

Tender Document

For

The Office Renovation Project

Of

Hong Kong Paralympic Committee

Located At

Unit 1518-1520, Level 15, Tower 1,

Grand Central Plaza, Shatin, New Territories

(Tender Reference No.: HKPC-P001/2022)

24 December 2021

Issued By
Hong Kong Paralympic Committee

Issuing Date : 24 December 2021

Closing Date : At noon (12:00pm) on 14 January 2022 (Friday)

Hong Kong Paralympic Committee
Request for Tender Proposal
for Office Renovation Project at Unit 1518-1520, Level 15,
Tower 1, Grand Central Plaza, Shatin, New Territories

Project Name : Renovation of Hong Kong Paralympic Committee Office
Ref. No. : HKPC-P001/2022
Closing Date : 14/01/2022 (Fri) by noon (12:00pm)

1. Project Overview & Goals

1.1 Hong Kong Paralympic Committee (herewith referred to as “HKPC”) invites tender proposals from contractors to provide design and build for the renovation of office located at **Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories**. The service responsibility of the selected contractor will include all aspects of renovation process during the pre-renovation, renovation and post renovation phases of the project.

1.2 This request for tender proposal aims to solicit proposals to furnish a modern and green office setting with simple and practical decoration.

2. Design and Build for Renovation

Design and build for renovation of the following 6 zones

- A. Reception and Gallery
- B. Open Office for 8 staff
- C. Executive Director Office
- D. Meeting Room for 14 members with Hall of Fame/Torch and Souvenir Display Area
- E. Store Room
- F. Wet Pantry

3. Scope of Work

The scope of work includes, but is not limited to the following:

- Concept design
- Space planning for the fitting-out of the 6 zones
- Mechanical and electrical engineering work (if applicable)
- Relevant submission to authorities

- Project management and on-site supervision, including the control of work quality and work safety, project progress, work schedule and cost
- As a main contractor to provide project management service for any appointed subcontractor, such as fire, air-conditioning and security system

4. Timeline

Invitation for Tender Proposal	24/12/2021 (Fri)
Tender Briefing Session and Site Visit	04/01/2022 (Tue) 2:30pm
Tender Proposal Submission Deadline	14/01/2022 (Fri) 12:00pm
Presentation by Tenderers and Q&A for Proposal	21/01/2022 (Fri)
Appointment of Contractor	28/01/2022 (Fri)
Commencement of Renovation	01/03/2022 (Tue)
Project Completion	25/03/2022 (Fri)

5. Contents of Tender Proposal

The tender proposal submitted shall include but not limited to the following:

- General information of contractor, including company name, registered company address, contact details, web address, project team chart, etc.
- List of reference projects
- Management practices related to Quality, Environmental, Health and Safety, such as ISO19001, ISO14001, etc.
- Overall design concept, proposed space plan and furniture layout, proposed work schedule and detailed scope of work
- Quotation in details:
 - Professional & Insurance fees
 - Preliminaries
 - Partitioning & associated works
 - Ceiling works
 - Floor finishing
 - Wall finishing
 - Built in cabinets and fixtures
 - Mechanical and electrical works (if applicable)
 - Telephone and computer cabling works
 - Final cleaning
 - Miscellaneous

6. Documents to be Provided Upon Project Awarded

The selected contractor will be required to provide the following documents (electronic & hardcopies) to HKPC upon project awarded.

- Floor Plan
- Rendering Drawings showing the images of all the 6 zones
- Ceiling Plan
- Power / Electric Plan
- Lighting Layout
- Data Point & Telephone Layout
- Shop Drawings

7. Warranty

All items supplied should be guaranteed against inferior materials and faulty workmanship for a minimum period of twelve (12) months from the date of acceptance. Any repair and replacement required within the warranty period shall be carried out free of charge by supplier.

