



9 May 2025

Dear Tenderers,

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

**Design and Renovation Works of New Office at 29/F, Enterprise Square  
Five for the Construction Industry Council**

**Tender Addendum No. 2**

We refer to the tender document and Tender Addendum No.1 issued to you on 25 April 2025 and 6 May 2025 respectively for the captioned tender. Please find enclosed herewith Tender Addendum No. 2 consisting of:

Invitation letter – Envelop (Page 1 (Addendum No.2))  
Conditions of Tender – (Pages 4, 28 & 29 (Addendum No.2))  
Conditions of Tender – Appendix D – Fee Proposal (Pages S3/7 & S3/12\* (Addendum No.2))  
Conditions of Tender – Appendix E – Tender Evaluation Procedures and Criteria (Page CT-26\* (Addendum No.2))  
Assignment Brief (Pages AB-7,9 & 10\* (Addendum No.2))  
Annex VII of Assignment Brief (Pages 10 & 11 (Addendum No.2))

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 [ronaldwong@cic.hk](mailto:ronaldwong@cic.hk) or by fax at (852) 2100 9750 **by 22 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

# Construction Industry Council

## Provision of Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council

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

<b>“Confidential”</b>	<b>Construction Industry Council (CIC)</b> <b>The Tender Box</b> <b>G/F, Hong Kong Institute of Construction –</b> <b>Kowloon Bay Campus, 44 Tai Yip Street,</b> <b>Kowloon Bay, Kowloon, Hong Kong</b>	<b>TENDER</b>
<b>Technical Proposal</b>	<b>Ref. No.: [(586) in P/AE/PUR/AGC]</b> <b>Provision of Design and Renovation Works of New Office at</b> <b>29/F, Enterprise Square Five for the CIC</b>	
	<b>Name of Tenderer:</b> _____	
	<b>Closing Time and Date:</b> <b>12:00 noon on 22 May 2025</b>	



<b>“Confidential”</b>	<b>Construction Industry Council (CIC)</b> <b>The Tender Box</b> <b>G/F, Hong Kong Institute of Construction –</b> <b>Kowloon Bay Campus, 44 Tai Yip Street,</b> <b>Kowloon Bay, Kowloon, Hong Kong</b>	<b>TENDER</b>
<b>Fee Proposal</b>	<b>Ref. No.: [(586) in P/AE/PUR/AGC]</b> <b>Provision of Design and Renovation Works of New Office at</b> <b>29/F, Enterprise Square Five for the CIC</b>	
	<b>Name of Tenderer:</b> _____	
	<b>Closing Time and Date:</b> <b>12:00 noon on 22 May 2025</b>	

Submission, the former shall prevail.

- 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 22 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 (if any)
- 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

## APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (586) in P/AE/PUR/AGC, Closing Date: 22 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: [ronaldwong@cic.hk](mailto:ronaldwong@cic.hk) or fax no: 2100 9439 no later than **12:00 p.m. on 22 May 2025**.
- 2) Please contact Ronald Wong at Tele: 2100 9750 or E-mail: [ronaldwong@cic.hk](mailto:ronaldwong@cic.hk) for any enquiry.

**DESIGN AND RENOVATION WORKS OF NEW OFFICE  
AT 29/F, ENTERPRISE SQUARE FIVE, KOWLOON BAY  
HONG KONG CONSTRUCTION INDUSTRY COUNCIL**

**SCHEDULE NO.3  
FITTING OUT WORKS**

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) comply with Sound Transmission Class (STC) STC-45	1	No.		
N	To Reception Area (to the door separating reception area the office area only)	1	No.		
				To Collection	

