



# **Korean International School**

55 Lei King Road, Sai Wan Ho, Hong Kong

(incorporated in Hong Kong with limited liability by guarantee)

Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994

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## **REQUEST FOR PROPOSAL**

**RFP #200402**

### **SCHOOL UNIFORMS FOR KOREAN INTERNATIONAL SCHOOL**

**Issue Date: Wednesday, April 29, 2020**

**Issued by: Korean International School**

**Closing Date: Wednesday, June 10, 2020**



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## TABLE OF CONTENTS

1. General Information	Page 3
2. Acceptance of Proposal Form	Page 4
3. Proposal Terms and Conditions	Page 5
4. Scope of Work	Page 13
5. Bid Evaluation Criteria, General	Page 16
6. Evaluation Criteria	Page 16
7. Appendix - Enrolment Statistics	Page 19
8. Logo and Uniform Specifications	Page 20



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## SCHOOL UNIFORMS FOR KOREAN INTERNATIONAL SCHOOL

### INFORMATION TO BIDDERS REQUEST FOR PROPOSAL RFP #200402

Sealed proposals shall be submitted on the attached proposal form to:

Hyuk Young Park, Student Service Manager  
Korean International School  
55 Lei King Road, Sai Wan Ho, Hong Kong

Before the specified closing time of 2:00:00 PM on the closing date  
**CLOSING DATE OF THIS PROPOSAL –Friday, June 10, 2020**

All proposals must comply in accordance with all regulations, terms, conditions and specifications set forth in the proposal document. Restrictive or conditional statements by the bidder on the Request for Proposal (RFP) will subject the proposal to disqualification.

Any clarification of the Request for Proposal documents required by the submitter, prior to submission of its proposal shall be requested through the General Office of Korean International School (“KIS”)

Any such clarifications so given shall not in any way alter the proposal documents and the vendor and KIS hereby agree that in no case shall oral arrangements be considered. No Officer, Agent or Employee of KIS is authorized to alter orally any portion of the document.

KIS reserves the right to accept or reject any proposal, whichever, in KIS’ opinion is in its own best interest. Late bids will not be considered or accepted. Faxed bids will not be considered or accepted. Bids not appropriately signed as an original document will be rejected.

FOR FURTHER INFORMATION OR ENQUIRIES, PLEASE CONTACT:

Hyuk Young Park, Student Service Manager  
Korean International School  
55 Lei King Road, Sai Wan Ho, Hong Kong  
Telephone: 2569-5500  
E-mail: hypark@kis.edu.hk



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## **KOREAN INTERNATIONAL SCHOOL** **ACCEPTANCE OF PROPOSAL FORM**

I/We do hereby agree to supply and/or install the materials, equipment and services as provided herein in accordance with the terms and conditions of this proposal. No other conditions shall apply.

I/We have read, understood and agree to abide by all terms and conditions contained in this document and we are authorized by the Bidder to bind the firm.

I/We declare that this proposal is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a proposal for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of the Board of Directors, no officer or employee of KIS is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

**FAILURE TO SIGN THIS DOCUMENT OR AFFIX YOUR CORPORATE SEAL WILL  
RESULT IN YOUR BID BEING REJECTED.**

I/WE HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL TERMS AND  
CONDITIONS CONTAINED IN THIS DOCUMENT AND WE ARE AUTHORIZED BY THE  
BIDDER TO BIND THE FIRM.

**COMPANY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_



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## **PROPOSAL TERMS AND CONDITIONS**

### **INTENT**

The intent of this document is to procure for KIS the goods and/or services indicated in accordance with the specifications outlined herein. To this end, the evaluation process in determining which bid will result in an award will consist of consideration being given to: price, delivery, quality of goods/services, performance and any special or extra costs involved therein, enhancement to minimum specifications and bidder qualifications, both financial and reliability.

### **TERMS OF CONTRACT**

All companies must follow the enclosed list of terms and conditions in order to be considered in this bid.

### **ADDITIONAL SERVICES**

Any additional services or programs you, the bidders are prepared to offer are to be clearly outlined on your Company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to KIS or its students, they must be clearly presented and submitted with your proposal.

### **ADDENDUM**

All questions pertaining to this proposal should be addressed to: Hyuk Young Park, Student Service Manager by email [hypark@kis.edu.hk](mailto:hypark@kis.edu.hk).

Should questions raised by a bidder necessitate an addendum to this Request for Proposal; each registered bidder will receive a copy of the addendum.

