

Plan International Hong Kong Limited  
Face-to-face Fundraising Service  
DD 2025 Face-to-Face Fundraising

## ANNEX I FACE-TO-FACE FUNDRAISING FORM OF TENDER

Updated 2024

### Instructions

The purpose of this tender is to solicit proposals for **face-to-face fundraising services**. The successful company will be responsible for promoting our fundraising programs. Plan International Hong Kong (PIHK) uses this form to evaluate and select companies suitable for providing these services while ensuring alignment with our core values and fostering healthy relationships with our partners.

- Section A** Form of Tender
- Section B** Tenderer Information
- Section C** References
- Section D** Proposal and Quotation
- Section E** Terms and Conditions
- Section F** Evaluation Criteria for Selection

Please complete sections A to D, and then once Section E is agreed to submit this with any supplementary information to the PIHK contact at the address listed below. If you require any clarification, please contact PIHK.

Please note that additional information may be required for specific procurements of services at a later stage.

Please send all completed documents to the following:

<b>PIHK Contact:</b>	Yat Ng
<b>Position:</b>	Manager, Direct Dialogue
<b>Address:</b>	21/F, 9 Chong Yip Street, Kwun Tong, Kowloon

### **Confidentiality**

The information this form contains will be held in confidence by PIHK and used only for the purpose of determining your suitability for meeting our essential requirements for the provision of the face-to-face fundraising service.

### **Data Protection Act**

Information submitted will be held by PIHK to allow us to determine your continued suitability as a face-to-face fundraising agency. This may be supplemented by references supplied by your referees. We will not disclose any information to any third party.

## Section A: Form of Tender

To:  
PLAN International Hong Kong Limited

I/We, \_\_\_\_\_  
(the Tenderer mentioned below), agree to be bound by all of the terms and conditions as stipulated therein.

I/We, the Tenderer mentioned below, do hereby agree to carry out the face-to-face fundraising service at the rate(s) quoted by me/us in Quotation, free of all other charges, subject to and in accordance with the terms and conditions of the Tender Documents.

Signed by the Tenderer/  
Signed by an authorised signatory for  
and on behalf of the Tenderer:

\_\_\_\_\_

Name of the Tender:

\_\_\_\_\_

Name and title of the authorised  
signatory:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Section B: Tender Information

### 1. Contact Details

Please provide the contact details of those person(s) responsible for quotes and invoices:

Name of Company	
Business registration number	
Company Address	
Principal Contact	1. Name: 2. Title: 3. Phone Number: 4. Email:
Website (if applicable):	

Please note, any changes in contact details should be communicated formally to the contact email provided

## 2. Business Overview

Year Established: \_\_\_\_\_

Number of full-time and part-time employees: \_\_\_\_\_

Please provide a short overview of the company, its mission, and relevant experience:

Please briefly describe the nature of the products and/or services you will be provided to PIHK:

No. of complaints related to street fundraising in the past 5 years: \_\_\_\_\_

## Section C: References

The purpose of this section is to provide an overview and an opportunity for PIHK to gain insight into how your company operates. Letters of recommendation from partners in the past five years are also accepted, and lists of awards in the past five years are considered value-added.

Please provide details of up to two clients you have worked with as references that PIHK can contact:

### **Reference 1**

Name of organisation	
Organisation address	
Contact person	1. Name: 2. Position: 3. Phone Number: 4. Email Address:
Project Description	

### **Reference 2**

Name of organisation	
Organisation address	
Contact person	1. Name: 2. Position: 3. Phone Number: 4. Email Address:
Project Description	

## Section D: Proposal and Quotation

This section is intended for you to provide a detailed proposal and quotation for the face-to-face fundraising services you are offering to PIHK.

### 1. Proposal and Quotation format

- Proposal: objectives of your fundraising services, strategies/techniques, etc.
- Quotation: pricing structure, payment terms, etc.
- Proposals and quotations can be used in Chinese or English.
- This registration form herewith must be answered and attached along with the proposal and quotation.
- Please ensure that your proposal is clear, concise, and well-organised to facilitate the evaluation process by PIHK.

### 2. Proposal and Quotation Submission

Please submit your proposal and quotation, including all supporting documentation to:

Organisation	Plan International Hong Kong Limited (PIHK)
Name	Yat Ng - Manager, Direct Dialogue
Address	21/F, 9 Chong Yip Street, Kwun Tong, Kowloon

### 3. Notifications

Tenderer(s) will be notified regarding requests for additional information, formal presentations, and the outcome of the selection process through email.

## **Section E: Terms and Conditions**

### **1. Cost of Tendering**

- PIHK does not bear any costs associated with the preparation and submission of the tender and any further costs incurred prior to the award of the contract.

### **2. Quotation**

- Unless otherwise agreed, the supplier will be asked to provide a quotation before final order instructions are given.
- The mere provision of a quotation by the supplier does not constitute a contract.
- Quotations will be considered if they are competitive and provide a quality service.
- PIHK is not bound by any terms or conditions which the tenderer claims to have included in its quotation.

### **3. Invoicing/ Pricing**

- Invoices should be based on quoted prices.
- The price quoted by the tender shall be fixed and PIHK shall not be liable for any upward adjustment in price.
- The invoice will reflect the final price of the services delivered and will be provided by email or post.
- Payment will be made only on the basis of the invoice received.

### **4. Additional Charges**

- Additional costs, if any, should be stated or included in the quotation. PIHK shall not be liable for any costs not included in the quotation.

### **5. Confidentiality**

- You must not disclose your tender prices, or even an approximation, prior to the deadline for receipt of the tenders.
- You must not try to obtain any information about competitors' tenders or proposed tenders nor make any arrangement with anyone else about whether or not they should bid.

### **6. Formal Signing of Tender**

- Tenders must be signed by your authorised representative.

**~End~**