Item	Description	Qty	Unit	Rate	\$
<b><u>FITTING OUT WORKS (CONT'D)</u></b>					
<b>Furniture/ Equipment (Cont'd)</b>					
<u>Design, supply, deliver and installation of furniture and equipment; all in accordance with Specifications and Drawings. (refer to Assignment Brief) (Cont'd)</u>					
<u>Office Area</u>					
A	2000mm(L) x 1800mm(W) x 750mm (H) (Desk and cabinet inclusive) (Annex VII of Assignment Brief refers) (Assistant Director/Director room, General Manager room)	4	Set		
B	1800mm(L) x 2400mm(W) x 1150mm(H) (Desk, desk partition and cabinet inclusive) (Annex VII of Assignment Brief refers) (Senior Manager Area)	3	Set		
C	2400mm (L) x 1300mm (W) x 1150mm (H) (Desk, desk partition and cabinet inclusive) (Annex VII of Assignment Brief refers) (General Office Area)	8	Set		
D	L-shaped desk; overall size 1600L x 800W x 1500L x 750H, Pedestal; size 500L x 400W x 600H, Cabinet size 1500L x 400W x 750H (Senior Manager Area)	5	Set		
E	Nil				
F	Nil				
G	Office Chair (Assistant Director's/ Director's, General Manager's Rooms)	8	Set		
H	Office Chair "Haworth" Zody Model No.: SESZTM7 or equivalent (Assistant Director's/ Director's room, General Manager's room)	6	Set		
J	Office Chair (Senior Manager Area)	15	Set		
K	Office Chair (General Office Area)	30	Set		
L	Full height Cabinets (pantry) (Provisional Quantity)	1	Set		
M	Nil				
N	Nil				
O	42U server racks for IT & AV system (OPTIONAL)	1	Set		Rate Only
To Collection					

Table 1 – Technical assessment marking scheme

Assessment Criteria	Maximum Marks (%)
<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: ■ Items to demonstrate safety are included in the proposals (e.g., design for safety). ■ High-risk activities and hazard identification. ■ Risk evaluation ■ In-house safety rules ■ Job hazard analysis, precaution, control measure and protection (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) 3D Rendering of Pantry in Reception Area, Reception Area, Office Area and MBO Boardroom (10%) (b) Technical Proposal (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/ AV</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 application 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 Sound Transmission Class (STC) STC-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.

- 1.6.7 Relocating the MEP services above ceiling including but not limited to AC duct, power socket, net work.
- 1.6.8 Supply, design and install all necessary cable containment for associated E&M, IT, ELV and etc.
- 1.6.9 Demolish and tap-off all plumbing water pipe and drainage pipework at wet pantry area.
- 1.6.10 Relocation works for the existing equipment and furniture in the proposed Office Area as required by the CIC including packing storage and disposal.
- 1.6.11 Supply, design and install 42U server racks (Optional, subject to confirmation by the CIC) for IT & AV system, including design and build server rack room.
- 1.6.12 Supply, design and install 24hr AC FCU for server rack room with separated power circuit, including all necessary cable, cable containment, pipeworks and etc.
- 1.6.13 Redecoration of the existing internal wall surface.
- 1.6.14 Installation of laminated plastic signage to the office area.
- 1.6.15 Supply, deliver and install partition and furniture for the senior manager workspace.
- 1.6.16 Supply, deliver and install new carpet tiles to match the existing.
- 1.6.17 Supply, deliver and install electrical window curtain upon required by the CIC.  
(Optional, subject to the confirmation with the CIC)

1.6.18 Supply, deliver and install the loose furniture as required by the CIC:

<b>Schedule of loose furniture in Office Area (Subject to confirmation with CIC size for reference only subject to the measurement of the existing furniture)</b>			
<b>Items</b>	<b>Size/ Type</b>	<b>Location</b>	<b>Number</b>
Table with Pedestal, Cabinet and accessories	2000mm(L) x 1800mm(W) x 750mm (H) (Please refer to the Reference Photo in Annex VII)	Assistant Director's/ Director's Room	3 (1 set for each room)
	L-shaped desk: 1600mm (L) x 800mm (W) x 1500mm (L) x 750mm (H)	Senior Manager Area	5
	1800mm(L) x 2400mm(W)x 1150mm(H) (Desk and partition and cabinet inclusive) (Please refer to the Reference Photo in Annex VII, 1 set for two person)	General Office Area - Manager's workstation	5
	2400mm (L) x 1300mm (W) x 1150mm (H) (Desk and partition and cabinet inclusive) (Please refer to the Reference Photo in Annex VII, 1 set for four person)	General Office Area - Other staff	6
	ø480mm x 480mm (H)	Mothercare Room	1
Chair	Office Chair "Haworth" Zody Model No: SESZTM7 or equivalent	Assistant Director's/ Director's Rooms	3

