Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document

Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park

Tender Reference:

FD-03-06-02(057)

Express of Interest for Participating Tender Briefing

By 28 February 2025
12:00 noon (HKSAR)

Tender Briefing

03 March 2025
4:00 pm (HKSAR)

Tender Submission Period:

07 April 2025
09:00 am to 12:00 noon (HKSAR)

Tender Closing Date:

07 April 2025
12:00 noon (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 suppliers. 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 **Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park** ("**Services**") 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 ("**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 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 ("**Provider**").

c) All costs 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.

g) The Contract will tentatively commence, between June to September, 2025 for a term of TWO (2) years, with an optional term of TWO (2) years. Both the commencement date of the Services ("**Commencement Date**") and the terms referred to in this clause can be changed at the sole discretion of HSITPL.

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 ("**Tender Validity 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.

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

a) The tender briefing aims to provide interested Tenderers with detailed information about the project requirements, specifications, and evaluation criteria. Please note that attendance of the tender briefing is **not mandatory** but is highly recommended.

The briefing will take place **at 4:00 pm on 03 March 2025** at Hong Kong-Shenzhen Innovation and Technology Park Limited, Unit 710, 8 Science Park West Avenue, Hong Kong Science Park.

The Tenderer shall register in advance for the attendance of the tender briefing **by email before 12:00 noon of 28 February 2025**. The registration email shall be addressed to:

Ms. Hailey Ho – Assistant Manager, Facilities Management
Email: hailey.ho@hsitp.org
Telephone No.: (852) 2629 6765

The Tenderer shall state in the email subject with **"Tender Briefing - FD-03-06-02(057)"** and provide the names, positions and contact numbers of participants (maximum 3 persons).

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. Hailey Ho – Assistant Manager, Facilities Management
Email: hailey.ho@hsitp.org
Telephone No.: (852) 2629 6765

The Tenderer shall state in the email subject heading "**Tender Enquiry - FD-03-06-02(057)"** and provide full contact details in the email.

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 answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the selected Tenderer ("**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 **12:00 noon on 07 April 2025** ("**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: Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(057))"

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: Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. No. FD-03-06-02(057))"

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 am to 12:00 noon 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 or announcement on extreme conditions is issued in Hong Kong at any time between 9:00 am and 5:00 pm (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 (i.e., a day other than a Saturday, Sunday or public holiday or any day on which typhoon signal No. 8 or above or black rainstorm warning signal is hoisted or announcement on extreme conditions is issued in Hong Kong at any time from 9:00 am to 5:30 pm, on which licensed banks are open for normal business in Hong Kong, hereinafter "**Working Day**").

h) Tenderers may be required to make a formal presentation at their own cost of their Tenders in **April 2025** (tentative date). 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 (Maximum technical score: 60)
- 40 % Pricing (Maximum price score: 40)

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.

c) 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). The Tenderer must demonstrate the technical merits of the submitted Tender. Assessments will be based on all materials of the submitted Tender and any presentation or demonstration given by the Tenderer.

(i) Understanding the Hong Kong-Shenzhen Innovation and Technology Park's (the "Park's") operation objectives with relevant job reference;

(ii) Capability and resource allocation;

(iii) Operation plan;

(iv) Value added and innovative idea; and

(v) Safety, health and environmental management.

d) Technical Score shall be assessed by the Tender Assessment Panel members based on the criteria below.

Technical Capability Assessment		Score
A. Understanding the Park's Operational Objectives	Tenderer to illustrate its: 1. Understanding of the constraints of the Park and the risks in Laboratory Common Supporting Services Management and to provide relevant solution(s) 2. Practical experience and/or proposal(s) on similar site operation (with reference case(s))	10

Technical Capability Assessment		Score
B. Capability and Resource Allocation	Tenderer to provide: 1. Company profile with off-site team structure, head- office support and/or smart system(s) 2. Qualifications and experience of service team members	30
C. Operation Plan	Tenderer to provide: 1. Transition and handover plan 2. Methodology on how to meet the defined Service Pledge and Key Performance Indicators ("**KPIs**") 3. Maintenance plan 4. Reports on measurement of performance-based assessment 5. All Standard Operating Procedures ("**SOPs**") / Work Plans for services at the Park	35
D. Value Added and Innovative Ideas	Tenderer to illustrate: 1. Idea(s) to enhance work efficiency 2. Idea(s) to enhance cost effectiveness 3. Idea(s) to enhance customer satisfaction	15
E. Safety, Health and Environmental Management	Tenderer to provide: 1. Safety and quality assurance 2. Emergency / contingency plan	10
	Technical Score	A+B+C+D +E = 100

e) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL ("**Tender Assessment Panel**"). HSITPL shall evaluate the Tenders in strict confidence.

f) 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 / Tenderer's price) x (Maximum price score)

(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, i.e. the Provider, 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) 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.

b) Tenders 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

a) 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.

b) The Tenderer 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, reject its Tender or terminate the Contract with the selected Tenderer and seek damages.

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

13. Flexibility on Extent or Scalability of the Services

The Provider should be flexible with the provision of the Services. This includes additions or deletions of the scope of the Services and the Commencement Date according to the operational needs of the Park. The Manager's Remuneration (defined in Tender Schedule 4) shall be adjusted according to the additions or deletions of the scope by mutual agreement.

14. Sub-contracting

a) The Provider shall have the right to sub-contract specific portions of the Services as deemed necessary, provided that such sub-contracting shall not relieve the Provider of its overall responsibility and accountability for the successful completion of the Services. The Provider shall remain fully responsible for the performance, quality, and deliverables of any sub-contracted work and shall be the primary point of contact for HSITPL throughout the duration of the provision of the Services.

b) The Provider shall notify HSITPL in writing of the list of sub-contractors(s) in their Tender and its intention to sub-contract any portion of the Services, including the scope of work to be sub-contracted and the identity of the sub-contractor(s) involved. The Provider shall follow HSITPL's procurement policy in selecting its sub-contractor(s). The Provider shall provide cost estimates for the portion(s) of the Services that the Provider intends to be sub-contracted to HSITPL for approval. HSITPL has sole discretion to approve or reject any proposed sub-contractor(s).

c) The Provider shall promptly notify HSITPL in writing of any proposed change in sub-contractor(s) associated with the provision of the Services, including details of the proposed

change, the reasons for the change, qualifications and experience of the new sub-contractor(s) and impact on project timeline and deliverables. The Provider shall not proceed with any change of sub-contractor(s) unless and until written approval has been obtained from HSITPL, which shall be provided at HSITPL's sole discretion.

d) In the event of sub-contracting, the Provider shall enter into written agreement(s) with the sub-contractor(s) that is the same or comparable to the Contract and clearly outlines the scope of work, deliverables, timelines, and payment terms. The Provider shall ensure that the sub-contractor(s) complies with all applicable laws, regulations, and contractual obligations.

e) Any sub-contracting arrangement shall not alter or modify the terms and conditions of the Contract between HSITPL and the Provider. The Provider shall be liable for the acts, omissions, and performance of any sub-contractor(s) it engages. HSITPL shall not be responsible for any disputes, claims, or issues arising between the Provider and its sub-contractor(s).

f) The Provider shall provide regular progress reports to HSITPL, including updates on the subcontracted work, if applicable. HSITPL reserves the right to conduct periodic assessments of the subcontracted work to ensure compliance with the contractual terms and specifications.

g) This sub-contracting clause is subject to the overall terms and conditions of the Tender Documents and may be modified and/or waived only with the prior written approval of HSITPL.

h) All costs and expenses for services done by sub-contracting shall be fully covered by the Provider in the quoted cost at Tender Schedule 4: Table C - Comprehensive Maintenance Cost, and no cost would be reimbursed by HSITPL pursuant to this Clause for the services covered by the scope of services in Tender Schedule 5 of this Tender.

15. Payment Schedule

a) Subject to the work done to the satisfaction of HSITPL and any applicable variation made in accordance with Clause 13, payments due under the Contract will be made as per this clause.

b) The Provider shall submit a detailed monthly performance report to HSITPL within ten (10) Working Days after the end of each calendar month. Upon receipt of the monthly performance report, HSITPL would review and provide feedback on the report within ten (10) Working Days. Based on HSITPL's feedback, the Provider shall incorporate the suggested changes, revise the content, and finalize the report within ten (10) Working Days.

c) HSITPL reserves the right to withhold or adjust the payment if the monthly performance report is found to be inaccurate, incomplete, or does not meet the agreed-upon service standards. Payment for the services rendered shall be made by purchase order in monthly instalments, subject to the acceptance of the monthly performance report by HSITPL. HSITPL shall have the sole and absolute authority to determine the performance of the Services.

d) Whenever line items in Table A of Tender Schedule 4 and/or repairs approved by HSITPL are executed and are due for payments, they shall be included in the respective monthly invoice, quoting references of HSITPL's prior written approval for such items and/or repairs. The Provider shall submit their monthly invoice after HSITPL approves the monthly performance report. Upon receipt of each invoice, HSITPL shall review it. If HSITPL considers such invoice

is consistent with the terms of the Contract, HSITPL shall approve the said invoice, and payment shall be made to the Provider according to this clause.

e) The Provider acknowledges and agrees that payment is contingent upon satisfactory performance and adherence to the terms and conditions of the Contract. HSITPL retains the right to terminate the Contract and withhold payment if the Provider consistently fails to meet the agreed-upon service standards or breaches any provisions of the Contract.

f) HSITPL shall be entitled to deduct from any monies due to the Provider under the Contract any and all amounts of any debt due from the Provider to HSITPL.

g) The Provider shall co-operate with HSITPL and update the annual budget cost for the yearly service period ("**Budget Price**"). The Budget Price is intended to be a realistic estimate of the final actual cost ("**Actual Price**"). The Budget Price is calculated based on the following factors: (i) the agreed projected annual service schedule to be included the Provider's plan for providing the Services for next year, (ii) the actual cost of previous year, (iii) the use rates of tools and consumables to be used for the Park operation, and (iv) prices or amounts in the price schedule of the Tender Documents.

16. <u>Price Proposal</u>

a) Tenderers shall propose a Tender Price comprising (i) On-Site Staff Cost, (ii) Comprehensive Maintenance Cost and (iii) Manager's Remuneration to be payable by HSITPL during the four-year period by completing Table A of Tender Schedule 4 of this Tender Documents ("**Tender Price**").

b) Tenderers shall also propose a tender price for Technical Gases at Tender Schedule 4 of this Tender Documents comprising Technical Gases Supply Cost which is quoted based on an estimated annual order for a unit of technical gas. The monthly payment for the ordered unit would be based on actual usage on demand. For information, the technical specifications for the supply of technical gases are listed in Appendix C: Technical Gas Specification.

c) Tenderers should take into account the potential adjustment of statutory minimum wage rate (as per the Minimum Wage Ordinance (Cap. 608)), the abolition of offsetting arrangement related to employers' mandatory contribution under Mandatory Provident Fund ("**MPF**") System and all other foreseeable changes of the Employment Ordinance which may come into effect within the Contract period. Tenderers are deemed to have taken into account the above considerations and shall ensure that the tender prices quoted are accurate before submitting their quotation. Under no circumstances will HSITPL entertain any request or claim for price adjustment in respect of the above considerations.

d) The Provider shall supply computers equipped with licensed software, along with office essentials for the well-being of staff while working on-site, such as desks, ergonomic chairs, changing room lockers, security kiosk, temporary mobile toilet (if necessary) and other furniture, tools and equipment, staff uniform and personal protective equipment and all related systems / infrastructure supporting for the Provider's on-site operation. The hardware, software and licenses of Building Management System ("**BMS**") and its equipment will be provided by HSITPL.

e) Tenderers shall be responsible for staff benefits and cost of staff transportation to and from the Park and the cost shall be in Tenderer's oncost which includes but is not limited to MPF, bonus, medical and employee compensation insurance, training, administrative cost, etc.

17. **Insurance**

a) The Provider shall, for the full term of the Contract, have in place the following insurance policies at its own cost with reputable insurer(s), on terms which are satisfactory to HSITPL, **in the joint names of HSITPL** as the insured party, and fully comply with the laws of the Hong Kong Special Administrative Region ("**HKSAR**"):

(i) General liability insurance for the sum of at least HK$100,000,000 for any one occurrence and the period of insurance shall cover unlimited occurrences throughout the full term of the Contract. Such policy shall incorporate "Waiver of Subrogation Clause against HSITPL" and "Primary Liability Insurance Clause";

(ii) Employees' compensation insurance, which should exclude (1) any terms and conditions which exempt the Provider's liability in respect of any injury by accident or diseases due to or resulting from any act, default or neglect of HSITPL and/or its representatives (including but not limited to HSITPL Representative), and (2) W338 – Indemnity to Principal Clause; and

(iii) Motor vehicle insurance, if the Provider's motor vehicles are to enter premises owned, controlled, or occupied by HSITPL, issued as per requirement under Motor Vehicle Insurance (Third Party Risks) Ordinance, including but not limited to "Third Party Bodily Injury" for the sum of at least HK$100,000,000 for any one event and "Third Party Property Damage" for the sum of at least HKD5,000,000 million for any one event.

b) HSITPL may from time to time require the Provider to maintain any insurance policies against other insurable risks, which reasonable costs and expenses would be reimbursed by HSITPL provided that such costs and expenses are approved by HSITPL in writing.

c) In addition to maintaining the required insurance policies, the Provider shall hold HSITPL harmless from any loss, damage, cost, expense, liability etc. and fully indemnify HSITPL and its representatives for any loss, damage, cost, expense, liability etc. that may result directly or indirectly from the negligence of the Provider, its employees, agents, servants or any tiers of sub-contractors (if permitted as per Clause 14 above) in the carrying out of its obligations under the Contract.

d) The Provider is liable for all policy excesses/deductibles under the insurance policies maintained pursuant to this clause.

e) The Provider is liable for ensuring all its employees and employees of any agent and/or sub-contractor (if permitted as per Clause 14 above) are duly covered by employees' compensation insurance policies.

f) If there is work contracted out by the Provider to sub-contractors, each sub-contractor (and other sub-subcontractors, if any) shall arrange general liability policies, employees' compensation policy and all policy mentioned in Clause 17(a) with HSITPL as an insured party on a joint name basis.

g) The Provider should produce satisfactory evidence to HSITPL prior to the Commencement Date showing that the insurances referred to in this clause have been affected and are in force, including but not limited to, producing a certificate of insurance. If the Provider fails upon reasonable request to produce satisfactory evidence to HSITPL or its representatives, HSITPL may affect and keep in force such insurance policies and pay such premium or

premiums as may be necessary for that purpose, and from time to time deduct the amount so paid from any monies due or to become due to the Provider or recover such amount from the Provider. If the Provider fails to produce any such satisfactory evidence as requested by HSITPL or its representatives, HSITPL reserves the right to terminate the Contract.

18. <u>Termination</u>

a) Without prejudice to any other rights and remedies under the Contract or in law which HSITPL may have, HSITPL may at any time during the Term, terminate the Contract in any of the following events:

(i) by giving thirty (30) days' written notice of termination if the Provider has not remedied in all material respects a substantial breach of its obligations under the Contract after notice from HSITPL allowing it a reasonable time to do so; or

(ii) immediately on notice if the Provider has committed breaches of its duties or non-observance of any of the terms under the Contract which are individually or accumulatively of such seriousness as to permit HSITPL to treat the Contract as repudiated by breach; or

(iii) immediately on notice, if the Provider (a) becomes insolvent, enters into liquidation either compulsory or voluntary (save for the purpose of reconstruction or amalgamation with prior approval of HSITPL), makes an assignment for the benefit of or enters into a scheme of arrangement with creditors, suffers or permits the appointment of a receiver, trustee in bankruptcy or administrator for all or part of its business or assets or if any encumbrances takes possession of any of its assets or suffers any execution to be levied upon its goods, or is unable to pay its debts; or (b) files for or becomes subject to any proceedings in bankruptcy, reorganization, arrangement of debt, insolvency, readjustment of debt, receivership or under any other law relating to insolvency or the protection of rights of creditors, or pursuant to the laws of any other jurisdiction becomes subject to the same or similar proceedings; or

(iv) the Provider or any of its directors, employees, agents, contractors and other personnel who are in any way involved in the Services commits any offence under the Prevention of Bribery Ordinance (Cap.201), or commits any other criminal offence which in the opinion of HSITPL has affected the Provider's abilities to perform the Contract; or

(v) the passing of any resolutions, the initiation of any proceedings, or the making of any order which may result in the winding up, or dissolution, insolvency, administration, reorganization or reconstruction of the Provider, or the appointment of a receiver, provisional liquidator, liquidator, administrator, administrative receiver, conservator, custodian, trustee or similar officer of the Provider or of any or all of the Provider's assets or revenues, or if the Provider makes an assignment for the benefit of or composition with its creditors generally or threatens to do any of the above, or any event occurs under the laws of any jurisdiction that has a similar or analogous effect; or

(vi) there is a change of control of the Provider; or

(vii) the Provider neglects, persistently or flagrantly fails or refuses to comply fully and/or punctually with its obligations and duties under the Contract; or

(viii) the Provider has failed to commence the Services on the Commencement Date, or has failed to fulfil HSITPL's due diligence requests; or

(ix) the Provider has, without the prior written approval of HSITPL, directly or indirectly, assigned, transferred, sub-contracted or otherwise disposed of any or all of its interests, rights, benefits or obligations under the Contract to any other third party or purported to do so; or

(x) the Provider fails to submit any reports, financial accounts or other documents in accordance with the Contract, or any of the data, facts or information represented to or provided by the Provider to HSITPL about the Services or the Contract is incomplete, incorrect, untrue, inaccurate or misleading; or

(xi) the Provider engages in any conduct which is reasonably considered by HSITPL to be prejudicial to the Services, or that adversely reflect on the commercial integrity of the Provider; or

(xii) the Provider's financial position deteriorates to such an extent that in HSITPL's opinion the Provider's capability to adequately fulfil its obligations under the Contract has been placed in jeopardy; or

(xiii) the Provider stops or suspends payment to its creditors generally, or is unable or admits its inability to pay debts generally as they fall due or is declared or becomes bankrupt or insolvent; or

(xiv) the Provider's use of any Intellectual Property Rights ("**IPRs**") for the purpose of or otherwise in connection with the performance of the Contract is held by a court or is alleged to constitute an infringement of any third party's IPRs.

