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| **HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION****Invitation to Expression of Interest (EOI) for** **Leasing Premises / Land in Industrial Estate, Hong Kong** **[Ref.: IE/EOI/2021-001]** | **Subject to Contract** |

The Hong Kong Science and Technology Parks Corporation (HKSTP) is now inviting interested parties to express interest to lease premises or land from any of the Industrial Estates in Hong Kong. Details of the Industrial Estates could be found in the website below:

<https://www.hkstp.org/about-us/our-footprint/industrial-estates/about-our-industrial-estates/>

**Submission Requirements**

Interested parties are welcome to first submit the **Letter of Intent** in advance of the **Technical Proposal**.

For our better understanding of the intention and scope of project, interested parties are encouraged to also return the **Technical Proposal below with any relevant supplementary information** to express your interest and provide quantitative figures on estimated project financials including but not limited to revenue, expenditure, employment and R&D spending so to be considered for the subsequent tender process.

Please submit the documents with attention to “Head of Re-industrialisation” by email or mail.

(email: eoi@hkstp.org )

(Mailing address: please refer to below)

|  |
| --- |
| To: Head of Re-industrialisation Hong Kong Science and Technology Parks Corporation 5/F, Building 5E,  5 Science Park East Avenue,  Hong Kong Science Park, Shatin,  New Territories, Hong KongRe: EOI to Leasing Premises / Land in Industrial Estate, Hong Kong [IE/EOI/2021-001] Submitted by: Click or tap here to enter text.  (Company Name)   |

**Instructions to Interested Parties**

1. Information supplied in this form will be treated as strictly confidential and will be used for the specific purpose of processing this Expression of Interest (EOI). The provision of accurate and comprehensive information will facilitate and expedite consideration and assessment.
2. You must complete both the Technical Proposal and Letter of Intent below and duly sign by Director and/or Authorized Person with company chop.
3. HKSTP is not bound to accept any of the documentations that it may receive and nothing is binding on HKSTP until and unless a formal agreement is signed by HKSTP.
4. If any person who signs this EOI does so as agent or trustee for any other person or persons, he shall disclose the names and addresses of such person or persons. If no such disclosure is made, the person signing the Expression of Interest shall be deemed to be a principal and no subsequent disclosure of any trust, agencies, etc. will be recognized by HKSTP.
5. It should be noted that HKSTP will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
6. You may provide supplementary information in your Technical Proposal illustrating your project profile. You may also submit any further information as you see fit.

**If you have further enquiry, you may call 2629 7979 or email to** **eoi@hkstp.org****.**

**NOTICE**

SHOULD THE SIGNATORY OF THIS EOI FOR ANY REASON BE IN DOUBT AS TO THE PRECISE MEANING OF ANY ITEM, INFORMATION OR FIGURE CONTAINED IN THE EXPRESS OF INTEREST DOCUMENTS (EOI), HE MUST SEEK CALRIFICATION FROM HKSTP ACCORDINGLY.

ALL INFORMATION PROVIDED BY HKSTP IN THE EXPRESS OF INTEREST DOCUMENTS IS FOR REFERENCE ONLY. HKSTP GIVES NO WARRANTY, REPRESENTATION OR UNDERTAKING AS TO THE ACCURACY, RELIABILITY OR COMPLETENESS OF SUCH INFORMATION.

HKSTP ACCEPTS NO LIABILITY WHATSOEVER FOR (i) THE ACCURACY, COMPLETENESS OR RELIABILITY OR OTHERWISE OF ANY SUCH INFORMATION; AND (ii) ANY CLAIM, LEGAL PROCEEDING, LIABILITY, LOSS (INCLUDING ANY DIRECT OR INDIRECT OR ANTICIPATED SAVINGS) OR DAMAGE (INCLUDING ANY DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGE OF ANY NATURE WHATSOEVER)L AND (iii) ANY INCREASED COSTS AND EXPENSES, WHICH ANY SIGNATORY OF EXPRESS OF INTEREST DOCUMENTS OR ANY OTHER PERSON MAY SUSTAIN OR INCUR, ARISING FROM ITS RELIANCE OF ANY INFORMATION IN THE EXPRESS OF INTEREST DOCUMENTS.

