Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document
Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park

Tender Reference:
FD-03-06-02(362)

Tender Closing Date:
17 November 2026
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 reinstatement works for HSITPL's office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (with gross floor area of around 9,950 sq. ft.) (the "**Premises**") (the "**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 (the "**Tender**") shall be treated as private and strictly confidential and must not be disclosed or transferred to any other party without the prior written permission of HSITPL. The information provided in the Tender Documents is strictly for the use by the Tenderers in response to this Invitation to Tender only. Confidentiality must be maintained by all Tenderers even after the appointment of the successful Tenderer.

c) All 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.

2. Accuracy and Validity of Offered Prices

a) Tenderers shall ensure that all information (including quoted prices) in the Tenders is accurate. Under no circumstances will HSITPL accept any request to amend or revise or modify any information (including price) in the Tender.

b) Tenderers are requested to submit its cost proposal in Hong Kong Dollars. All Tenders shall be valid for a period of **six (6)** months from the Tender Closing Date (the "**Tender Validity Period**"). The Tenderer agrees that, should HSITPL so request in writing, the Tenderer shall abide by this Invitation to Tender for a further period, e.g. **three (3)** months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.

c) Each and every Tender shall constitute an unconditional and irrevocable offer from the Tenderer capable of being accepted by HSITPL on the terms and conditions contained in the Tender Documents.

3. Tender Enquiries, Requests for Clarifications and Addenda

a) 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:

Ivy Yu – Manager, Procurement
Email: ivy.yu@hsitp.org
Telephone No.: (852) 3189 1566

The Tenderer shall state in the email subject heading "Tender Enquiry - Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park" and provide full contact details in the email message. HSITPL reserves the right not to respond to any enquiry or request for clarification submitted after the deadline specified above.

b) Should HSITPL wish to clarify the Tender Documents in response to any enquiries or requests for clarifications, such clarifications will be made in writing and sent to all Tenderers by email. Such emails containing the Tenderer's enquiries or requests for clarifications and HSITPL's answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the successful Tenderer (the "**Contract**"). Save as aforesaid and unless otherwise expressly stated by HSITPL, any other statement, whether oral or writing, made and any action taken by HSITPL or its consultants or any of their officers in response to any query made by a Tenderer is for guidance and reference purposes only and will not be deemed to form part of the Tender or Contract or in any way alter, negate, waive or otherwise vary any of the terms and conditions contained in the Tender Documents.

c) 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 17 November 2026 (the "**Tender Closing Date**").

b) Tenderers shall follow a two-envelope system, as set out below, in submitting their Tenders:

(i) Technical Proposal

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

"Technical Proposal: Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

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: Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

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) Tenderers shall submit their Technical Proposal and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 12:00 noon on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
Units 606-607, 6/F, Lakeside 1, 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) If the Tender contains any qualification and/or alternative proposal, HSITPL reserves the right to disqualify such Tender. Further, such qualifications and/or alternative proposals are generally not accepted.

g) Any late submissions or Tenders not submitted in accordance with the provisions in Clauses 4b) to f) above will not be accepted.

h) 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 a.m. and 12:00 noon (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 12:00 noon (Hong Kong Time) on the next working day (Monday to Friday, except public holidays).

i) Tenderers may be required to make a formal presentation at their own cost of their Tenders on or about 20 November 2026 (tentative date). HSITPL shall advise the exact time, date and issue formal invitation to the Tenderers.

j) 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.

k) All submitted documents and materials will not be returned to the Tenderers regardless of the results of the Tenders and all the said materials will become the property of HSITPL.

5. Assessment Criteria

a) All Tenderers shall be evaluated according to the following criteria:

- 60 % Technical Capability
- 40 % Pricing

b) As a prerequisite, all terms as set out in the Submission Requirements in the Tender Documents must be fulfilled before the Tender will be evaluated. Tenders which fail to comply with any of such terms will not be considered any further.

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). Tenderers must demonstrate 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.