Acknowledgement of addenda will be copied and signed with the bid document to indicate that the bidder has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the bid was prepared. Submissions which do not provide evidence of receipt of addenda as requested in each addenda document may be rejected by KIS as non-compliant. It is the responsibility of the Bidder to have received all addenda issued by KIS.

All questions shall be forwarded at least five (5) working days prior to the closing date of the RFP.

### **ALTERATIONS & CANCELLATION OF PROPOSAL**

KIS reserves the right to alter the date of this proposal.



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## **ASSIGNMENT / SUBCONTRACTING**

The bidder agrees not to assign or subcontract any of the work or obligations required under this agreement or the agreement itself unless the bidder obtains the prior written consent from KIS, which may be withheld for a good cause. In addition, in the event that a bidder merges with another company or there is a change in voting control of the bidder, or the bidder sells its assets to a third party, the merger, change in voting control, or sale of assets as the case may be, will constitute an assignment and KIS will be entitled to cancel the agreement on at least 30 days' notice from the date of disclosure, or from the effective date of merger, change or sale, whichever is sooner.

## **AWARD STRATEGY**

The lowest or any proposal is not necessarily accepted unless otherwise stated; KIS reserves the right to accept any portion thereof.

The proposal will be awarded to the respondent who, in the sole judgment of KIS, provides the best overall value. KIS will not be obligated to select the lowest cost or any proposal.

Past performance may be considered when awarding the proposal.

The final award will be based on the submission that complies with the provisions of this bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources. No proposal shall be deemed to be accepted by KIS until such time as notice in writing of the acceptance thereof has been forwarded by KIS to the successful bidder hereinafter disclosed.

KIS reserves the right to request specific requirements not adequately covered in the initial submission and clarify information contained in the Proposal. KIS reserves the right to cancel this Proposal at any time, without penalty or cost to KIS. This Proposal should not be considered a commitment by KIS to enter into any contract. KIS reserves the right to reject the Proposal of any Bidder who does not furnish satisfactory evidence of sufficient qualification, to successfully execute and complete the work.

Past performance of firms submitting Proposals shall also be a consideration. In the event of any disagreement between KIS and the Bidder regarding the interpretation of the provisions of the Proposal, the representative of KIS or an individual acting in that capacity shall make the final determination as to interpretation.



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## **BIDDERS KNOWLEDGE**

The submission of the proposal shall be deemed proof that the bidder(s) is satisfied as to all the provisions of the proposal, of all the conditions which may be encountered, of what materials/services they will be required to supply, or any other matter which may enter into the carrying out of conditions of the proposal, to a satisfactory conclusion. No claims will be entertained by KIS based on the assertion by the bidder(s) that they were uninformed as to any of the provisions or conditions intended to be covered by this proposal.

## **BID FORMAT**

No oral, telegraphic, telephone or facsimile proposals will be considered. Proposals which are late, illegible, presented in pencil, not original or unsigned, will be rejected. Where other information is requested, this information forms a part of the proposal and must be completed.

The envelope must be clearly marked with the appropriate proposal name and number on the outside of each envelope. The envelope must be clearly marked with the company name of the bidder.

## **BID OWNERSHIP**

All information obtained by the bidder in connection with this proposal is the property of KIS and must be treated as confidential and only used for the purpose of replying to this Proposal, and for fulfillment of any subsequent contract.

## **CHANGES TO PROPOSAL**

Any changes or revisions will be issued as a formal addendum to all bidders. All addenda will be signed and acknowledged by bidders, and included in the bid response

## **CLAIMS**

Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contract as a direct provision thereof at the option of KIS. The contract shall contain the terms and conditions and be in the format prescribed by KIS. KIS considers each provision in this proposal of importance and will not accept alterations which destroy the fundamental intent thereof. If alterations are suggested, their wording should be carefully considered, since an unacceptable alteration to any provision may affect the acceptability of the bidder's proposal.

## **COLLUSION**

The bidder declares that the proposal is not made in connection with any other bidder submitting a



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proposal.

## **CONTRACT**

The contract will be governed by and interpreted in accordance with the Laws of the Hong Kong Special Administrative Region of the People's Republic of China (HKSAR).

## **DEFAULT BY THE BIDDER**

In the event of the default of the bidder in complying with the terms and conditions hereof or in supplying and delivering the goods and services in accordance with the terms of the Request for Proposal submitted or of the acceptance order thereto, KIS shall be entitled and at liberty to procure the goods or services from other sources and the bidder shall be liable to pay for any and all costs whatsoever in excess of the Request of Proposal price caused by or resulting from such default and the bidder hereby indemnifies and save harmless KIS from any and all such costs.

