered to give rise to a situation in which the financial, professional, commercial, personal or other interests of such persons, conflict or compete, or may be seen to conflict or compete, with the Contractor's obligations under this Contract.

49.3 In the Contract:

- (a) "associate" in relation to any person means:
  - (i) a relative or partner of that person; or
  - (ii) a company one or more of whose directors is in common with one or more of the directors of that person;
- (b) "associated person" in relation to another person means:
  - (i) any person who has control, directly or indirectly, over the other;
  - (ii) any person who is controlled, directly or indirectly, by the other; or
  - (iii) any person who is controlled by, or has control over, a person at (i) or (ii) above;
- (c) "control" in relation to another person means the power of a person to secure:
  - (i) by means of the holding of shares or interests or the possession of voting power in or in relation to that or any other person;
  - (ii) by virtue of powers conferred by any constitution, articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that or any other person; or

(iii) by virtue of holding office as a director in that or any other person;

that the affairs of the first-mentioned person are conducted in accordance with the wishes of that other person;

(d) “director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director; and

(e) “relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent.

## **50. Confidentiality**

50.1 The Contractor shall treat as proprietary and confidential all information, documents, materials and data (including any personal particulars records and personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486)), in whatever form or media, which the Government has for the purposes of or in the course of performing the Contract, supplied, made available or communicated to the Contractor (“Confidential Information”). The Contractor’s obligations under this **Clause 50** shall not extend to any information which was rightfully in the possession of the Contractor prior to the commencement of the negotiations leading to the Contract or which is already in the public knowledge or becomes so at a future date (otherwise than as a result of a breach of this Clause).

50.2 Without prejudice to any other provision of the Contract, the Contractor shall indemnify and keep the Government, its authorised users, assigns and successors-in-title fully and effectively indemnified against any and all action, damages, costs, claims, demands, expenses (including the fees and disbursements of lawyers, agents and expert witnesses) and any awards and costs which may be agreed to be paid in settlement of any proceedings and liabilities of any nature arising from or incurred by reason of:

(a) a breach of confidence (whether under the Contract or general law) by the Contractor or any of its employees, agents or sub-contractors;

- (b) any actions or claims made in respect of information subject to the Personal Data (Privacy) Ordinance (Cap. 486), which action and / or claim would not have arisen but for the act, negligence or omission of the Contractor or any of its employees, agents or sub-contractors in connection with the performance of the Contract; and
  - (c) any act done or omission in the performance of the Contract that contravenes the Unsolicited Electronic Messages Ordinance (Cap. 593).
- 50.3 The Contractor shall use the Confidential Information solely for the purposes of the Contract. The Contractor shall not, at any time whether during the Contract Period or after the expiry or early termination (howsoever occasioned) of the Contract, use (or allow to be used) the Confidential Information for any other purposes without the Government's prior written consent.
- 50.4 The Contractor shall not disclose the Confidential Information to any third parties except in confidence to such of the Contractor's employees, agents or sub-contractors who need to know the same for the purposes of the Contract.
- 50.5 The Contractor undertakes to take all necessary measures for the protection of the Confidential Information and to prevent any unauthorised disclosure or leakage of the Confidential Information.
- 50.6 The Contractor shall ensure that each of its employees, agents, sub-contractors, and any other persons involved in the performance of the Contract are aware of and comply with the provisions of this **Clause 50** and the Official Secrets Ordinance (Cap. 521).
- 50.7 The Contractor undertakes, if so requested by the Government, to deliver to the Government on such date as specified by the Government, separate confidentiality agreements duly executed by the Contractor and / or each person to whom any Confidential Information is to be disclosed by the Contractor in accordance with the Contract. The Contractor shall not be regarded to have complied with this Clause unless each confidentiality agreement is executed on terms prescribed by the Government.

- 50.8 The Contractor further agrees that it will not at any time whether by itself or through any subsidiary or agent use, sell, license, sub-license, create, develop or deal with any Confidential Information otherwise than in accordance with the Contract.
- 50.9 If the Contractor becomes aware of any breach of confidence by any of its employees, agents or sub-contractors, it shall promptly notify the Government and give the Government all reasonable assistance in connection with any action or proceedings which the Government may take or institute against any such persons.
- 50.10 The provisions of this **Clause 50** shall survive the expiry or termination of the Contract and shall continue in full force and effect notwithstanding such expiry or termination.

## **51. Probity**

- 51.1 The Contractor acknowledges it has been reminded that:
- (a) dishonesty, theft and corruption on its part or that of its employees, agents or sub-contractors are criminal offences and may lead to prosecution under section 9 of the Prevention of Bribery Ordinance (Cap. 201), sections 17, 18D and 19 of the Theft Ordinance (Cap. 210) and section 161 of the Crimes Ordinance (Cap. 200); and
  - (b) the soliciting or accepting of advantages, as defined in the Prevention of Bribery Ordinance (Cap. 201) is not permitted.
- 51.2 The Contractor shall inform its officers, employees (whether permanent or temporary), agents and sub-contractors that the soliciting or accepting of advantages (as defined in the Prevention of Bribery Ordinance (Cap. 201)) is not permitted. The Contractor shall also caution its officers, employees and agents and sub-contractors against soliciting or accepting any excessive hospitality, entertainment or inducement which may impair their impartiality in relation to the selection of its sub-contractors, if any, or the supervision of the work of the sub-contractors.



51.3 The Government may terminate the Contract immediately if the Contractor or any of its employees, agents and sub-contractors is convicted of an offence under the Prevention of Bribery Ordinance (Cap. 201), the Theft Ordinance (Cap. 210) or the Crimes Ordinance (Cap. 200).

**52. Service of Notice**

52.1 Any notice, demand, invoice, correspondence or other communication to be given or made under the Contract by a party shall be in writing and shall be delivered or sent to the other party at the address, facsimile number or email address of the recipient set out below (in the case the recipient is the Government) or in **Clause 4** of the **Articles of Agreement** (in the case the recipient is the Contractor) or to such other address as either party shall notify the other in writing by no less than five (5) days' prior written notice. Notice may be delivered personally, by post, by facsimile or by email.

52.2 The address, facsimile number and email address of the Government are as follows:

Address: 1/F, Red Brick Building, 8 Waterloo Road, Kowloon  
Attention: Manager (Yau Ma Tei Theatre)  
Facsimile Number: 2782 7813  
Email Address: mymtt@lcsd.gov.hk

52.3 Such notices, demands, invoices, correspondences or other communications shall be addressed as provided in **Clause 52.1** and, if so addressed, shall be deemed to have been duly given or made as follows:

- (a) if sent by personal delivery during normal business hours on a working day, upon delivery at the address of the relevant party;
- (b) if sent by post, four (4) days (for any place in Hong Kong) and seven (7) days (for any place outside Hong Kong) after the date of posting;
- (c) if sent by facsimile during normal business hours on a working day, when despatched with confirmed receipt as evidenced by a transmission report generated at the end of the transmission of such facsimile by the facsimile machine used for such transmission.

- (d) if sent by email, when actually received in a form readable by an individual.

