

# **Hong Kong-Shenzhen Innovation and Technology Park Limited**

## **Tender Document**

**Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park**

## **Tender Reference:**

**FD-03-06-02 (153)**

## **Expression of Interest for Participating in Tender Briefing:**

**15 September 2025**

**12:00 pm (HKSAR)**

## **Tender Submission Period:**

**23 September 2025**

**09:00 am to 05:00 pm (HKSAR)**

## **Tender Briefing and Site Visit:**

**16 September 2025**

## **Tender Closing Date:**

**23 September 2025**

**05:00 pm (HKSAR)**

### IMPORTANT NOTICE

This tender document is issued by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) and contains confidential information regarding the potential purchase by HSITPL as detailed in this tender document. The purpose of this tender document is to identify potential contractors. All information supplied by HSITPL in connection with this tender document shall be treated as confidential and strictly for the use by the recipients in response to this tender document only.

In consideration of receiving this tender document, the recipients agree and acknowledge that the tender document and any other information that may be provided to the recipients by or on behalf of HSITPL will be maintained in strict confidence and will not be disclosed to any third party. In particular, your attention is drawn to the fact that your receipt of this tender document and any discussions relating to its contents must be kept confidential at all times.

**Please note that this is not an offer** and it is only an invitation to interested parties to submit tenders to HSITPL for consideration.

## **PART I: Terms of Tender**

### **1. General**

- a) Recipients (each a “**Tenderer**”) are invited to submit tenders for Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park at Lok Ma Chau Loop (the “**Shops**”) in accordance with the requirements of this Invitation to Tender (“**Tender Documents**”), in particular, Submission Requirements as set out in Part III of this Invitation to Tender.
- b) All information provided by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) or any other representatives or agents of HSITPL for the purpose of inviting a tender in response to the Tender Documents (the “**Tender**”) shall be treated as private and strictly confidential and must not be disclosed or transferred to any other party without the prior written permission of HSITPL. The information provided in the Tender Documents is strictly for the use by the Tenderers in response to this Invitation to Tender only. Confidentiality must be maintained by all Tenderers even after the appointment of the successful Tenderer.
- c) All cost and expenses incurred by the Tenderer in preparing a Tender shall be entirely borne by the Tenderer.
- d) HSITPL reserves the right at its sole and absolute discretion to modify, amend, revise or cancel this Invitation to Tender without any liability for any cost, expenses and/or losses whatsoever which may be incurred by the Tenderers.
- e) Tenders may not be considered if false or incorrect information is provided by the Tenderer.
- f) This Invitation to Tender is merely an invitation and shall not in any way be construed as an offer by HSITPL nor constitute a contractual relationship between HSITPL and the Tenderers.

### **2. Accuracy and Validity of Offered Prices**

- a) Tenderers shall ensure that all information (including quoted prices) in the Tenders is accurate. Under no circumstances will HSITPL accept any request to amend or revise or modify any information (including price) in the Tender.
- b) Tenderers are requested to submit its cost proposal in Hong Kong Dollars. All Tenders shall be valid for a period of six (6) months from the Tender Closing Date (the “**Tender Validity Period**”). The Tenderer agrees that, should HSITPL so request in writing, the Tenderer shall abide by this Invitation to Tender for a further three (3) months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
- c) Each and every Tender shall constitute an unconditional and irrevocable offer from the Tenderer capable of being accepted by HSITPL on the terms and conditions contained in the Tender Documents.

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**3. Tender Briefing, Enquiries, Requests for Clarifications and Addenda**

- a) The Tenderer shall pre-register to attend the tender briefing and site visit **in writing by 12:00 pm on 15 September 2025** to:

Ms. Cici Tse - Manager, Leasing, Leasing & Operations Division  
Email: [cici.tse@hsitp.org](mailto:cici.tse@hsitp.org)  
Telephone No.: (852) 3189 1530

The Tenderer shall state in the email subject heading “**Tender Briefing and Site Visit - Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(153))**” and provide the names, positions and contact numbers of participants and licence plate number(s) for the vehicle(s) to be used for access to the Park in the email.

Please note that attendance at the tender briefing or site visit is **not mandatory but is highly recommended**. The briefing will take place on **16 September 2025** at Hong Kong-Shenzhen Innovation and Technology Park at Lok Ma Chau Loop.

