**P R O F O R M A**

**Request for Market Information (“RFI”) for   
Supply and Delivery of Electric Couch**

**for the Chinese Medicine Hospital (“CMH”)**

**(CMHPO Ref.: (1) in L/M to HHB/H/24/17/3/7/1/17 )**

To : Project Director (CMHPO)

(Attn. Ms Wen CHAN, Clerk(CMHPO)3A))

[by fax: 2127 4795 or email: wspchan@healthbureau.gov.hk]

Your ref: (1) in L/M to HHB/H/24/17/3/7/1/17

In response to the RFI of the CMH, my/our company, with contact details provided in Part 1 below, would like to provide the information and relevant supporting documents in Parts 2 to 10 of this Proforma.

**Part 1 – Supplier’s Contact Details**

From:

(Name of the Supplier): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Name and Post of Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in) (please fill in)

**-----------------------------------------------------------------------------------------------------------------**

*This document does not constitute any offer or invitation / solicitation of any offer in connection with the exercise described herein. Neither this document nor any activities in connection therewith shall create any legal obligations or liabilities in any way on the part of the Health Bureau (HHB) or the Government of Hong Kong Special Administrative Region. Neither this document nor anything contained herein shall form the basis of any contract or commitment whatsoever. In responding to the RFI, a respondent shall be deemed to have agreed to all the terms of this Request for Market Information.*

**Purpose and Background Information of the RFI**

1. Purpose

Chinese Medicine Hospital Project Office (“**CMHPO**”) of the Health Bureau (“**HHB**”) of the Government intends to invite a tender for the supply & delivery of electric couch (hereinafter refers as the “**Goods**”) for the Chinese Medicine Hospital (“**CMH**”) located at Pak Shing Kok in Tseung Kwan O. The CMHPO therefore wishes to collect market information on electric couch.

1. Background of the CMH Project

The Chief Executive announced in the 2014 Policy Address that the Government had decided to reserve a site in Tseung Kwan O for setting up a CMH. The 2017 Policy Address stated that the Government decided to finance the construction of the CMH and identify by way of tender a suitable non-profit-making organisation (“NPMO”) to operate the CMH. CMH will be owned by the Government and the selected NPMO will operate the CMH. The CMH would be positioned as a flagship Chinese Medicine (“CM”) institution leading the development of CM services and Chinese medicines in Hong Kong. It will be a change driver, promoting service development, education and training, innovation and research, and facilitating collaboration with both local and international parties.

The CMH with provision of 400 beds will provide a comprehensive range of CM services. Service types include pure CM services, services with CM playing the predominant role in collaboration with Western Medicine (“WM”) and Integrated Chinese-Western Medicine (“ICWM”) services. The scope of service to be provided in the CMH covers inpatient, day-patient, outpatient and community outreach services.

To take forward the planning and development of the project on CMH, a designated office i.e. CMHPO, was established under the Health Bureau (the former Food and Health Bureau) on 2 May 2018. Hong Kong Baptist University (HKBU) was selected as the Contractor for the CMH operation. HKBU, as the Contractor, has incorporated a company limited by guarantee, namely HKBU Chinese Medicine Hospital Company Limited as the Operator to manage, operate and maintain the CMH. The CMH project has proceeded to the commissioning stage in 2021. It is targeted to commence hospital services by phases from 2025.

More information on the services provision and design of the CMH can be found in the following link:

<https://www.healthbureau.gov.hk/en/press_and_publications/otherinfo/200900_cmhp/index.html>

**Note to Suppliers**

1. If your company have more than one model of the electric couch that may meet the requirements of the Goods stated in this Proforma, **please complete and return, together with relevant supporting documents, one set of Proforma for each different model of the electric couch.**.