For the purpose of this Clause 18, the term "**control**" (including the correlative terms "**controlling**", "**controlled by**", and "**under common control with**") shall mean possession directly or indirectly, through one or more intermediaries, of the power to direct or cause the direction of management and policies of a person, whether through ownership of voting securities or other equity interests, or by shareholders' agreement or otherwise.

b) In the event of termination of the Contract as aforesaid, HSITPL shall only be liable for a reasonable portion of the fees stated in items (I) to (III) in Table A of Tender Schedule 4 on a quantum meruit basis based on the part of the Services that have been delivered up to the date of termination and accepted by HSITPL without dispute. Upon necessary payment by HSITPL, the Provider shall immediately (i) deliver to HSITPL all correspondence, materials, presentations, documents, papers, disks, tapes and software storage of any kind relating to the Services and property belonging to HSITPL which may be in the Provider's possession or under its control, and (iii) take immediate actions to bring the Services to an end in an orderly manner. Any amount paid in respect of such part of the Services which has not been performed at the date of termination shall be refunded to HSITPL.

c) If the Contract is terminated pursuant to this Clause 18(a), the Provider shall indemnify HSITPL for and against all loss (including loss of bargain), damage, cost and expenses suffered by HSITPL as a result of the termination (including any additional costs in engaging another contractor to perform the Services or the undelivered part of the Services) and/or any demands or legal proceedings that may be brought against HSITPL by relevant government authorities or other third parties. The Provider shall pay any such sum as requested by HSITPL

forthwith upon HSITPL issuing written notice(s) to that effect.

d) Notwithstanding anything provided herein to the contrary, HSITPL may, at any time at its option, terminate the Contract by giving the Provider not less than thirty (30) calendar days' written notice. In such event, the Provider shall be entitled to receive payment for such part of the Services carried out up to the date of termination. Any amount paid in respect of such part of the Services which has not been performed at the date of termination shall be refunded to HSITPL.

e) Any term of the Contract that expressly or by implication is intended to come into or continue to be in force on or after termination of the Contract shall continue to remain in full force and effect.

19. Use of names and logos

The Provider shall not use the name, logo or corporate identity of HSITPL and the Representative for any purpose without the prior written consent of HSITPL or the Representative (as the case may be); provided that nothing herein shall prohibit HSITPL and the Representative from referring the name of the Provider as the service provider of services to be provided under the Contract.

20. Representative

a) A Representative will be appointed by HSITPL to act on behalf of HSITPL in matters in connection with the Contract ("**HSITPL Representative**"). HSITPL has the right to change the HSITPL Representative in its sole and absolute discretion, by providing notice in writing to the Provider.

b) HSITPL may, from time to time and in its sole and absolute discretion, specify which function(s), power(s) and/or authority(ies) is/are delegated to the HSITPL Representative by written notice to the Provider. Such delegation may be revoked by HSITPL at any time by providing written notice to the Provider.

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a purchase order ("**PO**") to the Provider on the terms as set out in the Purchase Order Terms and Conditions 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 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 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) 5 sets of the "Technical Proposal" in hard copies;

b) A CD-ROM with an electronic copy of the "Technical Proposal" and presentation deck without any price factor 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,

"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

We provide the below contact information for this 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
"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

1. We, _____ of
(name(s) of the Tenderer(s))

_____
(address(es) of the Tenderer(s))

refer to the tender for the Contract ("**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.

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 sub-contracting

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.

Consequences of breach or non-compliance

5. 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.

6. 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 ("**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 ofmultiple parties.

Tender Schedule 3: Form of Tender

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

Dear Sir / Madam,

"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

1. We undertake that if our Tender is accepted, to commence the Services and complete and deliver the Services within the time stated in the Tender Documents.

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, 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. We understand, 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,

"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

1. We agree that HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated 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. Unless otherwise terminated, the Contract for our provision of services to HSITPL under the Tender shall be valid for a period of two (2) years from the Commencement Date of the Services ("**Initial Term**"), with an option for HSITPL to extend the term of the Contract by up to an additional two (2) years (third year and fourth year) ("**Extended Term**") under the same terms and conditions at HSITPL's sole and absolute discretion . We agree that the annual fees quoted for the Extended Term are only payable by HSITPL if HSITPL opts to extend the Contract after the Initial Term.

4. We acknowledge that (i) only the pricing information in Table A – "Annual Services Cost" in Tender Schedule 4 ("Grand Total of (I)-(IV)") will be assessed for this Tender, whereas Table B – "Monthly Staff Cost", Table C1 – "Comprehensive Maintenance Cost", Table D – "Manager's Remuneration" and Table E – "Rate of Technical Gases Supply" are a breakdown of items (I) to (IV) "Total Amount" in Table A; and (ii) HSITPL will not consider any pricing information in Table B – "Monthly Staff Cost", Table C1 – "Comprehensive Maintenance Cost", Table C2 – "Central Dangerous Goods (DG) Store Management Services", Table D – "Manager's Remuneration" and Table E – "Rate of Technical Gases Supply" in Tender Schedule 4 for the purpose of assessing the Tender.

5. We acknowledge that (i) the prices provided in the Price Schedule (including the Manager's Remuneration) should remain fixed and binding throughout the Contract period, and (ii) the prices quoted should take into account the anticipated price inflation/deflation for the four (4) years as stated in Table A of Tender Schedule 4.

6. We acknowledge that the quoted cost for Table B – "Monthly Staff Cost" covers the staff cost and all related cost as stated in this Tender. We further acknowledge that the person assigned to the post shall possess the quality listed in Tender Schedule 5 paragraph 5.6.8 "Role and Qualification of Staff", and they can provide services up to the standards set out in sections 1 and 2 of Appendix A.

7. We acknowledge that the quoted cost for Table C1 – "Comprehensive Maintenance Cost" covers scheduled and remedial maintenance service on the equipment where the costs of labour, time, and material used are all included. Comprehensive Maintenance Cost shall be payable starting from the first anniversary of the Contract (i.e. the commencement of the 2nd year of the Contract term), regardless of the defects liability period (DLP) for all systems. Pricing for each subsequent year must account for all maintenance items listed in Appendix B, even if the calibration or maintenance due date has not yet been reached by the end of

the Contract. If all maintenance items are not completed with the relevant performance report, payment would be on hold according to PART I: Terms of Tender Clause 15(c). For the avoidance of doubt, the details for laboratory common supporting system are referred to in Appendix B: Laboratory Infrastructures, Information and Preventive Maintenance Plan.

8. We acknowledge that we should provide a breakdown at "Table C2 - Central Dangerous Goods (DG) Store Management Services" which are items that may be requested according to the need of HSITPL's tenants ("**Tenants**"). We should provide the price taking into account the scope of services in Paragraph 5.6.2 of Tender Schedule 5 "Requirement Specifications" and the requirements set out in Section 2 - Performance Based Key Performance Indicators of Appendix A.

9. We acknowledge that the Manager's Remuneration quoted in Table D – "Manager's Remuneration" includes head office support staff and resource. The provision of associated staff and resource shall be stated at "Details of Management Plan" of Tender Schedule 6 Part 6, which include but are not limited to registered safety officer, emergency response team, 24 hours helpdesk service, back up dangerous goods store, computers with licensed software, office equipment, tools and equipment, and all related systems/ infrastructure supporting for the Provider's on-site operation etc. In addition, the cost for takeover and all preparation three (3) months before the Operation Date (as referred to in Paragraph 5.2 of Tender Schedule 5) is also included in the Manager's Remuneration.

10. We acknowledge that HSITPL reserves the right to change the details of the Services referred to in the Contract, including but not limited to the scope of Services, working hours, number of headcounts, number of months, and Commencement Date of the Services at its sole and absolute discretion.

11. We agree to provide our price and technical proposals based on the information provided in the pricing (Table A in Tender Schedule 4) and supplementary tables (Tables B to E in Tender Schedule 4). An open book approach should be used to ascertain the actual costs and expenses of the Services. We acknowledge that HSITPL may pay us such costs and expenses by reference to the actual invoice amounts, and HSITPL has absolute discretion to decide whether to approve the payments of such actual costs and expenses.

12. We acknowledge that if the Services are provided for less than a full month, such payment shall be assessed on a pro-rata basis instead of the full monthly payment stated in Table A of Tender Schedule 4 as stipulated in the monthly performance reports to be prepared according to Clause 15 "Payment Schedule" of PART 1: Terms of Tender. For ad hoc additional service or manpower required that is not covered by Table A of Tender Schedule 4, payments shall be subject to the actual service required in respect of number of staff deployed on site as per staff cost stated in Table B of Tender Schedule 4 and number of systems which require comprehensive maintenance on site as per the unit rate stated in Table C of Tender Schedule 4.

13. We acknowledge that all quoted pricing is accurate and aligns with the project's schedule that reflects the specific timelines and requirements of each phase as per the tentative schedule in Paragraph 5.2 of Tender Schedule 5. The prices quoted in Table A of Tender Schedule 4 are chargeable only from the Operation Date (as referred to in Paragraph 5.2 of Tender Schedule 5).

Table A – Annual Services Cost

(I) On-site Staff Cost (breakdown in Table B)

Item	Contract Period	Unit	Quantity *[a]*	Total Staff Cost (HK$ / month) *[b]*	Sub-total *= [a] * [b]*
1a	1st year	Month	12		
1b	2nd year	Month	12		
1c	3rd year	Month	12		
1d	4th year	Month	12		
				Total Amount of (I):	

(II) Comprehensive Maintenance Cost (breakdown in Table C1)

Item	Contract Period	Unit	Quantity *[a]*	Total Comprehensive Maintenance Cost (HK$ / month) *[b]*	Sub-total *= [a] * [b]*
2a	1st year				
2b	2nd year	Month	12		
2c	3rd year	Month	12		
2d	4th year	Month	12		
				Total Amount of (II):	

(III) Manager's Remuneration (breakdown in Table D)

Item	Contract Period	Unit	Quantity *[a]*	Manager's Remuneration (HK$ / month) *[b]*	Sub-total *= [a] * [b]*
3a	1st year	Month	12		
3b	2nd year	Month	12		
3c	3rd year	Month	12		
3d	4th year	Month	12		
				Total Amount of (III):	

(IV) Technical Gases Supply Cost (breakdown in Table E)

Item	Contract Period	Unit	Quantity *[a]*	Technical Gases Supply Cost (HK$ / year) *[b]*	Sub-total *= [a] * [b]*
4a	1st year	Year	1		
4b	2nd year	Year	1		
4c	3rd year	Year	1		
4d	4th year	Year	1		
				Total Amount of (IV):	

Grand Total of (I)-(IV):	HK$

Table B – Monthly Staff Cost

(Breakdown of "Total Staff Cost (HK$ /month)" to Table A Part(I))

Working days and hours		See "Holiday and Staff Arrangements" below				
Staff		Laboratory Facilities Manager	Engineer	Assistant Engineer	Administrative Officer	Technician
Contract Year 1	Take-home pay (HK $/ month) *[a]*					
	Oncost (% of take-home pay) *[b]*					
	Total cost per staff (HK$) *= [a] + [a]*[b]*					
	No. of Staff	1	1	1	1	2
	Total No. of Staff	6		**Total Staff Cost (HK$ / month)**		
Contract Year 2	Take-home pay (HK $/ month) *[a]*					
	Oncost (% of take-home pay) *[b]*					
	Total cost per staff (HK$) *= [a] + [a]*[b]*					
	No. of Staff	1	1	1	1	2
	Total No. of Staff	6		**Total Staff Cost (HK$ / month)**		
Contract Year 3	Take-home pay (HK $/ month) *[a]*					
	Oncost (% of take-home pay) *[b]*					
	Total cost per staff (HK$) *= [a] + [a]*[b]*					
	No. of Staff	1	1	1	1	2
	Total No. of Staff	6		**Total Staff Cost (HK$ / month)**		
Contract Year 4	Take-home pay (HK $/ month) *[a]*					
	Oncost (% of take-home pay) *[b]*					
	Total cost per staff (HK$) *= [a] + [a]*[b]*					
	No. of Staff	1	1	1	1	2
	Total No. of Staff	6		**Total Staff Cost (HK$ / month)**		

The individual staff's take-home pay outlined in Table B are unit rates and they should reflect the actual wages received by the staff. These wages may be adjusted based on the actual wages as contained in the monthly invoice submitted. Any such adjustments must receive written approval from HSITPL or HSITPL Representative and the adjusted total amount shall remain within the initially agreed On-site Staff Cost stated in Table A, item (I) of this Tender Schedule 4.

Holiday and Staff Arrangements

The Provider shall abide by the following holiday and staff arrangements. Any costs incurred by such arrangements shall be reflected in the pricing information provided.

<table>
<tr><th></th><th>All staff except technician</th><th>Technician</th></tr>
<tr><td rowspan="2">Daily Working Hours:</td><td>9 hours
(including 60 minutes meal break)
Monday to Friday.</td><td>9 hours
(including 60 minutes meal break)
Monday to Sunday include public holiday.</td></tr>
<tr><td colspan="2">Arrangement of staffing to ensure there is staffing for laboratory service technical support during from 08:00 to 19:00 (Monday to Friday); 09:00 to 18:00 (Saturday, Sunday and Public Holiday).</td></tr>
<tr><td rowspan="2">Weekly Regular Day Off:</td><td>2 days per 5 working days</td><td>1 day per 6 working days</td></tr>
<tr><td colspan="2">In addition, the Provider shall arrange sufficient labour to ensure that the service can be completed within the specified time.</td></tr>
<tr><td>Non-office Hour:</td><td colspan="2">Arrangement shall be made to ensure there is emergency support and helpdesk service for 24 hours x 365 days.</td></tr>
<tr><td>Typhoon and Rainstorm Duty:</td><td colspan="2">Arrangement of staffing to ensure sufficient manpower to prepare for Emergency Preparedness Plan & Post-Typhoon Assessment one hour before the typhoon signal or rainstorm warning is hoisted or announcement on extreme conditions is issued and during such situations. Keep reporting timely to HISTPL on the situation and recovery Plan.</td></tr>
<tr><td rowspan="3">Holiday Entitlement:</td><td>General holiday entitlements</td><td>Statutory holiday entitlements</td></tr>
<tr><td colspan="2">Any extra annual leave entitled due to length of service shall be borne by the Provider which shall be included in the oncost stipulated in Table B.</td></tr>
<tr><td colspan="2">The Provider shall arrange an adequate number of staff for all holidays to ensure proper operations of all facilities. The reliver arrangement for each type of staff is stated in Paragraph 5.6.8 of Tender Schedule 5 “Role and Qualification of Staff”.
Without prejudice to other rights and remedies of HSITPL, if relievers are not provided which leads to a deviation from the required headcount, HSITPL reserves the right to claim compensation from the Provider based on the pricing schedule in Table B and any relevant loss due to such deviation.</td></tr>
<tr><td>Sick Leave:</td><td colspan="2">In accordance with the Employment Ordinance (Cap. 57).</td></tr>
<tr><td>Maternity or Paternity Leave:</td><td colspan="2">In accordance with the Employment Ordinance (Cap. 57).</td></tr>
</table>

Table C1 – Comprehensive Maintenance Cost

(Breakdown of "Total Comprehensive Maintenance Cost (HK$ / month)" to Table A Part (II))

System	Comprehensive Maintenance Cost (HK$ / month)			
	1st Year	2nd Year	3rd Year	4th Year
Compressed Air System				
Vacuum System				
Purified Water Supply System				
Waste Water System (i.e., Neutralization Plant)				
Nitrogen and Carbon Dioxide Manifold & Gas Piping System				
Eye Washer and Emergency Shower				
Town Gas System				
Oxygen Detecting System				
Emergency Exhaust System				
Pressure Differential System				
Central Dangerous Goods (DG) Store Service and Maintenance - For Central Supply of Carbon Dioxide and Nitrogen Gas				
Total Comprehensive Maintenance Cost (HK$ / month)				

Table C2 - Central Dangerous Goods (DG) Store Management Services

Items	Unit rate per store
Modification / Addition of Dangerous Goods Store and License Application	HK$
Central Dangerous Goods (DG) Store Management Services and Maintenance	HK$ /month

*This cost is subject to the demand of Tenant and the cost shall be based on the quoted unit rate.