	Office Chair “Haworth” Zody Model No: SESZTM7 or equivalent	Assistant Director’s/ Director’s Rooms	6 (2 for each room)
	Office Chair	Senior Manager Area	15 (3 for each space)
	Office Chair	General Office Area	30
	Armchair	Mothercare Room	1

### 1.7 Building a New General Manager Room in the Existing Office Area

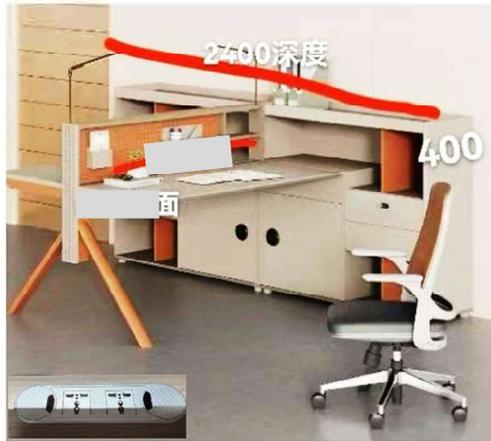
The new General Manager Room has a total area of about 13m<sup>2</sup>. The contractor shall design and carry out the dismantling work and associated reinstatement work to build a new general manager room with associate furniture.

#### 1.7.1 Supply, deliver and install the loose furniture as required by the CIC:

<b>Schedule of loose furniture in Office Area (Subject to confirmation with CIC)</b>			
<b>Items</b>	<b>Size/ Type</b>	<b>Location</b>	<b>Number</b>
Table	2000mm(L) x1800mm(W) x750mm (H) (Please refer to the Reference Photo in Annex VII)	General Manager’s Room	1
Chair	Office Chair “Haworth” Zody Model No: SESZTM7 or equivalent	General Manager’s Room	3

1.7.2 Supply, design and install all E&M works, including power points, data point, IT, associated builder’s works and etc

## Annex VII - Reference Photos



四人位，帶燈（可調節亮度及角度）

万向防滑專利腳墊，桌屏含可掛掛件的洞洞鋼板，可另付款配多功能掛件。



19. Reference Photo of the proposed workstation with accessories in the Office Area



二人位，帶燈（可調節亮度及角度）

万向防滑專利腳墊，桌屏含可掛掛件的洞洞鋼板，可另付款配多功能掛件。



20. Reference Photo of the proposed workstation with accessories in the Office Area

## Annex VII - Reference Photos

### 方案配置清单

序号	名称	图片	规格	数量	单价	备注
1	班台		2000*1800*750	1	1975	E1级优质实木颗粒板, 1.5厘专利管型脚架。
2	财务桌		1800*2400*1150	1	2780	E1级优质实木颗粒板, 1.5厘专利管型脚架。万向防滑专利脚垫, 桌屏含可挂挂件的洞洞钢板, 多功能挂件随意调节, 配有可旋转LED灯, 不含挂件。
3	四人位		2400*1300*1150	1	3128	E1级优质实木颗粒板, 1.5厘专利管型脚架。万向防滑专利脚垫, 桌屏含可挂挂件的洞洞钢板, 多功能挂件随意调节, 不配有可旋转LED灯, 不含挂件。
5	方形笔盒		100*600*700	1	21	钢制, 卡其色
6	长形盒子		240*60*60	1	25	钢制, 卡其色
7	大层架		240*90*30	1	15	钢制, 卡其色

3、十年设计寿命、一律免费保用5年,产品配套电子电器设备以电子电器设备保修条款为准。

4、生产周期: 35天 (以预付款到账次日计算,余款进账后三日内发货。)

### 21. Reference Photo of the proposed workstation with accessories in the Office Area

The unit rate (單價) is in RMB and for reference only