

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Notice

Tender Reference:

Consultancy Agreement No.: CA/029

Subject:

Interior Design Consultancy Services for Smart Office at 8/F of Building 8 for Hong Kong-Shenzhen Innovation and Technology Park at Lok Ma Chau Loop

Description:

The scope of services includes:

a) be responsible for the following aspects from inception design to post-completion of fit-out works:

- i. Interior design;
- ii. Loading on the structure to be within design limit;
- iii. Acoustic, environmental and sustainability considerations;
- iv. Building services, lighting, information technology and telecommunications provisions;
- v. Fire and life safety;
- vi. Contract administration of fit-out works contract and supply contracts;
- vii. Site supervision including site safety, inspection, etc.;
- viii. Coordination with the Quantity Surveying Consultant (directly appointed by the Employer) in all stages of the design and the fit-out works.

b) advise the necessity of Alterations and Additions (A&A) statutory submission according to the proposed interior design. If necessary, the Consultant shall also prepare the corresponding statutory submission, obtaining approval and carry out the subsequent site supervisions in compliance with the Buildings Ordinance.

Contact:

For enquiry, please e-mail to smart-off-b8@hsitp.org

Closing Date/Time:

12:00 noon on 13th August 2024

Submission of Tender:

A formal invitation letter with all submission details and requirements (“tender document”) will be sent via e-mail. Prior to sending the tender document, tenderers must send a request for tender document and provide your name card to us BY EMAIL to smart-off-b8@hsitp.org.

Tenders must be deposited in the Tender Box **at any time between 9:00 a.m. and 12:00 noon on 13th August 2024**. Details of the tender closing date and time shall refer to the invitation letter. The envelopes shall contain all documents according to the Condition of Tender. Late tenders or tenders not deposited in the Tender Box will not be considered.

Pre-submission briefing session:

A pre-submission briefing session will be held at **4:00 p.m. on 26th July 2024** at Conference Hall 07, 2/F, 10 Science Park West Avenue, Hong Kong Science Park, Hong Kong. A maximum of 2 representatives of each tenderer are invited to attend. You are required to inform us the list of attendees with the following information BY EMAIL to smart-off-b8@hsitp.org on or before **12:00 noon 25th July 2024**:

- a. Name:
- b. Company Name:
- c. Job Title:
- d. Mobile Phone Number:
- e. Email: