



Request for Proposal (RFP)

Workshop Operator/Licensee -

Workshop 4 on Ground Floor at

Youth Outreach Jockey Club Building

Ref. No.: RFP/2024/004



Background Information

Youth Outreach (YO) was established in 1991 and dedicates to helping at-risk youth grow into responsible members of our community. It provides young people with 24-hour one-stop services including territory-wide all-night outreaching service, crisis residential service, a 24-hour drop-in centre, a 24-hour service hotline, and psychological counselling service etc.

YO believes in every youth and appreciates the diversity of their talents and achievements. YO has been actively developing a unique and innovative cultural platform to encourage youth to freely cultivate their “non-mainstream” gifts, such as Hip-Hop dance, Fitness Thai Boxing, Adventure etc. to substitute their negative behavior and triad culture.

For more information, please visit our organization website: <http://www.yo.org.hk>.

Scope of Work

For the workshop details, please refer to the enclosed **Appendix 1 and 2**. Interested Parties should read the requirements and general conditions as outlined in this RFP for preparation of the submission of proposal. The proposal shall contain the following and to be submitted in separate documents with a completed and signed Proposal Form for Financial Terms and Conditions (Appendix 3).

Requirement for Proposal Preparation

A. Compliance of Trade Mix (Weighting 30%)

1. Relevance to Designated Trade-Mix as stipulated in Appendix 1 hereinafter. (i.e. how the operator's offerings aligns with the brand positioning of YO, complements existing YO's service offerings and enhance visitors' experience)

2. Operation Model
 - Product / Service type
 - Product
 - Price level / range
 - Target market
 - Marketing and promotion strategy including advertising plans
 - Opening hours
 - Exclusive offers for staff of Youth Outreach



3. Company Profile, Service Quality and Brand Reputation

- Company name
- Business nature
- Years in business
- Background of each member of the Management team
- Track record for latest 3 years (if any)
- Existing shops reference (if any) with relevant information
- Quality assurance, certification, standard accreditation (if any) , e.g. ISO, QTS etc. (if any)

B. Financial Terms (Weighting 30%)

1. Proposed Financial Terms and Conditions (see Note (1))

- Monthly License fee (exclusive of service charges/management fees, additional air-conditioning charges, Government rent and rates and other charges)
- Variable License Fees (the % of receivables over a 6-month period)
- License fee-free period

Note (1) - Licensee shall pay monthly service charges, additional air-conditioning charges (if any) and Government rent and rates in addition to the monthly basic license fee.

2. Financial Forecast for 36 months

- Expected numbers of customers
(by month with breakdown of weekdays and weekends)
- Expected monthly sales turnover

C. Proposed Operation Model, Design and Investment (Weighting 20%)

1. Operation Model

- Operation structure (i.e. Organization chart of site staff)

2. Shop Design

- Design concept
- Layout plan
- Shopfront 3D rendering OR shop reference photos

3. Capital Investment on the Proposed Design

D. Provide training for Youngsters aged between 15 to 24 (Weighting 20%)

- Recruitment plan
- Training objectives

Assessment Criteria

The overall assessment is based on the following criteria (Total score 100%) :-

- Compliance of Trade Mix (30%).
- Financial Terms (30%).
- Proposed Operation Model, Shop Design and Investment (20%).
- Provide training for Youngsters (20%).

Completeness of Proposals

Each Interested Party should ensure that its Proposal covers all aspects, information and documents as required by and under this RFP. Any incomplete Proposals will be rejected. Proposals containing false or misleading statements may also be rejected if such information is intended to misguide the evaluation of the Proposals.

Open Tender Policy

According to the Open Tender Policy, YO (Licensor) would consider to renewal with the existing licensee upon expiry of the permit by direct negotiation, provided that the total consecutive terms of license shall NOT be more than 6 years. If an existing licensee had operated the premises for 6 years, the premises must undergo the open tendering procedures.

Existing licensee shall submit a new proposal for the premises and subject to a fair assessment with other applicants.

For Licensee which operation does not exceed 6 years, YO will consider renewing the license with the existing licensee by direct negotiation based on the following assessment criteria:-

- i. Satisfactory performance during the term of license;
- ii. Satisfactory payment records;
- iii. Comparable of open market license fee;
- iv. Compliance with statutory requirements and the Licensor's house rules; and
- v. Suitability of the trades and services for satisfying the youngsters training needs and attracting customer flows;



Evaluation and Award Process

An assessment panel will evaluate all returned proposals. Interested Parties MUST specify all mandatory requirements listed above in their proposal; failing which, the proposal shall be invalidated.

Acceptance / Rejection of Proposal

YO will evaluate proposals in a strictly confidential manner and reserves the right to accept or reject any Proposal.

Method for Proposal Submission

Interested Parties should submit a hardcopy of the proposal in a sealed envelope.

The envelope containing the Proposal should be marked respectively as follows: “CONFIDENTIAL – PROPOSAL, Response to Request for Proposals for operating Workshop 4 at Youth Outreach Jockey Club Building”

and must be deposited in the tender box no later than **12:00 noon Hong Kong time on 10 December 2024** at the following address:

Tender Box at 14/F Wing A,
Youth Outreach Jockey Club Building,
2 Holy Cross Path,
Sai Wan Ho, Hong Kong

Late submissions will not be considered or accepted by YO.

Applicants should, from time to time before the submission deadline, visit our YO website <http://www.yo.org.hk> to see if there is any addendum to this RFP.

Enquiries

Any enquiries relating to this RFP or any request for site visit should be directed to:-

Email :	yoenquiry@yo.org.hk
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- End -



Disclaimer and Rights of the YO

By responding to this Request for Proposals, the Interested Party agrees to accept and be bound by the terms and conditions set out below:

- Any and all Intellectual Property Rights in the specifications, plans, tests, reports, data, results, custom programs and other materials developed by vendor and any of its employees, sub-contractors or agents in performance of the works and the custom programs and relevant document supplied by the vendor under or in connection with this contract are and shall be the sole and exclusive property of YO.
- All information and materials, including their preparation and submission, are provided by the RFP Respondent at their own cost and expense. YO shall under no circumstances be liable for any such fees and expenses.
- Any information and materials received from the Interested Party will not be returned.
- YO does not owe to the Interested Party any duty of confidentiality and is not responsible for and does not guarantee the confidentiality, of any of the information and materials received from the RFP Respondent.
- Consent is granted to the YO and/or its consultants for verification with third parties concerning information and materials received from the Interested Party
- YO reserves the right to modify or revise any provision of this RFP or issue any addendum at any time and will not be liable to any Interested Parties or any other party for any costs incurred.
- Information provided in this RFP is for reference only. The Interested Party should make its own independent investigation, analysis and assessment.
- YO reserves the right to accept or reject any proposal without giving reasons or justification or accept any proposal subject to such conditions (if any) and variations (if any) as YO may require. YO is not obliged to give any reasons for its acceptance or rejection of any Proposals.
- YO reserves the right to accept or reject any informality or irregularity of any proposal, and accept or reject any proposal which has not been prepared in strict conformity with the terms of this RFP.



- YO reserves the right (whether before or after its acceptance of the Proposals) to negotiate the details in the offers made under any submitted Proposals with, and make counter-proposals to, any one or more of the Interested Party(ies) and is not bound to accept any proposal.
- All Interested Parties expressly understand and agree that YO shall not be liable for any direct, indirect, tangible, intangible, incidental or consequential damages, including but not limited to damages resulting from loss of use, loss of profits, reputation, interruption, loss of business or opportunity, loss of goodwill, loss of revenue, in relation to the terms and conditions in this RFP.

Appendix 1

Available Premise for Licensing

Interested Parties are invited for the 3-year license of the following Workshop located at Youth Outreach Jockey Club Building.

Shop No.	Location	Shop Area <i>(Approx. sq.m. Lettable)</i>	Availability <i>(Tentative)</i>
Workshop 4	Youth Outreach Jockey Club Building, 2 Holy Cross Path, Sai Wan Ho, Hong Kong	Approximate 30.4m ²	Q2 2025/26

Points To Note:

1. The areas of the premises as stated on the RFP are approximate and may differ from the actual areas due to the site conditions. No warranty is made regarding the precise accuracy of these measurements. In the event that the actual areas differ from those stated in Appendix 1, the proposed monthly basic license fee submitted by the accepted Interested Party in Appendix 3 will not be adjusted.
2. Interested Parties are advised to conduct site inspection before proposal submission. YO does not warrant that the premises is suitable for the business proposed by Interested Parties, they shall obtain the required information and seek necessary professional advices from their own consultants on specific requirements for the proposed trade at their own costs and arrangements.
3. The successful parties shall accept the premises in the state and condition in which they are found at the date when possession is given and shall be responsible for the fitting out of the premises to meet the requirements of YO and other Government authorities.
4. The Licensor does not warrant that the Premises are legally or physically suitable for the operation of the Licensee and should any notice be served on the Licensor by any governmental authority prohibiting the user of the Premises for the operation for the time being carried on by the Licensee, the Licensee shall at its own cost comply with the relevant notice, including but not limited to vacating the Premises, and shall keep the Licensor fully indemnified of any loss, damages, prosecutions, legal proceedings which may arise therefrom.

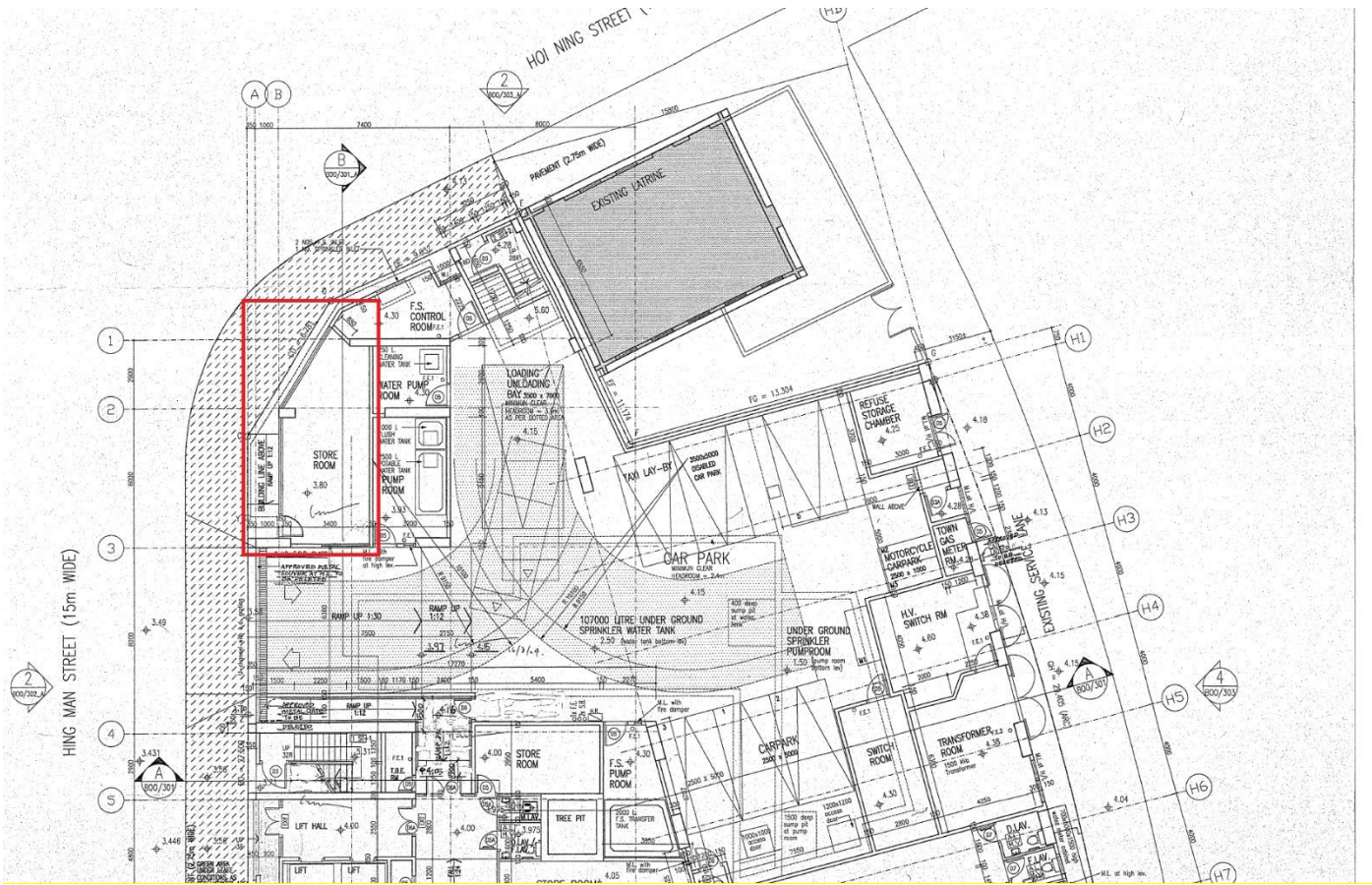


5. There is no warrant town gas will be installed for the premises. The successful parties must liaise with the Town Gas Company directly for application and connection of gas supply when necessary.
6. Before commencement of any fitting out works at the premises, licensee must submit a detailed design drawings and fitting out plans, including mechanical and electrical, fire services and plumbing & drainage etc. to the Licensor in advance and related Government authorities for approval. Licensee shall not commence the works before obtaining a written approval from the parties.

Appendix 2
Shop Location & Floor Plan



For identification purpose only
Not to scale



For identification purpose only
Not to scale

Appendix 3
Proposal Form for Financial Terms and Conditions

1.	Name of limited company / individual (i.e. Name of Interested Party intended to be entered into the License Agreement with YO if the proposal is successfully awarded)	
2.	Company Number (i.e. C.I. No.) / HKID Card Number (if the Interested Party is an individual)	
3.	Shop No.	
4.	Location	
5.	Proposed Trade	
6.	Proposed Trade Name	
7.	Proposed Monthly Basic License fee ⁽¹⁾	HK\$ per month
8.	Proposed Turnover License fee (%)	
9.	Proposed License fee- Free Period	Month(s) / Day(s)*
10.	License Term	3 years fixed
11.	Expected License Commencement Date	(Month) (Year)
12.	Business hours	
13.	Expected monthly sales turnover	
14.	Other License Terms (if any) ⁽²⁾	
15.	Capital Investment on the Proposed Design	
16.	Remarks (if any)	
17.	Any other outlets operating in Youth Outreach under the same group of companies/ shareholders / directors?	Yes / No * (if “yes”, please fill in item 18 below)
18.	Trade Name(s) of the outlet	

* Please delete if inappropriate

Signature of Applicant /
Authorized Signature with Company
Chop (For Limited Company)

Name:

Title:

Date:



Statement of Consent

I/We confirm that I/we consent to provide my/our personal data on this application form and I/we have read, understood and accepted the “Personal Information Collection Statement” of Youth Outreach on Page 13.

Signature of Applicant /
Authorized Signature with Company
Chop (For Limited Company)

Name:

Title:

Date:



Personal Information Collection Statement

1. The personal data provided by the Licensee (the Applicant) by means of the Proposal Form for Financial Terms and Conditions or on request by Youth Outreach will be used for processing the application for licensing and future license management.
2. The Applicant shall ensure the accuracy of the data provided. If there is any change in the data provided, YO must be notified immediately.
3. YO may not be able to process the application further if the required personal data are not duly provided by the Applicant.
4. If the personal data and information are found to be untrue or misleading, YO has the right to reject this application or revoke the License Agreement signed subsequently whereas the Applicant may have other legal consequences.
5. Any requests for access to and requests for correction of your personal data should be addressed to the following:

14/F Wing A,
Youth Outreach Jockey Club Building,
2 Holy Cross Path,
Sai Wan Ho,
Hong Kong

Email Address: yoenquiry@yo.org.hk