- b) All enquiries or requests for clarifications relating to the Tender Documents should be submitted in writing at least one week before the Tender Closing Date to:

Ms. Cici Tse - Manager, Leasing, Leasing & Operations Division  
Email: [cici.tse@hsitp.org](mailto:cici.tse@hsitp.org)  
Telephone No.: (852) 3189 1530

The Tenderer shall state in the email subject heading “Tender Enquiry - Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(153))” and provide full contact details in the email message.

- c) Should HSITPL wish to clarify the Tender Documents in response to any enquiries or requests for clarifications, such clarifications will be made in writing and sent to all Tenderers by email. Such emails containing the Tenderer’s enquiries or requests for clarifications and HSITPL’s answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the successful Tenderer (the “**Contract**”). Save as aforesaid and unless otherwise expressly stated by HSITPL, any other statement, whether oral or writing, made and any action taken by HSITPL or its consultants or any of their officers in response to any query made by a Tenderer is for guidance and reference purposes only and will not be deemed to form part of the Tender or Contract or in any way alter, negate, waive or otherwise vary any of the terms and conditions contained in the Tender Documents.
- d) Prior to the Tender Closing Date (which may be extended in accordance with the terms of the Tender Documents), addenda (each, an “**Addendum**”) may be issued to clarify or modify the Tender Documents. A copy of each Addendum will be issued to every Tenderer via email and shall become a part of the Tender Documents.

#### 4. Submission of Tender

- a) The deadline for submitting a Tender (“**Tender Closing Deadline**”) is 5:00 p.m. on 23 September 2025 (the “**Tender Closing Date**”).
- b) Tenderers shall follow a two-envelope system, as set out below, in submitting their Tenders:

(i) Technical Proposal

The front cover of the Technical Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Technical Proposal: Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(153))”

And the Tenderer’s company name

(ii) Price Proposal

The front cover of the Price Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Price Proposal: Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F, Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(153))”

And the Tenderer’s company name

- c) Tenderers shall ensure that their Technical Proposal and Price Proposal are prepared in accordance with the Submission Requirements provided in the Tender Documents.
- d) The Tenderers shall submit their Technical Proposal and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 5:00 p.m. on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited  
Unit 710, 8 Science Park West Avenue, Hong Kong Science Park.

Attention: Procurement Department (Tender Box)

- e) HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Technical Proposal.
- f) Any late submissions or Tenders not submitted in accordance with the provisions in Clauses 4b) to e) above will not be accepted.
- g) In the event that typhoon signal no. 8 or above or a black rainstorm warning is hoisted between 9:00 a.m. and 5:00 p.m. (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 12:00 noon (Hong Kong Time) on the next working day (Monday to Friday, except public holidays).

- h) Tenderers may be required to make a formal presentation at its own cost of their Tenders on or about the week of 23 September 2025 (tentative dates). HSITPL shall advise the exact time, date and issue formal invitation to the Tenderers.
- i) Each Tenderer can only submit one Tender. In the event that more than one Tender is submitted by the same Tenderer, all Tenders submitted by such Tenderer will not be considered.
- j) All submitted documents and materials will not be returned to the Tenderers regardless of the results of the Tenders and all the said materials will become the property of HSITPL.

## 5. Assessment Criteria

- a) All Tenderers shall be evaluated according to the following criteria:
  - 60 % Technical Capability
  - 40 % Pricing
- b) As a prerequisite, all terms as set out in the Submission Requirements in the Tender Documents must be fulfilled before the Tender will be evaluated. Tenders which fail to comply with any of such terms will not be considered any further.

Tenders which comply with all the terms as set out in the Submission Requirements will be evaluated based on the following non-exhaustive criteria (which are not ranked in any order of importance). Assessments will be based on all materials of the submitted Tender and any presentation or demonstration given by the Tenderer.

- i) Tenderer's Experience
- ii) Tenderer's Technical Resources
- iii) Tenderer's Technical Proposal
- iv) Price offer

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. HSITPL shall evaluate the Tenders in strict confidence.

- c) Technical Score shall be assessed by the Tender Assessment Panel members

	Technical Capability Assessment	Marks
(1)	<b>Tenderer's Experience</b> Experience of "Design and build interior fitting-out works project of similar scale for food and beverage with kitchen" completed within the past 5 years in Hong Kong counting from the Tender Closing Date. Marking: <ul style="list-style-type: none"> <li>• Minimum of 1 job reference (with project description) [18 marks]</li> <li>• For each additional job reference, 3 marks will be given [12 marks maximum]</li> </ul>	30

(2)	Tenderer's Technical Resources		
	(a)	<ul style="list-style-type: none"><li>Details of project specific resource organization proposed for this project</li><li>Marks will be given based on the quality of the submissions</li></ul>	10
	(b)	<p>Qualification and experience of proposed project team members (with CVs of such personnel submitted)</p> <p>Marking:</p> <ul style="list-style-type: none"><li>Experience-based Marks [8 marks maximum]<ul style="list-style-type: none"><li>Project Manager (or a project team member with equivalent title) with at least 5 years' relevant experience counting from the Tender Closing Date, or if it is extended, the extended Tender Closing Date: 5 marks</li><li>Site Coordinator (or a project team member with equivalent title) with at least 3 years' relevant experience counting from the Tender Closing Date, or if it is extended, the extended Tender Closing Date: 3 marks</li></ul></li><li>Certification-based Marks [2 marks maximum]<ul style="list-style-type: none"><li>Additional, relevant certificate(s) of proposed project team members presented: 2 marks</li></ul></li></ul>	10
(3)	Tenderer's Technical Proposal		
	(a)	<ul style="list-style-type: none"><li>Scheme design for the Shops</li><li>E&amp;M design submission for the Shops</li></ul> <p>All the above scheme, design and plans etc. should be provided for presenting:</p> <ul style="list-style-type: none"><li>i) Interior fitting-out (10 marks)</li><li>ii) Plumbing and drainage system (5 marks)</li><li>iii) Electrical system (5 marks)</li><li>iv) HVAC works (5 marks)</li><li>v) Kitchen exhaust system (5 marks)</li><li>vi) Fire service works (5 marks)</li><li>vii) Kitchen fittings and installations (5 marks)</li></ul> <p>The above items also refer to items #2-8 stipulated in Tender Schedule 4: Price Schedule</p>	40
	(b)	Outline programme showing the overall planning in terms of design, construction and decanting strategy	10
Technical Score (1)+(2)(a)+(2)(b)+(3)(a)+(3)(b)			100

Passing mark of the Technical Score is 70 out of 100, failing which the Tenderer will be disqualified and the relevant Price Proposal will not be opened.



d) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. The Tenders must meet Submission Requirements in Part III as set out in the Tender Documents. HSITPL shall evaluate the Tenders in strict confidence.

e) Score Calculation Methodology

HSITPL shall adopt the following formula in calculating the overall score for each Tender:

(i) Technical Score

Tenderer's technical score = (Tenderer's point score / Highest point score among all tenderers) x (Maximum technical score)

(ii) Price Score

Tenderer's price score = (Lowest tender price among all tenderers / Tenderer's tender price) x (Maximum price score)

Tender price refers to the Total Contract Amount as set out in Tender Schedule 4.

(iii) Overall Score = Technical Score + Price Score

**6. Acceptance / Rejection of Tender**

- a) HSITPL is not bound to accept the Tender which is the lowest price and/or has the highest overall score and reserves the right in its absolute discretion to decline any offer or cancel this Invitation to Tender at any time without any obligation to explain its decision.
- b) HSITPL may, at its sole discretion, accept all or any terms proposed by the Tenderer in the Tender.
- c) HSITPL shall not be responsible for or liable to any Tenderer for any cost and/or expense and/or disbursements incurred by the Tenderers in preparing the Tender and/or any presentation or demonstration given by the Tenderer.

**7. Negotiation**

HSITPL reserves the right to negotiate the terms proposed in the Tender with any Tenderer.

**8. Acceptance Notification**

- a) The successful Tenderer shall receive a purchase order ("PO") generated from the system of HSITPL within the Tender Validity Period.
- b) Tenderer(s) who do not receive any notification within the Tender Validity Period shall assume that their Tenders have not been accepted.



**9. Cancellation of Invitation to Tender**

Where there are changes in requirement after the Tender Closing Date for operational or whatever reasons, HSITPL is not bound to accept any conforming Tender and reserves the right to cancel this Invitation to Tender and/or re-issue a new invitation to tender on such other terms and conditions as HSITPL deems fit.