Without limitation, the following action by or circumstances relating to the vendor shall constitute default on the part of the bidder:

- committing an act of bankruptcy
- having a receiver appointed on account of insolvency
- making a general assignment for the benefit of creditors
- failing to fulfil the work with skill and diligence

Default by the bidder may result in the KIS' cancellation of the contract. Any Action by KIS under the clause shall be without prejudice to the KIS' other rights or remedies under the contract or law for the performance of the contract by the bidder.

## **DELIVERY**

Time is of the essence for the delivery or provision of the goods and services requested herein.

Failure to comply with the time schedule herein may result in KIS taking further action to obtain an alternative supply, in which event the cost incurred shall be charged to the vendor, up to the time that the goods or services are delivered or provided.

Where it is not possible to obtain the goods or services by the specific time, KIS reserves the right to cancel the contract and charge back the difference between the contracted bid price and the acquisition cost of the alternate goods or services.

## **DISCREPANCIES AND OMISSIONS**

Bidders shall promptly examine the entire bid document after receipt. Subject to the conditions





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governing the withdrawal of and errors in the RFP, a bidder discovering discrepancies or omissions in the specifications provided by KIS or having doubt as to the meaning or intent of any part thereof shall notify the KIS in writing at least five (5) working days prior to the closing date of the RFP. If necessary, and time permits, Addenda may be issued to all respondents before the closing date.

It is hereby understood and acknowledged that KIS shall not be held liable or responsible for verbal instructions or explanations. Written Addenda issued by KIS during the time of the RFP process shall become an integral part of these conditions, instructions and shall be allowed for in arriving at the bid price(s). One copy must be signed and attached to the RFP document.

Each bidder shall be responsible for verifying with KIS before depositing its bid that they received all Addenda that have been issued.

KIS reserves the right to distribute any and all questions and answers to all other respondents.

## **DISQUALIFICATION CLAUSE**

KIS reserves the right to disqualify and immediately remove from eligibility to submit bids for an indeterminate period, the name of any bidder, which will include the names of such bidder's principals, and the names of any other business which may be operated by such principals, for failure to carry out its obligations for the entire term under any previous award or resulting contract pursuant to a bidding process with KIS, in the sole and unfettered discretion of KIS.

Further, the bidder must be prepared, if requested, to present evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by KIS in the performance of the contract. KIS reserves the right to investigate a bidder's claim or background at any time and in any manner deemed appropriate by KIS.

## **INDEMNIFICATION**

Notwithstanding anything else in the bid, any express or implied reference to KIS providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of KIS, whether at the time of execution of the bid or at any time during the Term, shall be void and of no legal effect.

The bidder hereby agrees to indemnify and hold harmless KIS, its Director's, Trustees, Employees and Agents (the "Indemnified Parties") from and against all liability, loss, costs damages and expenses (including legal, expert and consultant fees), causes of actions, actions, claims, demands,



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lawsuits or other proceedings (collectively, “Claims”), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, arising out of, or in any way connected with anything done or omitted to be done by the bidder, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors, under or otherwise in connection with this bid or a subsequent contract arising hereunder. The bidder further agrees to indemnify and hold harmless the Indemnified Parties from any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, KIS, claimed or resulting from such Claims. The obligations contained in this paragraph will survive the expiry or termination of this bid or a subsequent contract arising hereunder.

## **IRREVOCABLE RESPONSE**

The proposal submitted is irrevocable by the bidder and will remain in effect and open for acceptance for a minimum period of ninety (90) days following the closing date unless otherwise specified.

## **NEWS RELEASE/PUBLICITY**

The bidder(s) shall not make any news release concerning this bid or awarding of the same or resulting contract(s) without the express consent of KIS.

## **SERVICE**

KIS reserves the right to terminate the contract immediately should the bidder fail to provide sufficient service to satisfy the expectations of KIS. KIS remains the final judge of these expectations.

## **SETTLEMENT OF DISPUTES**

In the event of any dispute or claim arising between KIS and the bidder (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of HKSAR. If no agreement is made for arbitration, then either party may submit the dispute to such judicial tribunal as the circumstances may require

## **SUBMISSION PROCEDURES**

Proposals must be completed on the forms provided. Proposals not completed as requested may be



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rejected by KIS acting in its absolute discretion.