**Part 2 – General Information of the Goods**

|  |  |
| --- | --- |
| **Item 1 – Electric Examination Couch** | |
| 1. Place of origin |  |
| 1. Name of manufacturer |  |
| 1. Address of the manufacturer’s factory or plant (“Manufacturing Plant”) |  |
| 1. Product name of the Goods |  |
| 1. Model number/ name/ version number of the Goods |  |
| 1. Authorised agent or distributor of the manufacturer in Hong Kong |  |
| 1. Packing (if applicable) |  |
| 1. Delivery method and route (where the place of origin is outside Hong Kong) |  |
| 1. Warranty period of the Goods   (*Please refer to section F in Part 3 for details of the warranty service requirements*) | \_\_\_\_\_\_\_\_\_\_\_\_ months from Acceptance of the Goods  (*Should not be less than 12 months*) |
| 1. Expected serviceable life (*Please specify any components of the Goods that cannot meet the serviceable life*) | The Goods shall have a serviceable life of \_\_\_\_\_\_\_ years from its date of acceptance except the following components:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*Please also provide the expected life of these excluded components*) |

|  |  |
| --- | --- |
| **Item 2 – Electric Intervention Couch** | |
| 1. Place of origin |  |
| 1. Name of manufacturer |  |
| 1. Address of the manufacturer’s factory or plant (“Manufacturing Plant”) |  |
| 1. Product name of the Goods |  |
| 1. Model number/ name/ version number of the Goods |  |
| 1. Authorised agent or distributor of the manufacturer in Hong Kong |  |
| 1. Packing (if applicable) |  |
| 1. Delivery method and route (where the place of origin is outside Hong Kong) |  |
| 1. Warranty period of the Goods   (*Please refer to section F in Part 3 for details of the warranty service requirements*) | \_\_\_\_\_\_\_\_\_\_\_\_ months from Acceptance of the Goods  (*Should not be less than 12 months*) |
| 1. Expected serviceable life (*Please specify any components of the Goods that cannot meet the serviceable life*) | The Goods shall have a serviceable life of \_\_\_\_\_\_\_ years from its date of acceptance except the following components:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (*Please also provide the expected life of these excluded components*) |

**Part 3 – Indicative Technical Requirements**

*Notes to Suppliers for Completion of Part 3*

1. *Unless specified otherwise, the “****Goods****” in this Part 3* ***refers to section A1.1 below****.*
2. *The indicative technical requirements are for the purpose of collecting market information only. They are subject to changes and do not represent the final technical requirements of the intended tender.*
3. *Please indicate, as a point by point compliance statement, whether your proposed Goods “****Comply****” or “****Not Comply****” with an indicative technical requirement stated in Column II by ticking (🗸) in the appropriate box under* ***Column III*** *and* ***Column IV*** *respectively.*
4. ***Where applicable****, please quote the value of your proposed Goods in either Column III (if “****Comply****”) or Column IV (if “****Not Comply****”) respectively against corresponding indicative technical requirement (use additional sheet(s) if space is insufficient)*
5. *Please provide supporting documents (such as catalogues, user manual and/or operation manual, DICOM conformance statement, etc.) to illustrate the features of your proposed Electric Couch against the corresponding indicative technical requirements.*