8. Evaluation Criteria

- Design and Layout
- Cost
- Work Schedule
- Experience and Qualifications of Contractor (supported by relevant job references, and related licenses and certificates)

9. Submission of Tender Proposal

- The tender proposal should be signed by authorized person of contractor with chop on all pages.
- Contractor should provide one set of original hardcopy proposal and an electronic copy. The electronic copy should be in pdf format and saved in CD-ROM/USB.
- The specifications and quality of materials and articles supplied for any purposes are to be quoted, submitted and approved before submission.
- The tender proposal should be submitted in a sealed envelope to **Unit 141-148, G/F, Block B, Mei Fung House, Mei Lam Estate, Shatin, New Territories** during office hours: 9am-1pm & 2pm-7pm, Monday to Friday.

- Submission Deadline: **14/01/2022 (Fri) at noon (12:00pm).**
- Late proposals will not be accepted.

10. Presentation of Tender Proposals

Contractors are required to conduct presentation to Tender Opening Committee of HKPC on **21/01/2022 (Friday).**

11. For any questions regarding this project, please contact Ms. Jolles WONG, Senior Administration Officer of Hong Kong Paralympic Committee at 26028232 and email to info@paralympic.hk.

APPENDIX LIST

- Appendix 1 Terms and Condition of the Agreement
- Appendix 2 Layout of Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories
- Appendix 3 Request for Proposal (RFP) – Safety Guideline for Renovation
- Appendix 4 Request for Proposal (RFP) - Contractor Information
- Appendix 5 Request for Proposal (RFP) – Schedule of Events
- Appendix 6 Notice to Contractor or Subcontractors or Suppliers on Integrity Clause
- Appendix 6.1 Declaration of Compliance with the Integrity Clause
- Appendix 6.2 Declaration of Interest Form
- Appendix 6.3 Confirmation of Compliance with the Anti-Collusion Clause in the Tender
- Appendix 7 Schedule of Rates

Terms and Conditions of Agreement

1. Alteration

No unauthorized alteration or erasure to the text of the Tender Document shall be permitted. Any tender containing such alteration or erasure may not be considered.

2. Labour

The contractor is reminded that, as a general policy, importation of labour from outside Hong Kong SAR must be in accordance with the regulations of the local authorities, which may permit the importation of key management and technical personnel on a temporary basis. It is the tender's sole responsibility to make any such arrangement he may desire.

3. Tender Price

- This tender relates to the execution of all (or any part) of works during the Agreement Period as specified in the Schedule of Rates.
- Price quoted in this tender shall be firm for the duration of the Agreement
- Tenders shall remain open for acceptance for 21 days after the tender closing date

4. Charges

The price quoted by the tenderers should be in Hong Kong Dollars and must only be quoted in the Schedule of Rates. Such prices shall be net and, where applicable, they shall include trade and cash discounts and all expenses incidental to the due and proper performance of the Agreement by the Contractor.

5. Commencement and Completion of the Works

The Contractor shall commence the Works on site in any Works Schedule as described therein, proceed with the same with due diligence and complete on or before the date/time stated in the Works Schedule or such revised date/time or dates/time agreed by both parties. If the Contractor finds that works on public holiday and night works are necessary

to complete the works on time, such costs shall be included in the rates quoted in the Schedule of Rates.

6. Nuisance

The Contractor shall take all necessary steps to restrict the nuisance of dust and noise during the course of work. Any complaints raised would be resolved by the Contractor himself.

7. Removal of Debris

All rubbish and debris shall be removed periodically as it accumulates, and the site must be kept clear and tidy during the progress of the Contract.

The Contractor should leave the site reasonably clean and tidy at the end of each working day. In no event should debris, equipment or materials be located as to cause nuisance to the public.

8. Defects

The Contractor shall be responsible for making good at no cost to HKPC any defective workmanship or materials (hereinafter referred to as "Defects") for the period of 3 months from the Acceptance Date (hereinafter referred to as the "Defects Liability Period")

If any Defects appear in the Works during the Defects Liability Period, the Contractor shall rectify such Defects within 30 days or by such other times as may be notified therein. The Contractor shall make good such Defects within the specified time frame.

In the event of any modification found necessary during the Defects Liability Period, the Contractor shall provide the revised drawing or documents of the related works whenever applicable.

If the Defects are not remedied to HKPC's satisfaction, HKPC may employ another contractor or third party to remedy the Defects and HKPC may deduct such expenditure from any Retention Monies.

9. Payment

The Contractor may claim payment at the rates specified in Schedule of Rates according to the payment terms and actual work done which is being certified by the Project Manager.

10. Payment Terms

Deposit Payment	:	30% upon acceptance of Tender Awarded Contractor is required to submit official invoice to HKPC for the effective of payment
2nd Payment	:	30% upon the status of 50% work completed on site
3rd Payment	:	30% upon practical completion and handover to HKPC
Retention Monies	:	10% upon correction of defects as per defect list agreed with HKPC at handover

The Contractor shall claim the payment after it has completed the works by submitting invoices and completion certificate signed by HKPC. Payment shall be made within 30 working days after receipt and agreement of invoices for Works completed to the satisfaction of HKPC.

HKPC shall deduct ten percent (10%) of the Contract Price after the works completed due under this Agreement as Retention Monies.

After review and approval of each invoice, HKPC shall pay the Contractor the agreed invoices amounts. Such approval and payment by HKPC shall not preclude the right of HKPC to thereafter dispute of the amounts involved and shall not be construed as acknowledgement of due performance of the Agreement or any part thereof.

11. Liability

The Contractor shall be liable for and shall indemnify HKPC in full against all or any actions, loss, suits, claims, demands, proceedings, costs, charges or expenses whatsoever including any damage to any persons or property or death or injury to any individual (including HKPC's employees, agents and subcontractors and its obligations under this Agreement including, inter alia, delay or failure to perform the Works for any reason whatsoever, as a result of acts or omission, negligence or breach of any of its obligations of the Contractor, its employees, agents or subcontractors.

12. Insurance

“Contractor All Risks Insurance Section 2 - Third Party Liability for the sum of HK\$1,000,000 per claim for unlimited claim during the renovation and defect liability period” shall be provided to HKPC for the Works. The insurance policy should be endorsed by Sun Hung Kai Real Estate (Sales and Leasing) Agency Limited, the agent for the Landlord.

The Contractor shall take out and maintain adequate insurance acceptable to HKPC to recover any compensation it may be liable to pay its employee pursuant to the Employees Compensation Ordinance or otherwise as a result of or arising directly or indirectly from the performance of the Works under this Agreement. The Contractor shall procure HKPC be included as one of the insured under any such insurance cover and shall produce a copy of such insurance policy or policies to HKPC upon demand together with copies of the relevant insurance premium receipts.

13. Schedule of Rates

The Contractor’s price for the items contained in the Contract shall be deemed to include the cost of all incidentals of labour, material, all cutting and waste, packing, cartage, risk, moving, hoisting and fixing in the required position, scaffolding, plant, ladder, platform, hoarding, precautionary and protective measures, supervision, profit and all things and matters necessary for proper carrying out of all the conditions of contract and for the timely and satisfactory completion, protection and maintenance of the entire works contained in the Contract whether such be expressed or not.

The tenderer is required to complete the attached Schedule of Rates indicating clearly the unit rate amount of each item listed therein.

Appendix 2

Layout of Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories



Request for Proposal (RFP) – Safety Guideline for Renovation

Project Name : Renovation Project at Unit 1518-1520, Level 15, Tower 1,
Grand Central Plaza, Shatin, New Territories
Ref. No. : HKPC-P001/2022
Proposal Due by : 14/01/2022 (Fri) at Noon (12:00pm)
Contact Details : Ms. Jolles WONG, Senior Administration Officer
E-mail: info@paralympic.hk
Telephone: 26028232

Safety Guideline for Renovation

HKPC requires that the Contractor places the highest importance on safety during the execution of the Works. The Contractor shall take absolute responsibility for the following:

- Provide safe access channels/equipment and working environment
- Provide the above materials and transportation arrangements, sufficient manpower, qualified staff and working equipment
- The construction methods, machinery, equipment and materials used must comply with laws, working rules and guidelines, and HKPC's internal requirements and codes
- Submit valid business registration certificate, registered project contractor certificate and other statutory operating documents
- Comply with the company's occupational safety and health requirements and assign full-time engineering supervisors and qualified safety officers and safety supervisors to manage site progress, quality and safety matters; conduct regular and special occupational safety and health follow-up actions according to customer requirements (such as submitting a safe construction plan, risk assessment report, conducting a safety meeting before the start of construction, training and inspections, etc.)
- Submit certificates and appointment letters (if applicable) of qualified personnel, including safety cards, worker registration certificates, registered electrical workers (A and NS categories) and other types of work, etc.
- Hiring a shed company that has been recognized as a gold-star enterprise by the Occupational Safety and Health Bureau
- Do not employ self-employed persons

Request for Proposal (RFP) – Contractor Information

Project Name : Renovation Project at Unit 1518-1520, Level 15, Tower 1,
Grand Central Plaza, Shatin, New Territories
Ref. No. : HKPC-P001/2022
Proposal Due by : 14/01/2022 (Fri) at noon (12:00pm)
Contact Details : Ms. Jolles WONG, Senior Administration Officer
E-mail : info@paralympic.hk
Telephone : 26028232

Contractor Information

Name of Contractor	
Contact Person	
Email	
Telephone	
Quoted Contract Sum	
Authorized Signature	
Name (IN BLOCK LETTER)	
Date	

Request for Proposal (RFP) – Schedule of Events

Project Name : Renovation Project at Unit 1518-1520, Level 15, Tower 1,
Grand Central Plaza, Shatin, New Territories
Ref. No. : HKPC-P001/2022
Proposal Due by : 14/01/2022 (Fri) at noon (12:00pm)
Contact Details : Ms. Jolles WONG, Senior Administration Officer
E-mail : info@paralympic.hk
Telephone : 26028232

Schedule of Events

Schedule	Events
24/12/2021 (Fri)	Invitation for Tender Proposal
04/01/2022 (Tue) 2:30pm	Tender Briefing Session and Site Visit
14/01/2022 (Fri) 12:00pm	Tender Proposal Submission Deadline
21/01/2022 (Fri)	Presentation by Tenderers and Q&A for Proposal
28/01/2021 (Fri)	Appointment of Contractor
01-25/03/2022	Renovation
25/03/2021 (Fri) 6:00pm	Project Completion

Notice to Contractor or Subcontractors or Suppliers on Integrity Clauses

1. Disclosure of Information

Except for the purpose of this contract, the contractor shall not use or disclose any information provided by Hong Kong Paralympic Committee (HKPC) (hereinafter referred to as Employer) in this contract or any subsequent communications or documents. For the purpose of this contract, any information disclosed to any person or agent or subcontractor shall be strictly confidential and shall be disclosed on a "knowledgeable basis" within the scope necessary for the purpose of this contract.

The contractor shall take all necessary measures (including through disciplinary codes or contract terms where appropriate) to ensure that such persons, agents or subcontractors will not disclose such information for purposes other than this contract. The contractor shall indemnify and keep indemnified the Employer against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Employer may suffer, sustain or incur, whether direct or consequential, arising out of or in connection any breach of the aforesaid non-disclosure provision by the Contractor or his employees, agents or subcontractors.

2. Declaration of Interest

- 2.1 The contractor shall require its employees, agents and subcontractors participating in this contract to declare to the contractor in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed.
- 2.2 The contractor shall prohibit its employees participating in this contract from participating in any project or work (regardless of salary or not) other than the performance of this contract, and such projects or work will cause or may cause the relationship between their personal/financial interests and their duties. The contractors must also require their subcontractors and agents to impose similar restrictions on their employees in the form of disciplinary codes or contract terms.
- 2.3 The contractor shall take all necessary measures (including disciplinary codes or contract clauses where appropriate) to ensure that its employees, agents and subcontractors understand the restrictions in this clause.
- 2.4 The contractor must also sign and submit a declaration in the format prescribed or approved by the Employer, confirming compliance with the aforementioned sub-sections (2.1), (2.2), and (2.3). If the contractor fails to submit the required declaration, the Employer has the right to withhold the payment until the contractor submits the declaration, and the contractor is not entitled to receive interest during that period. In order to prove compliance with the aforementioned sub-sections (2.1), (2.2) and (2.3) concerning confidential information, declaration of interests, prevention of bribery, the contractor and its hired subcontractors must submit the disciplinary code issued to its employees to the Employer.

3. Prevention of Bribery

Pursuant to “the Prevention of Bribery Ordinance”, it is an offence for contractor or its subcontractors or suppliers to offer advantages to HKPC staff in connection with the contract of the Works. It is also illegal to provide any advantages to HKPC staff in connection with their official duties.

3.1 Offering remuneration

Tenderers shall not and must prohibit their employees, agents and subcontractors from offering, soliciting or accepting benefits as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) for the tendering and execution of this contract.

If the foregoing results are not achieved, or if the tenderer or the tenderer’s employees, agents or subcontractors make any acts to provide, solicit or accept the benefits described in paragraph above, as a result, the tender’s bid is invalid, and the tenderer shall still be liable for such errors and actions.

4. Anti-Collusion Clause

4.1 Before the HKPC informs the tenderer of the tendering result, the tenderer shall not

- Communicate information on the amount of any tender to anyone other than HKPC;
- Adjust any tender amount through arrangements with any other party;
- Enter into any arrangement with any other party as to whether the tender or that other party should or should not tender; or
- Collude with any other party in any way during the bidding process.
- If the tenderer violates or fails to comply with this sub-provision, the tender’s bid will be invalid, and the tenderer shall still bear the responsibility for such deficiencies and actions.

4.2 Sub-section (4.3) of this provision does not apply to tenders who send strictly confidential communications to their insurers or brokers to obtain insurance quotations to calculate the tender price, and to obtain assistance from consultants/subcontractors to prepare tendering documents and send them strictly confidential communications.

4.3 Tenders must submit to the Employer a letter duly signed in the format set out in the attachment. The letter must be signed by an authorize person on behalf of the tenderer.

Declaration of Compliance with the Integrity Clause Requirements

Tender Reference No. : HKPC-P001/2022
Name of Tender : Tender for the Office Renovation Project of
Hong Kong Paralympic Committee at Unit 1518-1520, Level
15, Tower 1, Grand Central Plaza, Shatin, New Territories

According to the integrity clause of this contract, we confirm that we have complied with the following terms and ensure that our directors, employees, subcontractors and agents understand the following terms:

- A. When conducting business related to this contract, the contractor shall prohibit its employees, agents and subcontractors participating in this contract from providing, soliciting or accepting what is defined in the “Prevention of Bribery Ordinance” (Chapter 201 of the Laws of Hong Kong).
- B. The directors, employees, agents and subcontractors participating in this contract are required to declare to us in writing any conflicts or potential conflicts between their personal/financial interests and their duties related to this contract. If such conflicts or potential conflicts have been disclosed, we will immediately take necessary reasonable measures to mitigate or eliminate the disclosed conflicts or potential conflicts as much as possible.
- C. Directors and employees participating in the execution of this contract are Prohibited from participating in any project or work (regardless of salary or not) that may cause conflicts between their responsibilities in this contract and their personal/financial interests outside of this contract, and shall require the subcontractor takes the same action.
- D. Take all necessary measures to ensure that any confidential /confidentiality- covered information or data entrusted to us by or on behalf of the Employer will not be disclosed to third parties other than those permitted by this contract.

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Date : _____

Declaration of Interest Form

Tender Reference No. : HKPC-P001/2022
Name of Tender : Tender for the Office Renovation Project of
Hong Kong Paralympic Committee at Unit 1518-1520, Level
15, Tower 1, Grand Central Plaza, Shatin, New Territories

To: Hong Kong Paralympic Committee

I understand that if I, my family members, close relatives and acquaintances have direct or indirect business connections with HKPC, I must report to the management of the Hong Kong Paralympic Committee (HKPC).