Proposals must be signed, in the spaces provided, in ink, in longhand, by the submitter or such person who is authorized by the submitter, KIS may accept the signature as being that of a person that is authorized to submit a proposal. Any unsigned Proposal will be declared invalid. Each tender submission form (where applicable) must be submitted completely for the tender to be considered.

A failure to reply can result in the removal of the Bidder from the proposal list. Performance includes delivery, number of back orders, follow-up on problems that may arise, substitutions on items or service.

KIS is not liable for any costs incurred by the Bidder in the preparation of their response to the Proposal or presentation/interviews, if required. Furthermore, KIS shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder, prior or subsequent to, or by reason of the acceptance, or non-acceptance, withdrawal by KIS of any proposal, or by reason of any delay in the award of the Proposal.

## **TIE BREAKER**

Should tie bids be received on any item or list of items with other things being equal, KIS will take into consideration the nature of the service given by any or all of the bidders concerned in any previous dealings they may have had with KIS. If a tie still exists, the bidders' names will be placed in a container and a name will be drawn to break the tie.

Under no circumstances will KIS permit subdivision of orders to tie bidders.

## **TERMINATION**

In the event that the successful bidder does not, in the opinion of KIS, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if KIS, in its sole and unfettered discretion, determines that either their service or the equipment provided by the successful bidder is unsatisfactory at any time during the term of the contract, KIS reserves the right to terminate the contract in its entirety. The contract may be cancelled upon thirty (30) days written notice by KIS.

## **TERMS OF CONTRACT**

All bidders must follow the enclosed list of terms and conditions in order to be considered in this bid.



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The contract term is three (3) years, with a possible yearly renewal for two years. The contract commences on July 1, 2020

## **UNDERSTANDING OF BID REQUIREMENT**

It is the responsibility of the bidder to understand all aspects of the bid and to obtain clarification from KIS before submitting a bid. However, a bid may be rejected if not complete or the KIS may waive any minor errors.

## **UNIT QUANTITIES**

Any quantities indicated are estimates only and KIS is merely providing a usage established over the past year. The quantities are furnished without any liability to KIS.

## **BIDDER'S RELATIONSHIP WITH KIS**

All Services will be performed by the winning bidder. The winning bidder is an independent contractor providing Services to KIS and neither the Contractor nor the employees or agents of the bidder will be construed as KIS employees.

This bid is a contract for a particular and non-exclusive service. The winning bidder is not and will not hold itself out as an agent, employee or partner of KIS.

As between KIS and the winning bidder, the winning bidder is solely responsible for all legally required employer and employee contributions and deductions for itself and its staff, including Worker's Compensation, unemployment insurance and income taxes.

## **VERBAL ARRANGEMENTS**

In all cases of misunderstanding and disputes, verbal arrangements will not be considered, but the bidder must produce written authority in support of their contentions, and shall advance no claim in the absence of such written authority, or use, or attempt to use any conversation with any parties against KIS or in prosecuting any claim against KIS.



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## SCOPE OF WORK

### **OBJECTIVE OF THE PROPOSAL**

The objective of this contract is to provide a centralized school uniform program for KIS. The goal is to have one (1) vendor available for students to purchase entire uniform outfits as well as replacement components using a variety of different purchase methods (i.e. Credit card, online/phone orders, or in person at the vendor facility or at school road shows). Bidders will be expected to demonstrate superior flexibility, experience and service level for the period specified and in accordance with the terms and conditions outlined herein.

### **GENERAL OBJECTIVES**

KIS requires a “one stop shopping experience” whereby the uniform vendor will have all products available for parents and students. All students of KIS must be in full uniform as per the prescribed uniform for each school on the first day of school.

KIS has its own particular dress code within the items listed in Appendix. These requirements are meant to illustrate a minimum standard only. The policy is established by a review committee and may be modified from time to time, or changed prior to initial ordering. The vendor must work in conjunction with the school in this matter

Student population by participating school as of April 2020 is provided in Appendix, this data is for information purposes only and is no guarantee of volume.

All apparel items must be comfortable, stylish, durable, fit for the purpose for which they are acquired, of the highest grade of material and workmanship and free from defect. Kindly advise in bid response if laboratory testing occurs on quality of apparel, and provide up to date proof of testing in your bid response.

It is the sole responsibility of the parents/clients to place the orders, pick up and pay for the apparel items. KIS staff bears no responsibility for ordering, distribution, or processing of complaints.