Table D – Manager's Remuneration

(Breakdown of "Manager's Remuneration (HK$ / month)" to Table A Part (III))

	1st Year	2nd Year	3rd Year	4th Year
Manager's Remuneration (HK$ /month)				

Remark:

The **Manager's Remuneration** shall be a fixed lump sum fee for a year, to be paid in twelve (12) monthly instalments (subject to termination of the Contract and applicable penalties). It is an overhead cost associated with the management role, which may factored in the fee for the following responsibilities:

- Leading and managing on-site teams, including resource allocation, recruitment, training, and performance evaluations.
- Overseeing the team, including subcontractors, and ensuring that the Services are delivered on time and within budget.
- Building and maintaining relationships with stakeholders, ensuring satisfaction and addressing concerns.
- Ensuring that all activities comply with relevant laws and regulations and managing potential risks.
- Providing regular updates and reports on progress, outcomes, and any issues that arise.
- Providing any technology and systems for operational needs.
- Taking assignments as requested by HSITPL.

No conditions shall be attached to the payment of this Manager's Remuneration except for the following:

- Early termination as stipulated in the termination clause of the Contract.
- The levy of penalties in accordance with the Performance-Based KPI assessment and review as stipulated in the Tender Documents.
- Reduction of the scope of work.

Table E – Rate of Technical Gases Supply

(Breakdown of "Technical Gases Supply Cost (HK$ / year)" to Table A Part (IV))

Items		(1) Nitrogen - Gas Cylinder	(2) Liquid Nitrogen - Liquid Gas Container (LGC)	(3) Carbon Dioxide - Gas Cylinder	(4) Compressed Air - Gas Cylinder*
Size (Only allow to select one type of size to quote the provision cost)		□ 47L □ 50L	□ 165L □ 180L	□ 47L □ 50L	□ 47L □ 50L
Contract Year 1	Annual estimated unit *[a]*	47L: 64 pcs 50L: 60 pcs	165L: 67pcs 180L: 61pcs	47L: 142 pcs 50L: 133 pcs	47L: 22 pcs 50L: 20 pcs
	Unit rate (HK$ / pcs) *[b]*				
	Sub-total (HK$ / year) *= [a] * [b]*				
	Technical Gases Supply Cost (HK$ / year) *(exclude compressed air)*				
Contract Year 2	Annual estimated unit *[a]*	47L: 64pcs 50L: 60 pcs	165L: 98pcs 180L: 90pcs	47L: 210 pcs 50L: 197 pcs	47L: 22 pcs 50L: 20 pcs
	Unit rate (HK$ / pcs) *[b]*				
	Sub-total (HK$ / year) *= [a] * [b]*				
	Technical Gases Supply Cost (HK$ / year) *(exclude compressed air)*				
Contract Year 3	Annual estimated unit *[a]*	47L: 64pcs 50L: 60 pcs	165L: 100pcs 180L: 92pcs	47L: 213 pcs 50L: 200 pcs	47L: 22 pcs 50L: 20 pcs
	Unit rate (HK$ / pcs) *[b]*				
	Sub-total (HK$ / year) *= [a] * [b]*				
	Technical Gases Supply Cost (HK$ / year) *(exclude compressed air)*				
Contract Year 4	Annual estimated unit *[a]*	47L: 64pcs 50L: 60 pcs	165L: 100pcs 180L: 92pcs	47L: 213 pcs 50L: 200 pcs	47L: 22 pcs 50L: 20 pcs
	Unit rate (HK$ / pcs) *[b]*				
	Sub-total (HK$ / year) *= [a] * [b]*				
	Technical Gases Supply Cost (HK$ / year) *(exclude compressed air)*				

*For Compressed Air - Gas cylinder only for back up supply during compressed air supply interruption, which is not regularly demanded. Pricing is provided for reference only.

We offer to provide the 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.

_____

Authorized Signature (with company chop)

Name & Position: _____

Company Name: _____

Date: _____

Tender Schedule 5: Requirement Specifications

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

"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

The scope and specific requirements of the goods/services which the tenderer ("**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**") would like to invite an experienced service provider to provide Laboratory Common Supporting Services Management ("**Services**") for Hong Kong-Shenzhen Innovation and Technology Park (the "**Park**"). Tenderer is expected to provide laboratory common supporting services management in a cost-effective manner, while considering relevant legal compliance requirements and operation safety. The Tenderer is expected to provide the Services for Buildings 8 & 9 as set out in Paragraph 5.6 of this Tender Schedule 5.

5.2 About HSITPL

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.

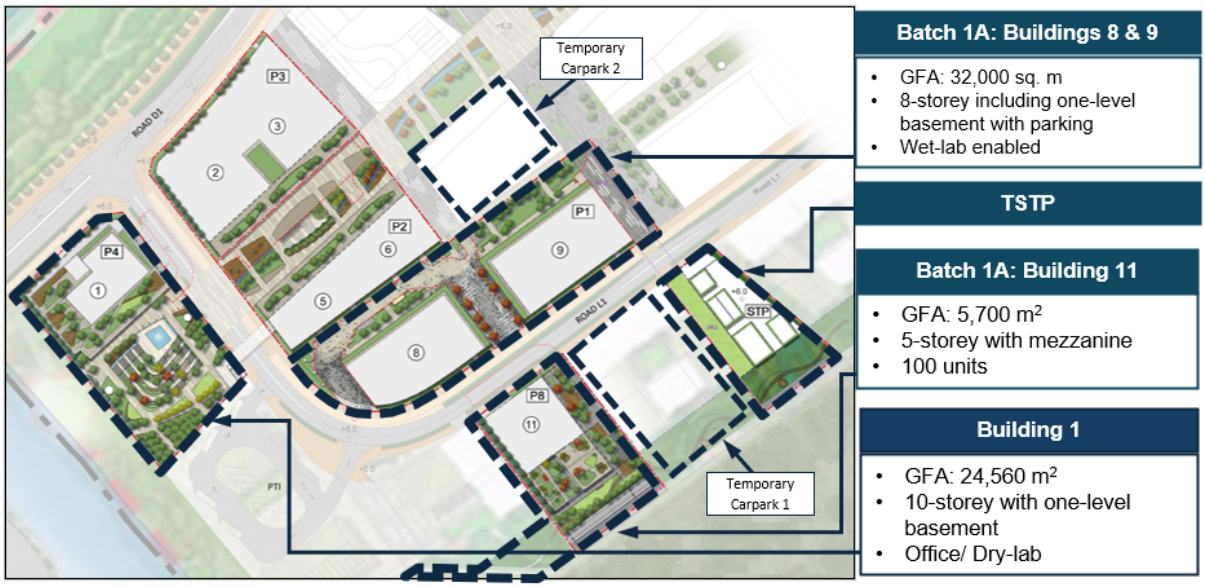
The Park envisions to serve as a world-class knowledge hub and innovation & technology ("**I&T**") centre, converging enterprises, research & development ("**R&D**") institutions and higher education institutions from Hong Kong, Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.

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

With the size of 87.7 hectares in the Lok Ma Chau Loop, the Park is a large-scale and a long-term project in Hong Kong, which will be developed in two phases.

Phase 1 will be developed in 3 batches i.e., Batch 1, Batch 2, and Batch 3. The first development batch, Batch 1, has been further sub-divided into Batches 1A, 1B and 1C and Building 1. Batch 1 of Phase 1 is being developed by HSITPL which consists of 8 buildings with a total Gross Floor Area ("**GFA**") of 116,000 sq. m. This part will be tentatively completed in late 2024 onwards. Batch 1A, with a site area of 38 hectares, consists of Buildings 8 and 9 (wet laboratory blocks), Building 11 (talents accommodation block), Temporary Sewage Treatment Plant ("**TSTP**"), and two temporary carparks ("**TCP**"). Building 1 consists of offices and dry laboratories within the same building. Buildings 8 & 9 are collectively the "**Buildings**".

The general building information for each building shows as follows:



The tentative schedule for handover of buildings

Building	Operation Date (i.e. the Commencement Date)
Nos. 8&9	Not earlier than June 2025

Please note that the Commencement Date may vary and is subject to construction progress and building development.

5.3 Purposes of Services

5.3.1 The Services comprise laboratory common supporting services management assignment requiring customer service approach and cost-effective solutions, integrating all functions necessary to support the daily operations ranging from the laboratory common supporting services management, management of laboratory's tenants and dangerous goods management. Maintenance of laboratory common supporting facilities shall comprise a "Life Cycle Maintenance Plan" with maintenance schedule, procedures, self-audit and continuous improvement, precisely determining the most appropriate type and level of services.

5.3.2 The Provider would provide the Services for Buildings 8 & 9 of Batch 1A of the Park (collectively "**Premises**"). The Provider is expected to conduct due diligence audit and transition management for the takeover / handover of the facilities for the purpose of taking over for providing the Services, provide site readiness preparation and operation services for the Premises.

5.4 The Brief

The buildings information provided in Appendix B of the Tender Documents ("**Facilities**") are not exhaustive and are subject to potential modifications, additions, or deletions at the sole and absolute discretion of HSITPL. The purpose of providing such information of the Park is to provide an initial overview of the facilities to be considered for takeover purpose. The final determination of the facilities to be handover to the Provider to manage will be based on various factors, including but not

limited to operational requirements, feasibility studies, and any subsequent negotiations between HSITPL and the Provider.

5.5 Project Timeline

5.5.1 Tender schedule (Tentative)

Tender Invitation	24 February 2025
Tender Briefing	03 March 2025
Tender Submission Deadline	07 April 2025
Presentation	April 2025
Tender Award	June 2025
Commencement of the Contract	June - September 2025 (subject to further confirmation)

5.5.2 Tender briefing

Tenderers will be invited to tender briefing in a week after receiving the Letter of Invitation to Tender. HSITPL will advise the exact time slot. No more than 3 representatives from each Tenderer are allowed to attend the briefing. The names with related details of the representatives must be submitted before the briefing.

5.6 Scope of Services

The Provider shall take full responsibility for performing all acts and things which may be necessary or expedient for the good management, operation and comprehensive maintenance of the laboratory common supporting facilities in the Premises. The Provider shall also handle other responsibilities such as remedial work to all damage by whatever means. HSITPL's objective (which the Provider acknowledges) is that the Provider perceives this as an exercise in asset value maximization and asset life preservation and prolongation.

The Provider shall provide the "preventive and comprehensive maintenance services" for laboratory common supporting facilities which shall include the services and works set out in the Scope of Work as listed below from Paragraphs 5.6.1 to 5.6.8 and in response to the system information as set out in Appendix B and all such services and works as required to comply with the Service Pledge ("**Service Pledge**") and according to the KPI In Appendix A: Performance Based Mechanism to assess the performance of the Provider and the amount of manager's remuneration respectively.

Scope of Services covered in:
Paragraph 5.6.1 Technical Gases and Liquid Supply
Paragraph 5.6.2 Dangerous Goods and Dangerous Goods Store Management
Paragraph 5.6.3 Laboratory Common Supporting Facilities Management and Maintenance
Paragraph 5.6.4 Customer Service
Paragraph 5.6.5 Tenancy Management
Paragraph 5.6.6 Safety and Quality Assurance
Paragraph 5.6.7 Supporting Service and Administrative Works
Paragraph 5.6.8 Role and Qualification of Staff

5.6.1 Technical Gases and Liquid Supply

5.6.1.1 Responsible for supplying, monitoring and controlling technical gases, liquid and manifold cylinders to ensure uninterrupted supply to all laboratories in the Park. Technical gas specification is stated in Appendix C.

5.6.1.2 The regular quality tests for technical gases and liquids shall be arranged at least once per year or when required by the HSITPL Representatives.

5.6.1.3 In normal circumstances, any technical gas supply interruption shall not be tolerated. It can only be interrupted when it is absolutely necessary, and such period shall be kept to a minimum. All such interruptions should be properly documented and submitted in a report to the HSITPL Representatives.

5.6.1.4 Arrangements in planned technical gas supply interruption

i) Written permission for the supply interruption shall be granted indicating the duration and purpose of executing the gas interruption works.

ii) Alternative supplies, such as portable technical gas cylinders, to the affected areas by the gas interruption works shall be provided.

iii) The quantities of technical gas regulators, cylinders and other accessories required for the gas interruption works shall be advised by the Provider, approved by the HSITPL Representatives. The Provider should provide accessories, such as regulator, transportation tools etc. in their own cost. The portable technical gases consumption charges will be paid by HSITPL at unit rates based on Table E in Tender Schedule 4.

iv) The Provider shall be responsible for the cost of delivering these technical gas cylinders to the affected areas prior to the gas interruption work and recollecting these cylinders from the site after completion of the said work.

v) A co-ordination meeting or other co-ordination works shall be conducted by the Provider prior to any supply interruption. The site's operation shall prevail and any operations related to the supply interruption will be called off to suit.

vi) The Provider shall closely liaise with the parties concerned and responsible for the safe custody of the documents given to him related to the interruption of technical gases for the purpose of executing the works. These documents shall be readily available for inspection by the HSITPL Representatives and returned upon completion of work.

5.6.1.5 Contingency plan in unplanned technical gas supply interruption

i) The Provider shall first carry out defect rectification or repair works or other works as deemed necessary by the HSITPL Representatives to restore the technical gas supply as soon as possible.

ii) Ensuring the resumption of supply will not degrade the quality and safety of the technical gas supply to the affected area.

iii) If the interruption is due to the fault of the Provider, the Provider shall bear the costs of all repairing works, including but not limited to provision of temporary gas supply works, delivery, rental, gas regulators and technical gas cylinder supply involved in the restoration of permanent technical gas supply to the affected area. HSITPL also reserves the right to claim from the Provider other damages.

5.6.1.6 Supply of Backup Technical Gas in Technical Gas Supply Interruption

i) Technical gas and accessories to the Park during planned / unplanned technical gas interruption and emergency situation in connection with the gas supply works under the Contract shall be supplied.

ii) The minimum requirements for the cylinder and accessories stored by the Provider shall be recommended by the Provider. The cylinder and accessories include but are not limited to:

a. 47L / 50L cylinders for nitrogen gas, carbon dioxide gas, and compressed air;
b. Regulator set for all type of gases; and
c. Transportation tools for technical gas cylinders.

iii) The Provider shall own sufficient transportation facilities to ensure that the technical gases can be delivered to the sites within 4 hours of notification, which may be verbal or in writing.

5.6.2 Dangerous Goods and Dangerous Goods Store Management

5.6.2.1 The Provider shall monitor and control all Dangerous Goods ("**DG**") related activities, including but not limited to:

i) Coordinate with Tenants on procurement, ordering and DG deliveries.

ii) Monitor and control DG logistics in / out of DG stores and Tenant's unit in order to ensure the stored DG are not in contravention of the Dangerous Goods Ordinance (Cap. 295), including but not limited to provisions regarding storage class and stored quantities.

iii) Prepare a summary report at HSITPL's request regarding DG stock within the Park, which includes both Tenant's and HSITPL's stock, along with associated documents like quotations, invoices, and delivery notes.

iv) Visual inspection of gas cylinder mounting setup and piping connections to relevant equipment.

v) Monthly inspection of gas connections in the Tenant's unit ensures the setups are safe and in proper order.

vi) Maintain and control the dangerous goods store facilities in good and safe conditions meeting operational requirements specified by the Fire Services Department including tools and equipment for gas delivery.

vii) Responsible for preventive maintenance and annual maintenance for a central DG stores.

viii) Assist and provide suggestions for Tenant's DG store license application.

5.6.2.2 Modification / Addition Works of Dangerous Goods Stores

i) The Provider shall also support the management of additional DG stores within Park premises. For such variations, a modification / addition plan is required for the DG store and license application. The fee for this modification / addition works and the comprehensive maintenance cost for central DG store afterward shall be charged based on the quoted prices in Table C2 in Tender Schedule 4.

ii) The Provider shall submit the modification / addition plan to the HSITPL Representatives for approval, prior to commencement of the modification / addition work, ordering the materials and equipment.

iii) The modification / addition works shall include are but not limited to below considerations:

- Supply of necessary labour.
- Dismantle of existing facility and associated pipework, electrical / electronic equipment and accessories.
- Supply, delivery to site and installation of new facilities together with all accessories.
- Schedules of materials and equipment offered including the manufacturer's names, type / model number and sufficient technical information for the evaluation and approval.
- Reassembly of all pipework, electrical and electronic devices / sensor / equipment which have been removed before the works.
- Installation drawings.
- Provision of labels & identifications. The Provider shall provide labels for all components.
- As-fitted drawings and operation & maintenance manual after the modification / addition works are completed.
- The Provider shall make good on his own cost any defects on all replacement / newly installed parts for a period of 12 months after the completion of modification / addition works of the respective service order.