**10. Intellectual Property Rights**

By submitting the Tender, the Tenderer represents and warrants to HSITPL that none of the information or ideas in the Tender infringes the copyright, trade secrets, or intellectual property rights of any third party, and the Tenderer is deemed to have agreed to indemnify HSITPL against all costs, claims, demands, expenses and liabilities that may be incurred by HSITPL as a result of or in connection with any claim that any information or ideas provided or submitted by the Tenderer infringes the copyright, trade secrets or intellectual property rights of any third party.

**11. Offering Gratuities**

A Tenderer shall not, and shall procure that its directors, employees, agents involved in preparing the Tender shall not offer any financial or other advantage or benefit to any director or employee of HSITPL, or engage in any activity, practice or conduct which would be in violation of any applicable anti-bribery laws or regulations in connection with the Tender Documents and any matter contemplated herein.

Tenderers are warned that offering or giving any gratuity, bonus, discount, bribe, loan or any other gift or consideration as an inducement or reward to any employee or agent of HSITPL in relation to this Invitation to Tender may constitute an offence contrary to the Prevention of Bribery Ordinance (Cap. 201), and that if any Tenderer is found to have made such an offer, HSITPL shall be at liberty to cancel his Tender or terminate the Contract and shall hold such Tenderer liable for any losses or damages which HSITPL may suffer.

**12. Non-collusion**

As part of its Tender, the Tenderer shall submit to HSITPL a duly signed declaration form regarding its compliance with non-collusion requirements in the form set out in Tender Schedule 2 ("**Non-collusive Tendering Certificate**"). If the Tenderer does not submit a duly signed Non-collusive Tendering Certificate to HSITPL, its Tender may be invalidated. If a Tenderer is selected, the Contract will be entered into in reliance of the statements made by such Tenderer in, and conditional upon the effectiveness and veracity of, the Non-collusive Tendering Certificate.

Tenderers must ensure that the Tender is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate in Tender Schedule 2), including regarding price, any adjustment in price, submission procedure of the Tender or any terms of the Tender. In the event that there is any breach of this clause or any breach of, or any misrepresentation made in respect of, the Non-collusive Tendering Certificate by any Tenderer, HSITPL may, without limiting HSITPL's rights and remedies herein or at law, invalidate or disqualify the Tender submitted by the Tenderer, reject its Tender or terminate the Contract

with the successful Tenderer and seek damages.

All anti-competitive practices are strictly prohibited and the Tenderer's attention is drawn to its obligations under the Competition Ordinance (Cap. 619).

Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Cap.619). Tenderers who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.

### 13. Payment Schedule

Subject to the work done to the satisfaction of HSITPL, payments due under the Contract will be made by way of PO (as defined in Part II (*Purchase Order Terms and Conditions*)) as per the following payment schedule ("**Payment Schedule**"). Please note the Payment Schedule is for reference only and does not amount to any representation and warranties. Tenderers shall not rely on any information set out in the Payment Schedule.

Works done by the successful Tenderer shall be reviewed and approved by HSITPL to ensure such works meet HSITPL's satisfaction. Final approval is at sole discretion of HSITPL.

Task No.	Project Milestones	Percentage of payment of the Total Contract Amount as specified in Tender Schedule 4
1	Upon commencement of the project	15%
2	Upon completion of the detailed design and acceptance by HSITPL or its representatives	15%
3	Upon completion of hoarding and installation of all fan coil units and primary air handling units for air-conditioning and ventilation system within the Shops	20%
4	Upon completion of all interior fitting-out works and building service works (including supply and installation of all kitchen equipment and fittings) which shall be accepted by HSITPL or its representatives	40%
5	Upon expiry of a 2-month defects liability period and completion of rectification of all defects stated in the defects list prepared by HSITPL or its representatives and acceptance by HSITPL or its representatives	10%

## **PART II: Purchase Order Terms and Conditions**

HSITPL shall issue a purchase order (“**PO**”) to the successful Tenderer on the terms as set out in the General Terms and Conditions for Purchase Orders (“**PO T&C**”) which is provided separately by HSITPL in PDF file format.

In the event that the Tenderer wishes to propose any revisions to the terms of the Purchase Order Terms and Conditions, the Tenderer should set out such proposed revisions in the Technical Proposal of the Tender but HSITPL is not bound to accept any of such proposed revisions. For the avoidance of doubt, such proposed revisions shall not form part of the PO. HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL’s attention after the Tender Closing Date.

HSITPL reserves the right to disqualify any Tender that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

## **PART III: Submission Requirements**

The Tenderer is required to return a complete set of the following documents to HSITPL before the Tender Closing Date.

