

服務計劃表格
SERVICE PACKAGE PROFORMA

於公眾街市推廣非接觸式付款的資助計劃
Subsidy Scheme for Promotion of Contactless Payment in Public Markets

填妥表格前，請細閱第五部份的須知。請以中文填寫表格上的所有部份，並在適當的方格內加‘✓’。Before filling in this proforma, please read the Notes in PART 5 carefully. Please fill in all parts in the proforma in Chinese and put a ‘✓’ in the boxes where appropriate.

第一部份 PART 1		服務提供者資料 Information of Service Provider	
公司名稱 Name of Company: _____			
服務提供者類型 Type of Service Provider:	<input type="checkbox"/> 持牌銀行 Licensed banks	<input type="checkbox"/> 扣帳/信用卡計劃 Debit/Credit Card Scheme	
	<input type="checkbox"/> 儲值支付工具持牌人 Stored Value Facility (SVF) 牌照號碼 Licensee No.: _____		
	<input type="checkbox"/> 其他（請註明） Others (Please specify): _____		
公司地址 Address of Company: _____			
聯絡人姓名 Name of Contact Person: _____		職位 Post Title: _____	
聯絡電話 Contact No.: _____		電郵地址 Email Address: _____	
將提供在資料集以供攤檔租戶作參考的聯絡資料。Contact point to be provided in the information pack for stall tenants' reference.			
聯絡人姓名 Name of Contact Person: _____		職位 Post Title: _____	
聯絡電話 Contact No.: _____		電郵地址 Email Address: _____	

第二部份 PART 2 服務計劃詳情 Details of Service Package

1. 非接觸式付款方式 單一方式 Single means 聚合支付 All-in-one platform
Contactless Payment Means

(a) 快速支付系統 (轉數快)
Faster Payment System (FPS)

(b) 儲值支付工具 SVFs: 支付寶 (香港) AlipayHK JETCO Pay 八達通卡 Octopus card
 PayMe 「拍住賞」 Tap & Go TNG Wallet
 微信支付香港 WeChat Pay HK 其他 (請註明) Others (please specify):

(c) 扣帳卡 (請註明)
Debit cards (please specify): _____

(d) 信用卡 Credit cards: 美國運通 American Express Discover JCB
 MasterCard 銀聯 UnionPay Visa
 其他 Others: _____

(e) 其他 (請註明)
Others (please specify): _____

2. 支付設備 Payment Device(s)

(a) 種類 Types: POS 終端機 Point-to-Sale (POS) terminal 二維碼 QR code
 智能手機應用程式 Smartphone application 其他 (請註明) Others (please specify): _____

(b) 網絡連結 Internet Connection: 無線上網 WiFi 流動數據卡 Mobile data card 無需網絡連結 Not required

(c) 其他需要的支付配件 (請註明)
Other payment accessories required (please specify):

3.	服務範圍及費用 Scope of Services and Charges (請在以下列表適用位置填寫 貴公司擬提供的服務計劃的服務範圍及收取的有關費用。 Please provide details of the scope of proposed service package to be offered by your company and the respective charges in the table below where applicable.)	
服務範圍 Scope of Services		費用 Charges
初期安裝 Initial set-up		
(a) 提供的支付設備 Payment device(s) provided:	(a) 支付設備費用 Cost of payment device(s): <input type="checkbox"/> 按金 Deposit: _____ <input type="checkbox"/> 月租費用 Monthly rental fees: _____ <input type="checkbox"/> 一次性租金 One-off rental fee: _____ <input type="checkbox"/> 其他費用 (請註明) Other fees (please specify):	
(b) 安裝 Installation:	(b) <input type="checkbox"/> 安裝費用 Installation fee: _____	
(c) 網絡連結供應 Internet connection provided:	(c) 網絡連結 Internet connection: <input type="checkbox"/> 月費 Monthly fees: _____ <input type="checkbox"/> 其他費用 (請註明) Other fees (please specify):	

支援服務 *Support Services*

(d) 交易紀錄服務
Transaction record servicing:

(d) 服務和其他費用
Service and other fees:

服務月費
Monthly service fees: _____

交易費用 (百分點)
Transaction fees (%):

(請註明計劃所提供的付款方式的分別交易費用或交易費用範圍，如適用。 *Please specify the respective transaction fees/ range of transaction fees for the different payment means provided in the package if applicable.*)

(e) 轉帳所需時間
Time required for fund transfer:

(請註明計劃所提供的付款方式分別所需的轉帳時間，如適用。 *Please specify for the respective time required for fund transfer for the different payment means provided in the package, if applicable.*)

(f) 培訓工作坊及/或實地支援
Training workshops and/or on-site support:

其他費用 (請註明)
Other charges (*please specify*):

(g) 宣傳推廣計劃 Promotion campaign:	
宣傳優惠 Promotional Offer (請提供宣傳優惠的詳細資料，如費用寬免、優惠期、免費物品等，如適用。Please provide details of promotional offer; e.g. costs waived, promotion period, free items, etc., if applicable.)	

