

# Tender Details

**Reference :** TD(T) 10/2023

**Procuring Department :** Transport Department

**Subject :** Tender for Provision of Transport Facilities Management Services for Facilitating and Monitoring the Operation of Taxi and Green Minibus Services at Lok Ma Chau Control Point and Taxi Services at Lok Ma Chau Spur Line Public Transport Interchange

**Description :** The successful tenderer will be required to undertake the following duties:

(I) Provision of Transport Facilities Management Services for Facilitating and Monitoring the Operation of Taxi and Green Minibus Services at Lok Ma Chau Control Point

(a) To deploy two (2) Security Guards to Taxi Holding Area in San Tin Public Transport Interchange to:-

- (i) issue tickets to drivers of the unoccupied taxis waiting thereat according to their queuing order;
- (ii) patrol Taxi Holding Area to maintain its tidiness and general order and prohibit any illegal parking, queue-jumping and setting down/picking up activities of taxis thereat; and
- (iii) report all illegal activities thereat to the police for appropriate enforcement actions.

(b) To deploy two (2) Security Guards to Coach Holding Area at the Control Point to:-

- (i) advise occupied taxis and drivers of unoccupied taxis who possess valid tickets to proceed along the specified lanes before the journeys to the taxi and green minibus stands;
- (ii) allow green minibuses of specified routes to proceed along the specified lanes to the taxi and green minibus stands;
- (iii) inspect the tickets and advise the drivers to proceed to the end of the specified taxi queues;
- (iv) request drivers of unoccupied taxis who do not possess valid tickets to leave;

- (v) patrol Coach Holding Area to maintain the order and prohibit any illegal queue-jumping and picking up/setting down activities of taxis thereat;
  - (vi) report all illegal activities thereat to the police for appropriate enforcement actions; and
  - (vii) place traffic cones to separate the Coach Holding Area from the traffic lanes.
- (c) To deploy one (1) Supervisor and one (1) Security Guard to Taxi and Green Minibus Stands at the Control Point to:-
- (i) observe the number of unoccupied taxis at the taxi stands and inform the Staff at the entrance and/or at San Tin Public Transport Interchange to release adequate number of unoccupied taxis with valid tickets to make up the shortfall;
  - (ii) check and collect the tickets and advise the drivers to proceed to the appropriate taxi stands;
  - (iii) allow the occupied taxis to access to the taxi drop-off point and instruct the taxis to leave after setting down the passengers on board;
  - (iv) allow the green minibus to access the green minibus stands and pick up and set down passengers thereat;
  - (v) lock and unlock the gate segregating the taxi and green minibus stands;
  - (vi) provide guidance and assistance to passengers to use proper pedestrian walkways and to queue and board at the proper taxis and green minibus stands;
  - (vii) patrol the taxi stands, taxi drop-off points and green minibus stands to maintain its general order and prohibit any illegal parking and queue-jumping of taxis thereat;
  - (viii) report all illegal activities thereat to the police for appropriate enforcement actions;
  - (ix) handle incidents and act as the on-site co-coordinator to liaise with relevant Government departments, taxi trades, green minibus operators and agencies as appropriate; and
  - (x) keep a clear written record of all illegal practices, all incidents causing disruption to the operation of taxi and

green minibus services and the follow-up actions.

(II) Provision of Transport Facilities Management Services for Facilitating and Monitoring the Operation of Taxi Services at Lok Ma Chau Spur Line Public Transport Interchange

- (a) To deploy one (1) Supervisor in each shift to Taxi Chit Waiting Area (TCWA) near San Tin Public Transport Interchange to:-
  - (i) issue tickets to drivers of the unoccupied taxis waiting thereat according to their queuing order;
  - (ii) patrol TCWA to maintain its tidiness and general order and prohibit any illegal parking, queue-jumping and setting down/picking up activities of taxis thereat; and
  - (iii) report all illegal activities thereat to the police for appropriate enforcement actions.
  
- (b) To deploy one (1) Security Guard in each shift to Taxi Queuing Area (TQA) in Lok Ma Chau Spur Line Public Transport Interchange to:-
  - (i) observe the number of unoccupied taxis at TQA and inform the Supervisor at TCWA to release adequate number of unoccupied taxis with valid tickets to make up the shortfall;
  - (ii) advise all unoccupied taxis to leave and prohibit them from entering TQA when the area is full;
  - (iii) check and collect the tickets and advise the drivers to proceed to the appropriate taxi queue lane;
  - (iv) patrol TQA to maintain its general order and prohibit any illegal parking and queue-jumping of taxis thereat;
  - (v) report all illegal activities thereat to the police for appropriate enforcement actions; and
  - (vi) keep a clear written record of all illegal practices, all incidents causing disruption to the operation of taxi services and the follow-up actions.
  
