

F A X / E M A I L M E S S A G E

To: 香港中華廠商聯合會 The Chinese Manufacturers' Association Hong Kong Attention:	From: Ms Katy Lee
Fax No.:	Date: March 2024
Total no of page: 4 (including this cover)	

Prequalification Exercise for Provision of On-Campus Catering Services for Hall Canteen

City University of Hong Kong intends to issue tender for the following On-campus Catering Services Contracts (Contract).

On-campus Catering Services Contract	Operation Details	Suggested Qualifications	
		Number of Staff	Services Experience
Hall Canteen at Student Residence	Self-service canteen (around 180 seats)	Be and/or was employing directly not less than 20 full-time and/or part-time staff in past 3 years	Have and/or had solid experience in past 3 years providing catering outlet service with at least 100 seating capacity at a single outlet in Hong Kong

If you have valid experience and meet the requirements, you are invited to register the interest to bid for this tender by completing and returning the attached Reply Slip (Parts 1 to 5 of the Reply Slip) with relevant documents in **#two soft copies in searchable PDF format saved in USB and one hardcopy of completed Reply Slip**.

If you do not want to participate in this services, please return the completed Reply Slip (Part 1 of the Reply Slip) with reason(s).

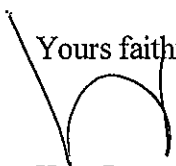
We will arrange the site visit and show outlet to the Caterers at **3:00pm on 25 March 2024 (Monday)**. Interested Caterers for the site visit may contact Mr Li Yeung of Student Residence Office at Tel: 3442 1196 for site-visit registration on or before **6:00pm on 22 March 2024 (Friday)**. Late registration and walk-in request will not be considered.

Please send your Reply Slip for this prequalification exercise through the following channels on or before **5:30 pm on 28 March 2024 (Thursday)**:

1. **By fax** (to fax no. 3442 0102); or
2. **By hand or by post** (to the Finance Office located at 4/F, Li Dak Sum Yip Yio Chin Academic Building, City University of Hong Kong, Kowloon Tong, Hong Kong); or
3. By email to katrina.lee@cityu.edu.hk with e-mail subject "**Application for Prequalification Exercise for Provision of On-Campus Catering Services for Hall Canteen**"

Should you require further clarifications on the specification and the submission of this prequalification exercise, please contact Finance Office (Ms Freeman Chan at 3442 6328 and Ms Katrina Lee at 3442 6319).

Yours faithfully



Katy Lee
for Secretary to Main Tender Board

REPLY SLIP

on or before **5:30 pm on 28 March 2024 (Thursday)**

To: Secretary to Main Tender Board
 Address: City University of Hong Kong
 Finance Office,
 4/F, Li Dak Sum Yip Yio Chin Academic Building
 Tat Chee Avenue, Kowloon
 Hong Kong
 Fax No. : 3442 0102
 Email: katrina.lee@cityu.edu.hk with e-mail subject **“Application for Prequalification Exercise for Provision of On-Campus Catering Services for Hall Canteen”**

From: _____ (please write down your company name)
(Note: the Company Name indicated in the above will be invited to bid for the tender if approved by the Main Tender Board after tender pre-qualification assessment. If you have a number of companies under the same group, please designate only one company for bidding the tender. If your designated company with equivalent experience, we will invite it to bid for the tender if approved by the Main Tender Board after tender pre-qualification assessment.)

Part 1: Express of Interest (please tick as appropriate)

We are interested in tendering for the provision of on-campus catering services for Hall Canteen. Please continue to complete Parts 2 to 5.

We are not interested in tendering for this provision of on-campus catering services for Hall Canteen because of the following reason(s):

Part 2: Company Information (please tick as appropriate)

1. To enable you to assess our capability, we attach herewith below documents for your pre-tender assessment:

- a) Copy of Business Registration Certificate;
- b) Copy of food related licenses issued by Food and Environmental Hygiene Department;
- c) Company structure and organization chart (including number of staff) if any;
- d) Past 3 years catering experience with outlet details, annual sales, description of services, contract details, the contact person details at institutions and/ or large organization if any, etc; and
- e) Copy of our last 3 years Audited Reports or any financial documents, if any.

2. We summarise below showing our audited financial data for the last 3 financial years:

	Year 2022	Year 2021	Year 2020
	HK\$	HK\$	HK\$
(1) Annual Turnover			
(2) Profit after Tax			
(3) Current Assets			
(4) Fixed and Other Assets			
(5) Total Assets [(3) + (4)]			
(6) Current Liabilities			
(7) Other Liabilities			
(8) Total Liabilities [(6) + (7)]			
(9) Net Asset Employed [(5) - (8)]			
(10) Current Ratio [(3) ÷ (6)]			

Name of Major Shareholders with % of sharing, if any: _____

Name of Parent Company, if any: _____

Company Name: _____ Company Chop: _____

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Prequalification Exercise for Provision of On-Campus Catering Services for Hall Canteen

Part 3: Company Size (if any)

1. We are currently employing _____ full-time staff, and _____ part-time staff.
2. In past 3 years, we employed _____ full-time staff, and _____ part-time staff.

Part 4: Catering Services (please tick and circle as appropriate)

For Caterers:

We **have/had** catering experience in the market.

We provide the following details; and identify **ONE** of the following outlets to be in the “reference outlet” as a bench-marking for the future operation including variety of food, staffing, hygiene condition, etc.

- a) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Annual Sale: _____ Seating Capacity: _____
 “reference outlet”
- b) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Annual Sale: _____ Seating Capacity: _____
 “reference outlet”

We **have/had** on-campus catering experience in institutions or large organizations.

We provide the following details; and identify **ONE** of the following outlets to be in the “reference outlet” as a bench-marking for the future operation including variety of food, staffing, hygiene condition, etc.

- a) Name of Client: _____
 Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Contract Period: _____ Annual Sale: _____
 Seating Capacity: _____ Client’s Contact Person: _____
 Client’s Fax No.: _____ Client’s Telephone No: _____
 “reference outlet”
- b) Name of Client: _____
 Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Contract Period: _____ Annual Sale: _____
 Seating Capacity: _____ Client’s Contact Person: _____
 Client’s Fax No.: _____ Client’s Telephone No: _____
 “reference outlet”

For Individuals:

We **work/worked** in below catering outlet and **have/had** catering experience in the market.

- a) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Seating Capacity: _____ Position: _____ Services Years: _____
- b) Name of Catering Outlet: _____
 Address of the Catering Outlet: _____
 Seating Capacity: _____ Position: _____ Services Years: _____

We **do not** have catering or similar experience.

Company Name: _____ Company Chop: _____



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Part 5: Contact Person	
We provide the following contact person details for all issues related to this tender:	
Name: _____	Position: _____
Phone: _____	Email: _____
Fax: _____	

For and on behalf of

Company Name: _____

Signature: _____

Name and Position: _____

Company Chop: _____

Date: _____

#In case of discrepancies found between the soft copy and hard copy, the information in soft copy will take precedence.

Company Name: _____ Company Chop: _____