



23 March 2017

Dear Tenderers,

Tender Reference No. (296) in P/AE/PUR/AGC

**Tender Document for Management Contract for Innovation Centre of the
Construction Industry Council**

Tender Addendum No. 1

We refer to the tender document issued to you on 14 March 2017 for the captioned project. Please find enclosed herewith Tender Addendum No. 1 consisting of:

A) Extended Tender Closing Date

The tender closing date shall be extended to **5 April 2017**. Tender shall be submitted to the Tender Box of CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong **by 12:00 noon on 5 April 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.

B) Information Update

1. Conditions of Tendering – Completion of Tender – Clause 4.7 (Page CT-4*).
2. Conditions of Tendering – Tender Interview – Clause 6.1 (Pages CT-7*).

Please replace the corresponding pages in the tender documents by the revised pages being marked with an asterisk (*).

C) Revised labels for separate sealed envelope

The above amendments shall be effective immediately and Tender Addendum No. 1 shall form part of the tender document. Please acknowledge receipt of the aforementioned information by signing below and returning this letter by fax at (852) 2100 9439 or by e-mail to kelvinlee@cic.hk **by 5 April 2017**.

Yours sincerely,
For and on behalf of
Construction Industry Council

Accepted and Confirmed by
Company Name:

Justin WONG
Manager
Projects & Contracts Administration

Name:
Position:
Date:

/JW

- 4.7 Tender should be submitted to the Tender Box of CIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon by 12:00 noon on 5 April 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Appendices.
- 4.11 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender. The CIC reserves the right to accept or omit any individual item or whole section of a tender without price alteration to the items or sections accepted. The tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are accurate before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The tendered sum will be regarded as a lump sum tender and will not be amended for errors found in the examination of tenders.

5 Tender Briefing and Site Visit Session

- 5.1 Tenderer is invited to attend a tender briefing session and site visit at the time and place as stated in the tender invitation. Interested tenderers should e-mail to the Subject Officer at least **ONE (1)** working day before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for CIC's arrangement.
- 5.2 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

6 Tender Interview

- 6.1 **During the tender evaluation stage, the tenderer is requested to attend a tender interview which will be held on 12 April 2017 to present his tender proposals.** Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Appendices and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 Each interview presentation should be no longer than 20 minutes, including a 10-minute questions and answers session.

7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

Construction Industry Council

Management Contract for Innovation Centre of the Construction Industry Council

Please adhere the following labels on separate sealed envelope of your submitted tender.

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|---|---|
| "Confidential" | |
| Technical Proposal | Construction Industry Council (CIC) The Tender Box 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong |
| | Ref. No.: [(296) in P/AE/PUR/AGC] Management Contract for Innovation Centre of the Construction Industry Council |
| Name of Tenderer: _____ | |
| Closing Time and Date: <u>12:00 noon on 5 April 2017</u> | |



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