| **Column**  **I** | **Column**  **II** | **Column**  **III** | **Column**  **IV** |
| --- | --- | --- | --- |
| **Section** | **Technical Specification** | **Tick (🗸) the Appropriate Box**  *(For aspects “Not Comply”, please also provide alternative proposal, if any)* | |
| **Comply** | **Not Comply** |
| **A** | **Technical Requirements** | | |
| **1** | **Overall Requirements** | | |
| 1.1 | The Electric Couch (“Goods”) shall be able to accommodate general patient for receiving physical assessment, treatment by healthcare professionals, and as a treatment modality for Chinese medicine practitioner to perform Chinese medicine interventions. |  |  |
| 1.2 | The Goods shall include the following items: |  |  |
|  | 1. One hundred and ten (110) sets of Electric Examination Couch, as detailed in section A2 below. |  |  |
|  | 1. Ninety-five (95) sets of Electric Intervention Couch, as detailed in section A3 below. |  |  |
| 1.3 | The quantities of each item of Goods specified are estimates only and the actual quantity to be ordered will vary depending on the actual requirements of the CMH, that may be up to 30% less or 30% more than such quantity. |  |  |
| 1.4 | The Goods shall have a serviceable life of not less than ten (10) years from its acceptance date. |  |  |
| **2** | **Item 1 - Electric Examination Couch** | | |
| **2.1** | **Dimensions** |  |  |
| 2.1.1 | The couch shall divide into two sections with overall length of at least 1830mm and width not less than or equal to 600mm. |  |  |
| 2.1.2 | The head section with length at least 600mm and width not less or equal to 600mm. |  |  |
| 2.1.3 | The foot section with length at least 1000mm and width not less or equal to 600mm. |  |  |
| **2.2** | **General Features** |  |  |
| 2.2.1 | The frame of the couch shall be constructed of epoxy-coated steel. |  |  |
| 2.2.2 | The table top shall be made of hardwearing anti-microbial vinyl and foam being fire retardant to BS7176 or the latest version or equivalent standard. |  |  |
| 2.2.3 | All coverings are vinyl, washable and shall not be affected by common cleaning materials and hospitals disinfectants, lubricants, alcohol, soap and water or equivalent materials that may be in contact or used for cleaning. |  |  |
| 2.2.4 | The safe working load shall be at least 225kg. |  |  |
| 2.2.5 | The couch height shall be controlled by hand switch and footswitch with range from 470mm to 950mm ± 5%. |  |  |
| 2.2.6 | The head section and foot section of the couch shall be single lever and power assisted. |  |  |
| 2.2.7 | The head section shall be adjustable from 0 degree to +85 degree by footswitch and or hand switch. |  |  |
| 2.2.8 | The couch shall be fitted with paper roll holder. |  |  |
| 2.2.9 | The couch shall be robust, stable and shall not easily overturn under all operating conditions. |  |  |
| 2.2.10 | The foot section of the couch shall remain flat and rigid. |  |  |
| 2.2.11 | The couch shall have adjustable foot for providing stability when using on uneven surface. |  |  |
| 2.2.12 | The control shall be operated in an Extra Low Voltage condition such as medically safe D.C. 24 volt. The whole electrical system including the couch examination / treatment control should be protected against any other liquid. |  |  |
| 2.2.13 | Accessible parts of the equipment shall be hazard free. The operator and patient shall be protected from hazards such as finger trapping, sharp corners and protections, etc. |  |  |
| 2.2.14 | Retractable wheel base should be supplied as standard. |  |  |
| 2.2.15 | No central braking should be equipped for flexibility on moving and handling (e.g. turning) of the couch. |  |  |
| 2.2.16 | The backrest should be supported by sturdy frame and made of mild steel of at least 25mm width or equivalent material. |  |  |
| 2.2.17 | The arm of the backrest frame should be in at least 280mm interval for evenly supporting to the backrest. |  |  |
| 2.2.18 | The length of the backrest frame should be at least 530mm. |  |  |
| 2.2.19 | The backrest can be raised or lowered by a spring-assisted lever, or other mechanism, at both sides. The lever should be of at least 150mm for easy grasping. |  |  |
| 2.2.20 | The couch base should be made of mild steel in at least 40mm x 40 mm shaped. |  |  |
| 2.2.21 | The braking pedals should be covered with anti-slippery rubber. |  |  |
| 2.2.22 | The castor shall be at least 50mm in diameter. |  |  |
| 2.2.23 | While the braking pedal is pressed downward, the couch is free to be moved and all castors contact with the floor for free moving. |  |  |
| 2.2.24 | The couch shall be designed for operation on local electricity supply of 220 volts ± 6%, 50 Hz ± 2%, single phase A.C. |  |  |
| 2.2.25 | The electrical and electronic equipment shall be designed for operating in following environmental conditions:   1. Temperature: 0 degree Celsius to 40 degree Celsius 2. Relative humidity: 10% to 95% |  |  |
| **2.3** | **Other Requirements** |  |  |
| 2.3.1 | The couch shall be in compliance with the relevant safety  requirements of the latest edition of “The Electrical Products (Safety) Regulation” under Cap 406 Electricity Ordinance. |  |  |
| 2.3.2 | The couch shall be fitted with suitable power supply cable  which a three-core cable to the relevant clause of BS EN 5.325-1:2011 or equivalent international, national and other recognised standards or certifications and a suitably fused 13A plug in compliance with the relevant requirement of “Electrical Products (Safety) Regulation” under Cap 406 Electricity Ordinance. |  |  |
| 2.3.3 | The couch shall be equipped with an over current protective cutout device. |  |  |
| 2.3.4 | The couch shall be effectively bounded to earth unless it is  double insulated. |  |  |
| 2.3.5 | The quality of the castors shall be in compliance with BS 2099: 1989 / IEC 60601-1 / EN 60601-1 / BS EN 12531 / BS EN 12527 / IEC 60601-2-38 or equivalent international, national and other recognised standards or certifications. |  |  |
| **3.** | **Item 2 - Electric Intervention Couch** |  |  |