**53. Waiver of Remedies**

- 53.1 Time shall be of essence of the Contract but no failure, forbearance, delay or indulgence by either party to the Contract in exercising any right, power or remedy available to it under the Contract or at law or in equity, or in enforcing the provisions of the Contract, shall operate as a waiver thereof, nor shall any single or partial exercise of the same preclude any other or further exercise thereof or the exercise of any other right, power or remedy. A right, power, or remedy of each party under the Contract shall be cumulative and not exclusive of any other rights, powers or remedies provided by the Contract, at law or in equity. Without limiting the foregoing, no waiver by any party of any breach by the other party of any provision hereof shall be deemed to be a waiver of any subsequent breach of that or any other provision hereof.
- 53.2 Without prejudice to the generality of **Clause 53.1**, any right of termination of the Contract or any other right, power or remedy of whatsoever nature conferred upon the Government under the Contract shall be exercisable by it in addition to and without prejudice to any other rights and remedies available to it under the Contract or at law (and, without prejudice to the generality of the foregoing, shall not extinguish any right to damages to which the Government may be entitled in respect of the breach of the Contract) and no exercise or failure to exercise a right of termination shall constitute a waiver by the Government of any other right, power or remedy.
- 53.3 Acceptance of any payment by the Government shall not be deemed to operate as a waiver by the Government of any right to proceed against the Contractor in respect of any breach, non-observance or non-performance by the Contractor of any of the terms and conditions of this Contractor on the Contractor's part to be observed and performed.
- 53.4 No condoning, excusing or overlooking by the Government of any default, breach, non-observance or non-performance by the Contractor of any of the obligations of the Contractor under the Contract shall operate as a waiver of the Government's right under the Contract in respect of any continuing or subsequent default, breach, non-observance or non-performance.

**54. Severability**

54.1 In the event that any provisions of the Contract or any part of any such provisions shall at any time be found by any authority or adjudged by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions or such part of such provisions, as the case may be, shall be severed from the remaining provisions of the Contract and rendered ineffective so far as possible without modifying the remaining provisions of the Contract.

54.2 If at any time any one or more provisions hereof shall be found by any authority or adjudged by a court of competent jurisdiction to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect the remaining provisions of the Contract, all of which shall remain in full force and effect.

**55. Entire Agreement**

The Contract embodies the entire understanding of the parties and supersedes any and all previous agreements, arrangements and undertakings between the parties and constitutes the entire agreement between the parties relating to the subject matter hereof. The Contractor acknowledges that in entering into the Contract, it has not relied on any statements, warranties or representations given or made by the Government.

**56. Variations**

Subject to the provisions of the Contract, no waiver, cancellation, alteration or amendment of or to any provision of the Contract shall be valid unless made by a written instrument duly signed by the Government and the Contractor.

**57. Further Assurance**

The Contractor shall at its own cost and expense do and execute any further things and document(s) (or procure that the same be done or executed) as may be required by the Government to give full effect to the provisions in this Contract and shall provide all such documents and materials to the Government within fourteen (14) days of the date of the Government's written request or such longer period as may be agreed by the Government in writing.

**58. Relationship of the Parties**

The Contractor enters into the Contract with the Government as an independent contractor only and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership, a relationship of landlord and tenant, or a joint venture between the Government and the Contractor. Unless otherwise expressly provided for in the Contract, neither party is authorized to act in the name of, or on behalf of, or otherwise bind the other party.

**59. Applicability of Public Health and Municipal Services Ordinance**

The Contract is subject to the provisions of the Public Health and Municipal Services Ordinance (Cap. 132) and all regulations made thereunder, which may be applicable to the Souvenir Shop Area and to the Business and the Optional Services (if any).

**60. Governing Law and Jurisdiction**

The Contract shall be governed by and construed according to the laws of Hong Kong and the parties hereto irrevocably submit themselves to the exclusive jurisdiction of the courts of Hong Kong in relation to any dispute arising from or in connection with or in relation to the Contract.

**61. Order of Precedence**

In the event that there is any conflict, contradiction or ambiguity between any documents which form part of the Contract the following order of precedence shall be applied in order to resolve any such conflict, contradiction or ambiguity:

- (a) **Conditions of Contract;**
- (b) **Contract Schedules 1 to 7;**
- (c) **Terms of Quotation;**
- (d) **Annexes A to E;**
- (e) any other materials which were submitted by the Contractor as part of its Quotation and attached to the Contract (including but not limited to **Contract Schedules 1 to 4** as completed and submitted by the Contractor).

**PART 3**  
**CONTRACT SCHEDULES**

<b><u>Content</u></b>	<b><u>Sheet No.</u></b>
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**CONTRACT SCHEDULE 1**

**Monthly Licence Fee**

**Failure to fill in the amount of Monthly Licence Fee below or submit this Contract Schedule 1 before 5:00 p.m. on the Quotation Closing Date will result in the Quotation not being considered further.**

In the event that I am / we\* are awarded with the Contract, we will pay the following Monthly Licence Fee to the Government in consideration of the grant of the right to operate the Business and to provide the Optional Services (if any) at the Souvenir Shop Area on and subject to the terms and conditions of the Contract.

I / we\* read all terms and conditions of the Contract including without limitation to the following:

- (a) no money shall be payable by the Government or the Government Representative to the Contractor or any other person under the Contract. The Contractor shall perform, comply with and observe all provisions of the Contract and its obligations under the Contract at its own costs and expenses regardless of whether it is specifically stated to be the case in the individual provisions of the Contract; and
- (b) the Business and the Optional Services (if any) shall be operated by the Contractor as principal and all profits and losses and liabilities arising therefrom shall be for the sole account of the Contractor with no recourse against the Government or the Government Representative; and
- (c) all rates, Government rent, taxes and all other outgoings payable in respect of the Souvenir Shop Area, and all costs and deposits of utilities incurred in the operation of the Business and the Optional Services (if any) including telephone line, electricity, and necessary cleansing and servicing work for the Souvenir Shop Area shall be borne by the Contractor and will not be covered by or deducted from the Monthly Licence Fee.

Period	Monthly Licence Fee
For each month of the Contract Period of thirty-six (36) months, subject to a Free Decoration Period of up to one (1) month.	Amount (HK\$)
	HK\$ _____ per month

Name of Bidder: \_\_\_\_\_

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

Name and title of Authorized Representative: \_\_\_\_\_

Signature of Bidder or Authorized Representative for and on behalf of the Bidder\* : \_\_\_\_\_

(with firm / company chop)

\* Delete as appropriate

**CONTRACT SCHEDULE 2**

**Business Plan**

(Information provided can be written in English or Chinese or both)

**Failure to fill in any of the plans requested below or submit this Contract Schedule 2 before 5:00 p.m. on the Quotation Closing Date will result in the Quotation not being considered further.**

The plans submitted below shall be binding on the Bidder and form part of the Contract in the event that the Contract is awarded to it. The Contractor has to seek written approval from the Government to revise plan(s) and proposal(s) incorporated in paragraphs 1 to 2 below.

**1. Facilities and Decoration Plan**

Bidders must provide information on items (i) and (ii):

- (i) a facilities and decoration plan with details such as the description of the proposed overall design theme for the decoration, shop front design, furniture and facilities of the Souvenir Shop Area to blend with the service, image, functions and activities of the Yau Ma Tei Theatre; and

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- (ii) sketch drawing of design layout and colour scheme to tie in with the architectural design and artistic identity of the Red Brick Building of the Yau Ma Tei Theatre.

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(Note: If there is not enough space, please use additional sheets.)

Name of Bidder: \_\_\_\_\_

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

Name and title of Authorized Representative: \_\_\_\_\_

Signature of Bidder or Authorized Representative for and on behalf of the Bidder\* : \_\_\_\_\_

(with firm / company chop)

\* *Delete as appropriate*

**CONTRACT SCHEDULE 2**

**Business Plan**

(Information provided can be written in English or Chinese or both)

**2. Operation and Staff Plan**

Bidders must provide information on items (i) and (ii):

- (i) an operation plan which includes aspects such as purchase of commodities, inventory control, safe-keeping and replenishment of stock; and

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- (ii) a staff plan which includes information on staff deployment in running the business, information of the proposed work force including the number of staff for the Souvenir Shop Area, the requirement of staff's working experience and qualification.

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(Note: If there is not enough space, please use additional sheets.)

Name of Bidder: \_\_\_\_\_

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

Name and title of Authorized Representative: \_\_\_\_\_

Signature of Bidder or Authorized Representative for and on behalf of the Bidder\* : \_\_\_\_\_

(with firm / company chop)

\* *Delete as appropriate*



**CONTRACT SCHEDULE 3****Information of the Bidder****(Information provided can be written in English or Chinese or both)**

1. In support of my / our\* offer for the grant of the Contract, I / we\* would provide the following information:

**(A) If the Bidder is a Sole Proprietor**

(If the Bidder is a sole proprietor, please complete (A) and strike out (B) and (C).)

(a) Name of Sole Proprietor: \_\_\_\_\_ (in English)  
 \_\_\_\_\_ (in Chinese)

(b) Hong Kong Identity Card No.: \_\_\_\_\_

(c) Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

(d) Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

(e) Date of establishment of the sole proprietorship: \_\_\_\_\_

(f) Business Registration Certificate Number of the business being operated (if any):  
 \_\_\_\_\_

Expiry Date of Business Registration Certificate (if applicable):  
 \_\_\_\_\_

(g) Name of Banker and Branch dealing with the business being operated:  
 \_\_\_\_\_

Address of Banker and Branch: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

(h) I submit this quotation personally as the sole proprietor with details as shown above.

Signature of Sole Proprietor (i.e. the Bidder): \_\_\_\_\_

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

\* *Delete as appropriate*

**CONTRACT SCHEDULE 3**

**Information of the Bidder**

**(Information provided can be written in English or Chinese or both)**

**(B) If the Bidder is a partnership (i.e. firm)**

(If the Bidder is a partnership, please complete (B) and strike out (A) and (C).)

(a) Name of Firm: \_\_\_\_\_ (in English)  
\_\_\_\_\_ (in Chinese)

(b) Address of the Firm: \_\_\_\_\_  
\_\_\_\_\_

(c) Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

(d) Date of establishment of the Firm : \_\_\_\_\_

(e) Business Registration Certificate Number of the Firm:  
\_\_\_\_\_

Expiry Date of Business Registration Certificate: \_\_\_\_\_

(f) Name of Banker and Branch dealing with the business being operated:  
\_\_\_\_\_

Address of Banker and Branch:  
\_\_\_\_\_

Bank Account Number: \_\_\_\_\_

(g) Names of all Partners (in BLOCK letters) and Percentage (%) of Ownership of each of the Partners:  
\_\_\_\_\_

Residential Address(es) of Partners (in above order):  
\_\_\_\_\_  
\_\_\_\_\_

(h) I myself am a partner of the above-mentioned firm and am duly authorized to bind the firm and all its partners by my signature.

Signature of the Partner: \_\_\_\_\_  
(with firm chop)

Name of the Partner: \_\_\_\_\_

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

\* Delete as appropriate



**CONTRACT SCHEDULE 3**

**Information of the Bidder**

**(Information provided can be written in English or Chinese or both)**

(l) Name of Banker and Branch dealing with the business being operated:

\_\_\_\_\_

Address of Banker and Branch:

\_\_\_\_\_

Bank Account Number: \_\_\_\_\_

(m) I am the Managing Director / Company Secretary / Authorized Representative \* (please specify) \_\_\_\_\_ of the above-mentioned company / corporation\* and am duly authorized to bind the above-mentioned company / corporation\* by my signature. I attach to the Quotation Form a certified true copy of the above-mentioned company / corporation\*'s Minutes of its board of directors / governing body\* showing that I have been duly authorized by the its board of directors / governing body\* to sign and submit this Quotation for and on behalf of the above-mentioned company / corporation\*.

Signature of Authorized Representative  
for and on behalf of the above-mentioned  
company / corporation\*:

\_\_\_\_\_  
(with company / corporation\* chop)

Name of Authorized Representative: \_\_\_\_\_

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

\* Delete as appropriate

(D) Other business being run at present:

\_\_\_\_\_

(Note: If there is not enough space, please use additional sheets.)

(E) Proposed investment:

\_\_\_\_\_

(Note: If there is not enough space, please use additional sheets.)

(F) Proposed number of staff to be employed for operating the business bidding for:

\_\_\_\_\_

(Note: If there is not enough space, please use additional sheets.)

(G) Other information:

\_\_\_\_\_

(Note: If there is not enough space, please use additional sheets.)

**CONTRACT SCHEDULE 3**

**Information of the Bidder**

**(Information provided can be written in English or Chinese or both)**

2. In the event of any queries relating to my / our\* offer, please contact:

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Contact information of Bidder or Authorized Representative signing this document:

Name(s): \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Address(es): \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

3. I / We\* confirm that none of the events as mentioned in **Paragraphs 17.2(a) to 17.2(f)** of the **Terms of Quotation** has ever occurred within the applicable period(s) as mentioned in the respective sub-paragraphs of **Paragraph 17.1** of the **Terms of Quotation**.\*

OR

I / We\* hereby provide the details as required in **Paragraphs 17.2(a) to 17.2(f)** of the **Terms of Quotation** where applicable\*:

Name of Bidder : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Signature of Bidder or  
Authorized Representative for and on  
behalf of the Bidder\* :

\_\_\_\_\_  
(with firm / company chop)

\* *Delete as appropriate*

- Note:**
- (i) All the particulars required above shall be accurately completed and the supply of any untruthful particulars or willful omission may lead to rejection of this quotation.
  - (ii) Any alternatives, which are not applicable, should be struck out.
  - (iii) Bidders are requested to read carefully each and every part of the Quotation Documents.
  - (iv) The information provided will be used solely for processing of this quotation exercise.

**CONTRACT SCHEDULE 4**

**Details of Experience**

In accordance with **Paragraph 6** of the **Terms of Quotation**, Bidders are required to submit the following information for evaluation. A Quotation will not be considered further if a Bidder fails to provide the required information upon request by the Government under Paragraph 15 of the Terms of Quotation (in the event that the Government in its absolute discretion requests such information) or fails to provide the required information before 5:00 p.m. on the Quotation Closing Date (in the event that the Government in its absolute discretion does not request for resubmission of such information after the Quotation Closing Date).

**1. Trade Experience**

The Bidder must have at least one (1) aggregate year of experience in running retail business on products / services for its own account (i.e. as an owner) or as a contractor pursuant to one or more service contract(s) entered into by the Bidder, any time within the past ten (10) years immediately prior to the Quotation Closing Date as specified on the Quotation Form, irrespective of any extension of the Quotation Closing Date that may be made under **Paragraph 5.3** of the **Terms of Quotation**.

Name and location of the retail business	Date of commencement of operation	Length of period of operation	Mode of operation (as an owner or as a service provider)

Note:

- (i) The date specified in the Quotation Form as the latest date by which quotations must be lodged shall be the cut-off date for calculating the Bidder’s years of experience, irrespective of any extension of the Quotation Closing Date that may be made under **Paragraph 5.3** of the **Terms of Quotation**, and experience obtained in different contracts / venues during overlapping period will be counted once only.
- (ii) A Bidder is required to **submit documentary proof, which shall be originals or certified true copies of the originals**, such as copies of contract to substantiate its claim of experience. Failure to do so will result in claimed experience not being taken into consideration.
- (iii) A Bidder is required to submit list of commodities of its business during the period counted as documentary proof, such as copies of contract, to substantiate its claim of experience.

(Note: If there is not enough space, please use additional sheets.)

Name of Bidder : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Signature of Bidder or Authorized Representative for and on behalf of the Bidder\* : \_\_\_\_\_

(with firm / company chop)

\* Delete as appropriate

**CONTRACT SCHEDULE 5****List of Authorized Merchandise and Optional Services**

Subject to the prior written approval of the Government and taking into account the Services, Image, Functions and Activities of the Yau Ma Tei Theatre, the Contractor is required to sell in the Souvenir Shop commodities including gifts, souvenirs, audio visual products, publications, arts products and novelty products, etc. **related to Chinese opera and / or Chinese traditional handicrafts only** (“Authorized Merchandise”). Such Authorized Merchandise may include but not limited to the following categories:

- |                          |                                     |
|--------------------------|-------------------------------------|
| 1. Stationery            | 9. Music book / publication         |
| 2. Accessory             | 10. Chinese traditional handicrafts |
| 3. Chinese opera costume | 11. Puppet                          |
| 4. Instrument            | 12. Painting / sketching            |
| 5. Ornament              | 13. Postcard                        |
| 6. Clothing              | 14. Poster                          |
| 7. CD/DVD                | 15. Wood-craft                      |
| 8. Magazine              | 16. Pottery                         |

Commodities which, in the reasonable opinion of the Government, **do not fall within the definition of Authorized Merchandise nor commensurate with the Services, Image, Functions and Activities** shall not be accepted and permitted to be put up for sale in the Souvenir Shop, unless otherwise approved by the Government.

In addition to the sale of Authorized Merchandise, the Contractor may, subject to the approval of the Government and taking into account the information on the Services, Image, Functions and Activities, also provide services, training or workshop **related to Chinese opera and/or Chinese traditional handicrafts** (“Optional Services”) in the Souvenir Shop.

- Note:**
- (i) The sale of Authorized Merchandise, and the provision of Optional Services (if any), in the Souvenir Shop shall be subject to the grant of all necessary permits / certificates required under all applicable laws and regulations.
  - (ii) All Authorized Merchandise and Optional Services (if any) and their respective prices and fees must be prominently displayed in the Souvenir Shop.

**CONTRACT SCHEDULE 6****Technical Specifications****1. Shop Front and Doors**

- 1.1 No fixing on the structural frames will be permitted.
- 1.2 No coating nor painting on the glass door will be permitted.

**2. Floor and Walls**

- 2.1 Internal walls of the Souvenir Shop Area shall be finished with plaster and emulsion paint. They may be covered up with plasterboard or plywood with decoration, which shall be removed at the end of the Contract Period or sooner termination of the Contract.
- 2.2 No coating, painting nor any alteration work on the external wall of the Souvenir Shop Area of the Red Brick Building (Grade 1 historic building) will be permitted.

**3. Electricity Supply (Please also refer to **Contract Schedule 7**)**

- 3.1 A 60 Amp three-phase power supply is available for the Souvenir Shop Area.
- 3.2 The Contractor must engage Licensed Electrical Contractor to make necessary electrical connections and shall be responsible for all the costs involved. Alternation works must be removed at the end of the Contract Period or sooner termination of the Contract.
- 3.3 The Contractor must take down all alternation works and reinstate the original lighting fittings provided by the Government at the Souvenir Shop Area at the end of the Contract Period or sooner termination of the Contract.

**4. Air-conditioning System**

Only one (1) set of split-type air-conditioner will be provided. The venue will arrange periodic inspection, maintenance and repair work for the air-conditioner when required.

**5. Signage**

All signage shall not be erected without prior approval from the Government.



**CONTRACT SCHEDULE 6****Technical Specifications****6. Photo Record**

A photo record, capturing the state and condition of the Souvenir Shop Area and the Government Provisions in which possession is given, will be provided to the Contractor upon commencement of the Contract Period. Any subsequent modification or alteration to the Government Provisions at the Souvenir Shop Area by the Contractor shall be reinstated to the original state and condition as captured in the photo record prior to delivering up the vacant possession of the Souvenir Shop Area to the Government upon the expiry of the Contract or early termination of the Contract, as the case may be.

**CONTRACT SCHEDULE 7****Government Provisions Made Available to the Contractor at the Souvenir Shop Area**

<b><u>Item</u></b>		<b><u>Quantity</u></b>
<b><u>General</u></b>		
1.	Glass door with concealed door locks	1 set
2.	Cable containment for telephone outlet	1
<b><u>Air-conditioning</u></b>		
3.	Split-type air-conditioner	1 set
<b><u>Electricity &amp; Lighting</u></b>		
4.	One 60 Amp Triple Pole & Neutral (TPN) isolator for light and power in the Souvenir Shop	1
5.	1 x 28W fluorescent tube	2
<b><u>Fire Services</u></b>		
6.	5 kg CO <sub>2</sub> type fire extinguishers	2

**FORM OF SECURITY DEPOSIT ELECTION**

**Bidders are advised to read carefully the Quotation Documents before completing this Form of Security Deposit Election.**

To: The Chairman of Quotation Opening Committee,  
Leisure and Cultural Services Department

If my / our\* Quotation is accepted, I / we\* shall elect, pursuant to **Clause 7 of Conditions of Contract**, to deposit with the Government , within seven (7) days from the date of the conditional acceptance of quotation or at such time as shall be directed by the Government, an amount equivalent to four (4) times of the quoted Monthly Licence Fee as specified in **Contract Schedule 1**, as security for the due and faithful performance of the Contract:

- \* (a) in cash; or
- \* (b) by way of a banker’s guarantee in the form set out at Annex E and issued by a bank that holds a valid banking licence granted under the Banking Ordinance (Cap. 155) and acceptable to the Government for the purpose of issuing Security Deposits.