5.6.3 Laboratory Common Supporting Facilities Management and Maintenance

5.6.3.1 Responsible for the laboratory common supporting facilities stated in Appendix B:

- Daily inspection, operation, maintenance and management.
- Prepare and maintain a comprehensive operation and maintenance logbook and repair and maintenance record.
- Monitoring laboratory utilities consumption and identify areas for improvement.
- Maintain the latest version of technical drawings reflecting the as-built condition.
- Recording Tenant laboratory utility usage for various purposes such as monitoring, charging or etc.
- Perform installation of parts on the system as requested by HSITPL.

5.6.3.2 In case of failure of any facilities, immediate and temporary arrangements shall be made with prior approval of HSITPL for restoring the facilities without delay.

5.6.3.3 Any damage to HSITPL property resulting out of careless, negligent and/or faulty operations, maintenance and repairs shall be the Provider's liability. HSITPL reserves the right to recover such cost of damage from the Provider's service costs.

5.6.3.4 Fault Call-out Services Requirement

i) The Provider is required to make suitable arrangements to attend the fault calls at any time, whether true or false. "At any time" shall cover 24 hours a day, 7 days a week, 365 days a year including Sundays, public holidays and any time during typhoon, rainstorm and when an announcement on extreme conditions is issued in Hong Kong.

ii) The attendants to the calls shall use the quickest means of transport to reach the site in the shortest possible time. A response time during office and non-office hours is specified in Appendix A, Section 2, Nos. 4a and 4b. The Provider shall use its best endeavour to shorten the response time in cases where the target response time cannot be achieved.

iii) Upon arrival at the site, an approved contingency plan shall be adopted in unplanned events and identify the source of the fault and rectify the identified defects as soon as possible.

iv) In the case of a false fault alarm, appropriate action shall be taken to trace the cause of the false alarm, make suitable adjustment / repairs, reset the system and demonstrate to the site engineering staff that the system is in normal working condition.

5.6.3.5 Inventory Control

i) Performing below for inventory management:

- Maintain a critical level of inventory.
- Stock the critical spare parts at the agreed location between HSITPL and the Provider.
- All inventories shall be prepared and monitored by the Provider.
- Inventory reports, including daily / monthly consumption certificate, shall be submitted monthly or as requested by HSITPL from time to time.

ii) Holding of Spare Parts

- The Provider shall maintain adequate stocks of spare parts and any other items necessary to ensure the installations / maintenances are fully operative at all times.
- Replacements shall be obtained from the manufacturers' genuine spare parts with the relevant certification. Alternative components shall not be used without approval by the HSITPL Representatives. The Provider shall obtain spare parts from overseas suppliers (by air freight if necessary) at no extra cost when local stocks are not available.

iii) Provision of Materials and Spare Parts by HSITPL

- HSITPL shall reserve the right to supply any materials and parts to be assembled and installed by the Provider within the Contract. The Provider shall be required to collect these materials and parts from a designated store and transport them to the sites. These may not necessarily be available for collection at the same time or from the same store. The Provider shall be responsible for the safe custody of all items collected by him including during transit.
- The Provider shall be responsible for assessing the function, verifying the specifications and quality of these materials and parts and ensuring that they can operate properly with the existing plant and equipment. Damage to these materials and spare parts shall be the responsibility of the Provider.
- The Provider shall be responsible for returning any defective / surplus / replaced parts to the designated stores.

iv) Old Materials

- All old materials, parts and components shall be kept for 14 days after the execution and completion of any work.
- The information of those old material shall be reported and HSITPL Representatives reserve the right to check those old material before disposal.
- After the expiry of the 14-day period mentioned above, such materials shall become the property of the Provider and shall be removed immediately from the site.

5.6.3.6 Instruments, Workshop Facilities and Tools

i) The Provider shall provide all necessary meters, instruments, testing equipment, tools, technical gas transportation trolley etc. for the proper execution of works.

ii) Necessary training in tools used and safety shall be provided to the staff so that they are fully equipped to conduct the works safely and effectively.

iii) The meters, instruments and equipment used for acceptance tests of technical gas and liquid installations and quality tests of technical gas shall be calibrated. The calibration shall be traceable to international standards.

5.6.3.7 Site / System Plant Room Cleanliness and Tidiness Requirement

i) Provider responsible for keeping the sites/ system plant room in a clean, safe and hygienic condition.

ii) After completing the work each time, the Provider shall clear all debris and rubbish forthwith. Failure to comply with this clause shall render the Provider liable for subsequent cleaning expenses.

iii) Perform daily cleaning of the site / system plant room including the public cleaning areas after each works.

iv) The extent of the public cleaning areas required for cleaning are deemed to be within 2.5 meters on the periphery outside the barriers or hoardings unless otherwise specified by the HSITPL Representatives in the works order. Where necessary, the HSITPL Representatives shall determine the public cleaning areas

on site for each works order and may amend their extent each day by considering the actual site condition before work commences.

v) "Daily cleaning" shall include cleaning and tidying up of tools, equipment, unused materials, storage areas and common areas such as passageways. It also includes removal of waste and debris, etc.

vi) The daily cleaning inspection checklist shall include, but are not limited to, the following:

- Maintenance and thorough cleansing of passageways, common access and public areas free of obstruction.
- Proper storage and stacking of materials.
- Proper maintenance, re-conditioning, placement and storage of tools and equipment after work.
- Collection and removal of disposed waste materials off site.
- Clearing drains and channels to prevent flooding.
- Cleansing of external covers for plant and equipment.
- Cleansing, re-conditioning and replacement of hoarding, barriers, guarding, lighting, and signage of works to good working condition.
- Other cleansing requirements as instructed by the HSITPL Representatives.

5.6.3.8 Maintenance

i) The purpose of preventive and comprehensive maintenance is to maintain the facilities in top condition and uninterrupted laboratory service, suggest replacements of the consumables, identify and prevent potential facilities breakdowns and mitigate risks.

ii) Responsible for optimizing the maintenance & calibration schedule and plan based on regulation, best industrial practice, manufacturer recommendation, operation & maintenance (O&M) or any related factors to monthly, quarterly, half-yearly and annual services.

iii) The maintenance schedule will be subject to revision from time to time as required by the HSITPL Representatives to suit the operational needs of Tenant and HSITPL and the Provider shall revise and implement the schedules accordingly. No claim will be allowed for the revision of the schedules.

iv) Responsible for preventive maintenance and annual maintenance for various systems and laboratory common supporting facilities stated in Appendix B.

v) Responsible for conducting all minor repairs and maintenance works (including rectifications, replacements, making good, testing, verifications, putting in temporary measures and any other works assigned by the HSITPL Representatives) on the laboratory common supporting facilities and systems.

vi) All repair work during the Defect Liability Period (DLP) must be completed in accordance with the conditions of the building contract and warranties. The Provider will liaise with and co-ordinate with HSITPL Representative such works as may be required during the DLP.

vii) Responsible for the management of minor works and tender works related to laboratory common supporting facilities and infrastructure including preparation of tender documents, quotation or tender invitation, tender assessment, clarification, recommendation, the purchasing and payment process, as well as operation arrangements, monitoring, quality and safety assurance.

viii) Responsible for the arrangement and coordination, with third parties, of laboratory common supporting facilities preventive maintenance and tools & consumables replacements, schedules and operations, as well as proper disposal of old and/or replaced parts and consumables.

ix) Should the Provider decide to sub-contract any part of the maintenance works, below are required but not limited to:

- Submit the details on the scope and capability of his sub-contractor for HSITPL Representatives' approval.
- Co-ordinate, support, monitor and assist sub-contractor under direct supervision by the rank of assistant engineer or above.
- Verify to the satisfaction of HSITPL Representative of the work done by the sub-contractor.

x) All equipment after testing shall be properly reinstated to ensure there is no false alarm. Any defects revealed shall be recorded in the logbook and action shall be taken to correct them immediately. All safety controls should be checked periodically to ensure that the equipment is protected properly.

xi) Identify the root causes of any faults / damages / malfunctions of the facilities and propose rectifications / repairs / replacements.

xii) If leakage is detected in the testing distribution pipework branch, the leaking components or terminal units shall be identified and repaired / replaced and the whole pipework branch shall be retested to the satisfaction of the HSITPL Representatives.

xiii) Calibration of oxygen sensors, technical gas / liquid meters and pressure differentials

- Calibration and verification shall be performed on a yearly basis or at an interval specified in the operation & maintenance (O&M) manuals.
- The calibration shall be conducted by a relevant recognized testing authority.
- Sensor cells for oxygen detectors or other sensors shall be replaced before the expiry of their service life.

5.6.3.9 Site Co-ordination

i) The Provider shall co-operate and co-ordinate with different parties to ensure all works are in smooth progress and only cause minimum interruption to the laboratory facility system.

ii) The parties mentioned above include: Tenant, HSITPL, project team, operation and maintenance team in the sites, building contractors, electrical and mechanical specialist contractors, government personnel, public authorities,

power companies and other contractors and personnel as considered necessary by the HSITPL Representatives during the Provider's and sub-contractor's works.

iii) The Provider shall keep the HSITPL Representatives informed of all matters involving co-ordination for the smooth progress of the works.

iv) The Provider shall not raise any claim in connection with the co-ordination work.

5.6.4 Customer Service

5.6.4.1 The Provider shall ensure that a customer service hotline is available 24/7 (the "**Customer Service Hotline**") to address inquiries, complaints, and service requests from the Tenants to maintain quick response time for all inquiries to enhance customer satisfaction in the standard of services fulfilling the Service Pledge and achieving the KPIs.

5.6.4.2 The Provider shall be the first point of contact for all Tenants' enquiry, not limited to laboratory tenants, via the Customer Service Hotline.

5.6.4.3 The Provider shall ensure that a suitable representative is on call to manage emergency situations where substantial damage may result due to serious incidents. This representative shall be always be accessible to the HSITPL Representative via telephone 24 x 7. A suitable representative will usually be the person in-charge for the shift or another person agreed with the HSITPL Representative.

5.6.4.4 Emergency Call Requirement

i) The Provider is required to make suitable arrangements to attend to the emergency calls at any time, whether real or not. "At any time" shall cover 24 hours a day, 7 days a week, 365 days a year including Sundays, public holidays and any time during typhoon, rainstorm and when an announcement on extreme conditions is issued in Hong Kong.

ii) The attendants to the calls shall use the quickest means of transport to reach the site in the shortest possible time. A response time during office and non-office hours is specified in Appendix A, Section 2, Nos. 4a and 4b. The Provider shall use its best endeavour to shorten the response time in cases where the target response time cannot be achieved.

iii) Upon arrival at the site, an approved contingency plan shall be adopted in unplanned events and identify the source of the fault and rectify the identified defects as soon as possible.

iv) In the case of a false emergency alarm, appropriate action shall be taken to trace the cause of the false alarm, make suitable adjustment/repairs, reset the system and demonstrate to the site engineering staff that the system is in normal working condition.

5.6.4.5 The Provider shall respond to any written or verbal queries relating to the Services in writing within the timeframe shown in the Service Pledge and the KPIs, or if no such timeframe is specified, a written reply with acknowledgement should be issued within one Working Day or within the time as directed by HSITPL Representative . In the written reply, the Provider shall set out follow-up actions.

5.6.4.6 The Provider will provide a written response to general enquiries and complaints (received via counter, telephone, email etc.) related to the Services for the tenanted areas in the Buildings. Response time will be in accordance with the Service Pledge or, if no such timeframe is specified, a written reply with acknowledgement and follow-up actions should be issued within one Working Day or within the time as directed by HSITPL Representative.

5.6.4.7 The Provider shall deploy extra manpower with appropriate qualifications, skills and tools to handle emergency situations within one Working Day upon written request by HSITPL Representative. All costs and expenses for extra manpower or duties of the Provider shall be deemed to have been included in the Manager's Remuneration of Tender Schedule 4: Price Schedule and the Provider shall not be entitled to additional reimbursements and/or payments for the extra manpower or duties, unless such extra manpower or duties are out of the scope stated in Paragraph 5.6 Scope of Services of Tender Schedule 5 and are executed on instruction in writing issued by HSITPL Representative.

5.6.4.8 The Provider shall conduct regular audits and surprise checks on all customer service operations, including but not limited to hotline responsiveness, email reply time, and request handling. These audits should align with the guidelines set forth in ISO 10002, which focuses on customer satisfaction and complaints handling.

5.6.5 Tenancy Management

5.6.5.1 Tenant move-in / out service

The Provider shall provide tenant move-in / out service which includes but is not limited to the following:

i) Participate in move in / out meeting with facilities management service provider and the Tenant.
ii) Fit-out drawing vetting service, which relates to laboratory safety and laboratory common supporting facilities.
iii) Tenancy fit-out control and management services to all Tenants in relation to any interface requirements with the building management services and facilities including fit-out units' regular inspections.
iv) Ensure all fit-out works comply with the Park's Tenant Fit-Out Guide.
v) Ensure move-in / out process comply with the Park's Safety, Health and Environment Handbook, such as performing safety assessment, providing advice on laboratory design, conducting pre-occupancy safety check and laboratory safety clearance check.

5.6.5.2 Laboratory operation consultancy service

The Provider shall provide laboratory operation consultancy service to potential and current Tenants which includes but is not limited to the following:

i) Laboratory and dangerous goods infrastructures, facilities and the associated

systems design.

ii) Dangerous goods license application and exemption.

iii) Guiding Tenant in laboratory waste disposal from license application to waste collection by qualified collector.

5.6.5.3 The Provider shall be responsible for arranging deliveries to ensure incompatible materials are separately delivered, e.g., different time slots in delivery schedule.

5.6.5.4 The Provider shall be responsible for DG deliveries from the central DG store to Tenant area upon Tenant's request.

5.6.5.5 HSITPL's laboratory tenants safety monitoring service

The Provider shall provide HSITPL's laboratory tenants with safety monitoring service which includes but is not limited to the following:

i) Laboratory waste management: a chemical waste management plan should be established to manage the chemical waste generated by the Tenants. Radioactive elements and wastes, and biohazard wastes managed by Tenants shall also be monitored.

ii) Performing safety, health and environment inspection to Tenant and submitting the inspection report to Tenants and follow up with their remedial action.

iii) Following up with Tenants' incident and accidents report, investigation and the implementation of remedial actions concerning laboratory's operation.

iv) Checking and monitoring whether the Tenant is following safety, health and environmental requirements. Report to HSITPL for any safety issue.

v) Maintaining the Tenant database, including Tenant's emergency response plan, information on laboratory nature, hazardous materials, and equipment in high risk, etc.

5.6.6 Safety and Quality Assurance

5.6.6.1 The Provider shall pay due regard to health and safety in the establishment and operation of the Services. Any action that could impose a risk of injury to any person should not be taken without an assessment of that risk being carried out. The Provider shall implement a set of health and safety policy and procedures to ensure all operations comply with the latest statutory requirements including but not limited to procedures of checking all method statements and risk assessment in performing all tasks and services performed.

5.6.6.2 Responsible for preparing, executing, monitoring, regular reviewing and controlling the health and safety plans for the operation of laboratory common supporting facilities, dangerous goods operation and laboratory waste disposal management in the Park. Coordinate and align with all Tenants on their emergency response procedures and evacuation plans.

5.6.6.3 Responsible for providing regular self-inspection on safety issues and submitting the report so as to identify the potential hazard, including but not limited to:

- The routine maintenance and facility management of common supporting facilities, dangerous goods, waste disposal and treatment systems.

- Routine inspection of facilities for storage, handling and disposal of dangerous goods and laboratory wastes.
- The ability, quality and compliance of the operators, as well as controls and indicators of their performance.

5.6.6.4 Responsible for providing training including but not limited to:

- Training for in-house staff and Tenants covering all risk aspects relevant to the scope of Services at HSITPL's request from time to time.
- Technical gas training course, such as technical gas safety requirements, technical gas operational policy, etc.
- Laboratory safety considerations.
- General training and demonstration for all necessary knowledge on the plant and equipment installed to the next Provider.

5.6.6.5 The Provider shall prepare a full set of Incident Management Plan (IMP) which shall be approved by HSITPL Representative. The IMP shall be reviewed and updated at least once per annum by the Provider. The IMP shall include immediate response plans, escalation and reporting details, courses for immediate responsive, corrective actions and incident reporting with root cause analysis and recommendations for further corrective actions to be adopted to avoid recurrence in the future.

5.6.6.6 Responsible for organizing laboratory related drills, such as chemical / biological spillage drill, gases leakage drill, radiation incident, etc.

5.6.6.7 Coordinate with local authorities and advise HSITPL of any amendment in the Safety, Health and Environment Handbook and other legal requirements affecting the health and safety issues that need to be implemented in the Park.

5.6.6.8 The Provider shall implement a mechanism to ensure all operations of the Park comply with the latest regulations and legislation. It is recommended that a register of these regulations and legislation be maintained and reviewed at least once a year, or whenever there is any update.