### **INVENTORY**

KIS shall not in any way be responsible for inventory surplus, nor shall it buy back any uniform components at the end of the contract term. Responsibility and liability for inventory rests solely with the bidder.



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## INTERVIEW AND APPAREL PRESENTATION

Bidders may be requested to attend an interview and provide apparel for inspection. The time and date will be determined at a later date. The interview and apparel presentation date and time will be determined at the total discretion of KIS.

## RETAIL STORE

The bidder should have a retail store/warehouse in HKSAR, with sufficient embroidered inventory in stock to meet year round demand, and unembroidered inventory in stock sufficient to meet unexpected demand. KIS may give preference to a bidder which has existing retail stores in HKSAR. In your bid response, include a detailed list with size, location and map showing the geographic location of your existing retail store(s) and the coverage for the schools located in HKSAR.

## REPORTS

The winning bidder will keep complete and accurate financial reports and will record all revenues generated from the sale of the apparel. The winning bidder will provide reports to KIS quarterly detailing the sales for the apparel.

## SPECIFICATIONS

The following specifications are required for submissions to be evaluated.

Submit a detailed program plan to demonstrate how the program will be set up.

Information shall include, but not limited to:

- Exchange and return policy (as it refers to both non-crested, or un-used items and altered, crested or used items)
- Ability to provide alterations (include turnaround time and costs), or other options available
- Personalized service for sizing and fittings
- Ability to provide a range of sizes, including petite and plus sizes, to meet the unique needs of all students (specify “special order” procedures).
- Policy regarding manufacturing defects, damaged goods and product guaranteed periods.
- Retail locations: state addresses, floor space (in square feet) committed to retail sales and warehouse.
- Statement for ease of garment care.
- Method of ensuring how respective dye lots remain consistent and within commercial quality limits.



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## RESPONSIBILITY OF WINNING BIDDER

- Provide in stock inventory of all items throughout the year.
- Ongoing customer service program.
- Ability to provide daily servicing during the first two (2) weeks of each school semester to provide clothing requirements for “last minute” enrolments.
- Experience and number of staff that will be assigned as contacts during this contract period.
- Type and location of facilities that will be available for the supply, administration and promotion of this program.
- Attend all community information meeting nights as requested by the school Principal or KIS.

## SUITABILITY OF CLOTHING QUALITY FOLLOWING INDUSTRY STANDARD

### METHODS ADDRESSED IN BID RESPONSE:

- Specifically outline the retailing plan including a description of retail outlets, road shows (include anticipated number) and mail/on line services, including websites call centre services.
- Submit a detailed description of the suitability of your clothing in terms of fabric components
- Fabric blend suited to a particular climate or anticipated use, amount of moisture, etc., comfort, durability, style, quality and guarantee.
- Durability (e.g. pilling, colorfast, shrinkage, seam strength, hem strength, stitch count, tearing strength).
- Special functionality (e.g. double button cuffs, adjustable waists, reinforced knees, etc.).
- Structural elements (e.g. brand-name zippers, reinforces buttons/claps, flat lock seams, etc.).
- Submit 2 copies of your submission with one marked ‘Original’ as well as a print ready Adobe ‘PDF’ electronic copy.

## KEY PERSONNEL

It is essential that the bidder provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The bidder must agree to assign specific individuals to the key positions.

- A. Listing of proposed team members to service KIS, including background and experience.
- B. The bidder agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written prior notice to KIS.

## PRESENTATION OF INFORMATION IN BID SUBMISSION

Following information need to be provided in the bid document (if available):

- Uniform Assistance Program
- Sales Promotional Events





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- Payment Methods available
- Any other costs or charges outside of the Bid Sheet

## PRICING INSTRUCTIONS

- It is imperative to KIS that prices are standardized and all students have equal access to equivalent products in every school.
- Range of purchasing options for clients, (i.e. Credit card, debit card, personal cheques, cash, flexible payment plan such as installment etc.)

## BID EVALUATION CRITERIA, GENERAL

All things considered equal the following items compose the minimum criteria for the selection of a vendor.

- experience and background of the individual or firm (please submit references, including telephone numbers and emails)
- the quality, completeness, and feasibility of the bid
- the ability to perform the required service competently, expertly, and expeditiously
- the documented and/or demonstrated skills of the project staff
- Individual interviews or presentations may be required, at the bidder's expense.
- Award of the contract will be made to one bidder to fulfil the anticipated requirements of KIS
- Outline a plan to support families in need of assistance
- List Retail store(s) in HKSAR.
- Sales Promotion Events when, where and how often?
- Payment methods available.
- Order methods available.
- Creativity, innovation and value added solutions

## EVALUATION CRITERIA TABLE

1) Company Profile	15%
a) Ownership & affiliations, number of years in business	
b) Availability of staff and support capabilities	
c) Customer Service and capacity	
d) Capability	
2) Proposal Technical Professional Competence	25%
a) Strategy to complete Compliance to Proposal Scope of Work specifications	
b) Creativity, Innovation and Value added solutions	
c) Suitability of the program to meet the needs of the students, parents and KIS.	





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- d) Describe all order placement capabilities, and processes for returns, exchanges, product inquiries, payment methods available
- 3) Service Profile/Qualifications 25%
- a) Significant experience with a project of this scope in HKSAR
  - b) Comprehensive knowledge of School Uniform system proposed
  - c) Service methodology and maintenance approach as noted in the Scope of Work
  - d) Expected response time for all on-site service
  - e) List Retail store(s) in HKSAR and location, size, and capacity for inventory
- 4) Pricing 25%
- a) Pricing of clothing items
  - b) Payment methods available.
  - c) Uniform Assistance Program
- 5) References 10%
- a) List of public sector customer base
  - b) Minimum of 3 customer references for :
    - ① A minimum of one HKSAR school client, including contact name, position, company name, location information, telephone number and email address.
    - ② Include services delivered, size of group, how long you have serviced these accounts.

## PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in the bidders' responses and ensure each proposal receives full consideration.

- Title Page, showing Request for Proposal number, bidder's name and address, bidder's telephone number, and a contact person.
- One-page letter of introduction signed by the person or persons authorized to sign on behalf of, and bind the bidder to, statements made in the proposal.
- Table of contents including page numbers.
- All pages should be consecutively numbered.
- The body of the proposal, including but not limited to, pricing, responding in order to the items identified in section "Scope of Work" and "Evaluation Criteria Table" of this document.
- Is there signed copy of the Acceptance of Proposal Form and all Addenda (if applicable) in the bid proposal?
- Submit 2 copies of your submission with one marked "Original" as well as a print ready Adobe



# Korean International School

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“PDF” electronic copy.

- Any additional innovative information which the proponent feels will add value to their submission.
- The submission should be limited to thirty (30) pages including attachments which should include:
  - A. Brochures and other supplemental literature and supporting documentation describing your company’s experience and market place presence.

## **BIDDER CHECKLIST**

This checklist has been provided solely for the convenience of the bidders. Its use is not mandatory and it does not have to be returned with the proposal.

- The requirements of the Request for Proposal have been read and understood by everyone involved in putting together the proposal.
- Review all Appendices.
- The Acceptance of Proposal form has been completed, signed and attached.
- The proposal addresses everything asked for in the Request for Proposal.
- The proposal meets all the mandatory requirements of the Request for Proposal.
- The proposal clearly identifies the Proponent, the project, and the Request for Proposal number.
- The bidder’s name and the Request for Proposal number appear on the proposal envelope.
- Every care has been taken to make sure the proposals are at the closing location in plenty of time, as late proposals will be rejected.
- The proposal is being delivered by hand, courier, or mail, as faxed proposals are not accepted.



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## “APPENDIX”

### RFP#200402 SCHOOL UNIFORMS FOR KOREAN INTERNATIONAL SCHOOL

ENROLMENT  
STATISTICS AT  
March 31, 2020

Year	Number of Students (Korean Stream)	Number of Students (International Stream)
K2	6	N/A
K1	4	N/A
Reception	N/A	38
G1	15	72
G2	16	63
G3	11	70
G4	7	50
G5	6	48
G6	4	49
<b>Primary Total</b>	<b>69</b>	<b>390</b>
G7	4	63
G8	1	58
G9	9	32
G10	10	29
G11	12	20
G12	7	33
G13	N/A	13
<b>Secondary Total</b>	<b>43</b>	<b>248</b>
<b>All Years Total</b>	<b>112</b>	<b>638</b>
SB Primary	N/A	9
SB Secondary	N/A	11
SB Post 16	N/A	2
<b>SB total</b>	<b>N/A</b>	<b>22</b>
<b>Grand Total (All)</b>	<b>112</b>	<b>660</b>