Note: Delete as appropriate. In the event that the Bidder fails to elect which method of providing the Security Deposit it prefers in this Form of Security Deposit Election, it will be regarded to have undertaken to pay the Security Deposit to the Government in cash.

\* *Delete as appropriate*

Name of Bidder : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Signature of Bidder or  
Authorized Representative for and on  
behalf of the Bidder\* : \_\_\_\_\_  
(with firm / company chop)

### **CHECKLIST BEFORE SUBMITTING QUOTATION**

(The checklist serves to assist in completing and submitting the quotation. Please complete as appropriate.)

- |  | <b>Please ✓ if completed</b> |
|--|------------------------------|
| <b>Completion of Part II of Quotation Form - “Offer to be Bound”</b>   |                              |
| 1. Have you completed <b>Part II</b> of the <b>Quotation Form</b> - “Offer to be Bound” with all the required information (i.e. name of Bidder, address, name of authorized representative (if applicable), etc.)?   | <input type="checkbox"/>     |
| 2. If you are a sole proprietor, have you crossed out <b>5(a)</b> to <b>5(c)</b> in <b>Part II</b> of the <b>Quotation Form</b> ?  | <input type="checkbox"/>     |
| 3. If you are a firm / company, have you completed <b>5(a)</b> to <b>5(c)</b> in <b>Part II</b> of the <b>Quotation Form</b> ?   | <input type="checkbox"/>     |
| 4. Have you / your authorized representative <b><u>signed Part II of the Quotation Form</u></b> ?  | <input type="checkbox"/>     |
| <b>Completion of Contract Schedule 1 – Monthly Licence Fee</b>   |                              |
| 5. Have you completed <b>Contract Schedule 1</b> with the quotation of the Monthly Licence Fee?  | <input type="checkbox"/>     |
| 6. Have you / your authorized representative <b><u>signed Contract Schedule 1</u></b> ?  | <input type="checkbox"/>     |
| <b>Completion of Contract Schedule 2 – Business Plans</b>  |                              |
| 7. Have you submitted with the quotation the plans as described in <b>Contract Schedule 2</b> , including (i) the Facilities and Decoration Plan; and (ii) the Operation and Staff Plan as required under <b>Paragraph 4.1(c)</b> of the <b>Terms of Quotation</b> ? | <input type="checkbox"/>     |
| <b>Completion of Contract Schedule 3 – Information of the Bidder</b>   |                              |
| <i><b><u>If you submit the quotation in the capacity of a sole proprietor -</u></b></i>  |                              |
| 8. Have you crossed out <b>Paragraphs 1(B)</b> and <b>1(C)</b> of <b>Contract Schedule 3</b> ?   | <input type="checkbox"/>     |
| 9. Have you filled in the required information in <b>Paragraph 1(A)</b> (i.e. name, Hong Kong Identity Card No., address, telephone No., date of establishment, Business Registration Certificate No., bank account No., etc.)?                                      | <input type="checkbox"/>     |
| 10. Have you <b><u>signed Contract Schedule 3</u></b> ?  | <input type="checkbox"/>     |
| <i><b><u>If you submit the quotation in the capacity of a firm -</u></b></i>   |                              |
| 11. Have you crossed out Paragraphs <b>1(A)</b> and <b>1(C)</b> of <b>Contract Schedule 3</b> ?  | <input type="checkbox"/>     |
| 12. Have you filled in the required information in Paragraph <b>1(B)</b> (i.e. name of the firm, address of the firm, telephone No., date of establishment, Business Registration Certificate No., name and address of partners, bank account No., etc.)?            | <input type="checkbox"/>     |
| 13. Has one of your partners <b><u>signed Contract Schedule 3</u></b> ?  | <input type="checkbox"/>     |

**CHECKLIST BEFORE SUBMITTING QUOTATION**

***If you submit the quotation in the capacity of a company / corporation***

- Have you crossed out **Paragraphs 1(A) and 1(B) of Contract Schedule 3?**
14. Have you filled in the required information in **Paragraph 1(C)** (i.e. name of company / corporation and its parent company, address of registered office, telephone No., Certificate of Incorporation No., Business Registration Certificate No., name and address of the managing director and company secretary, bank account No., etc.)?
15. Have you attached a certified true copy of the minutes of the meeting of the Board of Directors of your company showing that your authorized representative is authorised to sign and submit the quotation on behalf of your company as per **Paragraph 1(C)(j) of Contract Schedule 3?**
16. Have your authorized representative **signed Contract Schedule 3?**

**Completion of Contract Schedule 4 – Details of Experience**

17. Have you provided the information required in **Contract Schedule 4** the descriptions and history of your past service experience to show that you have the minimum years of experience in operating **retail business** as required under **Paragraph 6.1 of the Terms of Quotation?**
18. Have you **attached documentary proof** such as contracts, reference letters, etc., to substantiate the claimed experience?
19. Have you / your authorized representative **signed Contract Schedule 4?**

**FINAL CHECK**

20. Have you initialed against any marked amendments on the Quotation Documents to be submitted?
21. Have you / your authorized representative **signed** on all required documents in particular:
- (a) Part II of Quotation Form; and
- (b) Contract Schedules 1 to 4?

**DRAFT ARTICLES OF AGREEMENT**

THESE ARTICLES OF AGREEMENT made this                    day of                    , 2015  
BETWEEN

The Government of the Hong Kong Special Administrative Region, as represented by the Director of Leisure and Cultural Services, whose office is situated at Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, N.T., Hong Kong (“Government”) of the one part;

AND

\_\_\_\_\_, whose address is at  
 (“the Contractor”) of the other part.

**WHEREAS:**

- (A) By an Invitation to Quotation (Quotation Ref.: LCSD/YMTT/SS/2015, the Government has invited quotations to operate the Business at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre.
- (B) The Contractor’s quotation for the Contract was accepted in principle by the Government by a conditional acceptance of quotation to the Contractor pursuant to **Paragraph 13.2** of the **Terms of Quotation**.
- (C) The Contractor has fulfilled all conditions specified in the conditional acceptance of quotation.
- (D) Pursuant to **Paragraph 13.3** of the **Terms of Quotation**, the parties hereto enter into these Articles of Agreement.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

- 1. All terms and expressions defined in the Quotation Documents published by the Government in connection with the Invitation to Quotation have the same meanings when used herein (including the recitals).
- 2. The Contract between the Government and the Contractor is hereby constituted and shall comprise the following documents which are:
  - (i) these Articles of Agreement;
  - (ii) the Quotation Documents (which are specified in **Paragraph 1** of the **Terms of Quotation**) completed, modified or expanded as necessary or appropriate to include the terms accepted by the Government and the Contractor; and
  - (iii) all other schedules, plans, drawings and other documents which form part of the Contractor’s Quotation or are incorporated by reference herein or in any of the above documents.

**DRAFT ARTICLES OF AGREEMENT**

All of the above items are annexed to these Articles of Agreement for identification purposes.

3. The commencement date of the Contract Period shall be: \_\_\_\_\_.

4. For the purposes of **Clause 52** of the **Conditions of Contract**, contact details including the address, facsimile number and email address of the Contractor are as follows:

Name of the Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Attention (Post Title): \_\_\_\_\_

IN WITNESS whereof the parties hereto have entered into these Articles of Agreement on the day and year first above written.