| 3.1 | **Dimensions** |  |  |
| 3.1.1 | The couch shall divide into two sections with overall length of at least 1830mm and width not less than or equal to 700mm. |  |  |
| 3.1.2 | The head section with length at least 570mm and width not less or equal to 700mm. |  |  |
| 3.1.3 | The foot section with length at least 1000mm and width not less or equal to 700mm. |  |  |
| **3.2** | **General Features** |  |  |
| 3.2.1 | The frame of the couch shall be constructed of epoxy-coated steel. |  |  |
| 3.2.2 | The table top shall be made of hardwearing anti-microbial vinyl and foam being fire retardant to BS 7176 or the latest version or equivalent standard. |  |  |
| 3.2.3 | All coverings are vinyl, washable and shall not be affected by common cleaning materials and hospitals disinfectants, lubricants, alcohol, soap and water or equivalent materials that may be in contact or used for cleaning. |  |  |
| 3.2.4 | The safe working load shall be at least 225kg. |  |  |
| 3.2.5 | The couch height shall be controlled by hand switch and footswitch with range from 470mm to 950mm ±5%. |  |  |
| 3.2.6 | The head section and foot section of the couch shall be single lever and power assisted. |  |  |
| 3.2.7 | The head section shall be adjustable from 0 degree to +85 degree by footswitch and or hand switch. |  |  |
| 3.2.8 | The couch shall be fitted with paper roll holder. |  |  |
| 3.2.9 | The couch shall be fitted with breathing hole with plug. |  |  |
| 3.2.10 | The couch shall be robust, stable and shall not easily overturn under all operating conditions. |  |  |
| 3.2.11 | The foot section of the couch shall remain flat and rigid. |  |  |
| 3.2.12 | The couch shall have adjustable foot for providing stability when using on uneven surface. |  |  |
| 3.2.13 | The control shall be operated in an Extra Low Voltage condition such as medically safe D.C. 24 volt. The whole electrical system including the couch examination / treatment control should be protected against any other liquid. |  |  |
| 3.2.14 | Accessible parts of the equipment shall be hazard free. The operator and patient shall be protected from hazards such as finger trapping, sharp corners and protections, etc. |  |  |
| 3.2.15 | Retractable wheel base should be supplied as standard. |  |  |
| 3.2.16 | No central braking should be equipped for flexibility on moving and handling (e.g. turning) of the couch. |  |  |
| 3.2.17 | The backrest should be supported by sturdy frame and made of mild steel of at least 25mm width or equivalent material. |  |  |
| 3.2.18 | The arm of the backrest frame should be in at least 280mm interval for evenly supporting to the backrest. |  |  |
| 3.2.19 | The length of the backrest frame should be at least 530mm. |  |  |
| 3.2.20 | The backrest can be raised or lowered by a spring-assisted lever, or other mechanism, at both sides. The lever should be of at least 150mm for easy grasping. |  |  |
| 3.2.21 | The couch base should be made of mild steel in at least 40mm x 40mm shaped. |  |  |
| 3.2.22 | The braking pedals should be covered with anti-slippery rubber. |  |  |
| 3.2.23 | The castor shall be at least 50mm in diameter. |  |  |
| 3.2.24 | The couch shall be equipped with fold-down side rails to provide additional patient safety. |  |  |
| 3.2.25 | While the braking pedal is pressed downward, the couch is free to be moved and all castors contact with the floor for free moving. |  |  |
| 3.2.26 | The couch shall be designed for operation on local electricity supply of 220 volts ± 6%, 50 Hz ± 2%, single phase A.C. |  |  |
| 3.2.27 | The electrical and electronic equipment shall be designed for operating in following environmental conditions:   1. Temperature: 0 degree Celsius to 40 degree Celsius 2. Relative humidity: 10% to 95%. |  |  |
| 3.3 | **Other Requirements** |  |  |
| 3.3.1 | The couch shall be in compliance with the relevant safety  requirements of the latest edition of “The Electrical Products (Safety) Regulation” under Cap 406 Electricity Ordinance. |  |  |
| 3.3.2 | The couch shall be fitted with suitable power supply cable  which a three-core cable to the relevant clause of BS EN 5325-1:2011 or equivalent international, national and other recognised standards or certifications and a suitably fused 13A plug in compliance with the relevant requirement of “Electrical Products (Safety) Regulation” under Cap 406 Electricity Ordinance. |  |  |
| 3.3.3 | The couch shall be equipped with an over current protective cutout device. |  |  |
| 3.3.4 | The couch shall be effectively bounded to earth unless it is  double insulated. |  |  |
| 3.3.5 | The quality of the castors shall be in compliance with BS 2099: 1989 / IEC 60601-1 / EN 60601-1 / BS EN 12531 / BS EN 12527 / IEC 60601-2-38 or equivalent international, national and other recognised standards or certifications. |  |  |
| **B** | **Training** |  |  |
| 1. | The supplier shall provide at least two on-site comprehensive equipment operation and maintenance training courses for the CMH Operator’s operational personnel and maintenance staff . |  |  |
| 2. | The training syllabus shall enable CMH Operator’s operational personnel and maintenance staff acquires knowledge on day-to-day operation, safety knowledge, routine maintenance and fault diagnosis; hence operates and maintain the Goods effectively. |  |  |
| 3. | The instructor(s) shall be fully conversant in Cantonese and English. All training and training materials provided shall be in Traditional Chinese or English. |  |  |
| **C** | **Documentation** |  |  |
| 1. | The Contractor shall submit at least two (2) sets of the manufacturer’s original operation and maintenance (“O&M”) manuals in English or in Chinese complete with full circuit diagrams levels for the Goods offered within two weeks after completion of Acceptance Test. The Contractor shall submit the documentation in form of softcopy on CD/DVD in lieu of hardcopy. |  |  |
| 2. | The content of the O&M manuals shall include, but not limited to the following information under separate sections where applicable:  (a) Description of the Goods  (b) Spare parts and special tools list  (c) Manufacturers’ certificates  (d) Safety precautions for operation and maintenance  (e) Operation instructions  (f) Maintenance instructions  (g) Maintenance schedules  (g) Drawing lists and drawings |  |  |
| **D** | **Acceptance Test** |  |  |
| 1. | Upon completion of delivery to the site, the Goods shall be tested for acceptance at site by the supplier, in the presence of the Government Representative to demonstrate the Goods is in compliance with all mandatory features. The test shall include checking on materials used, safety device and features, structure strength, functional test and performance. |  |  |
| 2. | The supplier shall provide all testing instruments to conduct site acceptance tests. All testing instruments to be used for the acceptance test shall be calibrated and copies of calibration certificates or other supporting documents shall be forwarded to the Government representative for records. |  |  |
| 3. | Full functional tests for demonstration of compliance of the equipment with operational and reliability requirements shall be provided by the supplier to the satisfaction of the Government representative. In the event that the equipment fails to conform to the above stated requirements, the supplier is required to carry out appropriate remedial measures and/or any rectification works, including replacement of the entire equipment, where deemed necessary. |  |  |
| **E** | **Desirable Features** |  |  |
| 1. | Product components (circuit boards, electrical, electronic and plastic components) shall comply with RoHS. Maximum Concentration Values of the RoHS restricted substances are:  (i) Lead: 0.1% by weight  (ii) Cadmium: 0.01% by weight  (iii) Mercury: 0.1% by weight  (iv) Hexavalent chromium: 0.1% by weight  (v) PBBs: 0.1% by weight  (vi) PBDEs: 0.1% by weight |  |  |
| 2. | The steel product should not be treated with halogenated organic compound. |  |  |
| 3. | Cushioning material should not contain formaldehyde, aromatic hydrocarbons, phthalates, organic tins, cadmium, lead, hexavalent chromium, mercury and their compounds. |  |  |
| **F** | **Indicative Warranty Service** |  |  |
| 1. | The supplier shall provide at least twelve (12) months of warranty services for the offered goods, starting from the date of acceptance of the goods. All warranty services which include replacement of faulty parts, scheduled and breakdown services shall be provided by qualified maintenance personnel. |  |  |
| 2. | The supplier shall maintain the equipment performance specifications published by the original equipment manufacturer(s) at the time of manufacture of the equipment. |  |  |
| 3. | The supplier shall provide, at no extra cost to the Government, all necessary transportation, labour, tools, equipment, cleaning material and spare parts including all replacement unit for performing proper operation and maintenance of the Goods during the warranty period. |  |  |
| 4. | Preventive Maintenance |  |  |
| 4.1 | The supplier shall submit a yearly maintenance schedule indicating the number of preventive maintenance services required for ensuring a satisfactory performance of the equipment. Document, form, operation / service manual and / or manufacturer’s confirmation shall be submitted. If such information is not available, at least two times of preventive maintenance services shall be provided in the warranty period. |  |  |
| 4.2 | The preventive maintenance services shall include all necessary repairs, replacement of parts, safety test and lubrication necessary to ensure that the performance of the equipment conforms to the performance specifications stipulated to the equipment’s service manual. The supplier is required to provide to the Government the scope of PM services for the equipment. |  |  |
| 4.3 | The preventive maintenance work shall be carried out as follows with no additional charge: Normal office hours   1. 9:00 - 17:00 hours Monday to Friday, excluding public holidays |  |  |
| 5. | Corrective Maintenance |  |  |
| 5.1 | The supplier shall provide a hotline for fault reporting and the faults on-site response time shall be within 48 normal office hours, excluding public holidays from the reporting of fault to the supplier. |  |  |
| 5.2 | Upon notification of a defect in the operation of the equipment, or part thereof, the supplier shall rectify faults and perform all necessary repairs and replacement of parts to restore the equipment to its normal operation conditions within 3 working days. |  |  |
| 5.3 | The following shall be defined as the normal office hours:   1. 9:00 - 17:00 hours Monday to Friday, excluding public holidays |  |  |
| 5.4 | The following shall be provided free of overtime charges by the supplier:   1. All repair works carried out even beyond normal business hours as defined above shall also be free of overtime charges, if the supplier is notified of the equipment fault during the defined period of normal business hours. |  |  |
| 6. | Upon completion of each maintenance works, the maintenance staff of the supplier shall complete the site record “Maintenance Log Book” in either English or Chinese after each on-site visit. The entries shall give a full report of the works undertaken during the attendance, including description of fault, cause of fault, remedial actions taken or to be taken, parts repaired/replaced, any follow-up actions or recommendations. |  |  |
| 7. | The supplier shall, at its own cost, be responsible to keep sufficient stock of spare parts, and shall ensure that they are fully functional and in good working conditions. |  |  |
| 8. | The supplier shall notify the Government if the offered Goods have any product recall or safety notice issued within the warranty period due to product defect. Replacement parts / product upgrade / replacement or other mitigation plan shall be provided with corresponding rectification period acceptable to the Government at no extra cost to eliminate the associated risks. |  |  |

**Part 4 – Implementation Plan**

*(Note to Suppliers: Please provide the estimated time periods required for the completion of the following tasks, counting from the date of issue an order (“Order Date”). Both the start and end date of the Order Date is referenced as* ***Month 0****. The Goods should be* ***Ready for Use in the last month of the Implementation Plan.****)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks of the Implementation Plan** | | **Estimated Time Period for**  **Performing the Tasks**  (The Order Date is set as Month **0**) | |
| **Start** (Month) | **End** (Month) |
|  | Order Date *(i.e. the date of order placed by the Government, if any)* | **0** | **0** |
|  | Submission of Site Preparation Information (if applicable) |  |  |
|  | Delivery of the Goods |  |  |
|  | Delivery of Documentation (*Please refer to* ***section C in Part 3*** *for details*) |  |  |
|  | Training (*Please refer to* ***section B in Part 3*** *for Details*) |  |  |
|  | Acceptance Tests |  |  |
|  | Any other tasks considered necessary by your company *(Please provide details, use separate sheet if space is insufficient)*: |  |  |
|  | Goods Ready for Use *(i.e. the date when the Goods has passed all acceptance tests and accepted by the Government)* |  |  |

**Part 5 – Information on Compliance with International, National and other Recognised Standards or Certifications (if applicable)**

(*Note to Suppliers: Please indicate in the box below whether the proposed Goods and accessories can meet with the standards stated in Column I* ***by inserting a tick in an appropriate box under Column III****. If your proposed Goods and accessories does not meet the standards stated in Column I, please indicate the equivalent standards met by your proposed Goods and accessories in Column IV. In any case,* ***please attach copies of relevant valid certificates to prove compliance with such standards****.*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column I** | **Column II** | **Column III** | | **Column IV** |
| International, National and other Recognised Standards or Certifications | Requirements | Comply with the Standard in Column I? | | Comply with the following equivalent standard  (*If “****No****” in Column III*) |
| Yes | No |
| ISO 9001 |  |  |  |  |
| ISO 13485 |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |
| Compliance with other international, national and recognised standard(s) or certifications in addition to the above (*please specify*) | | | | |
|  |  |  |  |  |

**Part 6 – Information on Licencing, Marketing Authorization and MDACS Listing (if applicable)**

(*Note to Suppliers: Please advise whether your company and the proposed Goods have the following licence, marketing authorization and Medical Device Administrative Control System (“MDACS”) listing. If affirmative, please provide copies of relevant licences, confirmation and certificates for our reference.)*

| Question | Licensing/Certification/Listing Information of the System | *(Please tick in the appropriate box)* | |
| --- | --- | --- | --- |
| #Yes | No |
| 1 | Does the proposed Goods have marketing authorization of the European Union (EU) for affixing of CE marking on the product? |  |  |
| 2 | If the proposed Goods has marketing authorization of EU, please state the type of supporting document (\*delete which is not applicable).   * + - * 1. \*Declaration of conformity by the manufacturer; or         2. \*Certificate of conformity issued by a notified body. |  |  |
| 3 | Does the proposed Goods have marketing authorization in country/region other than United States and EU? Please specify below if your answer is “Yes”.  Country / Region : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4 | Has your proposed Goods been listed in the MDACS of the Department of Health? |  |  |
| 5 | What class of medical device is your proposed Goods (if applicable)?   1. EU : Class \_\_\_\_\_\_ 2. United States : Class \_\_\_\_\_\_ 3. Other country/region (please specify below):  * Country/Region \_\_\_\_\_\_\_\_\_ * Class \_\_\_\_\_\_\_\_\_ |  |  |
| 6 | Does the proposed Goods has marketing authorization of the technical requirement IEC60601-1 and IEC60601-1-2 or equivalent standard? |  |  |
| 7 | Does the proposed Goods has marketing authorization of verifying the maximum loading capacity? |  |  |
| 8 | Does the proposed Goods has marketing authorization of the flammability standard (e.g. BS 7177:2008+Al: 2011 (Medium Hazard) when tested in accordance with BS EN 597-1:2015 (Ignition source 0), BS EN 597-2:2015 (Ignition source 1) and BS 5852: Part 2 (Ignition source 5))? |  |  |

#Please provide a copy of the licence / confirmation / certificate for reference.

**Part 7 – Indicative Price Information**

(*Note* *to Suppliers: The price information provided in this Part 7 is for Government’s consideration only and shall not constitute any commitment on the part of the Government or your company. Nevertheless, please provide the information as accurate as possible.*)

**(a) Indicative Price Information for the Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Estimated**  **Quantity** | **Unit Price** | **Estimated Goods Price** |
| **One-time Unit Price (HK$)** | **Estimated Goods Price for the Item specified opposite**  **(HK$)** |
|  |  | **(a)** | **(b)** | **(c) = (a) x (b)** |
| 1 | Supply and delivery of the following Goods (Electric Couch) including the provision of a minimum 12-months warranty period. |  |  |  |
| 1.1 | Electric Examination Couch | 110sets |  |  |
| 1.2 | Electric Intervention Couch | 95sets |  |  |
| 2 | Provision of training services as detailed in **section B in Part 3** | 2 course |  |  |
| 3 | Documentation as detailed in **section C in Part 3** | 1 lot |  |  |
| 4 | Other (please specify) | (please specify) |  |  |
| **Total One-time Charge**  (i.e. Sum of Estimated Goods Prices of Item 1- 4) | | | |  |

Note: \* The Total One-time Charge shall include one-year of warranty period.

**(b) Indicative Price Information for Selected Desirable Features (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Description of Selected Desirable Features** | **Any Additional Charge to  Total One-time Charge as Specified in Part 7(a)** (Please tick whichever is applicable) |
| 1 |  | □ No additional charge  □ Require additional charge: HK$ \_\_\_\_\_\_\_\_\_ |
| 2 |  | □ No additional charge  □ Require additional charge: HK$ \_\_\_\_\_\_\_\_\_ |
| 3 |  | □ No additional charge  □ Require additional charge: HK$ \_\_\_\_\_\_\_\_\_ |

**Part 8 – Indicative Maintenance Charges and Spare Parts Price**

(Notes to Suppliers for completion of Part 8)

1. *Pursant to item 1 of Part 7(a) above, the proposed Goods shall have a warranty period of not less than 12 months. The indicative warranty service requirements are stipulated in* ***section F in Part 3****, which are subject to changes at the sole discretion of the Government.*
2. *It is expected that the maintenance services shall be comprehensive, all inclusive and shall cover all parts, components, labour and software support services. If your company considers that any components of the Goods may not be covered by the maintenance services (****saving that the labour shall always be covered by the maintenance services****) and may need to be charged separately, please indicate replacement costs of these components and their replacement frequency.*
3. *The annual maintenance charge within the serviceable life of the proposed Goods* ***is adjustable in accordance with the consumer price index (B) upon the expiry of each 12-months period of maintenance service****.*
4. **Indicative Maintenance Prices of the Goods**

| **Year** | **Annual Maintenance Charge**  **(HK$ per annum)** |
| --- | --- |
| First 12-months period of maintenance service after the end of warranty period |  |

1. **Indicative Replacement Prices of Equipment’s Components not covered by the Maintenance Services (if applicable) (***Leave the following table blank if not applicable***)**

(*Note to Suppliers:* ***The labor costs for replacement of these components shall always be covered by the maintenance charges for the provision of the maintenance services*** *regardless whether the prices for the supply of these components are covered by the maintenance services or not.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Name of Items | Indicative  Replacement Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. **Indicative overtime charges for provision of maintenance services after office hours (if applicable)**

(*Office hours mean 9 am to 5 pm from Monday to Friday excluding public holidays*)

|  |  |  |
| --- | --- | --- |
| (a) | Rates of overtime charges for maintenance service outside the office hours | HK$ per hour |
| (b) | Minimum service hour(s) per call | service hour(s) per call |

1. **Indicative Prices for Replacement of Other Spare Parts (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Name of Items | Price (HK$/no.) | Indicative Replacement Frequency (*e.g. once every 3 years*) | Expected time for delivery  (weeks) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**Part 9 – Supplementary Information**

1. **Sales Volume of the Offered Goods** *(leave blank if information is not available)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Annual Sales for the past three years** | **Remarks** |
| 1 | Electric Examination Couch |  |  |
| 2 | Electric Intervention Couch |  |  |

1. **Other Useful Information Provided by the Supplier**

|  |  |
| --- | --- |
| **Information Provided** | **Details** |
|  |  |
|  |  |

**Part 10 – Questionnaires**

|  |  |
| --- | --- |
| **Information Required** | **Complete by Suppliers**  (use separate sheet, if needed) |
| 1. What are the details on parts and services covered in Warranty Service in addition to Part F? |  |
| 1. Any information / scope of acceptance test can be provided? |  |
| 1. Any green feature(s) from environment aspects of the offered product can be provided (with documentary proof if applicable)? |  |
| 1. Would a 2-year contract period (starting from the date specified in letter of acceptance) acceptable to your company? Order will be placed by 2 to 3 batches within the contract period. |  |
| 1. Does the maintenance services (after warranty period) required executing by original manufacturer / sole maintenance body? If yes, is your company a sole maintenance body for the offered product? |  |
| 1. What is the payment schedule? |  |

**GLOSSARY**

The following terms shall have the respective meanings given below:

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| % | Percent |
| AC | Alternating Current |
| BS | British Standards |
| DC | Direct Current |
| EN | European Norm |
| Hz | Hertz |
| IEC | International Electrotechnical Commission |
| kg | Kilogram |
| mm | Millimeter |
| PU | Polyurethane |
| V | Voltage |

**END**