Price Proposal		Tender Schedule No.
1.	Price Schedule	4

Technical Proposal		Tender Schedule No.
1.	Tender Submission Information	1
2.	Non-collusive Tendering Certificate	2
3.	Form of Tender	3
4.	Requirement Specifications	5
5.	Proposed Solution for Tender	6

Number of documents required:

- a) 1 set of the “Technical Proposal” in hard copy;
- b) A USB with an electronic copy of the “Technical Proposal” in PDF format; and
- c) 1 set of the “Price Proposal”, i.e. the Price Schedule (Tender Schedule 4), in hard copy.

## Tender Schedule 1: Tender Submission Information

**To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")**

Dear Sir / Madam,

**"Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F,  
Building 11 in Hong Kong-Shenzhen Innovation and Technology Park  
(Ref. no. FD-03-06-02(153))"**

We provide the below contact information for this tender:

Tender Representative:	
Job Title:	
Contact Phone Number:	(Office)
	(Mobile)
Contact Email:	

## Tender Schedule 2: Non-collusive Tendering Certificate

To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")

Dear Sir / Madam,

Non-collusive Tendering Certificate for  
"Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F,  
Building 11 in Hong Kong-Shenzhen Innovation and Technology Park  
(Ref. no. FD-03-06-02(153))" (the "Contract")

1. We, \_\_\_\_\_ of  
(name(s) of the Tenderer(s))

\_\_\_\_\_  
(address(es) of the Tenderer(s))

refer to the tender for the Contract (the "**Tender**") and our bid in relation to the Tender.

### Non-collusion

2. We represent and warrant that in relation to the Tender:

- a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
- b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
  - (i) prices;
  - (ii) methods, factors or formulas used to calculate prices;
  - (iii) an intention or decision to submit, or not submit, a bid;
  - (iv) an intention or decision to withdraw a bid;
  - (v) the submission of a bid that does not conform with the requirements of the Tender;
  - (vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Tender relates; and
  - (vii) the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

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**Non-collusion (Cont'd)**

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- a) HSITPL;
  - b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to HSITPL;
  - c) consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
  - d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;
  - e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
  - f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

**Disclosure of subcontracting and beneficial ownership**

4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HSITPL, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HSITPL.
5. We understand that we are required to disclose our beneficial ownership to HSITPL. (please enter "✓" in the appropriate box)
- ☐ (For a company other than a listed company or exempted company<sup>1</sup>) We will disclose the significant controllers register, as defined in the Companies Ordinance, Cap. 622.
  - ☐ (For a sole proprietorship or partnership) We will disclose details of our beneficial owner(s) (if any), including their name and the nature of their control over the firm.
  - ☐ (For listed company) We are a listed company in Hong Kong and our corporate ownership has already been disclosed in the public domain.

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<sup>1</sup> An exempted company is one which is not required to keep a register of its significant controllers (see further sections 653A (definition of "applicable company") and 653H of the Companies Ordinance).

6. We understand that HSITPL may request us to disclose further details regarding our shareholders or parent companies, or any other related, associated or controlling entities, to HSITPL. We agree to disclose such details to HSITPL if so requested, subject to such requests being reasonable in the circumstances.

**Consequences of breach or non-compliance**

7. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HSITPL may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
8. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HSITPL may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “**Commission**”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of: \_\_\_\_\_  
(Company Name)

Signature with Company Chop: \_\_\_\_\_  
(Authorized Signature)

Name & Position: \_\_\_\_\_

Date: \_\_\_\_\_

*Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.*



## Tender Schedule 3: Form of Tender

**To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")**

Dear Sir / Madam,

**"Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F in  
Building 11 in Hong Kong-Shenzhen Innovation and Technology Park  
(Ref. no. FD-03-06-02(153))"**

1. We undertake that if our Tender is accepted, to commence the services and complete and deliver the services within the times stated in the Tender Document.
2. We agree that this Tender shall be valid for a period of six (6) months from the Tender Closing Date specified in the Tender Documents. We agree that, should HSITPL so request in writing, we shall abide by this Invitation to Tender for a further three (3) months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
3. We confirm that this Tender has taken into consideration all tender addenda issued to us (if any) prior to the date hereof.
4. Unless and until a purchase order is issued by HSITPL to us, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us. The Tender should always form part of the binding agreement between HSITPL and us, while the order of precedence will be lower than the purchase order. We undertake to abide by the terms of the Purchase Order Terms and Conditions enclosed with the Tender Documents in the event that our proposed revisions (if any) to the Purchase Order Terms and Conditions are not accepted by HSITPL.
5. We understand and agree that HSITPL is not bound to accept the lowest or any tender you may receive.
6. We understand and agree that HSITPL is not responsible for any cost or expense incurred for and in connection with preparing the Tender and/or any presentation or demonstration given by us.
7. We confirm that we are not subject to any actual or potential conflict of interest save to the extent already expressly disclosed by us to HSITPL and we undertake to notify HSITPL immediately should any conflict arise.

For and on behalf of: \_\_\_\_\_  
(Company Name)

Signature with Company Chop: \_\_\_\_\_  
(Authorized Signature)

Name & Position: \_\_\_\_\_

Date: \_\_\_\_\_

*Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.*

## Tender Schedule 4: Price Schedule

**To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")**

Dear Sir / Madam,

**"Design and Build Interior Fitting-Out Works to Shops G05 on G/F & M02 on M/F in Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(153))"**

1. The quotation shall be valid for six (6) months from the Tender Closing Date specified in the Tender Documents.
2. The price indicated in the tables below covers all the items specified in the Requirement Specifications of the Tender Documents.
3. HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated in the Tender Documents.
4. The total price is inclusive of all cost or charges which we will incur in the provision of the goods or services.

Items		Price (HK\$)	
Item	Description	Unit	Amount
1	Preliminaries (including but not limited to insurance, hoarding, cleaning and removal of debris, temporary protection and as build drawings)	Job	
2	Design and build interior fitting-out works, excluding building services works and kitchen equipment and fittings stated in items 3 to 8 below, including but not limited to all necessary demolition, internal finishes to ceiling, wall and floor, built-in furniture, loose furniture, new handrail to staircase and all necessary modification works to the Shops in accordance with the specifications, Employer's Requirements, and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	

Hong Kong-Shenzhen Innovation and Technology Park Limited 港深創新及科技園有限公司

Units 207-208, 2/F, 10 Science Park West Avenue, Hong Kong Science Park, Hong Kong 香港科學園科技大道西 10 號 2 樓 207-208 室 | TEL 電話 +852 2629 6818  
 Ref. No. FD-03-06-02(153)

OP-03-05(008)  
 Effective: 2025-05-19  
 Page 18 of 26

Items (Cont'd)		Price (HK\$) (Cont'd)	
Item	Description	Unit	Amount
3	Design and build plumbing and drainage works including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	
4	Design and build electrical works including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	
5	Design and build air-conditioning and ventilation works including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	
6	Design and build kitchen exhaust system including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	

Items (Cont'd)		Price (HK\$) (Cont'd)	
Item	Description	Unit	Amount
7	Design and build fire service works including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	
8	Design and build all kitchen fittings and supply and install all kitchen equipment (as stipulated in Appendices 3 and 4) including all necessary modification works in accordance with the specifications, Employer's Requirements and all drawings and diagrams as approved by HSITPL from time to time for achieving all relevant standards and requirements to obtain a general restaurant licence for the Shops	Job	
<b>Total Contract Amount (Items 1+2+3+4+5+6+7+8):</b>			

We offer to provide the goods and/or services to HSITPL at the prices quoted above and in accordance with the requirements and the terms and conditions stated in the Tender Documents. Acceptance of this offer shall be evidenced by the issuance of a purchase order by HSITPL.

\_\_\_\_\_  
 Authorised Signature (with company chop)

Name & Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date:

## Tender Schedule 5: Requirement Specifications

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

**“Design and Build Interior Fitting-Out Works to Shops G05 on G/F and M02 on M/F in Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(153))”**

The scope and specific requirements of the goods/services which the Tenderer should provide are listed below. The Tenderer shall propose solutions (with detailed explanation) if his proposed items cannot meet any of such scope and/or requirements.

### 5.1 Statement of Purpose

Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL” or the “Employer”) would like to invite a qualified Tenderer to submit proposals for conducting design and build interior fitting-out works to Shops G05 on G/F and M02 on M/F in Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (“HSITP” or the “Park”).

### 5.2 About HSITP

HSITPL, a wholly owned subsidiary of Hong Kong Science and Technology Parks Corporation, is vested with the responsibility to develop, operate, maintain, and manage the Park.

