



14 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 ("The CIC")**

Tender Query No. 2

Subsequent to the issuance of the Invitation to Tender on 25 April 2025, Addendum No.1 on 6 May 2025 and Addendum No.2 on 9 May 2025, tender queries were received. The CIC's response is hereby distributed to all Tenderers. The question(s) and the CIC's response(s) are set out in Attachment 1.

Please acknowledge receipt of the aforementioned information by signing below and returning this letter by e-mail to ronaldwong@cic.hk or by fax at (852) 2100 9439 **by 22 May 2025.**

Yours sincerely,
For and on behalf of
Construction Industry Council

Acknowledged by:

Eric LEE
Manager
Procurement

Name:

Position:

Company Name:

Date:

EL/

Tender for Design and Renovation Works of New Office at 29/F, Enterprise Square Five for the Construction Industry Council (“the CIC”)

Item No.	Tender Reference / Queries	CIC's Responses
1.	Please advise below for the scope of E&M:	
1.1	Please advise if any E&M services installations require to be carried out by nominated contractor.	If services to be required for interlinking, connection or migration with backbone system, centralised system, or requested by CIC/landlord.
1.2	Please provide definition of approved contractor by landlord.	Please refer to tender document Annex III of the assignment brief.
1.3	Please provide definition of common area.	Please refer to the tender documents for the site area and zoning.
1.4	Please provide contact of nominated contractor/vendor for below systems: • Security/Access control system • IT system • TEL system • PA system • BMS system • FS contractor	• Security/access control system, CCTV • The Jardine Engineering Corporation Limited • IT, TEL, PA, BMS • No requirement • FS contractor • Subject to landlord for main building FS system, and please refer to the Annex III for approved contractor list by Landlord
1.5	Please provide existing MEP drawing in CAD ver. (Layout, schematic and MCB board detail etc.)	Please refer to Appendix 1 for reference only.
1.6	Please specify control logic for MVAC system.	As the tender is a design & build contract, it should be proposed by contractor.
1.7	Please advise if there is any MVAC requirement at printer room.	As the tender is a design & build contract, it should be proposed by contractor.
1.8	New exhaust air system is requested to connect to existing pipe duct with fire damper. Please advise if fire damper exists or additional required.	As the tender is a design & build contract, it should be proposed by contractor.

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1.9	Please provide the specification of floor box.	Please refer to Appendix 2 for existing floor Box specification for reference only . Contractor shall propose their design for this contract.
1.10	Please provide the location of existing server room/ ELV panel.	Please refer to Appendix 3 for reference only.
1.11	Please specify lighting control logic for reception area and office area.	As the tender is a design & build contract, it should be proposed by contractor.
1.12	Please advise if there is any requirement for sump pump signal connection.	As the tender is a design & build contract, it should be proposed by contractor.
2.	Please advise below for the scope of design:	
2.1	Please elaborate on the significance of incorporating 'Green Elements' into the design scope of this project. How do you envision their impact on the overall design objective?	It is subject to your design proposal to include the Green and Environmentally friendly elements.
2.2	Please provide the budget allocated per square ft.	No. The budget allocation information will not be provided.
2.3	Please provide the as-built drawing/ existing layout drawing in CAD format. Or any drawings available in CAD including plans or elevation?	Please refer to as-built drawings of Appendix 1 for reference only.
2.4	Noticed that 2 options of presentation material and 2 design schemes of reception area are required, please clarify if 2 scheme of mood & feel options are necessary.	Please be reminded that the layouts shared during the tender briefing session are provided for reference only, please refer to the Assignment brief for the requirements for your preparation of the submission. The two options of design are only required after engagement of contract and is not required in this tender stage.
2.5	Please advise if it is compulsory to provide two layout options.	The two options of design are only required after engagement of contract and are not required in this tender stage.

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2.6	Please advise renderings for 4 key areas so 8 3D renderings are required due to 2 options requirements.	The two options of design are only required after engagement of contract and is not required in this tender stage.
2.7	Please advise if there is a branding guideline as reference. And provide any brand colour that needs to follow in the design proposal.	Please provide the information of the proposed material for our selection during the material submission stage after commencement of work.
2.8	Please advise if there is any dimming method preferred for the office area such as meeting rooms and enclosed offices.	No dimming control.
2.9	Please advise if there are any feng shui requirements.	Please refer to the tender document for our requirements and be reminded that the design proposal is subject to CIC’s approval.
2.10	Please confirm the total headcount of workstations and enclose offices. (including the existing workstations and enclosed offices)	Please refer to the requirements and the tables in Section 1 of the Assignment Brief.
2.11	Please advise if there is any expectation of areas that requires green/sustainable materials. Or only client-facing areas?	It is subject to your design proposal to include the Green and Environmentally friendly elements.
3	Please provide the as-built drawings and equipment list of the existing office, showing the current conditions and the installed systems, for further study.	-As-built drawings, please refer to Appendix 1 for reference only -Equipment list, please refer to Appendix 4 for reference only -Current conditions shall be reviewed on site survey after awarded contract
4	Noticed that the office has achieved a gold rating under BEAM Plus BI V1.0. Please advise if personnel should be provided to submit any applications to BEAM Plus, as well as under Buildings Energy Efficiency Ordinance after the renovation works.	-All E&M installation shall be complied with necessary statutory requirements, including BEEQ, FSD, EMSD, BD and etc.

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5	Please advise which lifts can be used for the transportation of materials or debris.	Cargo lift, contractor shall propose their delivery routing for site management plan in related to requested zoning and phases about the construction works.
6	In case any government submissions are necessary, please clarify if the cost of plan submission fees or subscription of approved plans will be paid by the employer.	All necessary statutory submissions shall be included in this contract.
7	Please clarify if any BIM models are required to be provided throughout the project.	Please refer to assignment brief clause 1.2
8	Regarding the tender requirements, layouts and schematics are required to provide, including MVAC, electrical installation, lighting, ELV/LV, plumbing and drainage, fire services, access control systems, CCTV, AV systems, PA systems, IT, and Wi-Fi, specifically for the office area, pantries, reception, lobby, and MBO boardroom. Please provide the existing as-built layout plan, ceiling plans, and MEP drawings, including MVAC, fire services, and ICT plans, which should cover security systems, IT, and AV systems.	Please refer to Appendix 1 for all as-built drawings
9	Please provide the existing MCB schematic diagram, power supply details, and photos of the existing MCB board for reference.	Please refer to Appendix 5 - site photos for existing LV switch cabinet with as-fitted schematics
10	Please provide the floor plan in an AutoCAD file format.	Please refer to Appendix 1.

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11	Please provide the list of nominated subcontractors for AV, IT, and security systems.	Please see the reply of Tender Query 1.4.
	Are there any materials that need to be adhered to in terms of existing branding? If there are, please share the relevant information.	Please provide the information of the proposed material for our selection during the material submission stage after commencement of work.
12	According to the tender requirements, the renovation period is set for 70 days and is divided into four phases. Additionally, noisy work is restricted during weekdays due to operations adjacent to the site. Will there be any buffer period for renovation and mobilization, or renovation is limited to weekends only?	Contractors shall make their own plan and works programme in consideration of noisy works and users and landlord’s operation.
13	Regarding the on-site existing AV system, such as the TV and LED wall, does it need to be retained? Is it required to use a nominated AV subcontractors for dismantling.	The contractors shall be responsible for dismantling all required services and builder’s works in this contract. Existing AV system shall be well protected and retained with inventory summary for CIC’s further arrangement. It is unnecessary to dismantle the AV system by nominated contractor.
14	If the nominated subcontractors (MVAC, FS) quotation cannot be provided before the deadline, please advise how to further proceed.	The contractor shall make their own decision regarding tendering.
15	Please provide the below information: 1. All FCUs are required to install an additional drain pan with pipework. 2. All FCUs are required to install a double regulating valve, pressure gauge, and thermometer. 3. All FCUs are required to install an additional silencer to meet the noise level requirement of NC 40.	As the tender is a design & build contract, it should be proposed by contractor.