SIGNED BY THE CONTRACTOR / THE )  
AUTHORISED REPRESENTATIVE for and )  
on behalf of THE CONTRACTOR )

Name of the Authorised Representative: \_\_\_\_\_  
Title of the Authorised Representative: \_\_\_\_\_  
in the presence of: \_\_\_\_\_

Name of witness: \_\_\_\_\_  
Title of witness: \_\_\_\_\_

SIGNED BY THE AUTHORISED )  
REPRESENTATIVE for and on behalf of )  
THE GOVERNMENT OF THE )  
HONG KONG SPECIAL )  
ADMINISTRATIVE REGION )

Name of the Authorised Representative: \_\_\_\_\_  
Title of the Authorised Representative: \_\_\_\_\_  
in the presence of: \_\_\_\_\_

Name of witness: \_\_\_\_\_  
Title of witness: \_\_\_\_\_

**ANNEXES**

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## ANNEXES

### Annex A

#### General Information of the Yau Ma Tei Theatre and the Souvenir Shop

##### **1. Introduction**

Yau Ma Tei Theatre (YMTT), comprising of two graded historic buildings, namely, the Yau Ma Tei Theatre (Grade 2) and the Red Brick Building (Grade 1), have been revitalised as a territory-wide performing arts venue. It was officially opened on 17 July 2012. Major facilities of the YMTT are as follows:

- Theatre (with auditorium of 300 seats)
- Foyer
- Box Office
- Function Room (1) (22m<sup>2</sup>)
- Function Room (2) (35m<sup>2</sup>)
- Souvenir Shop (5m<sup>2</sup>)

##### **2. Services and Image of the Yau Ma Tei Theatre**

Cantonese opera is an emblem of the local culture. For preservation, promotion and development of Cantonese opera, the YMTT (the two graded historic buildings) have been revitalized as a performing arts venue and designated for promoting Chinese opera and related activities, in particular Cantonese opera. The specific designated venue identity of the venue has been widely recognized both locally and internationally. The YMTT has been receiving increased and conspicuous attention among different spectrums of the society, including the Chinese opera sectors, Cantonese opera sectors, heritage sectors, mass media and the general public.

The venue provides hiring facilities for holding performances and activities related to Chinese opera only, with the desired standard of services with well-equipped performing and rehearsal facilities, to meet the demand of the Chinese opera sector, in particular, Cantonese opera sector, encourage and support the budding and upcoming Cantonese opera troupes and promote the venue as a popular training and performing venue as well as a cradle for nurturing Cantonese opera talents and building its new audiences.

## ANNEXES

### **3. Functions and Activities of the Yau Ma Tei Theatre**

The Theatre, Function Room (1) and Function Room (2) of the venue are open for public hiring for holding of activities related to Chinese opera only. The facilities are also used for events organised by other offices of the LCSD, other Government departments as well as local organizations, as the Government may consider appropriate, for promotion of Chinese opera to match with the venue identity of the YMTT.

From its first day of operation on 17 July 2012 to 31 March 2015, the YMTT has achieved a usage rate of 100% (on daily basis) with an accumulated attendance of over 201 500 for a total of 980 performances. The venue has been hired for staging Cantonese opera / excerpts, Cantonese operatic songs, Chinese opera and related Chinese music events organized by its venue partner, arts and cultural organizations, district organizations as well as programme sections of the Department.

### **4. Opening Hours of the Yau Ma Tei Theatre**

4.1 The opening hours of the YMTT are as follows:

Foyer : From 1:00 p.m. to 8:00 p.m. daily (extended opening hours for one (1) hour before performance in the morning and / or until the end of the evening performance held in the Yau Ma Tei Theatre)

Box Office : From 1:00 p.m. to 8:00 p.m. daily (extended opening hours from one (1) hour before the performance held in the morning and / or until 9:30 p.m. on the day of paid evening performance held in the Yau Ma Tei Theatre)

4.2 When tropical cyclone warning signal no. 8 or above is hoisted, the YMTT will be closed until the signal is cancelled or lowered. It will remain closed if tropical cyclone warning signal no. 8 is cancelled or lowered less than two (2) hours before the end of the normal opening hours of the YMTT.

## ANNEXES

4.3 The YMTT will be opened as usual when an amber rainstorm warning or a red rainstorm warning is in force. If a black rainstorm warning is in force during the YMTT's normal opening hours, it will remain opened to provide shelters to visitors and staff. If the black rainstorm warning is issued before the YMTT's normal opening hours, it will be closed until the warning is cancelled. The YMTT will remain closed if the black rainstorm warning is cancelled less than two (2) hours before the end of the normal opening hours of the YMTT.

### **5. Souvenir Shop of the Yau Ma Tei Theatre**

5.1 The Souvenir Shop is situated on the ground floor of the Red Brick Building with provision of automatic smoke detector system, visual fire alarm, air conditioning, general lighting, a maximum electricity loading of 60 Amp single phase and separate power meter. The floor plan of the Souvenir Shop Area is at **Annex C**.

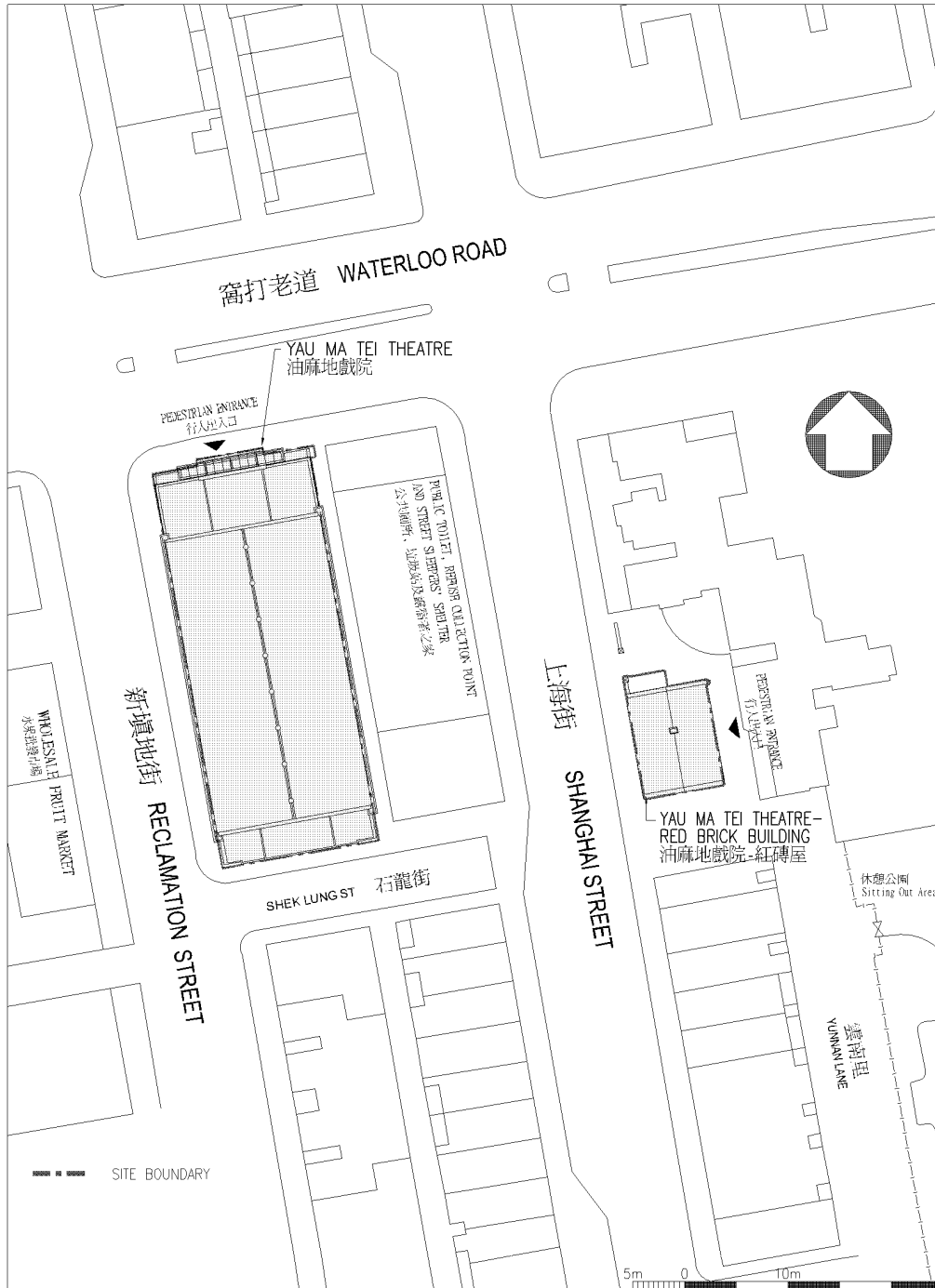
5.2 The Souvenir Shop is required to sell Authorized Merchandise including but not limited to gifts, souvenirs, audio visual products, publications, arts products and novelty products, etc. related to Chinese opera and/or Chinese traditional handicrafts only as stated in **Contract Schedule 5**.

5.3 The Souvenir Shop within the Souvenir Shop Area is to be open for a minimum of thirty (30) hours per week within the opening hours of the YMTT (in **Clause 4** above) which may be changed by the Government when needed. The thirty (30) hours per week mentioned above should include at least a business day falling on the weekend (i.e. Saturday or Sunday). The opening hours of the Souvenir Shop should be made with a fixed rest day, and be provided in advance for agreement in writing by the Government.

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**Annex B**

**Location Map of the Yau Ma Tei Theatre and the Red Brick Building**  
*(Not to Scale)*

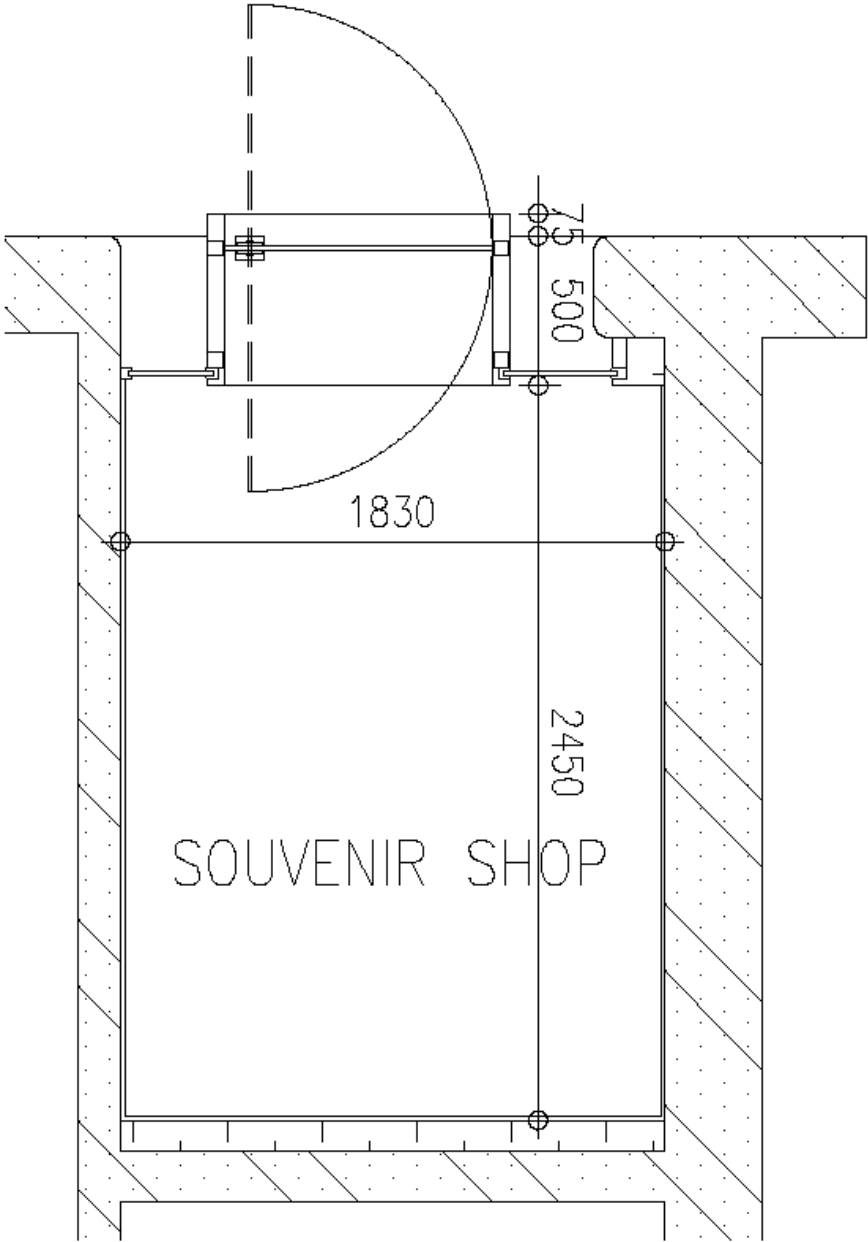


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**Annex C**

**Floor Plan of the Souvenir Shop Area**

*(Not to scale and the measurement indicated above is for reference only)*



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**The approximate floor area of the Souvenir Shop is 5 m<sup>2</sup>  
on G/F of the Red Brick Building**



**ANNEXES**

**Annex E**

**FORM OF BANKER’S GUARANTEE**

THIS GUARANTEE is made on the ..... day of ..... 2015  
BY.....  
..... of ....., a bank within the meaning of the Banking Ordinance (Cap. 155) (“Guarantor”)

IN FAVOUR OF

The Government of the Hong Kong Special Administrative Region (“Government”).

**WHEREAS**

- (A) By a contract (“Contract”) to be made between ..... of ..... (“Contractor”) of the one part and the Government, as represented by the Director of Leisure and Cultural Services of the other part (designated as Leisure and Cultural Services Department Contract No. .... of .....), the Contractor agrees and undertakes to operate a business at the Souvenir Shop Area in the Red Brick Building of the Yau Ma Tei Theatre upon the terms and conditions of the Contract.
- (B) It is a condition precedent to the Government agreeing to enter into the Contract with the Contractor (by signing the Articles of Agreement) that, inter alia, the Guarantor executes this Guarantee in favour of the Government.
- (C) The Guarantor has agreed to guarantee in the manner and on the terms and conditions hereinafter appearing, the due and faithful performance of the Contract by the Contractor.