- (c) To deploy one (1) Supervisor and one (1) Security Guard in each shift to Taxi Drop-off Point (TDOP) or its vicinity in Lok Ma Chau Spur Line Public Transport Interchange to:-
  - (i) assist the occupied taxis carrying passengers to access to the drop-off point and advise them to leave

- immediately after setting down passengers if TQA is full;
- (ii) assist the occupied taxis to enter TQA after setting down passengers if the TQA is not full;
  - (iii) assist the passengers to queue and board the taxis in the designated taxi stands;
  - (iv) handle incidents related to the operation of taxi services thereat and act as onsite coordinator for external communication; and
  - (v) keep a clear written record of all illegal practices, all incidents causing disruption to the operation of taxi services and the follow-up actions.

Interested parties must submit their tenders for BOTH agreements for (I) and (II). The duration of the agreements shall be sixteen (16) months and twenty-seven (27) days commencing on 5 August 2024 or on a date the Government of the Hong Kong Special Administrative Region shall specify by notice.

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**Closing date/time :** 12:00 noon on Tuesday, 28 May 2024

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or 'extreme conditions' announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on Tuesday, 28 May 2024, the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the 'extreme conditions' announced by the Government has/have ceased to be in force.

In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Tuesday, 28 May 2024, the Government will announce extension of the tender closing time until further notice. Following the removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above

announcements will be made via press releases on the website of Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

All time references are Hong Kong time.

**Submission of Tenders/Applications :** Tenderers must submit completed tender in either paper-based or electronic forms.

**(I) Electronic Tendering**

(i) The submission of tender via the e-Tender Box (ETB) must be through the use of an Identification Code or any one type of digital certificates recognised by and uploaded to the ETB.

Please note that activation of the Alternative Authentication Method (AAM) function (such that tenderer can make use of the Identification Code) or application for a digital certificate from the recognised certification authority requires time to process. Tenderers are advised to activate the AAM function or apply for such digital certificate well in advance of the Tender Closing Date if have not already done so. If it appears that the AAM function or an acceptable digital certificate will not be obtained in time before the Tender Closing Date, Tenderers are advised to plan ahead of the Tender Closing Date and submit the Tender by using the Paper-based Tendering in accordance with the Tender Documents for the above-mentioned Invitation to Tender.

(ii) The total file size of a Tender via the ETB on each single submission shall not exceed 150 MB. If the tenderer wishes to submit attachments exceeding 150 MB as part of its Tender, it shall have to do more than one submissions via the ETB for such Tender.

(iii) Tenderers should ensure that their online account is valid before logging in ETB to submit Tenders. If Tenderer online account is not valid (e.g. suspended, obsolete) or forget password, tenderer will not be able to log in to the ETB to (a) download the Tender Documents and any subsequent addendum to any part of the Tender Documents which may be issued by the Government for an Invitation to Tender; (b) submit Tender in response to an Invitation to Tender; and (c) submit queries to the Government in relation to an Invitation to Tender. Tenderers are advised to check if online account and password are still valid well in advance of the Tender Closing Date.

(iv) Tenderers should allow sufficient time for complete data transmission before 12:00 noon on Tuesday, 28 May 2024 when submitting their Tenders via the ETB.

(v) To ensure successful submission, tenderers are advised to submit the tender as early as possible, in particular to avoid hasty submission within an hour before the tender closing time.

**(II) Paper-based Tendering**

Tenders must be clearly marked with the tender reference and the

subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Tender Opening Committee, Government Logistics Department, and placed in the Government Logistics Department Tender Box ('Specified Tender Box') situated on the Ground Floor of the North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12:00 noon on Tuesday, 28 May 2024.

**Late tenders or paper-based tenders not deposited in the Specified Tender Box will not be accepted.**

**Remarks :** The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest overall score or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.

Forms of tenders and further particulars are obtainable from 12 April 2024 (Friday) during office hours from Boundary Section of Transport Department at Room 2235-36, 22/F Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon (Tel.: 3583 3966; Fax: 2110 9073).

Forms of tenders and further particulars may also be downloaded from the Internet at ETB of Procurement and Contract Management System (PCMS) (<https://pcms2.gld.gov.hk>).

To facilitate the preparation of tenders, a tender briefing session will tentatively be arranged on 18 April 2024 (Thursday) for prospective tenderers. Tenderers who are interested in participating in the tender briefing session, please contact Boundary Section of Transport Department (Tel.: 3583 3967; Fax: 2110 9073) on or before 17 April 2024 (Wednesday).

Details of the award of this contract will be published on the Internet.