5.6.6.9 The Provider shall provide a registered safety officer by headquarter support, who shall be responsible for the overall administration of site safety matters within the Contract and be empowered with the authority to instruct the Provider's employees and sub-contractors to cease any unsafe operations.

5.6.6.10 It is the Provider's responsibility to devise and establish, as far as is reasonably practicable, safe system of works for all operations that may be involved under the Contract and to provide adequate protective equipment and resource to his employees and others as deemed necessary. Below is a non-exhaustive list of such systems of works:

- Occupational health and safety requirement
  The Provider shall implement precautionary measures, including provision of appropriate personal protective equipment, tools, devices, equipment and a safe and healthy environment, to ensure the safety and health of persons at work, e.g. working in the chemical / biological spilled areas, in accordance with all relevant statutory requirements such as the Factories and Industrial Undertakings Ordinance, (Cap. 59) and the Occupational Safety and Health Ordinance, (Cap. 509).

- Working in confined space and working at height
  The Provider shall provide workers and any persons working in confined space and those working at height with adequate and appropriate personal protective equipment and shall strictly comply with all statutory requirements in relation to work safety as stipulated in the Factories and Industrial Undertakings Ordinance (Cap. 59).

- Communication Equipment
  The Provider shall provide sufficient and proper communication equipment to ensure effective communication among the Provider's staff, the Provider and HSITPL Representatives.

- Proper Uniform
  All technicians should wear proper and clean working uniform to prevent safety hazard in the execution of the works relevant to the Services.

5.6.6.11 Operational Audit Requirements

i) The operational audit shall be conducted periodically with frequency not less than once a year or as instructed by HSITPL for all Services.

ii) The audit shall be conducted under supervision of the Provider's senior management who shall present to HSITPL a detailed report covering staff performance, KPIs, legal and contractual compliance, service and data quality, and operation management. A close-out plan must be submitted and signed off by HSITPL for any deficiencies identified.

5.6.6.12 Risk Register

i) In the context of a risk register, the Providers plays a crucial role in the effective management of risks, contributing to the overall resilience and success of HSITPL's operations. By fulfilling these responsibilities, the Providers should assist to:
   - Identify potential risks associated with their services and providing insights based on their expertise and experience in the industry;
   - Collaborate in assessing the likelihood and impact of identified risks with historical context to support accurate risk evaluation;
   - Develop strategies to mitigate identified risks and provide contingency plans or alternative solutions in case of potential disruptions;
   - Continuously monitor risk factors related to their services and report significant changes or emerging risks;
   - Offer training or resources to HSITPL's staff on risk management related to their services.
   - Engage in regular reviews of the risk register and risk management processes.
   - Maintain accurate records of risk management activities, including risk assessments, mitigation measures, and incident reports.
   - Ensure that documentation is readily available for audits and reviews.

5.6.6.13 Legal Compliance

i) Unless otherwise specified in the Tender Documents, all works, materials and workmanship conducted and terminology used in the Tender Documents shall comply, where applicable, with the latest edition of the legislation stated in Appendix D (the list of legislation in Appendix D is for reference only and the Provider is responsible for ensuring all relevant legislation are complied with), and relevant standards and code of practice and/or specification issued by HKSAR Government departments including but not limited to those listed below:

- Health Technical Memorandum 02-01: Medical gas pipeline systems.
- Model Engineering Specifications C11: Medical gases.
- ISO 9170-1: Terminal units for use with compressed medical gases and vacuum.
- ISO 9170-2: Terminal units for anesthetic gas scavenging systems.
- ISO 7396-1: Pipeline systems for compressed medical gases and vacuum.
- BS 5682: Dimensions of probes and terminal units for medical gas supply systems – Requirements
- BS 7671: Requirements for Electrical Installations
- Electrical and Mechanical Services Department Code of Practice: For the Electricity (Wiring) Regulations
- Architectural Services Department: General Specification for Electrical Installation in Government Buildings
- Architectural Services Department: General Specification for Buildings
- Architectural Services Department: General Specification for Air Conditioning, Refrigeration, Ventilation and Central Monitoring and Control System Installation in Government Buildings

ii) In case of conflicts between the requirements, the following order of preference shall apply:

- Legislative requirements
- Code of practice and/or specification issued by HKSAR Government departments
- Requirements in the Tender Documents
- Relevant standards

iii) The Provider is responsible for holding the requisite licenses on behalf of HSITPL.

iv) The Provider shall coordinate with all related parties for all the associated works, document preparation and submission to ensure system testing and commissioning have been properly conducted and certified.

5.6.7 Supporting Service and Administrative Works

5.6.7.1 Responsible for performing administration support on daily expenses, payment, procurement and receivables.

5.6.7.2 Responsible for managing, handling or drafting all the items related to sub-contracting/ purchasing including tender documents, service selection justification, contract, payment, etc., including preparation of tender documents, quotation or tender invitation, tender assessment, clarification, recommendation, the purchasing and

payment process, as well as operation arrangements, monitoring, quality and safety assurance.

5.6.7.3 The Provider shall keep all cost and budget reports in a proper order and be ready for HSITPL Representative's inspection.

5.6.7.4 Logbook / Recording / Computerized Database / Reporting requirement

i) All logbook, record and computerized database shall be in an approved format and submitted / retrieved to HSITPL in specified time intervals or at any time when required.

ii) When claiming for payment, the Provider shall submit all the relevant reports and documents together with the invoice. Claim for payment will not be entertained if the full set reports for the relevant works is not submitted to the satisfaction of the HSITPL Representatives.

iii) The Provider shall maintain the up-to-date records including but not limited to the following:

	Record	**Content**
a	Record of operation, maintenance and repair	Work details, location, time, proposals of remedial actions with timeline, result services etc.
b	Record of complaints received	Complaint detail, location, time, reasons of delay for pending complaints to attend to, action timeline etc.
c	Record of materials used	Using purpose, details of parts changed or repaired etc.
d	All changes to facility	Change detail, sketches and drawings etc.
e	As-built record drawings	Regularly updated

iv) The daily records/log history sheets shall be used for the services including but not limited to work orders received, major breakdowns, pending complaints etc. and including but not limited to contents listed below:

- Jobs attended, such as type of breakdown attended
- Action taken
- Time taken to rectify
- Reasons for the delay (if any)
- Material used
- Results

v) The Provider shall provide a printed comprehensive logbook with content including but not limited to:

- Tables for daily record of all critical schedules
- Starting and stopping times for various equipment
- Daily record of unusual observations

vi) The data to be recorded in logbook can be used for the purposes of:

a. Reference data relating to the system configuration which acts as a reference for future use e.g., when component replacement.
b. Historical data relating to the events which have occurred on the system including fire, false alarm, testing and servicing. This data should be used for investigation and recorded in date sequence irrespective of the type of event.

vii) The Provider shall have computerized database including but not limited to:

- Operation and maintenance programs.
- Procurement of spare parts, dangerous goods, compressed gases.
- Receipt of maintenance request and authorization to issue of materials and spare parts.
- Emergency/fault call report.
- Modification, addition and improvement works for the laboratory facility systems.
- Major installation, the operating conditions, breakdown history, downtime, maintenance work carried out on each equipment and system.

viii) Monthly and bi-weekly regular progress meetings shall be arranged to discuss the overall facility operation and performance including but not limited to sub-contractor management, staff performance, customer service, Service Level Agreement ("**SLA**") and KPIs compliance, incident handling, the performance of the plants or etc.

ix) The documentation and reports shall be submitted at specified time intervals and include but are not limited to the suggested content below:

Type of Report	Contents	Submission
Monthly Report	- SLA and KPI summary - Maintenance records (scheduled and non-scheduled) and summary - Service & emergency / fault calls report and summary - Incident / complaint reports - Statutory license tracker - System status summary - Inventory reports, such as DG, chemical, spare part and consumable - Site inspection records - Daily inspection log - Summary of drill and training provided to in-house staff / Tenant - Waste disposal and safety management - Minor job and tender work summary - Billing invoice - Modification, addition and improvement works - Meeting records and summary - Others	at least 3 working days before the monthly progress meeting
Meeting Minutes (between HSITPL and the Provider)	- Date, time, location, participants - Meeting topic - Discussion items with conclusion or follow up actions	within 1 week after meeting

Type of Report	Contents	Submission
Maintenance Report (Scheduled and Non-scheduled)	- Date, time, location, system involved - Type of maintenance: scheduled, non-scheduled, repair, replacement etc. - Affected Tenant unit (if any) - Works details ➢ Testing records ➢ Replacement parts detail: brands, model numbers, serial number, and certificates ➢ Faults identified during the maintenance (if any) - The operating conditions or status of the system before and after the maintenance work - Suggest corrective actions for rectifying and preventive action for recurrence - Sub-contractors' service report - Operator and checker name, signature with company chop	within 2 weeks after completion of maintenance works
Service Report	- Date, time, location, system involved (if any) - Service description - Affected Tenant unit (if any) ➢ Service detail ➢ Service request call / WhatsApp / email or BMS alarm time ➢ Staff arrival time ➢ Work completion time ➢ Detail of service provided ➢ Follow up action with timeline (if any) - Operator name, signature with company chop - Tenant's signature, satisfaction rating with company chop	within 2 weeks after completion of service
Emergency Call Brief	- Date, time, location, system involved (if any) - Issue description	Not exceeding 1 hour after responding, in email format
Fault Call Brief	- Date, time, location, system involved (if any) - Issue description	Not exceeding 1 hours after responding, in email format
Emergency/Fault Call Report	- Date, time, location, system involved (if any) - Call description - Call details ➢ Call /WhatsApp /email or BMS alarm received time ➢ Response time and attended time ➢ Work completion time ➢ Types of faults identified ➢ Detail of action, repairs or replacement work provided ➢ Operating conditions or status with photos taken (if applicable) before and after the fault rectification ➢ Follow up action with timeline (if any) or refer to investigation report - Operator and checker name, signature with company chop - Attachment of call brief record	within 24 hours after response

Type of Report	Contents	Submission
Emergency/Fault Call Full Investigation Report	- Attachment of Emergency / Fault Call Report - Investigation / examination on cause of breakdown by using any root cause analysis tools - Follow up corrective action with timeline - Suggest preventive action for recurrence and measurement	within 1 week after response
Complaints or Incidents Brief	- Date, time, location, system involved (if any) - Issue description	Not exceeding 1 hour after responding, in email format
Complaints or Incidents Report	- Date, time, location, system involved (if any) - Description of events - Service or actions provided with supporting documents - Investigation/examination on cause of complains and incidents by using any root cause analysis tools - Follow up corrective action with timeline - Suggest preventive action for recurrence and measurement	within 72 hours of complaints or incident
Technical Gas Supply Planned Interruption Preparation Report	- Date, time, location, system involved - Cause of the interruption - Affected Tenant unit - Preparation detail for the interruption, such as ➢ The quantities and price of technical gas regulators, cylinders and other accessories required ➢ Action check list before/ during/ after interruption	at least 3 weeks before interruption for getting approval from HSITPL Representative
Technical Gas Supply Interruption Report	For planned, - Attachment of "Technical Gas Supply Planned Interruption Preparation Report" (if planned) - Completion of record for the action check list - Other action performed not list in the check list For unplanned, - Date, time, location, system involved - Cause of the interruption - Affected Tenant unit - Detail for the interruption, such as: ○ The quantities and price of technical gas regulators, cylinders and other accessories required ○ Action performed during and after interruption - Investigation/examination on cause of interruption by using any root cause analysis tools - Follow up corrective action with timeline - Suggest preventive action for recurrence and measurement	within 1 week after interruption
Tenant Laboratory Inspection Report	Follow the report template of the Safety, Health and Environment Handbook - Provide inspection finding with action level categorized	within 1 month after inspection
Drill Report	- Drill purpose - Drill detail such as date, time, location, timeline, involved person etc. - Deficiencies, improvement and recommendation etc.	within 1 week after drill

5.6.7.5 Takeover Exercise

i) After the Operation Date, the Provider shall submit the items listed below to HSITPL Representatives for approval and/or record:

Item	Note	Period
The SLA agreed by the Provider	- Not less stringent than those standards set out in the Service Pledge and KPIs in Appendix A.	Within 1 week
Manpower allocation and staff details, including - Qualification, experience, skills - Personal particulars - Recent photographs	- Information may be passed to the police for security checking. - Any staff considered unsuitable shall not be employed and HSITPL Representatives shall have the right to reject any of the proposed staff without giving any explanation.	Within 1 week
Contact information for emergency / fault call-out services calls team, including name and mobile phone number	- At least 2 competent persons (as stated in paragraph 5.6.8.4). - Any information change should inform HSITPL Representatives immediately.	Within 1 week
Customer service phone numbers and numbers of lines	- Any information change should inform HSITPL Representatives immediately.	Within 1 week
A program indicating the proposed schedule for the monthly, bi-monthly, quarterly, half-yearly and annual services	- Including the associated quantity of tools and consumables. - Submitted in the form of program charts.	Within 2 weeks
Check and comment on full set of as-fitted drawings (CAD, PDF and Hardcopies), site plans, specifications, operation and maintenance manual ("O&M Manual") and related certifications	- Establish the filing system for all the facilities, system report and key registration as well as all drawings, manuals and certificates. - Maintain updated records of relevant licenses, warrant letters, warranties and guarantees and user manuals, etc.	Within 2 weeks
Based on above checking - A schedule of quality tests - Conduct testing, training sessions and drills for the facilities - Prepare schedules of planned, preventative & predictive maintenance - Consolidate and provide a full testing & takeover report based on an agreed and approved format. - Take over asset and spare parts, and prepare checklists and inventory lists	- HSITPL Representatives may change the date of quality test to suit the operational need of the Tenant and HSITPL. - No claim will be allowed for the change of the schedule of quality tests.	Within 1 month
Submit facility management plan, including - Quality assurance plan - Resources plan - Operation procedures - Disposal of old and/or replaced parts and consumables	Operation procedures including, but not limited to - Daily inspections - Preventive maintenance plan and schedule - Work instructions - Service record templates - Statutory license tracker - Contingency plan - Emergency control procedure - Drills plan	Within 1 month

Item	Note	Period
Contingency plan for technical gas supply interruption	Including - Proposed method of communication. - Proposed plan for providing an alternative source of technical gas to the Tenant and HSITPL. - Back up technical gas supply for the DG store of technical gas cylinders, quantity of technical gas cylinders and transportation facilities.	Within 1 month
A document detailing the safety management system adopted for the works	Including - Provider safety policy. - Method of establishing and implementing effective and efficient procedures. - Risk assessment	Within 1 month
Form of documentation mentioned in paragraph 5.6.7.4 ix above	- All documents, forms, records format should be approved before use.	Within 1 month

5.6.7.6 Handover Exercise

i) The handover exercise shall be conducted not less than one month before the expiry of the Contract.

ii) Handover exercise including but not limited to:
- General training and demonstration for all necessary knowledge on the plant and equipment installed to the incoming Provider.
- Submit a "Handover Exercise Report" that the format is approved by HSITPL before the handover exercise. The report shall include:
  - Checking of the working conditions for the whole Installations.
  - Any faults and defects with recommendations for rectification.

iii) The Provider shall be responsible for rectifying at his own cost all faults and defects identified during the handover exercise within the time limits specified by the HSITPL Representatives.

iv) The handover exercise and all rectifications must be completed and signed-off by the HSITPL Representatives before the expiry of the Contract. HSITPL reserves the right to deduct part of the Manager's Remuneration for any incomplete tasks.

5.6.8 Role and Qualification of Staff

5.6.8.1 When employing new or replacement staff, the information below shall pass to HSITPL Representatives for approval:
- The reason of employment
- The details of the new staff

5.6.8.2 When Laboratory Facilities Manager or Engineer as referred to in paragraph 5.6.8.6 below resigns, HSITPL Representatives must be notified one month in advance. The Provider must ensure replacement is arranged in a timely manner. HSITPL reserves the

right to deduct part of the Manager's Remuneration for any period of the unfilled position.

5.6.8.3 When employed staff is being considered unsuitable by the HSITPL Representatives, the replacement shall be effective within one week of notice given by the HSITPL Representatives.

5.6.8.4 The team shall consist of at least one "Competent Person" accepted by the Fire Services Department under the licensing requirements of DG/TS/143(A) and DG/TS/144(A) in certifying the condition of the Medical Gases Pipeline System (MGPS).

5.6.8.5 Refer to Tender Schedule 4 for the manpower required for the Contract.

5.6.8.6 Role and Qualification of the team

a. Laboratory Facilities Manager ("LFM")

Duty:

The overall in-charge for carrying out the duties as specified in the Contract. The LFM shall also manage staff performance, legal compliance, quality and safety assurance. The LFM shall always be available to answer queries at all times in connection with the execution of the duties stipulated in the Contract, particularly in case of major faults. The LFM shall plan and supervise the works under the Contract.

Reliever:

Engineer can be the reliever.