Now the Guarantor HEREBY AGREES with the Government as follows:

- (1) Where applicable, words and expressions used in this Guarantee (including the recitals) shall have the meaning assigned to them in the Contract.

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- (2) In consideration of the Government agreeing to enter into the Contract with the Contractor:
- (a) The Guarantor hereby irrevocably and unconditionally guarantees, as a primary obligor and not as a surety, and as a continuing security, the due and punctual performance and observance by the Contractor of all of its obligations and liabilities under the Contract and the Guarantor shall pay to the Government on demand and without cavil or argument all monies and liabilities which are now or at any time hereafter shall become due or owing by the Contractor to or in favour of the Government under or in connection with the Contract together with all costs, charges and expenses on a full indemnity basis which may be sustained or incurred by the Government by reason or in consequence of any default on the part of the Contractor in performing or observing any of the obligations, terms, conditions, stipulations or provisions of the Contract, regardless of any dispute between the Government and the Contractor.
  - (b) The Guarantor, as a primary obligor and not as a surety, and as a separate, independent and continuing obligation and liability from its obligations and liabilities under sub-clause (a) above, irrevocably and unconditionally agrees to indemnify and keep indemnified the Government from and against and shall pay to the Government on demand and without cavil or argument all losses, damages, costs, charges and expenses on a full indemnity basis suffered or incurred by the Government arising from or in connection with the failure of the Contractor to perform or observe fully or punctually any of its obligations, terms, conditions, stipulations or provisions of the Contract.
  - (c) The Guarantor further agrees that all dividends, compositions and payments which the Government may at any time receive from the Contractor or from its estate or estates, whether in liquidation, bankruptcy or otherwise, in respect of all such losses, damages, costs, charges and expenses shall be taken and applied by the Government as payments in gross, and that this Guarantee shall stand good in respect of the balance to the full amount of \_\_\_\_\_.
- (3) This Guarantee shall not be affected by any change of name or status in the company, firm or individual described as the “Contractor” or where the “Contractor” is a partnership, any change in the partners or in its constitution.
- (4) The Guarantor shall not be discharged or released from this Guarantee by any arrangement made between the Government and the Contractor or by any alteration in the obligations imposed upon the Contractor by the Contract or by any waiver or forbearance granted by the Government to the Contractor as to payment, time, performance or otherwise whether or not such arrangement, alteration, waiver or forbearance may have been or is made or granted with or without knowledge or assent of the Guarantor.



**ANNEXES**

- (5) Without prejudice to clause (4) above, the obligations of the Guarantor under this Guarantee shall remain in full force and effect and shall not be affected or discharged in any way by, and the Guarantor hereby waives notice of:
- (a) any suspension, termination, variation, amendment, novation or supplement of or to the Contract from time to time (including without limitation extension of time for performance) or any concession or waiver by the Government, in whole or in part, in respect of the Contractor's obligations under the Contract;
  - (b) any provision of the Contract being or becoming illegal, invalid, void, voidable or unenforceable;
  - (c) the termination of the Contract or the engagement of the Contractor under the Contract for any reason;
  - (d) any forbearance, variation, extension, discharge, compromise, dealing with exchange, waiver or renewal in respect of any right of action or remedy that the Government may have, now or after the day of this Guarantee, against the Contractor and/or the negligence, failure, omission, indulgence or delay by the Government in enforcing any right, power, privilege to or remedy available to the Government in relation to the obligations of the Contractor set out in the Contract;
  - (e) the voluntary or involuntary liquidation, bankruptcy, dissolution, sale of assets, receivership, general assignment for benefit of creditors, insolvency, reorganisation arrangement, composition, or other proceedings of or affecting the Contractor or its assets, or any change in the constitution of the Contractor;
  - (f) any assignment or sub-contracting by the Contractor of any or all of its obligations set out in the Contract, whether or not such assignment or sub-contracting has been consented to; and
  - (g) without prejudice to the generality of the foregoing, any fact or event (whether similar to any of the foregoing or not) which in the absence of this provision would or might constitute or afford a legal or equitable discharge or release of or defence to the Guarantor, other than an express release of its obligations by the Government.
- (6) This Guarantee shall extend to any variation, novation of or amendment to the Contract and to any agreement supplemental thereto agreed between the Government and the Contractor and for the avoidance of doubt, the Guarantor hereby authorizes the Government and the Contractor to make any such variation, novation, amendment or supplemental agreement without its notice or assent.

**ANNEXES**

- (7) This Guarantee shall have immediate effect upon execution and is a continuing security. This Guarantee shall cover all of the obligations and liabilities of the Contractor under the Contract and shall remain in full force and effect and irrevocable until:
- (a) the date falling six (6) months after the expiry of the Contract; or
  - (b) the entire amount of this Guarantee as stated in clause (14) below is wholly forfeited upon termination of the Contract under Clause 41.1 of the Conditions of the Contract; or
  - (c) there is no forfeiture but upon expiry or early termination of the Contract, there remain any outstanding obligations and liabilities of the Contractor under the Contract which have not been duly and fully carried out, completed and discharged in accordance with the Contract, the date on which all such obligations and liabilities have actually been carried out, completed and discharged (as confirmed by the Government in writing), or failing such confirmation the date shall not in any event be later than thirty-six (36) months after the expiry or early termination of the Contract.
- whichever is the applicable and the later.
- (8) This Guarantee is in addition to and shall not merge with or otherwise prejudice or affect any contractual or other right or remedy or any guarantee, indemnity, lien, pledge, bill, note, charge or any other security which the Government may at any time hold (collectively "Other Security") and this Guarantee may be enforced by the Government without first having recourse to any of the Other Security or taking any steps or proceedings against the Contractor, and notwithstanding any release, waiver or invalidity of the Other Security.
- (9) Any demand, notification or certificate given by the Government specifying amounts due and payable under or in connection with any of the provisions of this Guarantee shall be conclusive and binding on the Guarantor.
- (10) The obligations expressed to be undertaken by the Guarantor under this Guarantee are those of primary obligor and not as a surety.
- (11) This Guarantee shall be governed by and construed according to the laws for the time being in force in the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong") and the Guarantor agrees to submit to the exclusive jurisdiction of the courts of Hong Kong.



**ANNEXES**

@ Signed Sealed and Delivered for and on behalf of and as lawful )  
attorney of the Guarantor under power of attorney )  
dated ..... and deed of delegation )  
dated ..... by ..... )

Name and Title \_\_\_\_\_ )

In the presence of: \_\_\_\_\_ )

Signature of witness: \_\_\_\_\_ )

Name of witness: \_\_\_\_\_

Title of witness: \_\_\_\_\_

\* Delete as appropriate.

@ See Powers of Attorney Ordinance (Cap. 31).

Note: When banker's guarantees are executed under power of attorney, a photocopy of the power of attorney, certified on each page by a Hong Kong solicitor that it is a true and complete copy of the original must be submitted.