The Park envisions to serve as the world’s knowledge hub and innovation & technology (I&T) centre, converging enterprises, research & development (“R&D”) institutions and higher education institutions from local, Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.

The Park focuses on I&T industries including microelectronics, new materials, robotics, new energy, life and health technology, as well as artificial intelligence and data science.

HSITP covers an area of approximately 87 hectares and the development is divided into two phases. The estimated total floor area of the first phase will be approximately 1 million square metres, which will provide Research and Development (Wet Lab / Advanced Manufacturing) buildings, Dry Lab / Office buildings, Research, Academic and Industry buildings, Talent Accommodation, Visitor Lodges, Commercial and Ancillary facilities, etc. Apart from Batch 1, the remaining land in the first phase of HSITP will be developed through enterprises investment, aiming to enhance the speed and quantity of project development by leveraging market forces to build high-quality research and industrial infrastructure.

Phase 1 will be developed by 3 batches i.e. Batch 1, Batch 2 and Batch 3. The first development batch, Batch 1, has been further sub-divided into Batch 1A, Building 1, Batch 1B and Batch 1C. Batch 1 is being developed by HSITPL which consists of 8 buildings with a total gross floor area of approximately 116,000 square metres. Batch 1A consists of 3 buildings: Buildings 8 & 9 (wet laboratory enabled) and Building 11 (talent accommodation).

### 5.3 The Brief

Tenderers are invited to conduct design and build interior fitting-out works to the Shops in compliance with the general restaurant licensing requirements, all applicable statutory requirements and all regulations and requirements as the Employer may specify from time to time.

### 5.4 Purposes of Services

- (a) To conduct design and build interior fitting-out works to the Shops (the “**Works**”) which include, without limitation, fixtures and fittings, works associated with the modification works and building service works.
- (b) To ensure that, upon completion of the Works, the Shops satisfy all relevant requirements of obtaining a general restaurant licence.

### 5.5 Scope of Services

#### 5.5.1 Design Requirements and Responsibility

- (a) The successful Tenderer (the “**Contractor**”) shall design, carry out and complete the Works and complete all relevant testing and commissioning of the Works in accordance with the Employer's Requirements, the Contractor's Proposals, and all drawings and diagrams as approved by the Employer from time to time, and for that purpose shall complete the design for the Works including the selection of any specifications for any kinds and standards of the materials, equipment and goods and workmanship to be used in respect of the Works in so far as not described or stated in the Employer's Requirements or the Contractor's Proposals, and loose furniture and stainless-steel equipment referred to in Appendix 4 of the Employer's Requirements are supplied by the operator of the Shops separately.
- (b) For avoidance of doubt, where there is any discrepancy between the Employer's Requirements and the Contractor's proposals, the negotiable standard or quality shall prevail (subject to always to compliance with all applicable statutory requirements of relevant Government authorities including but not limited to the Buildings Department, Lands Department, Fire Services Department, Electrical Mechanical Services Department, Water Supplies Department, Labour Department and Environmental Protection Department etc.) without any adjustment of any of the price submitted by the Contractor in Items 1 to 8 in Tender Schedule 4 (*Price Schedule*). The Contractor shall also follow the Fitting Out Guidelines and Safety, Health and Environment (SHE) Handbook issued by HSITPL from time to time (both listed in the Employer's Requirements).
- (c) The reference drawings listed in the Employer's Requirements should be considered as diagrammatic only for the purpose of indicating the design intent such as materials, profiles, configuration, relationship with the structural frames and building interior elements, etc. Any construction details shown in the reference drawings are for reference only and do not purport to identify to solve any problems.



- (d) The Contractor shall be fully responsible for the design and development of details of the Works and all Works and supplied materials and equipment which can satisfy the design intent shown on the reference drawings and/or photographs listed in the Employer's Requirements and conform to materials prescribed in the specifications in such reference drawings and/or photographs.
- (e) The Contractor shall ensure that all Works and supplied materials and equipment will strictly comply with the licensing requirements, if applicable. The Contractor shall submit and endorse all the required drawings, documents and test reports and operation & maintenance manuals, etc. by qualified person(s) for obtaining the aforesaid licences. No claim for extra payment or extension of time will be entertained in this respect.
- (f) The Contractor shall attend meetings with the operator of the Shops, the Employer or its representatives (such as the Employer's nominated subcontractors) from time to time.

