



12 May 2025

Dear Tenderers,

Tender Reference No. (590) in P/AE/PUR/AGC

**Facility Management, Maintenance and Operation Services at
Construction Industry Council - Zero Carbon Park
for
the Construction Industry Council**

Tender Addendum No. 2

We refer to the tender document issued to you on 10 April 2025 for the captioned tender. Please find enclosed herewith Tender Addendum No. 2 consisting of:

A) Extended Tender Closing Date

The tender closing date shall be extended to 20 May 2025 (Tuesday). Tender shall be submitted to the Tender Box of the CIC at G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong **by 12:00 noon on 20 May 2025 (Hong Kong Time)**. Late submission will NOT be considered. Failure to do so shall render the tender void.

B) Information Update / Supplement

Invitation Letter – Clause 2

Invitation Letter – Revised labels for separate sealed envelope

Conditions of Tender – Clause 4.7 (Page CT-4*)

Conditions of Tender – Appendix F – Reply Slip for Declining Bid
(Page CT-29* and Page CT-30*)

Special Conditions of Tender – Clause 1 (Page SCT/1*)

Special Conditions of Tender – Clause 2 (Page SCT/2*)

Assignment Brief – Clause 10.4 (a) (Page AB-35*)

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

The above amendments shall be effective immediately and Tender Addendum No. 2 shall form part of the tender document. Please acknowledge receipt of the aforementioned information by signing below and returning this letter by e-mail to kelvinlee@cic.hk by fax at (852) 2100 9439 **by 20 May 2025**.

Yours sincerely,
For and on behalf of
Construction Industry Council



Eric LEE
Manager
Procurement

/EL

Accepted and Confirmed by
Company Name:

Name:
Position:
Company Name:
Date:



10 April 2025

Dear Sir / Madam,

Tender Reference No. (590) in P/AE/PUR/AGC
Invitation to Tender for the Facility Management, Maintenance and
Operation Services at Construction Industry Council - Zero Carbon Park
for the Construction Industry Council

You are invited to submit a tender for the Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **not later than 12:00 noon on 20 May 2025.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council"
 - b) Label with "Fee Proposal for Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council"

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).

Construction Industry Council

Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council

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

| | | |
|--|--|---------------|
| "Confidential" | Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong | TENDER |
| Technical Proposal | Ref. No.: [(590) in P/AE/PUR/AGC] Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council | |
| Name of Tenderer: _____ | | |
| Closing Time and Date: <u>12:00 noon on 20 May 2025</u> | | |



| | | |
|--|--|---------------|
| "Confidential" | Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong | TENDER |
| Fee Proposal | Ref. No.: [(590) in P/AE/PUR/AGC] Facility Management, Maintenance and Operation Services at Construction Industry Council - Zero Carbon Park for the Construction Industry Council | |
| Name of Tenderer: _____ | | |
| Closing Time and Date: <u>12:00 noon on 20 May 2025</u> | | |

- 4.7 Tender should be submitted to the Tender Box of CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 20 May 2025**. 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 or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 am – 6:18 pm) 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 in CIC's opinion 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 Annexes.
- 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.
- 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 sufficient 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 CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made for fluctuations in salaries, material prices and exchange rates of currencies, freight charges, insurance premium or for any other reason whatsoever.
- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (590) in P/AE/PUR/AGC, Closing Date: 20 May 2025), 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 E-mail: kelvinlee@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on 20 May 2025.
- 2) Please contact Mr. Kelvin LEE at Tele: 2100 9425 or E-mail: kelvinlee@cic.hk for any enquiry.

Special Conditions of Tender

for

**Facility Management, Maintenance and Operation Services at
Construction Industry Council - Zero Carbon Park**

for

the Construction Industry Council

April 2025

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**To be included
in
Technical Proposal**

Special Conditions of Tender

1. Statement of Convictions or No Convictions

- 1.1 For the 12-months period prior to the closing date set for receipt of tenders, we *do not have any / have the following conviction with respect to the offences under the following Ordinances: Cap 57, Cap 59, Cap 115 and Cap. 509 in relation to our performance in any Government or private contract.

Please provide details of offence, if any, in the below table:

| Date of Offence | Particulars of Offence | Date of Conviction | Offence/ Regulation Breached | Conviction and Date when Appeal / Review is expected to be heard |
|-----------------|------------------------|--------------------|------------------------------|--|
| | | | | |
| | | | | |
| | | | | |

(Use separate sheets if required.)

- 1.2 We hereby declare that all information given above and additional sheets, if any, attached hereto are true and correct.
- 1.3 We hereby authorize the CIC to obtain information from all Government departments and give consent to the Government departments concerned to release and provide the documents or information in relation to any of our conviction of offences under the Ordinances stated above for the purposes of assessment of our tender in this tender evaluation and subsequent management of the Contract.

Authorised Signature & Company Chop: _____

Name of Person Authorized to Sign:
(in Block Letters) _____

Name of Tenderer in English _____

Tel No.: _____ Fax No.: _____ Date: _____

(* Please delete as appropriate)

2. Property Management Company License

- 2.1 The tenderer must **submit a copy of valid Property Management Company License** showing the registered number and the date of expiry of registration.

CIC-ZCP as the Principal in the Employees' Compensation Insurance policy with "Indemnity to Principal Endorsement Clause (W338)" to the effect that the policy is extended to indemnify CIC/ CIC-ZCP as the principal against liability at law (including liability under relevant statutes, common law and equity) in like manner to the Insured but only so far as concerns the liability of the Principal (CIC/ CIC-ZCP) to employees of the Insured engaged in connection with a contract undertaken by the Insured for the Principal (CIC/ CIC-ZCP).

- (b) The clause wording of "1. The Company shall not be liable under this Endorsement (except under the Legislation) in respect of any injury by accident or disease due to or resulting from any act default or neglect of the Principal, his servants or agents" should be deleted in W338 – Indemnity to Principal Endorsement Clause" in case this clause is added.
- (c) The clauses such as a 90 days' notice of non-renewal/cancellation by insurer, waiver of subrogation against CIC/ CIC-ZCP and etc.

10.4 Property All Risks

- (a) The FM Service Provider shall insure in the joint name of CIC/ CIC-ZCP (and other names to be required) with full rebuilding cost / reinstatement values of the building and contents and/or other properties (*to be provided) that CIC/ CIC-ZCP is legally responsible to insure for its physical loss or damage. **The insurance coverage for all risks on the property shall amount to HK\$240,000,000.**

10.5 Professional Indemnity

- (a) The FM Service Provider should have properly arranged their Professional Indemnity insurance policy for their services conducted throughout the service contract period.

10.6 Miscellaneous

- (a) All above are subject to further requirements of Hong Kong SAR Government to be verified by CIC/ CIC-ZCP;
- (b) A copy of the all insurance certificates and policies (including all schedules and jackets), premium receipts of the insurance premium paid shall be deposited with CIC/ CIC-ZCP prior to commencement of work;
- (c) The above-mentioned insurance policies shall contain terms satisfactory to CIC/ CIC-ZCP to the effect that the liability of CIC/ CIC-ZCP shall be covered in all aspects and contain such provisions of the interests of CIC/ CIC-ZCP as CIC/ CIC-ZCP may require;