I hereby declare that I (have / have not) have the following existing/potential conflicts of interest when performing duties related to the operation of HKPC or the status of a member of the HKPC:

a) Persons/companies with whom I have business dealings and/or personal interests:

b) My duties related to the above-mentioned person / company are mainly:

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Date : _____

Confirmation of Compliance with the Anti-collusion Clause in the Tender

Tender Reference No. : HKPC-P001/2022
Name of Tender : Tender for the Office Renovation Project of
Hong Kong Paralympic Committee at Unit 1518-1520, Level
15, Tower 1, Grand Central Plaza, Shatin, New Territories

[I/We]₁, []₂,
(Name of Tenderer)
Address is []₂
(Tenderer's address)

[I/We]₁ would like to refer to [my/our]₁ bid for the above contract.

[I/We]₁ confirm that when submitting this letter, in addition to the exemption communication mentioned in the last paragraph of this letter, [I/We]₁

Did not:

- Convey any information about the bid amount to anyone other than HONG KONG Paralympic Committee (hereinafter referred to as HKPC);
- Adjust any bid amount through arrangements with any other party;
- Make any arrangements with any other party as to whether [I/We]₁ or that other party should or should not bid; or
- Collude with any other party in any way during the bidding process.

After submitting this letter, before the Employer notifies the tenderer of the bidding result, except for the exemption communication mentioned in the last paragraph of this letter,

[I/we]₁ will not:

- Convey any information about the bid amount to anyone other than HKPC;
- Adjust any bid amount through arrangements with any other party;
- Enter into any agreement with any other party as to whether [I/we]₁ or that other party should bid; or
- Collude with any other party in any other way.

In this letter, the term “communication exemption” refers to [I/We]₁ who sends [I/We] to [I/We] to obtain an insurance quotation to calculate the bid price.

[My/Our]¹ underwriters or brokers send out strictly confidential communications, and to obtain [my/our]¹ consultants/subcontractors' assistance in the preparation of tender and send them strictly confidential communications.

Signature : _____

Signatory name : _____

Signatory position : _____

Name of contractor : _____

Date : _____

(Signed on behalf of the bidder) ³

Remarks

1. Delete inapplicable
2. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organization, the part in square brackets shall be expanded to include the names and addresses of these parties or companies.
3. If the tenderer includes two or more parties or companies forming a partnership, joint venture or other form of organization, the respective signatories of these parties or companies must be the authorized persons to sign this contract.

Schedule of Rates

Item	Description with Specifications	Quantity	Unit Rate	Price (HKD)
1	Preliminaries	1	job	
	1.1. Insurance - Contractor all risks - Employee compensation	1	job	
	1.2 Site protection and temporary hoarding	1	job	
	1.3 Cart away debris during construction	1	job	
	1.4 General cleaning after completion	1	job	
	1.5 Design and project management fee	1	job	
	1.6 Others (if applicable)			
		Sub-total		
2	Partitioning and Associated Works	1	lm	
	2.1 Zone A, B, C, D, E, F			
		Sub-total		
3	Ceiling Work			
		Sub-total		
4	Floor Finishing	1	sq.m	
	4.1 Provide labour and material to install vinyl flooring			
	4.2 Others (if applicable)			
		Sub-total		
5	Wall Finishing	1	sq.m	
	5.1 Supply labour and material to apply emulsion Paint (Brand & Series)			
		Sub-total		
6	Doors and Ironmongery	1	nos.	
		Sub-total		
7	Built-in Cabinet/Fixture	1	lm	
		Sub-total		

Item	Description with Specifications	Quantity	Unit Rate	Price (HKD)
8	Miscellaneous			
		Sub-total		
9	Electrical Installation	1	nos.	
		Sub-total		
10	IT Cabling	1	sq.m	
		Sub-total		
11	Security System	1	job	
		Sub-total		
12	Plumbing and Drainage	1	job	
		Sub-total		
13	Works To Be Done By Nominated Contractors	1	job	
	13.1 MVAC system (Provisional Sum)			
	13.2 Fire Services Alteration (Provision Sum)			
	13.3 Others (if applicable)			
		Sub-total		
		Total Amount		