NOTHING IS BINDING ON HKSTP UNLESS AND UNTIL A FORMAL CONTRACT IS ENTERED INTO BETWEEN HKSTP AND THE SIGNATORY OF THE EXPRESS OF INTEREST DOCUMENTS.

NOTHING IN THE EXPRESS OF INTEREST DOCUMENTS CONFERS OR PURPORTS TO CONFER ON ANY THIRD PARTY ANY BENEFIT OR ANY RIGHT TO ENFORCE ANY PART OF THE EXPRESS OF INTEREST DOCUMENTS PURSUANT TO THE CONTRACTS (RIGHTS OF THIRD PARTIES) ORDINANCE (CAP. 623).

NOTHING HEREIN CONTAINED SHALL PREJUDICE THE GENERALITY OF ANY PROVISION OF THE LICENSE WHICH WILL BE ENTERED INTO BETWEEN HKSTP AND THE SUCCESSFUL APPLICANT.

ANY TERMS OF THE LICENSE SET OUT HEREIN ARE NOT FINAL AND ARE SUBJECT TO FURTHER CHANGES.

|  |
| --- |
| *Parties who are interested in leasing premises in Industrial Estate may fill up this “Letter of Intent” form.* *Please sign, stamp, and mail/send a scanned copy by email at* *eoi@hkstp.org**.*  |

**Subject to Contract**

**Letter of Intent**

Dear Sirs/Madams,

We are interested in leasing premises/land from HKSTP with the following particulars:

|  |  |  |
| --- | --- | --- |
| **Preferred Approach\*** | (A) Leasing space in general industrial building(B) Leasing space in built-to-suit building(C) Leasing land & self-develop(D) Additional Use / Change of Permitted Use\*\*  (for existing partner companies in Industrial Estate only) | [ ] [ ] [ ] [ ]  |
| **Location\*** | Tai Po  | [ ]  | Tseung Kwan O | [ ]  | Yuen Long  | [ ]  |
| **Total Gross Floor Area (GFA)#** | **Ground Floor** | **Upper Floors** |
| Click or tap here to insert sq. ft.  | Click or tap here to insert sq. ft. |
| **Typical Floor Plate Size** | N/A | Click or tap here to insert sq. ft. |
| **Preferred Column Grid Size** | Click or tap here to insert (Unit)**^** x Click or tap here to insert(Unit)**^** | Click or tap here to insert (Unit)**^** x Click or tap here to insert(Unit)**^** |
| **Minimum Floor Loading** | Click or tap here to insert (Unit)**^** | Click or tap here to insert (Unit)**^** |
| **Minimum Clear Ceiling Height** | Click or tap here to insert (Unit)**^** | Click or tap here to insert (Unit)**^** |
| **For Approach (A) & (B),****Net Monthly Rental Rate on GFAˇ**  | HK$ Click or tap here to insertper sq. ft. per mth | HK$ Click or tap here to insertper sq. ft. per mth |
| **Preferred Lease Commencement Date** | Click or tap here to insert (MM/YYYY) |
| **Fixed Term** | Click or tap here to insert years |
| **Option Term** | Click or tap here to insert years |
| **For Approach (C),****Land Premium (up to Year 2047)** | HK$ Click or tap here to insert per sq. ft. |
| **Brief Description of Proposed Primary Business Activities to be undertaken within the Premises (approx. 30 words)** | Click or tap here to insert |
| **Corresponding Hong Kong Standard Industrial Classification (HSIC) Code(s)[[1]](#footnote-1)** | Click or tap here to insert |
| **CAPEX estimated for the next 5 years for this leased premise** | HK$ Click or tap here to insert |
| **Other Special Building Requirements (e.g. marine access, towngas, chimney, DG)** | Click or tap here to insert |

Also attached is our Technical Proposal illustrating our intended use of this leased premises/land.