Minimum qualifications:

- A degree in a relevant engineering field or equivalent;
- A Chartered Engineer and Member of the Institution of Healthcare Engineering Management and/or Member of HKIE;
- At least ten years' experience in hospital and laboratory works; and
- Experience in managing DG, technical gas and liquid facilities maintenance, as well as resource, quality, customer service and sub-contractors for hospitals and laboratories in Hong Kong.

b. Engineer

Duty:

Assist the LFM to carry out the works under the Contract. The engineer is the team leader in charge of the maintenance teams.

Reliever:

LFM can be the reliever.

Minimum qualifications:

- A degree in a relevant engineering field or equivalent;
- At least four years' experience in design, installation, testing, commissioning and/or maintenance of hospital and/or laboratory works;
- Proper training in installation, testing, commissioning and maintenance of laboratory common supporting facilities works; and
- Experience in hospital and laboratory works in Hong Kong.

c. Assistant Engineer

Duty:

Handling the routine management and maintenance works. The assistant engineer shall provide customer service for liaison of Tenants, other departments within the Park and the HSITPL Representative. Also, to carry out technical documentation work (such as issue facilities operating procedure (e.g. SOPs) and update as-built drawings) related to the Contract.

Reliever:

Engineer can be the reliever for technical work;
Administrative officer can be the reliever for customer service work.

Minimum qualifications:

- A degree or higher diploma holder in a relevant engineering field or equivalent;
- At least two years' experience in design, installation, testing, commissioning and/or maintenance of hospital and/or laboratory works;
- Proper training in installation, testing, commissioning and maintenance of laboratory common supporting facilities; and
- Experience in hospital and laboratory works in Hong Kong.

d. Administrative Officer

Duty:

Handle day-to-day correspondence between Tenants, laboratory facilities management service and HSITPL, and relevant documentation work under the Contract. Supporting assistant engineer for customer service.

Reliever:

Assistant engineer can be the reliever.

Minimum qualifications:

- The administrative officer shall have at least 2 years' work experience in the relevant field.

e. Technicians

Duty:

Execute the site works and conduct repairs and maintenance works (including rectifications, replacements, making good, testing, verifications, implement temporary measures and any other works assigned by the HSITPL Representatives) on the laboratory common service facilities. These technicians shall be well trained to conduct the works of the Contract in a safe, effective and efficient manner. The technicians, who are registered electrical worker, shall be arranged such that there is at least one registered electrical worker available at all shifts.

Reliever:

Assistant engineer can be the reliever.

Minimum qualifications:

- Secondary school education with at least one years' experience in design, installation, testing, commissioning and/or maintenance of hospital and/or laboratory works;

- Proper training in installing, testing, commissioning and maintenance of laboratory common supporting facilities;
- Registered Electrical Worker Grade A according to EMSD's requirements.

f. Safety Officer in Head Office support

Duty:

Look after the safety issues of the works. The safety officer shall conduct risk assessment, conduct routine safety audit and trainings, formulate safe working procedures and ensure implementation on site, carry out incident investigation, etc., when necessary or as required by the HSITPL Representatives.

Minimum qualifications:

- At least 3 years of working experience in the relevant field.

Tender Schedule 6: Proposed Solution for Tender

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

"Laboratory Common Supporting Services Management of Hong Kong-Shenzhen Innovation and Technology Park (Ref. no. FD-03-06-02(057))"

This section contains Parts 1 to 7 and shall be duly completed by the Tenderer and included in the tender proposal. The Tenderer is required to present all the details of its proposed solution according to the guidelines specified under each Part.

Tenderers are reminded that no price information should be included in the Technical Proposal.

Part 1: Mandatory Assessment Criteria

The Tenderer acknowledges and agrees that participation in this Tender requires compliance with the Mandatory Assessment Criteria outlined in this part. By response with "Y", the Tenderer hereby confirms that it meets all the mandatory assessment criteria specified in the table below. Failure to declare or submit supporting documents confirming compliance with the mandatory assessment criteria may result in the **disqualification of the Tender**.

Item	Description	Declaration with supporting document(s) Yes (Y) / No (N)
1	Having at least one qualified job references for managing laboratories common supporting facilities, including dangerous goods store in Hong Kong for laboratories, hospitals or relevant industrial sites over the past (5) years. Supporting document: • Provide job references within 5 years. • A list of references includes references from previous clients who can attest to your ability to manage laboratories common supporting facilities. • Recommendation / Appreciation letters (if any)	
2	Having at least one qualified job references for providing technical gas and/or contracted a manufacturer/ supplier of technical gas over the past (5) years which has fulfilled the requirements in Appendix C and the said manufacturer/ supplier must comply with ISO 9001. Supporting documents: • Technical Gas Safety Data Sheet (SDS) • Technical Gas Specification / Certificate of Analysis (COA) / Test Report • ISO certificate	

Part 2: Partner(s) or Subcontractors for the project

Please provide any working partners or subcontractors currently enlisted by your company, and for each partnership, state the significance for this project and the years your company can achieve enlistment.

Name of the Company	Years of the partnership	Significance for this project

Part 3: 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 scope, contact person (optional) and contact telephone number (optional) for future reference as much as possible.

Reference Client	Project Period	Relevant scope of services	Contact Person (optional)	Contact Telephone No.(optional)

Part 4: Qualification of Service Team Members

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

Name	Job Title	Qualification	Role and Contribution in the Services

Part 5: Statement of Convictions / No Conviction

Having a Statement of Convictions / No Conviction of either all convictions under the following Ordinances for all sites under their control within the past 3 years of tender submission date. For the avoidance of doubt, any conviction under appeal or review shall be included for the purpose of evaluation until it is quashed by the Court.	
• Immigration Ordinance (Cap. 115) • Factories and Industrial Undertakings Ordinance (Cap. 59) • Occupational Safety and Health Ordinance (Cap. 509) • Air Pollution Control Ordinance (Cap. 311) • Noise Control Ordinance (Cap. 400) • Waste Disposal Ordinance (Cap. 354) • Water Pollution Control Ordinance (Cap. 358) • Dumping at Sea Ordinance (Cap. 466) • Ozone Layer Protection Ordinance (Cap. 403) • Public Health and Municipal Services Ordinance (Cap. 132) • Land (Miscellaneous Provisions) Ordinance (Cap. 28) • Environmental Impact Assessment Ordinance (Cap. 499) • Employment Ordinance (Cap. 57) • Hazardous Chemicals Control Ordinance (Cap. 595) • Others, please specify if any	Please specify here for the statement of conviction if any

Part 6: Details of Management Plan

Please describe in detail your understanding of the services standard which are required to be managed for the Park in terms of the management system, staffing and other resources whenever applicable. The relevant risk factors that may affect the achievement of the service and provide solutions to mitigate the risks. Merits will be given to the appropriateness of the solutions and the quality of the presentation for their justification, value-added services including management system, technical training, extra service hours and innovative features, if any.

Please list the reference or other supporting documents to demonstrate your understanding of the constraints, capability in facilities management, practical experience in site takeover and operation, and ability in crisis management and emergency handling.

Tenderers are expected to provide the following information in a 45-page (maximum) A4-sized document. No font other than Calibri and no font size smaller than 12 will be accepted. The followings are our suggestions about what to include in your proposal:

Item		Content
A	**Understanding the Park's operational objectives** (≤4 pages – 10%)	
1	Understanding the constraints of the Park and the risks in laboratory common supporting services management and to provide relevant solution(s)	• Understanding of the objective and scope of laboratory common supporting services management • Identify the risk, challenge or constraint(s) in relation to Park operation with case reference / solution(s) for overcoming the risk, challenge or constraint(s)
2	Practical experience and/or proposal on similar site operation (with reference case(s))	• Practical experience and proposal for site handover plan with a case reference support. • Relevant experience, job reference and rating - number of similar institutions served - contract period - nature of the organization - site location - number of buildings - variety of facilities - services provided - staff deployment plan - floor area - letters of appreciation - regular performance review (rating) - service duration (renewal of contract)
B	**Capability and Resource Allocation** (≤9 pages – 30%)	
1	Company profile with off-site team structure, head-office support and/or smart systems	• Head-office support team structure, key personnel and smart system specified for the Services of this Tender. • On-site team structure, key personnel, reporting structure and resources / manpower deployment, proposed On-site headcount to meet required Service Pledge and KPIs • Services to be subcontracted and list of subcontractor(s) • Resource plan for tools, instruments and facilities, such as technician staff tools, cleaning tools and consumable list, landscaping tools and consumable list etc. • Staff benefit proposal such as transport arrangement (routine and emergency need), compensation packages, etc.
2	Qualifications and experience of service team members	• Job description with its roles & responsibilities for all team members proposed for both head-office and on-site team • The qualification and CVs of assigned on-site staff
C	**Operation Plan** (≤20pages – 35%)	
1	Transition and handover plan	• Proposal of transition and handover plan include but are not limited to below items: - Due diligence for takeover - Site handover plan

Item		Content
2	Methodology on how to meet the defined Service Pledge and KPIs	• Understanding of the requirements of KPIs stipulated in this Tender • How to make sure the services meet the KPIs, especially on the targeted uptime rate • Propose a **service level agreement** and management methodology to be applied to the Park in according to your provision on the manning and other resources in this Tender to meet the Service Pledge & KPIs
3	Maintenance plan	• Proposal of maintenance plan for both planned and predictive measurement
4	Reports on measurement of performance-based assessment	• Proposal of monthly, annual and ad hoc report to show the measurement of service standard and contract management on performance basis
5	All SOPs / Work Plans for services at the Park	• SOPs / Work Plans for performance of all Services • Quality assurance methodology for standard service pledges, proposed service level and managing agent's KPIs
D	**Value Added and Innovative Idea** (≤6 pages – 15%)	
1	Idea(s) to enhance work efficiency	• Provide added-value and innovative idea & practice with supporting of experience, cases reference • Provide smart system in relation to Park operation
2	Idea(s) to enhance cost effectiveness	• Provide innovative ideas to achieve cost effectiveness with case references
3	Idea(s) to enhance customer satisfaction	• System to log and track complaints, allowing for analysis of trends and recurring issues • Regularly solicit feedback through surveys / periodic check-ins with HSITPL to identify areas for improvement • Clear process and the standards outlined in ISO 10002 for handling complaints that includes acknowledgment, investigation, resolution, and follow-up • Escalation pathways for unresolved issues to ensure they are addressed promptly
E	**Safety, Health and Environmental Management** (≤6 pages – 10%)	

Item		Content
1	Safety and quality assurance	• Provide relevant experience and plan: - Proven experience for green management - Proven experience for quality assurance, e.g. ISO certificate - Any appreciation letter and job reference supported by rating from employers in past 5 years - Internal audit procedure and procedure for root case analysis - Processes and procedures, quality control measures and case reference on how to improve SHE
2	Emergency / contingency plan	• Emergency plan & contingency plan • Drill schedule / plan including response to incidents, drill and accidents

Part 7: PowerPoint deck

To facilitate a comprehensive assessment of your proposal, we will invite the qualified Tenderer to present their proposal to the Tender Assessment Panel. Please provide a PowerPoint deck for a **presentation that is no longer than thirty (30) minutes** to highlight the key aspects of your proposal, which shall include the following:

- Demonstrate your understanding of the defined KPIs, operation key issues and constraints for the services scope.
- Demonstrate your team's capabilities and structure with strategies to overcome these challenges of the Services.
- Describe the **services level agreement** or other proposal to ensure your deployment plan and resource allocation can meet the Service Pledge and KPIs as stipulated in this Tender.
- Highlight your systematic approach for management services, including how you prioritize tasks, schedule inspections, and track maintenance activities.
- Outline the range of laboratory common supporting facilities management and maintenance services you provided.
- Explain the quality assurance measures you have in place to ensure the accuracy, reliability, and compliance of your services.
- Describe how you ensure effective communication and collaboration with clients, stakeholders, and relevant contractors.
- Explain your reporting procedures, including regular progress updates, comprehensive audit reports, and maintenance records.
- Share your past projects and the positive outcomes achieved for clients, such as any early detection of issues which can help clients save costs by avoiding major repairs or equipment failures.

Appendix A: Performance Based Mechanism
Appendix B: Laboratory Infrastructures, Information and Preventive Maintenance Plan
Appendix C: Technical Gas Specification
Appendix D: Legislation Requirements

Appendix A: Performance Based Mechanism

1. Service Pledge

The purpose of stating the service levels in this Tender is to outline a minimum general level of the services that the Provider shall provide in the operation and management of the laboratory common supporting facilities and Services. The Provider shall apply the best global practices during the performance of the Services including but not limited to the items outlined in this paragraph. The Services provision shall cover all items that are required for the laboratory common supporting services management of the Park as stipulated in this Tender Schedule 5.

Service Types	Target
Emergency Cases	Respond within 15 minutes
Helpdesk Hotline	7 X 24 services
Written Complaints Handling	Provide interim reply for non-anonymous complaints within 48 hours and written response within 10 working days
System Average Uptime	95 % (wet laboratory)
Customer Satisfaction Survey	Conduct annually
Vetting of Fit-out Plan / Contractor Arrangement	Respond within 14 working days upon receipt of the application subject to the completeness of application information or written comments for the rejection
Pre-handover Meeting with Tenant	14 days before the move-in date as stipulated in the lease agreement
General Application for Tenant Services	Issue within 7 working days upon receipt of application subject to the completeness of application information

2. Performance Based Key Performance Indicators (KPIs)

KPIs align individual and team efforts with the broader organizational goals, ensuring everyone is working towards the same objectives, and provide a quantifiable measure of performance, allowing HSITPL to assess how well the Provider are achieving their goals and objectives. The achievement of KPIs is one of the considerations for the performance mechanism as stipulated in Section 3 of this appendix.

No	Performance	Measurement	Target
1	System Average Uptime (Monthly)	Service availability and uptime *(Total Uptime / Total Time) × 100%*	≥95%
2	Scheduled Maintenance (Monthly)	Completion of scheduled maintenance items (except for those within Tenant's area pending appointment) *(Total no. of completed maintenance compliance with schedule / Total no. of scheduled maintenance) × 100%*	100%
3	Service Order Backlog (Monthly)	Total number of outstanding service order *(Total no. of uncompleted orders / Total no. of orders) × 100%* Remark: i) Service order required to be done by Provider's in-house staff: within 2 days ii) Service order required to be done by sub-contractors: within 1 month (refer to PO issue date) iii) Extension of completion shall be granted upon HSITPL's approval.	<5%
4a	Response Time (Office Hours) (Monthly)	For each emergency incident *(Count from the recorded time of receiving the request to the 1st staff arrival on spot)*	5 minutes
4b	Response Time (Non-office Hours) (Monthly)	For each emergency incident *(Count from the recorded time of receiving the request to the 1st staff address the incident and provide proper action)*	15 minutes
		(Count from the recorded time of receiving the request to the 1st staff arrival on spot)	45 minutes
5	Impact Containment (Monthly)	Limit the number of affected users during each incident to a certain percentage of total unit of Tenants *(Total no. of affected Tenants / Total no. of Tenants' base of the affected building) ×100%*	<5%
6	On-time Reporting (Monthly)	Percentage of reports delivered on or before the scheduled timeline *(On-time Reports / Total Reports) × 100%*	100%
7	Staff Turnover Rate (Monthly)	*(Number of Departures / Average Number of Employees) × 100%*	<8%

No	Performance	Measurement	Target
8	Budget Variance (Semi-annually)	Expenditure variance (excluded the staff cost) between budgeted and actual spending *(Accurate expenditure / Budgeted expenditure) × 100%*	±5%
9	Stakeholder Satisfaction Score (Annually)	Satisfaction rating from stakeholders regarding services delivery through annual surveys *(Average total score of a survey or questionnaire / total score) × 100%*	≥90%

3. Performance Mechanism

This mechanism incentivizes continuous improvement in performance by penalizing underperformance with performance standards or KPIs by linking financial incentives to their achievement, and by imposing deductions for non-compliance or failure to meet specified criteria. It holds the Provider accountable for their actions and alert the Provider to manage risks associated with operational failures, ensuring that the Provider take necessary precautions to avoid issues.

Rating	Provider Performance	Mechanism
Satisfactory	Meet all applicable KPI targets	No adjustment on monthly Manager's Remuneration
Below Expectation	<30% of the applicable KPI targets are not met without any adverse incident listed below	• Deduction of 5% of monthly Manager's Remuneration • Provision of remedial and enhancement plan(s) for the service(s) affected

Poor	• ≥30% of the applicable KPI targets are not met; or
	• Incident(s) due to Provider's negligence or non-compliance with established processes and procedures, resulting in:
	  ○ hospitalization;
	  ○ evacuation;
	  ○ environmental contamination;
	  ○ significant property damage;
	  ○ business disruption;
	  ○ impacts to HSITPL's reputation;
	  ○ regulatory enforcement; or
	• incident(s) that HSITPL considers serious
		• Deduction of 10 % of the monthly Manager's Remuneration
		• Warning Letter demanding for long term solutions
		• Senior management representatives from the Provider's Headquarter to carry out an operational audit and come up with solution plans within one month

Appendix B: Laboratory Infrastructures, Information and Preventive Maintenance Plan

1. List of Laboratory Common Supporting Facilities

The Provider is required to take over the list of facilities below for Buildings 8 & 9 which are Biosafety Level 3 / PRC P3 Lab provisions enabled. Technical drawings could be provided upon request.

