



19 October 2017

Dear Tenderers,

**Tender Reference No. (299) in P/AE/PUR/AGC**

**Tender Document for Supply of One Set of Brand New Hammer Head Tower Crane  
for the Construction Industry Council**

**Tender Addendum No. 1**

We refer to the tender document issued to you on 26 September 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 **8 November 2017**. Tender shall be submitted to the Tender Box of the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong **by 12:00 noon on 8 November 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.

B) Information Update

1. Conditions of Tender – Completion of Tender – Clause 4.7 (Page CT-3\*).
2. Conditions of Tender – Appendix G – Reply Slip for Declining Bid (Pages CT-21\* to 22\*).

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 [rubywong@cic.hk](mailto:rubywong@cic.hk) **by 24 October 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 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit this letter with his tender, his tender will not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Technical Specifications**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
  - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
  - c) The tenderer should ensure that the fee quoted is accurate before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the letter annexed in **Appendix B** and mentioned in Clause 4.27 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender, the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") and the completed Pricing Schedule in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit THREE (3) hard copies and corresponding files in electronic form (e.g. in MS Word 2003 / MS Excel 2003 / PDF format) stored in an electronic medium (eg: CD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and TWO (2) hard copies of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall prevail.
- 4.7 Tender should 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 **8 November 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.

## APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (299) in P/AE/PUR/AGC, Closing Date: **8 November 2017**), I/we regret that I am/we are unable to bid due to the following reason(s):

*(Please tick against the box(es) where applicable)*

- ☐ Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: \_\_\_\_\_ days
- ☐ Invitation document contains insufficient details.  
Suggested supplementary details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Work scope too broad. Would you consider bidding if the work scope is reduced?  
☐ Yes  
☐ No  
Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Work scope too narrow. Would you consider bidding if the work scope is broadened?  
☐ Yes  
☐ No  
Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Not interested in this type of service.
- ☐ Working at full capacity at the moment.

- ☐ Work scope beyond firm's / organisation's expectation.
- ☐ Cannot meet project time schedule. Suggested timeframe for the project: \_\_\_\_\_ months
- ☐ Requirements / Specifications too restrictive.
- ☐ Others (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Full Name of Contact Person : \_\_\_\_\_

Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

Date : \_\_\_\_\_

Note:

- 1) Please return the completed reply slip to fax no: 2100 9439 no later than 12:00 p.m. on **8 November 2017**.
- 2) Please contact Ms. Ruby WONG at Tele: 2100 9420 or email: [rubywong@cic.hk](mailto:rubywong@cic.hk) for any enquiry.

# Construction Industry Council

## Supply of One Set of Brand New Hammer Head Tower Crane for the Construction Industry Council

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

<b>"Confidential"</b>	
<b>Technical Proposal</b>	<b>Construction Industry Council (CIC)</b> <b>The Tender Box</b> <b>38/F, COS Centre,</b> <b>56 Tsun Yip Street,</b> <b>Kwun Tong, Kowloon, Hong Kong</b>
	<b>Ref. No.: [(299) in P/AE/PUR/AGC]</b> <b>Supply of One Set of Brand New Hammer Head Tower Crane</b> <b>for the Construction Industry Council</b>
<b>Name of Tenderer:</b> _____	
<b>Closing Time and Date:</b> <u>12:00 noon on</u> <b>8 November 2017</b>	



<b>"Confidential"</b>	
<b>Fee Proposal</b>	<b>Construction Industry Council (CIC)</b> <b>The Tender Box</b> <b>38/F, COS Centre,</b> <b>56 Tsun Yip Street,</b> <b>Kwun Tong, Kowloon, Hong Kong</b>
	<b>Ref. No.: [(299) in P/AE/PUR/AGC]</b> <b>Supply of One Set of Brand New Hammer Head Tower Crane</b> <b>for the Construction Industry Council</b>
<b>Name of Tenderer:</b> _____	
<b>Closing Time and Date:</b> <u>12:00 noon on</u> <b>8 November 2017</b>	