Yours faithfully,

|  |  |
| --- | --- |
| Authorized Signature with Company Chop: |   |
| Name: | Click or tap here to insert |  | Phone: | Click or tap here to insert |
| Company: | Click or tap here to insert |  | Email: | Click or tap here to insert |
| Position: | Click or tap here to insert |  | Date: | Click or tap to enter a date |

*\* Please check one or more as appropriate*

*# Please elaborate in the technical proposal on the rationale of the size of respective space required*

*^ Please select appropriate units*

*\*\* Please delete if appropriate, you may put “No Change” in the table if there is no change in building provisions*

*ˇ Net monthly rental rate is exclusive of management fee, government rent and rates and other outgoings (if any)*

**Technical Proposal**

* + - 1. **General Information**

* 1. **Company Particulars**

|  |  |
| --- | --- |
| Company Name (English) | Click or tap here to insert |
| Company Name (Chinese, if any) | Click or tap here to insert |
| Hong Kong Business Registration No.  | Click or tap here to insert |
| Place of Incorporation | Click or tap here to insert |
| Date of Incorporation | Click or tap to enter a date |
| Prior leasing/collaboration/ incubate experience with HKSTP (if any)  | Click or tap here to insert |

* 1. **Company Contact**

For all clients including foreign firms or companies in formation, the local contact address and telephone number should be provided where possible.

|  |  |
| --- | --- |
| Business Address | Click or tap here to insert |
| Name of Contact Person | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Position | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Telephone No. | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Email Address | (1) Click or tap here to insert | (2) Click or tap here to insert |
| Website (if any) | Click or tap here to insert |
| Name of Parent Company (if any) | Click or tap here to insert |
| No of employee of Parent Company (if any)  | Click or tap here to insert |
| Country of Origin Please enter the Country/ Region where the Parent company (if any) is established | [ ]  Hong Kong SAR, China [ ]  Other Please specify: Click or tap here to insert |

1. **Current and Future Product Manufacturing / Service Delivery Technology or Process**

(Use separate sheets to complete this section if necessary)

* Describe in words and with diagrams or flow charts of all current technology or process deployed.
* Describe in words and with diagrams or flow charts of all future technology process to be deployed.
* Where applicable, indicate those technology or process which is/are new to Hong Kong and/or significantly improve the quality or quantity of production when compared to processes already in use in Hong Kong.
* Where applicable, describe the application of new technology or process and degree of smart manufacturing/process e.g. Industry 4.0.

A full elaboration of the above four points specified above will expedite the processing of this EOI.

Click or tap here to insert

1. **Current and Future Business Model**

(Use separate sheets to complete this section if necessary)

* Describe in words and with diagrams or flow charts of the current business model.
* Describe in words and with diagrams or flow charts of the future business model.
* Indicate all types of products and its corresponding approval numbers of the Certificate of Origin for CEPA application (if any).

Click or tap here to insert

1. **Products to be Manufactured/Service to be Delivered & Estimated Minimum Annual Production/Processed**

This section is intended for the interested party to demonstrate your proposed scale of operations. The volume of products/services should be specified with appropriate units aligned with the respective industry norm wherever practicable. For service providers such as testing and certification industry, tested/certified quantity and total revenue may be used. For ICT industries, megawatt or number of customers handled and total revenue may be used.

While types of products/services with similar nature should be aggregated as much as possible, please duplicate this page if there are multiple types of products/services on offer.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Products/Services:Click or tap here to insert\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Volume (Unit)[[2]](#footnote-2) | Value(HK$ mil) | Market % |
| Minimum | Minimum | Local[[3]](#footnote-3) | Export |
| (1) Year 1[[4]](#footnote-4)  Estimated time of achievement from date of possession - months | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | N/A | N/A |
| (2) Year 2  Estimated time of achievement from date of possession - months | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | N/A | N/A |
| (3) Year 3  Estimated time of achievement from date of possession - months | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | N/A | N/A |
| (4) Year 4 Estimated time of achievement from date of possession – months | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | N/A | N/A |
| (5) Year 5  Estimated time of achievement from date of possession - months | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Click or tap here to insert | N/A | N/A |
| (6) Current Output in Hong Kong of Above Products/Services (if applicable)  | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| (7) Minimum annual production volume at the final stage as a percentage of the maximum annual production capacity of the proposed machinery, plant and equipment  Click or tap here to insert %. |
| (8) Attach separate sheets to describe products/services and supply brochures and/or photographs if available. Where applicable, indicate those products/services which are new to Hong Kong and/or improve upon products/services already manufactured here. Click or tap here to insert |