第三部份 PART 3 申請所需文件 Required Documents for Application	
<input type="checkbox"/> 公司註冊證明書 Certificate of Incorporation (CI) <input type="checkbox"/> 商業登記證 Business Registration (BR) <input type="checkbox"/> 身份證明文件 Identification proof <input type="checkbox"/> 銀行結算帳戶證明 Proof of bank account:	<input type="checkbox"/> 商業帳戶 <input type="checkbox"/> 個人帳戶 <input type="checkbox"/> 其他 (請註明) Others (please specify): _____

第四部份 PART 4 合約安排 Contractual Arrangement	
(請連同本表格提交 <u>合約範本</u> 一份。Please submit <u>a template of service contract</u> along with this proforma.)	
合約期 Duration of contract: _____	
合約版本 Format of contract:	<input type="checkbox"/> 紙張版本 Paper format <input type="checkbox"/> 電子版本 Electronic format <input type="checkbox"/> 兩者皆可 Both
終止合約條款 Contract termination clause: _____ _____	

第五部份 PART 5 提交服務計劃資料須知 Notes for Submission of the Service Package Information

- 這項提交服務計劃資料的工作並非為日後於食物環境衛生署（食環署）/香港房屋委員會（房委會）街市宣傳非接觸式付款和與其街市租戶簽訂服務合約預先審定資格，藉以甄選或預審服務提供者。這次提交計劃資料對服務提供者或政府/房委會並無約束力。沒有提交服務計劃資料的服務提供者，亦可參與其後任何有關於公眾街市提供非接觸式付款的宣傳及與檔位租戶接觸。

Submission of service package information is not a prequalification exercise to shortlist or to pre-qualify the service providers for promotion of contactless payment service and signing of service contracts with tenants in markets under the Food and Environmental Hygiene Department (FEHD)/ Hong Kong Housing Authority (HKHA). It has no binding effect on the service providers or the Government/ HKHA. Parties which do not submit the proposed service package information will not be barred from taking part, or prejudiced against, in any subsequent promotion or engagement with stall tenants in relation to provision of contactless payment in public markets.

- 對於服務計劃表格及任何相關的陳述、澄清及簡介，政府/房委會一概不承擔任何法律責任。本邀請的任何內容並不構成政府/房委會對可能提交服務計劃表格的服務提供者的任何承諾，也不保證政府/房委會以任何方式或形式尋求非接觸式付款服務。

This service package proforma and any related representations, clarifications and briefings do not create any legal obligation on the Government/ HKHA. **Nothing in this invitation constitutes any commitment by the Government/ HKHA to the service providers in respect of any service package information which may be submitted, nor does it guarantee that the contactless payment service will be sought in any manner or form.**

- 所有在此服務計劃表格提交的資料會整合成資料集供食環署/房委會檔位租戶（包括熟食檔位）於資助申請期間作為參考。資料集亦會放置在各食環署/房委會街市/處所的辦公室/管理處及/或告示板。

All service package information provided in this proforma will be compiled as an information pack which will be provided to stall tenants in markets (including cooked food stalls) under FEHD/ HKHA for reference during the application period for the subsidy scheme. The information pack will also be placed in the Market Offices/ management offices and/ or posted on notice boards in FEHD/ HKHA's markets/ premises.

- 填妥的服務計劃表格須連同合約範本於 **2020年10月9日下午5時或之前**以郵寄方式（地址：香港金鐘道66號金鐘道政府合署）或電郵方式（電郵地址：contactlesspayment_market@fehd.gov.hk）提交至食物環境衛生署。

The completed service package proforma together with a template of service contract should be submitted to the Food and Environmental Hygiene Department by post (Address: 45/F, Queensway Government Offices, 66 Queensway, Hong Kong), or by e-mail (E-mail address: contactlesspayment_market@fehd.gov.hk) **before 5:00 p.m. on 9 October 2020 (Friday).**

- 當簽署本表格後，即表示閣下已代表貴公司細閱並同意上列第二部份有關提交服務計劃資料的須知。

Your signature below indicates that you have read, understand and agree with the notes on behalf of your company for submission of service package information listed in Part 2 above.

姓名
Name: _____

職位
Post Title: _____

聯絡電話
Contact No.: _____

電郵地址
Email Address: _____

日期
Date: _____

簽署及公司蓋印
Signature and Company Chop: