

## Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that this checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Notice or Form of Tender.

2. The relevant address label at the bottom of this checklist may be used on the envelope for submitting the tender.
  
3. Tenderers should note that their tenders may be invalidated if the information in the Form of Tender is incorrectly completed or the required documents are not provided together with the Form of Tender. Please ensure that the tender submission shall be dropped in the correct tender box for this tender before the deadline as prescribed in the Tender Notice.

### CHECKLIST

Tick and  
move to the  
next step

#### (A) Completion of the Form of Tender

- |   |                          |
|---|--------------------------|
| (1) Have you filled in all the blanks in the Form of Tender ?   | <input type="checkbox"/> |
| (2) Have you dated the Form of Tender ?   | <input type="checkbox"/> |
| (3) If the tender is submitted by an individual, have you signed the Form of Tender? Please also fill in your name, identity document number, address, telephone number and facsimile number in the Form of Tender.   | <input type="checkbox"/> |
| (4) If the tender is submitted by a company, have you executed the Form of Tender? Please also fill in your authorised officer(s)' name, identity document number of the sole proprietor or identity document numbers of the partners who have been duly authorised to sign the tender, and business registration number in case of an unincorporated firm or company registration number in case of a corporation, address, telephone number and facsimile number in the Form of Tender. | <input type="checkbox"/> |
| (5) If the tender is submitted by a <b>subsidiary company</b> , have the particulars of the parent company including the name, correspondence address, name of contact person(s), telephone number and facsimile number been filled in the Form of Tender?  | <input type="checkbox"/> |

**CHECKLIST**Tick and  
move to the  
next step

- (6) Have you completed the Form of Tender in duplicate?
- (7) (i) For Property Nos. (1) to (4), have you read Paragraphs 4(a)(i) to (iii) of the Tender Notice, Paragraphs 6(a) to (c) of the Form of Tender and Condition Nos. 6(e)(i) to (iii) of the Conditions of Sale ?
- (ii) For Property No. (5), have you read Paragraphs 4(b)(i) to (v) of the Tender Notice, Paragraphs 6(a) to (e) of the Form of Tender and Condition Nos. 6(e)(i) to (v) of the Conditions of Sale ?
- (iii) For Property No. (6), have you read Paragraph 4(c)(i) to (iii) of the Tender Notice, Paragraph 6(a) to (c) of the Form of Tender and Condition No. 6(e)(i) to (iii) of the Conditions of Sale ?
- (B) Accompanied documents**
- (8) Has a cashier's order for an amount equivalent to 10% of the price tendered for the purchase of the Property been enclosed?

Address Label for the Envelope

The Chairman

Tender Opening Committee

Government Logistics Department

Tender Box on Ground Floor, North Point Government Offices

333 Java Road, North Point, Hong Kong

Tender for Sale of Government Properties(Tender Reference : LD PM A/378/47)