

BY EMAIL

Our Ref. : PD-24-01-01 (1097)
Your Ref. : --
Date : 15 December 2025

To: Tenderers

Dear Sir / Madam,

**Hong Kong-Shenzhen Innovation and Technology Park
Interior Fit-out Works for Incubation Centre 1.1 at 2/F and
Incubation Centre 1.2 at 6/F of Building 8
Works Contract No. WC/014
Invitation to Tender**

You are invited to submit the tender for the captioned works contract.

The detailed tender requirements are stipulated in the tender documents, which are in electronic format, and will be available for download via the link provided below. The access password will be sent via email upon receipt of a request sent to incub-ctr1-b8@hsitp.org.

<http://beriahk.myds.me/owncloud/index.php/s/FYNXPDXveCj2PhV>

The scope of works includes design and build the following, and details shall refer to the Tender Documents:

- (a) Partitions and Associated Works
- (b) Doors and Ironmongery
- (c) Floor, Wall and Ceiling Finishes
- (d) Carpentry and Built-in Furniture
- (e) Signage, Graphic and Logos
- (f) Equipment
- (g) Lighting installation
- (h) System and Loose Furniture
- (i) E&M Installation
- (j) Information and Communication Technology and integrating from existing core infrastructure at 8/F server room
- (k) Audio-Video Conferencing System
- (l) Security Installations

The Gross Floor Areas of Incubation Centre 1.1 at 2/F of Building 8 and Incubation Centre 1.2 at 6/F of Building 8 are approximately 400sq.m. and 250sq.m respectively.

The contract is tentatively scheduled to commence in mid of January 2026.

Please submit your tender strictly in accordance with the tender requirements. You are required to submit the **Acknowledgement Receipt to the Tender Documents in Annex 1** by email to incub-ctrl-b8@hsitp.org no later than **12:00 noon on 29 December 2025 (Monday)**, even if you are unable to submit the tender, for our record.

You are required to submit the tender in the Tender Box located at **Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL"), Unit 710, 7/F, 8 Science Park West Avenue, Hong Kong Science Park, Shatin, Hong Kong** with plain sealed envelope, one marked with "Technical Volume" and the other one marked with "Commercial Volume" with "Tender for Works Contract No. WC/014 – Interior Fit-out Works for Incubation Centre 1.1 at 2/F and Incubation Centre 1.2 at 6/F of Building 8" **at any time between 9:00 a.m. and 12:00 noon on 30 December 2025 (Tuesday)**. The envelopes are to contain all documents according to the Conditions of Tendering. Late tenders or tenders not deposited in the Tender Box will not be considered.

If tropical cyclone warning signal No. 8 or above or the black rainstorm warning signal is issued, or "extreme conditions after super typhoons" announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on the tender closing date, the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone warning signal No. 8 or the black rainstorm signal is cancelled, or the "extreme conditions after super typhoons" announced by the Government has/have ceased to be in force.

Should you have any queries about the submission, please contact **Ms. Mandy Ng / Ms. Charlotte Leung of Beria Consultants Limited ("BCL")** by telephone at 2806-0233. However, formal tender queries must be submitted under cover of a formal letter, addressed to HSITPL and BCL by email to incub-ctrl-b8@hsitp.org and charlotteleung@beria.com.hk. The subject should clearly state "Tender Query for Works Contract No. WC/014 – Interior Fit-out Works for Incubation Centre 1.1 at 2/F and Incubation Centre 1.2 at 6/F of Building 8". No queries received after specified date in the Conditions of Tendering will be entertained.

A site visit is scheduled as below:

Date: 19 December 2025 (Friday)
Time: 10:00am to 11:00am
Venue: 2/F and 6/F, Building 8, HSITP
Assembly Time: 9:45am

Assembly point: G/F, Building 8, Hong Kong-Shenzhen Innovation and Technology Park,
Lok Ma Chau, Hong Kong.

- (a) Maximum 2 attendees are allowed
- (b) Attendees are required to provide identity cards for identification
- (c) Site Visit will be conducted in Cantonese
- (d) No Question and Answer session will be provided. All queries shall be submitted through formal tender query.

The Employer does not bind itself to accept any tender irrespective of whether the tender is the lowest bid.

The Employer reserves the right to negotiate with any tenderer about the terms of the offer.

Yours faithfully,
For and on behalf of
Hong Kong-Shenzhen Innovation and Technology Park Limited



Patrick Tong
Director, Project Management Office 1

PT/KC/CY/KL/sy

Encl.
Annex 1 - Acknowledgement Receipt to the Tender Document
Annex 2 – Reply Slip of the invitation to Site Visit

C.C.:
Beria Consultants Ltd. - Ms. Mandy Ng
- Ms. Charlottle Leung

Acknowledgement Receipt to the Tender Document

To: Hong Kong-Shenzhen Innovation and Technology Park Limited

**Hong Kong-Shenzhen Innovation and Technology Park
Works Contract No. WC/014
Interior Fit-out Works for Incubation Centre 1.1 at 2/F and
Incubation Centre 1.2 at 6/F of Building 8
Invitation to Tender**

We hereby acknowledge receipt of the Tender Documents dated 15 December 2025 and we will / will not* return our Tender by the stipulated date and time.

Authorized Signature with Company Chop:

Name of Tenderer:

Date:

*delete as appropriate

Ref. No.: PD-24-01-01 (1097)
Date: 15 December 2025



Annex 2

Reply Slip

To: Hong Kong-Shenzhen Innovation and Technology Park Limited

**Hong Kong-Shenzhen Innovation and Technology Park
Works Contract No. WC/014
Interior Fit-out Works for Incubation Centre 1.1 at 2/F and
Incubation Centre 1.2 at 6/F of Building 8
Invitation to Site Visit**

We hereby confirm we will / will not* attend the site visit on the scheduled date and time.

Name of Tenderer:

Attendee 1

Name:

Title:

Contact Number:

Attendee 2

Name:

Title:

Contact Number:

Authorized Signature with Company Chop:
