



6 May 2025

**Tender Reference No. (586) in P/AE/PUR/AGC**

**Design and Renovation Works of New Office at 29/F, Enterprise Square Five**

**Tender Addendum No. 1**

Dear Tenderers,

We refer to the tender document issued to you on 25 April 2025 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

Conditions of Tendering – Appendix D – Fee Proposal (Page S3/7 (Addendum No.1))

Conditions of Tendering – Appendix E – Tender Evaluation Procedures and Criteria (Page CT-26 (Addendum No.1))

Assignment Brief (Page AB-7 (Addendum No.1))

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. 1 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 [ronaldwong@cic.hk](mailto:ronaldwong@cic.hk) or by fax at (852) 2100 9750 **by 15 May 2025**.

Yours sincerely,  
For and on behalf of  
Construction Industry Council

Accepted and Confirmed by  
Company Name:

Eric LEE  
Manager  
Procurement

Name:  
Position:  
Company Name:  
Date:

/EL

Item	Description	Qty	Unit	Rate	\$
	<b><u>FITTING OUT WORKS (CONT'D)</u></b>				
	<b>Wall (Cont'd)</b>				
	Gypsum Board Partition from structural slab up to true ceiling level (W4)				
	<u>100 mm Thick</u>				
A	To Reception Area (Storeroom)		m2		
B	To Office Area (Mothercare room)(Provisional		m2		
C	To Office Area (Storeroom )(Provisional Quantity)		m2		
	Dry wall				
E	To MBO Board Room (Wet Pantry)(Provisional Quantity)		m2		
F	To Reception Area (Pantry)(Provisional Quantity)		m2		
	Double Glass Wall				
G	To MBO Board Room (Provisional Quantity)		m2		
H	To Reception Area (Pantry) (Provisional Quantity)		m2		
	Operable Wall				
J	To Reception Area (pantry) (Provisional Quantity)		m2		
	Block Wall				
K	To MBO Board Room (Provisional Quantity)		m2		
L	To Reception Area (Pantry)(Provisional Quantity)		m2		
	Automatic sliding laminated glass doors; completed with ironmongeries				
M	To Reception Area (to the door separating reception area and the MBO board room only) <b>comply with a sound pressure level of NC-45</b>	1	No.		
N	To Reception Area (to the door separating reception area the office area only)	2	No.		
				To Collection	

Table 1 – Technical assessment marking scheme

<b>Assessment Criteria</b>	<b>Maximum Marks (%)</b>
<b>1. Tenderer’s Track Record &amp; Project Reference</b> (a) Company’s practical experience in fitting-out works (5%) (b) Design and renovation works experience, Expertise (5%) (i) Company/Team’s practical experience in design and renovation works (ii) Expertise in construction as an RGBC/RMWC ( <b>Mandatory</b> )	<b>10%</b>
<b>2. Project Approach and Methodology to fulfill the objectives and complete all the tasks described in the Assignment Brief</b> (a) Approach to the assignment (method statements to fulfill requirements) (5%) (b) Detailed programme (Advanced completion would be an advantage)(5%) (c) Quality & Safety Requirement (5%) Methodology and Approach and Requirements to fulfill the objectives and carry out and complete all the tasks described in the Assignment Brief and its Annexes. The following sub-criteria shall be considered: <ul style="list-style-type: none"> <li>▪ Items to demonstrate safety are included in the proposals (e.g., design for safety).</li> <li>▪ High-risk activities and hazard identification.</li> <li>▪ Risk evaluation</li> <li>▪ In-house safety rules</li> <li>▪ Job hazard analysis, precaution, control measure and protection</li> </ul> (d) Arrangements for subcontractor management (5%) (e) Logistic arrangement of site work (5%) (f) Proposal of Relocation Plan (customized planning, which include information & work flow of pre-move consultation, staff briefing, floor plan preparation, packing, transport, delivery and removal of packing materials & protection, etc.) (10%)	<b>35%</b>
<b>3. Concept Design of the Interior Fitting Out</b> (a) Pantry design (5%) (b) AV design (5%) (c) Layouts and schematics design (20%) <ul style="list-style-type: none"> <li>• Electrical installation</li> <li>• Lighting system</li> <li>• MVAC system</li> <li>• Fire Services installation</li> <li>• PD system</li> <li>• ELV/CCTV/Access control system</li> <li>• IT/Wifi system</li> </ul>	<b>30%</b>
<b>4. Experience and Qualifications of Proposed Project Leader and Team Members</b> (a) Staff organisation chart with clear indication of line of communication and staff hierarchy among the project leader and team members. Responsibilities and degree of involvement of project leader and team members (5%) (b) Adequacy of professional and technical manpower input and Project team’s experience in site formation / General Building construction/ service counter design and construction. (5%) (c) The team members are encouraged to fulfill the pillars that are stated in “Construction 2.0”.(5%)	<b>15%</b>
<b>5. Tenderer’s Performance in CIC’s Past Projects</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>

- 1.5.6 Building a new wet pantry with the associated furniture and equipment, including but not limited to dishwasher, cabinet and stainless-steel sink.
- 1.5.7 Relocating the equipment including but not limited to water dispenser, refrigerator, microwave oven, etc. in the existing pantry to the new wet pantry.
- 1.5.8 Supply, deliver and install an operable wall to separate the wet pantry and the reception area.
- 1.5.9 Building a reception counter with laminated plastic “CIC” logo designed in natural tone and to accommodate two receptionists.
- 1.5.10 Building an interview room (10m<sup>2</sup>) with a desk and Chairs.
- 1.5.11 Supply, deliver and install the associate MEP provision, including but not limited to light systems and AV system.
- 1.5.12 Relocating the MEP services above ceiling including but not limited to AC duct, power socket, net work.
- 1.5.13 Supply, deliver and install 2 numbers of 100-inch 4K OLED TV with decorated mounting and all necessary system programme to broadcast videos, photo, holding seminars and the information for the guests include the connection of the associated AV system and VC system. The functions of TV set will be included screen sharing (ISO&andriod), video/camera conference, wifi connection, APP applicatio and smart function
- 1.5.14 Supply, deliver and install 2 numbers of laminated glass sliding doors with gypsum board partition (Rockwool infill) to separate the MBO board room and reception area and; to separate the office area and reception area, including but not limited to fail safe function, FS signal interfacing and etc. **The laminated glass sliding doors between the MBO board room and the reception area shall be designed to comply with a sound pressure level of NC-45.**
- 1.5.15 Supply and install Wet pantry with all necessary plumbing and drainage system, equipment, sump pump and etc. Supply, deliver and install pantry cabinet comprising artificial solid surfacing countertop and stainless steel sink, stainless steel kitchen faucet and water dispenser with all necessary opening for sink, door panel in plastic laminated finish including all necessary fixing and accessories.
- 1.5.16 Supply, design and install one 55’’ 4K OLED TV, one 110’’projector screen and projector at wet pantry area, together with audio sound bar system.
- 1.5.17 Supply, deliver and apply waterproofing layer for wet pantry to the satisfaction of the CIC and coordination with the MegaBox Management Services Limited for the information of the required standard.
- 1.5.18 Supply, deliver and install homogeneous vinyl floor sheet to the wet pantry area.
- 1.5.19 Redecoration of the existing internal wall surface.