1. **Estimated Space Requirements**
	1. **Estimated Space Usage Allocation**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Maximum Space Requirement** | **Units** |
| Processing | Click or tap here to insert | **sq. ft. GFA** |
| Storage | Click or tap here to insert | **sq. ft. GFA** |
| Administration | Click or tap here to insert | **sq. ft. GFA** |
| Server Room | Click or tap here to insert | **sq. ft. GFA** |
| Others (Please specify) | Click or tap here to insert | **sq. ft. GFA** |
| Total | Click or tap here to insert | **sq. ft. GFA** |

* 1. **Building Provisions**

|  |  |  |
| --- | --- | --- |
| **Purpose** | **Maximum Capacity Requirement**  | **Units** |
| Floor Loading, Heavy Machinery, Plant and Equipment | Click or tap here to insert | **kPa** |
| Ceiling Height Required | Click or tap here to insert | **M** |
| Capacity of Air Conditioning System  | Click or tap here to insert | **TR** |
| Fresh Air/Make-up Air | Click or tap here to insert | **m3/s** |
| Exhaust Air | Click or tap here to insert | **m3/s** |
| Electricity Load Required | Click or tap here to insert | **kVA** |
| Daily Water Consumption | Click or tap here to insert | **m3** |
| Chemical Water Discharge  | Click or tap here to insert | **m3** |
| Chemicals and other dangers goods/ DG Store Required  | Click or tap here to insert | Please specify  |
| (please indicate the DG category and corresponding quantities) | Click or tap here to insert | Please specify  |

* 1. **Sketch Layouts of Future Set up**

Sketch layouts must be drawn and attached to the technical proposal:

1. Use of the space, including a layout of plant, machinery, ancillary office, equipment and pipe ducts giving the dimensions and weight. If dangerous goods or highly inflammable goods will be stored or handled, please give details.



1. Machinery and equipment acquisition plan. (With model information).

2. Parking requirements for cars, light vans, lorries and containers or trailers and loading and unloading spaces.

3. Stages of development (if applicable).

4. A&A works required (if applicable).



* 1. **Information of Existing Processing Premises (if any)**

If applicable, please provide on a separate sheet, details (location, floor area, ownership) of existing processing premises in Hong Kong and whether it is planned to retain them.

Click or tap here to insert

1. **Safety, Health and Environmental (SHE) Evaluation and Risk Assessment - nature, quantity and disposal of waste products (if applicable).**

All companies are required to comply with HKSTP’s Safety, Health and Environmental Handbook and relevant legal requirements of Hong Kong.

(Use separate sheets to complete this section if necessary)

|  |
| --- |
| Type of Fuel Oil to be used: Click or tap here to insertDaily Consumption Rate (in litres): Click or tap here to insert |
| **Type of Waste** | **Estimated Quantity** **Per Day** | **Physical & Chemical Properties (State degree of toxicity, if any)** | **Proposed Means of Treatment and Disposal** |
| Solid Waste | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Gaseous Waste | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Liquid Waste | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Fume/Dust/Smell | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| Others | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Capital Expenditure and Estimated Time of Completion**

|  |  |
| --- | --- |
| **Items** | **Projection[[5]](#footnote-5)** |
| **Year 14** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **CAPEX (Machinery, Plant and Equipment, etc.) for processing purposes** |
| (A) Expenditure[[6]](#footnote-6) (HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| (B) Estimated time of completion[[7]](#footnote-7) (months) | Click or tap here to insert |
| **CAPEX (Site Formation / Building / Conversion / Fit-out)** |
| (C) Expenditure[[8]](#footnote-8) (HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| (D) Estimated time of completion7 (months) | Click or tap here to insert |
| **Investment on Building and Machinery (A) + (C)** (HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Cumulative Expenditure**(HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Value Added**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items**(all figures in HK$ mil) | **Last Financial Year[[9]](#footnote-9)** (if applicable) | **Current Financial Year[[10]](#footnote-10)** (if applicable) | **Projection[[11]](#footnote-11)** |
| **Year 14** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Income**  |  |  |  |  |  |  |  |
| 1. Sales/Revenue
 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Other Operating Income
 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Operating Cost[[12]](#footnote-12)** |  |  |  |  |  |  |  |
| 1. Cost of Goods Sold
 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Sales & Distribution Expenses
 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Other Operating Expenses