All information are given for reference only, and the actual number would be based on various factors, including but not limited to operational requirements, feasibility studies, and any subsequent negotiations between the parties.

A. Compressed air supply system

Description	No. of System	
	Building 8	Building 9
Centralized system with connection point at each unit	1	1

B. Vacuum system

Description	No. of System	
	Building 8	Building 9
Centralized system with connection point at each unit	1	1

C. Purified water supply system

Description	No. of System	
	Building 8	Building 9
Centralized system with connection point at each unit (type II)	1	1

D. Waste water system (i.e., Neutralization Plant)

Description	No. of System	
	Building 8	Building 9
Centralized neutralization system with chemical wastewater pipe tee-off point	1	1

E. Nitrogen and carbon dioxide manifold & gas piping system

Description	No. of System	
	Building 8	Building 9
Centralized system with connection point at each unit – N_2	1	1
Centralized system with connection point at each unit – CO_2	1	1

F. Dangerous goods stores service and maintenance

Purpose	Area (m^2)	Managed By	No. of Store	
			Building 8	Building 9
Central DG store for carbon dioxide gas	13.3 (Building 8) 11.1 (Building 9)	The Provider	1	1
Central DG store for nitrogen gas	15.9 (Building 8) 15.4 (Building 9)	The Provider	1	1
Central DG store storage service*	5.9 – 7.0 (Building 8) 4.0 – 6.7 (Building 9)	The Provider	2	2
Tenant DG store*		Tenant	6	6

**Tentative number subject to demand.*

G. Eye washer and emergency shower

Description	No. of Set	
	Building 8	Building 9
2 set of eye washers and emergency showers located at each floor	16	16

H. Town gas system

Description	No. of System	
	Building 8	Building 9
Centralized system with connection point at each unit	1	1

I. Oxygen detecting system

Description	No. of detector	
	Building 8	Building 9
Oxygen gas detector located at corridor, pipe duct riser, dangerous goods store, sewage treatment plant room, AHU room, etc.	38	30

J. Emergency exhaust system

Description	No. of System	
	Building 8	Building 9
Air-conditioning & Mechanical Ventilation • Allocated space on roof for Tenant's installation of the fume exhaust fan • General exhaust shaft to roof level at each unit • Emergency exhaust provided at corridors	1	1

K. Differential pressure system

Description	Building 8	Building 9
• Maintain negative pressure inside Tenant unit vs corridor by HVAC system • Differential pressure gauge installed at each laboratory Tenant unit for monitoring purpose	Available	Available

2. Suggested Preventive Maintenance (PM) Plan

The listed plans are the general requirements for each system. Setups and specifications may vary for different buildings. Optimizing the plan is required upon awarding the Contract.

A. Compressed Air System

i. Bi-monthly Inspection

Task	
1	Check the alarm panel and plant visual indicators for correct function (e.g. any absence of displays; panel or indicator damage).
2	Check the pressure gauges are in normal conditions (e.g. the pointer of pressure gauge of filters within the green zone area, the readings of pressure gauge of air receivers are the same, the pressure gauge after regulators and at the header are nearly same).
3	Check the plant: e.g. - By hearing any unusual noises and by using sound level meter to measure the sound level (not exceeding 90 dbA) during operation. - By recording the thermometer reading to notice any signs of overheating (not greater than 40°C within a certain period of time). - By visual inspection and observation for any vibration.
4	Check the plant oil levels (e.g. The oil level is within the upper and lower limit, report and rectify if the oil level is not correct, or oil appears cloudy).
5	Check and record hours run for each pump and notice if there are any discrepancies, i.e. the hours run for each pump shall be more or less the same so as to avoid any pump is over-running.
6	Record running current of duty compressor.
7	Record compressor cut-in and cut-out levels on compressor control panel gauge.
8	Check and log pressure gauges readings: - For 4 bar system low pressure fault setting is 3.5 bar and high pressure fault setting is 4.8 bar and the dew point fault setting is -56°C. - For 7 bar system low pressure fault setting is 6.1 bar and high pressure fault setting is 8.4 bar and the dew point fault setting is -56°C.
9	Safety notices: - check that appropriate notices are clearly displayed in the plant room. - available and legible warnings of automatic start / stop .
10	Check the motor guards are in position and in good repair.
11	Check the plant room is free from combustible material and with adequate access for maintenance.
12	Check compressor motor and plant control panels to ensure there are no alarm conditions.
13	Visually check both compressors for security and any sign of oil leakage.
14	With compressor stationary, check that oil level is visible halfway up the sight glass. Report and rectify if oil level is not correct or appears cloudy.
15	Manually open discharge valves on after cooler and receiver drains, then leave open for a few seconds, so that airflow cleans the drains internally. Report and rectify if more than 0.5L of liquid is drawn off.
16	Operate compressor duty selector switch and ensure correct operation by monitoring while compressor is running online.

Task	
17	Ensure compressors are left in "auto" mode.
18	Check dryer control panel to ensure there are no alarm conditions.
19	Operate dryer selector switch and ensure correct operation by monitoring while compressor is running online.
20	Check the possible leak in valves and pipe joints (e.g. use gas leak detect solution to check and ensure no bubbles appear).
21	Use air gun to blow out the dust from motor's oil and air cooler.
22	Check the power supply to all equipment are normal (e.g. power cables are connected tightly and correctly).
23	Report and rectify if any faults are recorded.

ii. Annual Inspection

Task	
1	All bi-monthly inspection tasks listed in table 2. A. (i) above.
2	Check the E-stop function (e.g. When E-button was pressed, the equipment would stop, alarm triggered and changeover to standby equipment).
3	Apply lubricant for compressor if necessary.
4	Check all electrical connections (e.g. power cables are connected tightly and correctly).
5	Change inlet filter, oil filter for compressor if necessary (e.g. inlet filter and oil filter to be replaced every 2000 running hours, or if damage was found).
6	Change after filter for compressor if necessary (e.g. the after filter to be replaced every 12 months or the pointer of differential pressure gauge out of green zone).
7	Change final air filter and desiccant cartridge for dryer if necessary (e.g. the final air filter shall be replaced every 12 months or the pointer of differential pressure gauge out of green zone; the desiccant cartridge shall be replaced every 36 months or if damage was found or the dew point temperature could not be achieved -46°C requirement). A safety buffer for the dew point temperature -56°C will be set up.
8	Check and calibrate the gas flow meter, which monitoring Tenant usage.

iii. License renewal

Task	
1	License renewal according to statutory requirements.

B. Vacuum System

i. Bi-monthly Inspection

Task	
1	Check the alarm panel and plant visual indicators for correct function (e.g. any absence of displays; panel or indicator damage).
2	Check the pressure gauges for abnormal conditions (e.g. the pointer of pressure gauge of filters within the green zone area, the reading of pressure gauge of vacuum receivers is the same).
3	Check the plant: e.g. - By hearing any unusual noises and by using sound level meter to measure the sound

Task	
	level (not exceeding 95dbA) during operation. - By recording the thermometer reading to notice any signs of overheating (not greater than 40 °C within a certain period of time). - By visual inspection and observation for any vibration.
4	Check the plant oil levels (e.g. The oil level is within the upper and lower limit).
5	Check and record hours run for each pump and notice if there are any discrepancies, i.e. the hours run for each pump shall be more or less the same so as to avoid any pump is over-running.
6	Record vacuum cut-in and cut-out levels on duty pump gauge.
7	Record running current of duty pump.
8	Check and log pressure gauge readings: e.g. - The plant pressure fault setting is -270 mmHg and the plant low pressure fault setting is -360 mmHg.
9	Safety notices: - Check that appropriate notices are clearly displayed in the plant room - available and legible of warning of automatic start / stop.
10	Check the motor guards are in position and in good repair.
11	Check the plant room is free from combustible material and with adequate access for maintenance.
12	Check pump motor and plant control panels to ensure there are no alarm conditions.
13	Visually check all pumps for security and any signs of oil leakage.
14	Ensure vacuum pump oil level is visible between the top and bottom edges of the oil level sight glass. Report and rectify if the oil level is not correct, or oil appears cloudy.
15	Check bacterial filter and vacuum pump exhaust drainage flasks to ensure no liquid is present. Report and rectify if there is liquid present.
16	Ensure pumps are in "auto" mode.
17	Change over duty and stand-by pumps by use of "duty select" switch, if not automatic.
18	Check the power supply to all equipment are normal (e.g. power cables are connected tightly and correctly).
19	Report and rectify if any faults are recorded.

ii. Annual Inspection

Task	
1	All bi-monthly inspection tasks.
2	Check the filter elements in suction housing and gas ballast valve. Clean by lowing with compressed air or replace if necessary.
3	Apply lubricant for vacuum pumps if necessary.
4	Use genuine multi-lube 100 oil and follow the manufacturer's instruction.
5	Change oil mist separators in oil tank for 2,000 running hours or when back pressure is higher than +0.7 bar.

Task	
6	Change filter element on duty bacterial filter if necessary (e.g. bacterial filter to be replaced every 36 months, hydrophobic filter to be replaced every 24 months or the pointer of differential pressure gauge out of green zone).

C. Purified Water Supply System

i. Quarterly Inspection

Task	
1	Check the plant visual indicators for correct function (e.g. any absence of displays; indicator damage).
2	Check all pressure gauges for abnormal conditions (e.g. the reading of pressure gauges after pumps shall be near the design pressure, the pressure gauges at top of filters shall be varied when reverse osmosis (RO) is running).
3	Check the plant: e.g. - By hearing any unusual noises and by using sound level meter to measure the sound level (not exceeding 90 dbA) during operation. - By recording the thermometer reading to notice any signs of overheating (not greater than 40°C within a certain period). - By visual inspection and observation for any vibration.
4	Log pressure gauge readings.
5	Check and log the product water quality reading and temperature from double pass RO system.
6	Check and log the RO cartridge performance from RO system to monitor the performance of RO cartridge inside RO system (During RO operating): - RO permeate conductivity; - RO pump pressure; and - RO permeate flow rate.
7	Log the running hours for Total Organic Carbon (TOC) reducers and Ultraviolet (UV) sterilizers respectively.
8	Check and log the purified water resistivity reading from mixed bed columns. The minimum resistivity is 14 Mohm/cm.
9	Log the water level of purified water tanks.
10	Log the supply loop flow.
11	Check the content of chlorine of supply water after pre-filters (e.g. the content of chlorine shall be less than 0.1 ppm).
12	Check the pH value of supply water after pre-filters (e.g. the pH value shall be 6-8).
13	Safety notices: - Check that appropriate notices are clearly displayed in the plant room. - available and legible of warning of automatic start / stop.
14	Check that motor guards are in position and in good repair.
15	Check that the plant room is free from combustible material and with adequate access for maintenance.
16	Check pump motors and plant control panels to ensure there are no alarm conditions.
17	Check the power supply to all equipment is normal (e.g. power cables are connected tightly and correctly).

Task	
18	Check the condition of pre-treatment filter and replace pretreatments filter if necessary (e.g. 10-micron filter and carbon filter to be replaced every 6 months, 0.5-micron filter to be replaced every 12 months or the differential pressure is greater than 0.8 bar).
19	Check the condition of pre-RO filters cartridge and replace the filter if necessary (e.g. the pre-RO filter to be replaced every 12 months or the differential pressure is greater than 0.8 bar).
20	Check the condition of tank air-vent filter by visual inspection and replace the filter if necessary (e.g. tank air-vent filter to be replaced every 6 months or depending on the consumption the air-vent filter could be replaced at a longer period than 6 months).
21	Check and verify operation of RO system: Start up the RO system manually and automatically and check the data to verify if they are within the standard as listed on the daily record form.
22	Check the functioning of TOC reduction unit (e.g. ensure the TOC lamps light up with UV glasses).
23	Check the functioning of UV unit (e.g. ensure the TOC lamps light up with UV glasses).
24	Panel function verification.

ii. Annual Inspection

Task	
1	All Quarterly inspection tasks.
2	Use compressed air gun to blow off excess dust for the water pump if any accumulated on the motor.
3	Check loop TOC and UV lamp and clean the quartz sleeve, to replace the TOC and UV lamp if necessary (e.g. TOC and UV lamps to be replaced every 12 months or if damage was found).
4	RO cleaning by chemical (e.g. RO to be cleaned every 12 months) . The chemical used are Diamite HpH and Diamite LpH.
5	Verify level control of purified water tank (e.g. check the cut-in & cut-out water level and low level & high level alarm setting to verify they are within the range as listed on the annual inspection checklist).
6	Check components of control panel and verification of panel function.
7	Calibration of resistivity meters (e.g. check with the test instrument and the different of readings shall be within 10%). The calibration is made at one-point 18 Mohm/cm. A 3-point calibration (14 Mohm/cm, 16 Mohm/cm and 18 Mohm/cm) would be carried out on the next annual inspection and afterwards.
8	Check and calibrate the water flow meter. which monitoring Tenant usage.

iii. License renewal

Task	
1	License renewal according to statutory requirements (if any).

D. Waste Water System (i.e., Neutralization Plant)

i. Neutralization Tank and Piping System - Quarterly Inspection

Task	
1	Check the plant and pressure gauges for abnormal conditions (e.g. the reading of pressure gauges after pumps shall be near the design pressure).
2	Check the plant: e.g. - By hearing any unusual noises and by using sound level meter to measure the sound level (not exceeding 90 dbA) during operation. - By recording the thermometer reading to notice any signs of overheating (not greater than 40°C within a certain period). - By visual inspection and observation for any vibration.
3	Check the content of acid and alkaline in dosing tanks (e.g. when the liquid level reaches or below 100 liters which is about 1/3 of the full scale, then contact the qualified contractor to refill acid and/or alkaline to the dosing tanks).
4	Start up the mixers of the acid and alkaline dosing tanks manually to ensure the liquid concentration is even.
5	Record the pH value at the neutralization tank and the discharge side (e.g. the pH value at the discharge side shall be within 6-10).
6	Safety notices: - Check that appropriate notices are clearly displayed in the plant room. - Available and legible of warning of automatic start / stop.
7	Check the motor guards are in position and in good repair.
8	Check the plant room is free from combustible material and with adequate access for maintenance.
9	Visual check the leakage on pipework, Polypropylene (P.P.) tank and equipment.
10	Clean the debris of basket strainer at suction side of wastewater transfer pump.
11	Cleaning the strainer filter if required.
12	To collect water sampling at the discharge sampling point for testing of the parameters mentioned in WPCO issued by EPD.
13	General cleaning the equipment's surface.

ii. Neutralization Tank and Piping System - Annual Inspection

Task	
1	All quarterly inspection tasks.
2	Vacuum tanker cleaning for the neutralization tanks.
3	Check chemical dosing pump head. Replace diaphragm if necessary.
4	Check all valves, pipe and flexible tubing of the chemical dosing pumps. Replace if necessary.

iii. Neutralization Control System - Quarterly Inspection

Task	
1	Check the plant visual indicators for correct function (e.g. any absence of displays; indicator damage),.
2	Log the pressure gauges reading.

Task	
3	Record the wastewater transfer pump outlet pressure and flow rate.
4	Safety notices: - Check that appropriate notices are clearly displayed in the plant room. - Available and legible of warning of automatic start / stop.
5	Check the plant room is free from combustible material and with adequate access for maintenance.
6	Check pump motor and plant control panels to ensure there are no alarm conditions.
7	Test the pilot lamp & buzzer function on control panel.
8	Manual start the pumps, valve for testing.
9	Functional test of all changeover facilities, i.e. tank failure, pump failure, etc.
10	Functional test of power failure alarm.
11	Check and calibrate all pH sensors (e.g. calibrate with test instrument and test solution at pH value 4 & 10).
12	Check all function of sensor, level switch and overload devices.
13	Check the EM flow sensor at inlet / outlet wastewater pipe: - Compare the flow rates taken in the daily log. If the flow rate decreases gradually to about half of the present value, then, check the strainer if it is found blocked then clean the strainer.
14	Functional test of equipment status to display on PLC.
15	Check cable terminals for proper connection (e.g. power cables are connected tightly and correctly).
16	All the equipment and cabling should be labeled.
17	General cleaning the equipment's surface.
18	Functional test of leader cable disconnection alarm.

iv. Neutralization Control System - Annual Inspection

Task	
1	All quarterly inspection task.
2	Check mixer and gearbox, replace all lubrication oil. Replace mechanical components of the gearbox if necessary.
3	Check all sensors. Replace all pH sensor, temperature sensors, level sensors if necessary.
4	Check for leakage on the wastewater transfer pump. Replace defective parts if necessary.
5	Check for leakage on the piping. Replace defective parts if necessary.
6	De-dusting the system main control panel and checking for defective parts. Replace if necessary.
7	Check the signal interfacing between the Programmable Logic Controller (PLC) system to Building Management Systems (BMS) system with low level, high level and out of pH value interface.

v. License renewal

Task	
1	License renewal according to statutory requirements.

E. Nitrogen and Carbon Dioxide Manifold & Gas Piping System

i. Annual Inspection

Task	
1	Check the manifold visual indicators for correct function (e.g. any absence of displays; indicator damage).
2	Replace the empty cylinders if necessary.
3	Check the manifold pressure gauges for abnormal conditions (e.g. compare the digital and analog pressure gauge).
4	Check the manifolds for unusual noises, signs of overheating, vibration, etc.
5	Check and log pressure gauge readings.
6	Safety and warning notices: - Check that appropriate notices are clearly displayed in the plant room; - Clearly display "No smoking" notices; and - Clearly display Discharge points / vents warning notices.
7	Check that plant room is free from combustible material and with adequate access for maintenance.
8	Check that all cylinders are properly stored / secured and all batch labels are correct and in date.
9	Check for leaks of valves and pipe joints by using gas leak detector solution and ensure no bubble appear.
10	Check the supply pressure (4 bar) and re-adjust if necessary.
11	Check the auto-changeover function.
12	Check the high / low pressure alarm setting are 4.8 bar and 3.2 bar. Re-calibration is required if necessary.
13	Carry out the pressure test for nitrogen pipework for DG license renewal.
14	Check the electrical cable connections (e.g. power cables are connected tightly and correctly).
15	Check and calibrate the gas flow meter, which monitoring Tenant usage.

F. Dangerous Goods (DG) Store

i. Fire Services System - Monthly Inspection

Task	
1	Check the fire extinguishers, sand buckets are placed properly.
2	Check the fire certificate for validation.
3	Check the fire extinguishers and fixed spray units are in good working condition by visual inspection.
4	Check the expiry date of service life of fire extinguishers and fixed spray units and replace if necessary.

Task	
5	Check the conditions of all the fire service equipment (e.g. ET link, FR panels, lighting, etc.).
6	Check the sand buckets are in good working conditions: e.g. - Check the condition of sand inside the buckets and refill sand if necessary. - By visual inspection check if the shape of the buckets is distorted. If not, fix it. - Lift up the cover of the buckets to see if it can be opened easily. If not fix it.

ii. Fire Services System - License renewal

Task	
1	FS251 renewal according to statutory requirements.

iii. Central DG Store - Daily Tasks

Task	
1	Check the DG stores are in safe operating condition: e.g. - Check the O_2 level (safety range is 19.5% to 23%) by the oxygen gas detector; - Check the lighting intensity level; and - Notice of “wet floor”.
2	Assist the procurement of DG for Tenants upon receipt of request.
3	Delivery and collection of DG for Tenants who applied to the central DG stores.

iv. Central DG Store - Weekly Inspection

Task	
1	Check the Nitrogen and Carbon Dioxide inventory and ensure non-stop supply by appropriate gas cylinders ordering.
2	Check the Tenant dangerous goods inventory.

v. Central DG Store - Monthly Inspection

Task	
1	Check the expiry date of licenses / notice of insurance.
2	Check the doors / louvres condition.
3	Check the lighting condition.

vi. Central DG Store - License renewal

Task	
1	Renewal of the DG license.

G. Eye Washer and Emergency Shower

i. Quarterly Inspection

Task	
1	Activate all eye washers and emergency showers to ensure the flow, prevent any stagnant water inside the pipework and ensure the drainage P-trap filled up with water.
2	By visual inspection check the water flow pattern of the emergency showers and eye washers for good working condition.
3	Check the pipe joints for water leakage.

ii. Annual Inspection

Task	
1	All Quarterly inspection tasks.
2	Check the flow pattern of emergency showers and eye washers according to European Standard EN15154 Part 2 and Part 5. The emergency shower head shall be self-draining between the valve and outlet. The eye washer shall spray at a height between 100mm and 300mm from the center of the nozzle before arching back down into the eye bath.
3	Measure the flow rate of emergency showers and eye washers: - For emergency shower a flow rate of not less than 60 liters per minute must be reached. - For eye washer a constant flow of at least 6 liters per minute must be delivered.

H. Town Gas System

i. Annual Inspection

Task	
1	Check the manifold visual indicators for correct function (e.g. any absence of displays; indicator damage).
2	Check the manifold pressure gauges for abnormal conditions (e.g. compare the digital and analog pressure gauge).
3	Check the manifolds for unusual noises, signs of overheating, vibration, etc.
4	Check and log pressure gauge readings.

I. Oxygen Detecting System

i. Quarterly Inspection

Task	
1	Check the detection panel for correct function (e.g. any absence of displays; indicator damage).
2	Check the oxygen content of each channel (e.g. the oxygen content should around 20.9% ± 0.5%).
3	Press the lamp test button to test the indication lamps.

ii. Annual Inspection

Task	
1	All Quarterly inspection tasks.
2	Check and calibrate the oxygen sensors (e.g. the life of oxygen detection sensors is 18 months. The display will drop when life expires. Shut down the system and replace sensors if necessary).

J. Emergency exhaust system

i. Quarterly Inspection

Task	
1	Inspect and maintain fans, their motors, drives (including belts) and bearings. Lubricate where suitable.
2	Inspect the physical condition of the emergency exhaust fans and ducts.

ii. Annual Inspection

Task	
1	All Quarterly inspection tasks.
2	Test control panels, exhaust and alarms for proper functionality.

K. Pressure Differential System

i. Annual Inspection

Task	
1	Visual check for any signs of damage and accumulation of dust for the gauge. Repair and/ or clean if require.
2	Verification test of the differential pressure. Calibrate the gauge if necessary.

3. The specifications of Buildings 8 & 9

Below information may be subject to change at HSITPL's sole and final discretion.

	Building 8	**Building 9**
Building Function	Wet laboratory enabled building	
Usage	Research and development	
Lab Provisions	Biosafety Level 3 / PRC P3 Lab provisions enabled	
Total Gross Floor Area (combined)	Approx. 32,000 m^2	
Total Leasable Floor Area (Laboratory)	Approx. 28,221 m^2	
Total Leasable Floor Area (Retail)	Approx. 273 m^2	
No. of Floor	8 levels (G/F-8/F (4/F omitted)) of wet lab. and basement for carpark with loading/unloading bay)	
Typical Floor Area	Approx. 590 m^2 for G/F	Approx. 790 m^2 for G/F
	Approx. 1,900 m^2 for 1/F-8/F (4/F omitted)	Approx. 2,000 m^2 for 1/F-8/F (4/F omitted)
Floor to Floor Height	Approx. 5.95 m for G/F	
	Approx. 4.80 m for 1/F-8/F (4/F omitted)	
Structural Clearence (from structure floor level to soffit of slab above)	Approx. 5.75 m for G/F	
	Approx. 4.62 m for 1/F-8/F (4/F omitted)	
Structural Clearence (from structure floor level to soffit the deepest beam)	Approx. 4.85 m for G/F	
	Approx. 4 m for 1/F-8/F (4/F omitted)	
Clear Headroom	Typical 2.8 m	
Suspended Ceiling	N/A	
Floor Loading	7.5 kPa	
Vibration Class	VC-A for G/F-1 /F	
Dangerous Goods Stores	8 nos. at G/F for tenant storage use	
Facade	IGU Glass	
	Dedicated intake and exhaust louvres	
Lift Provisions	Passenger Lift 4 nos. of 1,350 kg Clear Door Dimension: 1,100 x 2,300 mm	
	Services Lift 1 no. of 2,500 kg Clear Door Dimension: 1,800 x 2,600 mm	
	Fireman Lift 2 nos. of 680 kg Clear Door Dimension: 800 x 2,300 mm	
Parking Facilities	Available for private vehicle, motorcycle and bicycle	

	Building 8	Building 9
Air-conditioning & Mechanical Ventilation	Approx. 9.3 m^2/ TR for tenant area	
	Chilled water supply tee-off connection for each unit	
	Condensate drainpipe tee-off connection for each unit	
	Centralized PAU	
	Reserved fresh air and exhaust air louvre at Facade at each unit	
	Relative humidity control by desiccant wheel	
	6 nos. of air exchanges per hour	
	General exhaust shaft to roof level at each unit	
	Allocated space on roof for tenant's installation of the fume exhaust fan	
	Emergency exhaust, emergency shower and eye-washer provided at corridors	
Fire Protection	Fire hydrant, hose reel system, automatic sprinkler system, fire alarm and detection system, portable fire extinguishing devices provided	
Water Supply & Drainage	Water supply and drainage connection point at each unit	
Chemical Sewage	Centralized neutralization system with chemical wastewater pipe tee-off point	
Normal Electricity Supply	Dual cable risers	
	365 VA/sq m for G/F	
	294 VA/sq m for 1/F-8/F (4/F omitted)	
Standby Power Supply	72 VA/sq m for G/F (12 hours)	
	59 VA/sq m for 1/F-8/F (4/F omitted) (12 hours)	
Technical Gases & Laboratory System	Centralized system with connection point at each unit for the following supply: Non-potable water, Purified water (type II), Carbon dioxide (CO_2), Nitrogen (N_2), Vacuum, Compressed air, Chemical drain, Town gas	
Security System	CCTV monitoring in public area	
	Access control system	
	Security gate at lobby	
Green Building Award and Accreditation	BEAM Plus New Buildings V2.0 Provisional Platinum BEAM Plus Neighborhood V1.0 Platinum LEED Building Design + Construction Pre-Certification Gold Green Building Award 2023 Merit Award – Projects Under Construction and/or Design - Commercial	

Appendix C: Technical Gas Specification

General requirement

The technical gas cylinders shall comply with Fire Services Department requirement.
The gas supplied to fulfill Fire Services Department regulations.
All gases should be provided with a Testing Report or Certificate of Analysis (COA) per delivery.

Nitrogen - Gas cylinder

Size of Cylinder	Purity
47L / 50L	Nitrogen ≥99.999%

Liquid Nitrogen - Liquid gas container (LGC)

Size of Container	Purity
165L / 180L	Nitrogen ≥99.999%

Carbon Dioxide - Gas cylinder

Size of Cylinder	Purity
47L / 50L	Carbon Dioxide ≥99.9%

Compressed Air - Gas cylinder

Size of Cylinder	Purity
47L / 50L	Oxygen 20% - 22%

Appendix D: Legislation Requirements

No.	Legislation		Highlighted Requirement
1	Gas Safety Ordinance	Cap. 51	- Required registered gas installer (RGI) for works
2	Boilers and Pressure Vessels Ordinance	Cap. 56	- Required to register the boiler or pressure vessel; and it has been examined and issued with a certificate of fitness
3	Employment Ordinance	Cap. 57	N/A
4	Factories and Industrial Undertakings Ordinance	Cap. 59	N/A
5	Factories and Industrial Undertakings Regulations	Cap. 59A	N/A
6	Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations	Cap. 59D	- Required first aider nomination - Required first aid box checklist
7	Factories and Industrial Undertakings (Notification of Occupational Diseases) Regulations	Cap. 59E	- Implementing pandemic preparedness plan
8	Factories and Industrial Undertakings (Woodworking Machinery) Regulations	Cap. 59G	N/A
9	Factories and Industrial Undertakings (Electrolytic Chromium Process) Regulations	Cap. 59H	N/A
10	Factories and Industrial Undertakings (Work in Compressed Air) Regulations	Cap. 59M	- Workers must undergo a medical examination by an Appointed Medical Practitioner (AMP) before working in compressed air. - The AMP must issue a certificate of fitness for each worker. Periodic re-examinations are required (frequency depends on the pressure level). Related Forms required: - Form 1: Register of persons employed in compressed air - Form 2: Compression and decompression record - Form 3: Record of inspections of plant and equipment - Form 4: Medical practitioner's certificate of fitness
11	Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations	Cap. 59N	N/A
12	Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations	Cap. 59Q	Required safety measures: - All dangerous parts of machinery must be securely guarded. - Guards and safety devices must be properly maintained. - Machinery must not be operated without proper guards in place.

No.	Legislation		Highlighted Requirement
13	Factories and Industrial Undertakings (Cartridge Operated Fixing Tools) Regulations	Cap. 59R	- Training certificate of cartridge-operated fixed tools - Approved tools
14	Factories and Industrial Undertakings (Protection of Eyes) Regulations	Cap. 59S	- Use of eye protectors, shields and fixed shields with approved specifications
15	Factories and Industrial Undertakings (Noise at Work) Regulation	Cap. 59T	- Perform assessment of noise exposure - Required register of noise assessments
16	Factories and Industrial Undertakings (Fire Precaution in Notifiable Workplaces) Regulations	Cap. 59V	- Obtain certificate of fire service installation and equipment (FS 251) - Perform fire drill at least once every 12 months
17	Factories and Industrial Undertakings (Electricity) Regulations	Cap. 59W	- Required registered electrical worker for works - Required registered electrical contractor for works Required below after works: - Form WR1 Work Completion Certificate - Form WR1(A) Work Completion (Part of the installation) Certificate - Form WR2 Periodic Test Certificate - Form WR2(A) Periodic Test Certificate (Part of the installation)
18	Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations	Cap. 59Z	- Required registered safety officer or safety supervisor certificate for works
19	Factories and Industrial Undertakings (Carcinogenic Substances) Regulations	Cap. 59AA	- Required a register of employees exposed to carcinogenic substances - Required a health register
20	Factories and Industrial Undertakings (Dangerous Substances) Regulations	Cap. 59AB	- Required a register of dangerous substances
21	Factories and Industrial Undertakings (Suspended Working Platforms) Regulation	Cap. 59AC	- Require valid certificate of operating suspended working platforms
22	Factories and Industrial Undertakings (Confined Spaces) Regulation	Cap. 59AE	- Required competent person of confined spaces operation for works
23	Factories and Industrial Undertakings (Safety Management) Regulation	Cap. 59AF	N/A
24	Factories and Industrial Undertakings (Load shifting Machinery) Regulation	Cap. 59AG	- Required competent persons who hold valid certificates may operate load shifting machinery for works
25	Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation	Cap. 59AI	- Required competent persons who hold valid certificate on gas welding and flame cutting for works
26	The Import and Export Ordinance	Cap. 60	- Obtain permit for import, export and possession of specified material
27	Fire Services (Installations and Equipment) Regulations	Cap. 95B	- Obtain certificate of fire service installation and equipment (FS 251)
28	Waterworks Ordinance	Cap. 102	- Required registered plumbing worker for works

No.	Legislation		Highlighted Requirement
29	Building (Ventilating Systems) Regulations	Cap. 123J	- Required report of completion on ventilating system of dangerous goods premises - Obtain annual inspection certificate - building (ventilating systems) regulations - Obtain annual inspection certificate - ventilation of scheduled premises regulation
30	Employees' Compensation Ordinance	Cap. 282	- Required insurance certificate of Employee' Compensation
31	Dangerous Goods Ordinance	Cap. 295	N/A
32	Dangerous Goods (Application and Exemption) Regulation 2012	Cap. 295E	- Application or renewal license for dangerous goods
33	Dangerous Goods (Control) Regulation	Cap. 295G	N/A
34	Radiation Ordinance	Cap. 303	- Application license for radioactive substances - Application license for irradiating apparatus
35	Radiation (Control of Irradiating Apparatus) Regulations	Cap. 303B	N/A
36	Animals (Control of Experiments) Ordinance	Cap. 340	N/A
37	Waste Disposal Ordinance	Cap. 354	- Application license for waste disposal
38	Waste Disposal (Chemical Waste) (General) Regulation	Cap. 354C	- Application chemical waste producer registration license
39	Waste Disposal (Clinical Waste) (General) Regulation	Cap. 354O	- Application license to dispose of clinical waste
40	Water Pollution Control Ordinance	Cap. 358	- Application or renewal license for discharge of effluent into coastal waters in Hong Kong
41	Noise Control Ordinance	Cap. 400	- Required noise work permit
42	Ozone Layer Protection (Controlled Refrigerants) Regulation	Cap. 403B	N/A
43	Electricity Ordinance	Cap. 406	- Required registered electrical worker for works - Required registered electrical contractor for works
44	Electricity (Wiring) Regulations	Cap. 406E	Required below after works: - Form WR1 Work Completion Certificate - Form WR1(A) Work Completion (Part of the installation) Certificate - Form WR2 Periodic Test Certificate - Form WR2(A) Periodic Test Certificate (Part of the installation)
45	Fire Safety (Commercial Premises) Ordinance	Cap. 502	Obtain certificate of fire service installation and equipment (FS 251)
46	Occupational Safety and Health Ordinance	Cap. 509	N/A
47	Occupational Safety and Health Regulation	Cap. 509A	- Perform manual handling assessment
48	Occupational Safety and Health (Display Screen Equipment) Regulation	Cap. 509B	- Perform Display Screen Equipment (DSE) assessment
49	Fire Safety (Buildings) Ordinance	Cap. 572	- Obtain certificate of fire service installation and equipment (FS 251)

No.	Legislation		Highlighted Requirement
50	Hazardous Chemicals Control Ordinance	Cap. 595	- Obtain material MSDS - Implementing chemical leakage plan
51	Product Eco-responsibility Ordinance	Cap. 603	N/A
52	Mercury Control Ordinance	Cap. 640	- Obtain permit for import, export and possession of Mercury