#### 5.5.2 Tender schedule (tentative)

Tender invitation	9 September 2025
Tender briefing and site visit	16 September 2025
Tender submission deadline	23 September 2025
Tender presentation	Week of 23 September 2025
Tender award	Week of 23 September 2025

#### 5.5.3 Site Visit

The Contractor shall be deemed to have visited the Shops and make themselves thoroughly acquainted with the location, general site conditions, type of ground to be excavated, accessibility, storage and working space, restrictions for loading and unloading materials etc. and any other conditions which may affect his Tender.

No claim for extra payment or extension of the Contract period will be allowed on the grounds of ignorance of the conditions under which the Works are to be carried out.

#### 5.5.4 Materials, Goods and Workmanship to Conform to the Employer's Requirements

All materials, goods and workmanship shall so far as procurable be of the respective kinds and standards described in the Employer's Requirements, or if not therein specifically described, in the Contractor's proposals; provided that the Contractor shall not substitute anything so described without the Employer's consent in writing, which consent shall not be unreasonably delayed or withheld. No such consent shall relieve the Contractor of his other obligations.

### 5.5.5 Employer's Requirements

The Employer's Requirements are set out in the appendices as listed below:-

Item	Description	Appendix No.
1	Location Plan of Building 11 & Shop Layout Plan	Appendix 1
2	Rendering for Interior Design	Appendix 2
3	Kitchen Layout Plans	Appendix 3
4	Kitchen Equipment and Fittings	Appendix 4
5	Tenant Fit-out Guide	Appendix 5
6	Safety Health and Environment Handbook	Appendix 6
7	Guide on Types of Licences Required	Appendix 7

All Appendices and drawings provided are for reference only and are subject to change at any time at the Employer's sole and absolute discretion without prior notice.

Remarks:

All the information in this Tender Schedule 5 is subject to change in accordance with the actual site condition and is for reference only.

### 5.6 Delivery Schedule (tentative)

Date of Commencement	Instructed by the Employer in writing
Date of Possession of the Shops	Instructed by the Employer in writing
Date of Completion of all Works	60 calendar days upon the Employer's instruction for commencement of the Works
Defects Liability Period	2 months from the date of completion of all Works as evidenced by a certificate of completion issued by the Employer or its representative

## Tender Schedule 6: Proposed Solution for Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")

**"Design and Build Interior Fitting-Out Works to Shops G05 on G/F and M02 on M/F in Building 11 in Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(153))"**

This section contains Parts 1 to 6 and should be duly completed by the Tenderer and included in tender proposal. The Tenderer is required to present all details of his/her proposed solution according to the guidelines specified under each Part.

### Part 1: Company Background

Please provide copies of the Tenderer's latest business registration certificate, annual return or audit report with an introduction of the company background.

### Part 2: Past Case Reference

Please briefly describe any past reference cases similar to the nature and scope of this project. For each case, please detail the technical scope, contact person (optional) and contact telephone number (optional) for future reference as much as possible.

Reference Client	Project Period	Technical Scope and Implementation Details	Contact Person (optional)	Contact Telephone No. (optional)

### Part 3: Qualification of Project Team Members

Please list out the key team members and their roles in the proposed project. For each member, please provide any certified qualification and briefly describe how such qualification would contribute to the project implementation. Please note that it is the Tenderer's responsibility to assemble a team with the same qualification in case of personnel movement during the project period.

Name	Job Title	Qualification	Role and Contribution in the Project

#### Part 4: Details of Design and Technical Implementation

Please describe with details about your solution design and configuration with diagrams which would be implemented for this project in terms of function, performance, security, reliability, scalability and availability, whenever applicable. The relevant risk factors that may affect the achievement of the project and provide solution to mitigate the risks.

#### Part 5: Proposed Project Implementation Plan

Please provide a high-level project plan, with charts and diagrams wherever possible, detailing the project implementation processes in terms of input, output (possible deliverables), tasks, responsible persons, timelines, dependencies and their relationships. The plan should also illustrate major milestones of the project.

#### Part 6: Project Management and Quality Assurance

With reference to any project management standard and software implementation methodology, describe how the project will be managed and controlled to ensure acceptance of the deliverables with emphasis on the following:

- How the schedule will be managed and controlled
- How project changes, issues, and exceptions will be handled
- Fallback plan in terms of risk management
- Elaboration of project phases, service scope of each phase, assumptions and prerequisites of each phase, and deliverables of each phase

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