(excl. finance cost) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Depreciation

(incl. CAPEX moved in) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| 1. Total Remuneration(Staff Cost)
 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Value-added[[13]](#footnote-13)** (each year)(A)+(B)-(C)-(D)-(E)+(F)+(G) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Employment**

|  |  |  |
| --- | --- | --- |
| **Items** | **Current Financial Year[[14]](#footnote-14)** (if applicable) | **Projection[[15]](#footnote-15)** |
| **Year 14** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Total Remuneration** (HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Total number of workers**(no.) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| **Number of skilled workers[[16]](#footnote-16)**(no.) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Estimated Research and Development Expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Last Financial Year[[17]](#footnote-17)** (if applicable) | **Current Financial Year[[18]](#footnote-18)** (if applicable) | **Projection[[19]](#footnote-19)** |
| **Year 14** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **R&D expenditure[[20]](#footnote-20)** (HK$ mil) | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

1. **Other Relevant Supporting Information (if applicable)**
	1. **Key industrial award(s), patent(s), ITF project(s), publications etc.**

|  |  |
| --- | --- |
| Number of Industrial award(s): | Number of Patent(s) applied/granted: |
| Click or tap here to insert no(s). | Click or tap here to insert no(s). |
| Number of ITF Project(s): | Number of Publication(s): |
| Click or tap here to insert no(s). | Click or tap here to insert no(s). |
| Product Registered: Click or tap here to insert no(s). |
| * *Please provide brief descriptions of the above items; For Patents (if any): Patent Number or PCT number.*
* *For Innovation and Technology Fund (ITF) application (if any): Application number, Title & Amount must be provided.*

Click or tap here to insert |

* 1. **Collaboration with Local Institutions/ Partners (Universities/ R&D institutions/ Associations).**

|  |
| --- |
| *Please list out the name(s) of the Local Institutions or Partners (if any) and brief descriptions on the projects/technology/knowledge transfer involved (if applicable).*Click or tap here to insert |

1. **Summary**
	1. **Milestone Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 14** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| * 1. **Key Planned / Processing Activities**

*(refer to Section 4)*Click or tap here to insert Activity 1Click or tap here to insert Activity 2Click or tap here to insert Activity 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| * 1. **Milestones** *(refer to Section 7)*

Click or tap here to insert Milestone 1Click or tap here to insert Milestone 2Click or tap here to insert Milestone 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |
| * 1. **Key Performance Indicators**

*(refer to Section 4, 7, 8, 9 and/or 10)*Click or tap here to insert KPI 1Click or tap here to insert KPI 2Click or tap here to insert KPI 3 | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert | Click or tap here to insert |

* 1. **Project Summary**

Please illustrate your strength in the below area.

|  |
| --- |
| * + 1. **Investment** *(refer to Section 7, 9 & 10 of this Technical Proposal)*
 |
| *Please summarize your new investments in the targeted site.*Click or tap here to insert |
| * + 1. **Output** *(refer to Section 4 & 8 of this Technical Proposal)*
 |
| *Please summarize your output.** *Process commencement schedule*
* *Output (e.g. annual value-added per sq. ft.)*

Click or tap here to insert |
| * + 1. **High-Skilled Employment** *(refer to Section 9 of this Technical Proposal)*
 |
| *Please summarize your employment plan with respect to high-skilled staff in targeted site.*Click or tap here to insert |
| * + 1. **Product/Service Technology** *(refer to Section 2 & 3 of this Technical Proposal)*
 |
| *Please summarize how your proposed product/service is innovative in technology.*Click or tap here to insert |
| * + 1. **Local Consumption[[21]](#footnote-21)** *(refer to Section 2, 3 & 4 of this Technical Proposal)*
 |
| *Please summarize how your products/services are supporting local consumption*Click or tap here to insert |
| * + 1. **Advanced Process** *(refer to Section 2, 3 & 11 of this Technical Proposal)*
 |
| *Please summarize how your process is advanced.* * *Experience in proposed activities in the targeted site*
* *Proposed production/service output can build local supply chain security/ support value chain completeness*
* *Apply advance process for industry upgrade*

Click or tap here to insert |
| * + 1. **R&D Elements** *(refer to Section 3, 10 & 11 of this Technical Proposal)*
 |
| *Please summarize your R&D activities[[22]](#footnote-22) in terms of commercialization of R&D results from self-developed technology or from local universities/ institutions.*Click or tap here to insert |
| * + 1. **Business Sustainability Considerations** *(refer to Section 2, 3 & 6 of this Technical Proposal)*
 |
| *Please summarize your economic and environmental sustainability and other CSR plans to be deployed in targeted site.*Click or tap here to insert |

1. **Supplementary Information**

You may submit any further information and special request as you see fit for this Expression of Interest. Please indicate.

1. **Declaration**

I declare that all the information stated in this proposal and the attachments are true and I agree that HKSTP has absolute discretion in this assessment without providing any reasons on any decision therefor. I understand that failure in providing the required information may delay or suspend the leasing process.

We agree that the information and content provided in this proposal will be sent to external expert panels or relevant committees for assessment purposes on a non-disclosure basis.

|  |  |
| --- | --- |
| Authorized Signature with Company Chop: |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | Click or tap here to insert |  | Phone: | Click or tap here to insert |
|  |  |  |  |  |
| Company: | Click or tap here to insert |  | Email: | Click or tap here to insert |
|  |  |  |  |  |
| Position: | Click or tap here to insert |  | Date: | Click or tap to enter a date |
| *Please note that the EOI may not be processed without a completed form together with sufficient supporting documents.*  |

Annex 1 – Assessment Criteria for Technical Proposal

|  |  |  |
| --- | --- | --- |
|  | **Objectives**  | **Assessment Criteria** |
| 1 | Investment | * Proposed plant & machinery investment (investment per sq. ft.)
* Initial investment period
* Technology re-investment plan
 |
| 2 | Output | * Direct value-added (direct GDP contribution to Hong Kong, i.e. value-added per person)
* Incremental value-added
* Commencement schedule
 |
| 3 | High-Skilled Employment | * Remuneration per worker
* Job creation
* % skilled workers
 |
| 4 | Product/Service Technology | * Advanced technology elements or novel application of technologies in products or services
 |
| 5 | Local Consumption | * Essential industries to maintain local supply chain stability
* Contribution in satisfying local demand and needs
 |
| 6 | Advanced Process | * Manufacturing activities and service delivery that are considered to have advanced technologies and/or method of production
 |
| 7 | R&D Elements | * Collaboration with other parties on R&D
* R&D expenditure as a % of turnover
* In-house R&D capabilities at IE
 |
| 8 | Business Sustainability Considerations | * Environment & resources sustainability
	+ Environmental performance/sustainability
	+ Land utilization
* Economic landscape sustainability
	+ Alignment to IE themes, opportunity cost and risk to HKSTP
	+ Industry anchor, collaboration & development
	+ Continuous talent training and upskilling of workers
 |

1. Currently "Hong Kong Standard Industrial Classification Version 2.0" (HSIC V2.0) as adopted by Census and Statistics Department, The Government of the Hong Kong Special Administrative Region ( <https://www.censtatd.gov.hk/> ) [↑](#footnote-ref-1)
2. Please specify the measurement units for the Qty. [↑](#footnote-ref-2)
3. If the finished products/services may be in the form of raw materials/input for other products to be further processed locally and then export to other countries, please specify. [↑](#footnote-ref-3)
4. Year 1 from site handover date or commencement date of the Agreement for Lease/Lease, whichever is earlier. [↑](#footnote-ref-4)
5. Projected figures of the targeted processing premises. [↑](#footnote-ref-5)
6. Should applicant plan to build its proprietary equipment to conduct its business activities, the applicant should include in the CAPEX field all relevant costs for (i) raw materials for building such equipment; (ii) labour costs involved and (iii) external services and products required for the equipment to operate (if any). [↑](#footnote-ref-6)
7. No. of months from site handover date or commencement date of the Agreement for Lease, whichever is earlier. The completion of the building infrastructure of the last phase of the proposed development will signify the “Completion of Development” which is one of the milestone of lessee’s commitment. In addition, the actual development progress and time of completion of each stage of development will benchmark against those proposed in the application. An application with all development and investment completed earlier and commencing operations earlier shall be considered a merit. [↑](#footnote-ref-7)
8. This entry refers to those infrastructural development cost or fit-out cost invested in the premises. As the land cost (bidding land premium in the Price Proposal) will be assessed separately, it should be **EXCLUDED** from this item. [↑](#footnote-ref-8)
9. Figures of current processing premises in HK based on Audited Statement, if available. [↑](#footnote-ref-9)
10. Figures of current processing premises in HK in the year of completing this form. [↑](#footnote-ref-10)
11. Projected figures of the targeted processing premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement. [↑](#footnote-ref-11)
12. Operating Cost assumes Item (C), (D) & (E) have already included depreciation and staff cost excluding interest and taxes. **Unless depreciation has been included in item (C), (D) and/or (E), then item (F) shall be left blank. Unless staff cost has been included in item (C), (D) and/or (E), then item (G) shall be left blank.** [↑](#footnote-ref-12)
13. Definition of Value-added is EBITDA + Total Staff Cost [↑](#footnote-ref-13)
14. Figures of current processing premises in HK in the year of completing this form. [↑](#footnote-ref-14)
15. Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement. [↑](#footnote-ref-15)
16. Staff who are at least a Bachelor Degree holder or attain qualifications at Level 5 or above under Hong Kong Qualification Framework can be classified as Skilled Workers. [↑](#footnote-ref-16)
17. Figures of current premises in HK based on Audited Statement, if available. [↑](#footnote-ref-17)
18. Figures of current premises in HK in the year of completing this form. [↑](#footnote-ref-18)
19. Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement. [↑](#footnote-ref-19)
20. R&D expenditure incurs at the targeted premises. An R&D expenditure may be in the form of a payment to an R&D institution for R&D activity related to the trade, profession or business OR an expenditure on an in-house R&D activity related to the trade, profession or business, including capital expenditure on plant or machinery purchased for an R&D activity. Expenditure on land or buildings or on alterations, additions or extensions to buildings for R&D activities is excluded. Payment or expenditures for acquiring rights generated from an R&D activity (e.g. patented rights) should be excluded as well. For more details, please refer to [Departmental Interpretation and Practice Notes – No. 55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf) on the [IRD website](https://www.ird.gov.hk/eng/ppr/dip.htm) for the definition of R&D expenditure [↑](#footnote-ref-20)
21. Local consumption refers to the value of products and/or services provided by applicant directly to downstream individuals and companies in Hong Kong. The applicant shall provide evidence, justifications and/or forecasts on the supply and demand of the products and/or services provided by applicant. [↑](#footnote-ref-21)
22. An R&D activity is (a) an activity in the fields of natural or applied science to extend knowledge; (b) a systematic, investigative or experimental activity carried on for the purposes of any feasibility study or in relation to any market, business or management research; (c) an original and planned investigation carried on with the prospect of gaining new scientific or technical knowledge and understanding; or (d) the application of research findings or other knowledge to a plan or design for producing or introducing new or substantially improved materials, devices, products, processes, systems or services before they are commercially produced or used.” For more details , please refer to the [Departmental Interpretation and Practice Notes – No. 55](https://www.ird.gov.hk/eng/pdf/dipn55.pdf) on the [IRD website](https://www.ird.gov.hk/eng/ppr/dip.htm) [↑](#footnote-ref-22)