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

Technical Capability Assessment		**Marks**
(i) Past Project Reference	• Briefly describe any past reference cases similar to the nature and scope of this project	10%
(ii) Qualification of Project Team Members	• List out the key team members and their roles in the proposed project • Provide any certified qualification and briefly describe how such a qualification would contribute to the project implementation	10%
(iii) Proposed and Committed Project Implementation Plan	• Provide a high-level project plan, with charts and diagrams wherever possible, detailing the project implementation processes in terms of input, output (possible deliverables), tasks, responsible persons, timelines, dependencies and their relationships • Provide project plan with major milestones	20%
(iv) Cost Effectiveness & Quality	• Understanding of the objective • Identification of key issues at different stages of reinstatement with total solutions	20%
(v) Method Statement and Risk Assessment	• Provide a method statement which is a document that communicates what is involved with the task or activity, describes how to do a task safely and contains a set of instructions or a plan for the work. • Provide risk assessments which help ensure the health and safety of workers and HSITPL by identifying potential hazards, and help identify potential risks and prompt measures, processes and controls to reduce the impact of these risks during reinstatement works	20%

(vi) Commitment and Job References	• Tenderer shall possess the qualification of a Registered Minor Works Contractor or Registered General Building Works Contractor (RGBC) under the Buildings Ordinance • Provide at least 2 relevant project experiences for reinstatement works for premises with a gross floor area of not less than 10,000 sq. ft. within 5 years from the Tender Closing Date with a contract value of more than HK$2 million in respect of premises at an innovation and technology park of a scale similar to the Park • Examples and discussion of past projects to demonstrate the will, ability and measure to produce cost-effective, energy efficient and environmentally friendly solution • Client base and size (e.g. relevant experience with office reinstatement at Hong Kong Science Park will be an asset) • Organization chart, qualification (CV of the project leader) and experience of proposed project team • Awards or appreciation letter from previous clients (if any) • License/certificates to demonstrate compliance with necessary statutory requirements • Proposed timeline and work plan	20%
	Technical Score	(i)+(ii)+(iii)+(iv)+(v)+(vi)=100

Passing mark of the Technical Score is 60 out of 100, failing which the Tenderer will be disqualified.

e) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. The Tenders must meet all requirements as set out in the Tender Documents. 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 (Maximum Technical Score = 60)

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

(ii) Price Score (Maximum Price Score = 40)

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

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

(iii) Overall Score = Technical Score + Price Score

6. Acceptance / Rejection of Tender

a) HSITPL is not bound to accept the Tender which is the lowest price and/or has the highest overall score and reserves the right in its absolute discretion to decline any offer or cancel this Invitation to Tender at any time without any obligation to explain its decision.

b) HSITPL may, at its sole discretion, accept all or any terms proposed by the Tenderer in the Tender.

c) HSITPL shall not be responsible for or liable to any Tenderer for any cost and/or expense and/or disbursements incurred by the Tenderers in preparing the Tender and/or any presentation or demonstration given by the Tenderer.

7. Negotiation

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

8. Acceptance Notification

a) The successful Tenderer shall receive a purchase order ("**PO**") generated from the system of HSITPL within the Tender Validity Period.

b) Tenderer(s) who do not receive any notification within the Tender Validity Period shall assume that their Tenders have not been accepted.

9. Cancellation of Invitation to Tender

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

10. Intellectual Property Rights

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

11. Offering Gratuities

A Tenderer shall not, and shall procure that its directors, employees, agents involved in preparing

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

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

12. Non-collusion

a) The Tenderer must ensure that the Tender is developed genuinely, independently and made with the intention to accept the contract if awarded, and 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 (as defined in Clause 12 d) below)), including regarding price, Tender submission procedure or any terms of the Tender. In the event of any breach of this Clause by any Tenderer, HSITPL reserves the right to invalidate the Tender submitted by that Tenderer and/or terminate the Contract entered with that Tenderer based on the Tender submitted by that Tenderer and seek damages.

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

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

d) Upon Tender submission, the Tenderer shall submit to HSITPL a Non-Collusive Tendering Certificate (in the form set out at Tender Schedule 2) (the "**Non-collusive Tendering Certificate**") duly signed by an authorised person on the Tenderer's behalf. The Contract is to be entered into in reliance on the statements made by the Tenderer in the Non-collusive Tendering Certificate and conditional upon the effectiveness and veracity of the Non-collusive Tendering Certificate. Any breach of any of the representations, warranties and/or undertakings given in the Non-collusive Tendering Certificate not only allows HSITPL to pursue damages and other forms of redress from the Tenderer but also is capable of amounting to a criminal offence and rendering the relevant personnel of the Tenderer liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years).

e) Notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report and provide documents and information regarding any suspected anti-competitive collusive conduct to the Competition Commission and/or other relevant authorities.

13. Payment Schedule

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

Any deliverables by the successful Tenderer shall be reviewed and approved by HSITPL to ensure they are completed to HSITPL's satisfaction, which decision is at the sole and final discretion of HSITPL.

Task No.	Project Milestones	Payment (Percentage of Total Contract Amount)
1	Upon kick-off of the project	30% (as deposit)
2	Completion of all demolition and site preparation works	20%
3	Completion of all structural repairs and interior finishing	20%
4	Completion of final inspection by HSITPL and/or the FMO and handover of the Premises to the FMO	30%

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a PO to the successful Tenderer on the terms as set out in the General Terms and Conditions for Purchase Orders ("**PO T&C**") which is provided separately by HSITPL in PDF file format. Tenderers must read the PO T&C carefully before submitting the Tender.

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

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

PART III: Submission Requirements

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

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 copy;

b) A USB with an electronic copy of the “Technical Proposal” in PDF format; and

c) 1 set of the “Price Proposal”, i.e. the Price Schedule (Tender Schedule 4), in hard copy.

Tender Schedule 1: Tender Submission Information

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

Dear Sir / Madam,

"Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

We provide the below contact information for this tender:

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

Tender Schedule 2: Non-collusive Tendering Certificate

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

Dear Sir / Madam,

Non-collusive Tendering Certificate for "Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))" (the "Contract")

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

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

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

Non-collusion

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

a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;

b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:

(i) prices;

(ii) methods, factors or formulas used to calculate prices;

(iii) an intention or decision to submit, or not submit, a bid;

(iv) an intention or decision to withdraw a bid;

(v) the submission of a bid that does not conform with the requirements of the Tender;

(vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Tender relates; and

(vii) the terms of the bid,

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

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 arrangement and beneficial ownership

4. We represent and warrant that there is no intended sub-contracting arrangement relating to the Tender, including those which are to be entered into after the Contract is awarded.

   OR*

   We represent and warrant that the following sub-contracting arrangements are all the intended sub-contracting arrangements relating to the Tender, including those which are to be entered into after the Contract is awarded:

   [*Please set out the details of such sub-contracting arrangements here. Please use supplemental sheets where appropriate.*]

   We understand that we are required to continue to disclose any of such sub-contracting arrangements to HSITPL as and when they arise.

5. We represent and warrant that the following is our beneficial ownership:

   (For a company other than a listed company or exempted company[1])
   [*Please disclose the significant controllers register here, as defined in the Companies Ordinance, Cap. 622. Please use supplemental sheets where appropriate.*]

   OR*

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

(For a sole proprietorship or partnership)
[*Please disclose details of beneficial owner(s) here, including their name and the nature of their control over the firm. Please use supplemental sheets where appropriate.*]

OR*

(For listed company)
We are a listed company in Hong Kong and our corporate ownership has already been disclosed in the public domain.

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

Consequences of breach or non-compliance

7. We understand that in the event of any breach or non-compliance with any representations, warranties and/or undertakings in this certificate, HSITPL may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.

8. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. Further, any breach of any of the representations, warranties and/or undertakings given in this certificate is capable of amounting to a criminal offence and rendering our relevant personnel liable to criminal prosecution (for instance, for the offence of conspiracy to defraud and upon conviction shall be liable to imprisonment for 14 years). We understand that, notwithstanding any provisions regarding disclosure of documents and information, HSITPL may, at its discretion, report all suspected instances of anti-competitive conduct to the Competition Commission (the "**Commission**") and/or other relevant authorities and provide the Commission and/or other relevant authorities with any relevant information, including but not limited to information on our bid and our personal or corporate information.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

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

Tender Schedule 3: Form of Tender

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

Dear Sir / Madam,

"Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

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. We agree that, should HSITPL so request in writing, we shall abide by this Invitation to Tender for a further **three (3)** months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.

3. We confirm that this Tender has taken into consideration all tender addenda issued to us (if any) prior to the date hereof.

4. Unless and until a purchase order is issued by HSITPL to us, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us. The Tender should always form part of the binding agreement between HSITPL and us, while the order of precedence will be lower than the purchase order. We undertake to abide by the 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.

8. We certify that, to the best of our knowledge and belief, all information and documents provided in and submitted with the Technical Proposal are true, accurate, and complete. Further, we understand and agree that if any information or document provided in or submitted with the Technical Proposal is found to be untrue, inaccurate, incomplete or misleading, HSITPL may, without limiting HSITPL's rights and remedies therein or at law, invalidate, reject and/or disqualify our Tender.

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,

"Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

1. The quotation shall be valid for **six (6)** months from the Tender Closing Date specified in the Tender Documents.
2. The price indicated in the tables below covers all the items specified in the Requirement Specifications of the Tender Documents.
3. HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated in the Tender Documents.
4. The Total Contract Amount is inclusive of all costs or charges which we will incur in the provision of the goods or services.
5. Please fill in (a) the below Cost Summary and (b) the attached "**Schedule of Rates**" in total 4 pages in an excel file and print out the Schedule of Rates together with the Cost Summary for tender submission.
6. We acknowledge that (i) HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the Technical Proposal and/or come to HSITPL's attention after the Tender Closing Date and (ii) HSITPL is not bound to accept any of such proposed revisions.
7. We acknowledge that HSITPL reserves the right to disqualify any Tenderer that submits any proposed revisions to the PO T&C in the Price Proposal or proposes revision to the PO T&C after the Tender Closing Date.

Items		**Price (HK$)**			
Item	**Description**	**Unit**	**Quantity**	**Unit Price**	**Amount**
1	Preliminary (please refer to the attached "Schedule of Rates" for details)	Job	1		
2	Partition & Door Works	Job	1		
3	Wall Finishes Works	Job	1		
4	Flooring Works	Job	1		
5	Ceiling Works	Job	1		
6	Electrical Works	Job	1		
7	Air-Conditioning Service Modification Works	Job	1		
8	Plumbing & Drainage Works	Job	1		
9	Fire Safety Services Modification Works (by HKSTP's approved contractors)	Job	1		

10	Main Cable and Temporary Power Supply Works (by HKSTP's approved contractors)	Job	1		
11	Miscellaneous	Job	1		
				Total Contract Amount:	

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

_____

Authorised Signature (with company chop)

Name & Position: _____

Company Name: _____

Date: _____

Tender Schedule 5: Requirement Specifications

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

"Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

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

5.1 Statement of Purpose

HSITPL would like to invite proposals from experienced tenderers to carry out reinstatement works for HSITPL's office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (the "**Premises**").

5.2 About HSITP

HSITPL, a wholly owned subsidiary of Hong Kong Science and Technology Parks Corporation, is vested with the responsibility to develop, operate, maintain, and manage the Hong Kong-Shenzhen Innovation and Technology Park ("**HSITP**" or the "**Park**").

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

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

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

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

5.3 The Brief

Tenderers are invited to carry out reinstatement works to the Premises which should be completed within 6-8 weeks from the tender award and the Premises should be handed over to Hong Kong Science and Technology Parks Corporation ("**HKSTP**") on or before 29 January 2027.

5.4 Purposes of Services

To invite Tenderers to submit proposal for HSITPL's considerations for appointment as the contractor to carry out reinstatement works located at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park Avenue, Hong Kong Science Park so as to ensure that the Premises are returned to HKSTP in a timely manner and in accordance with all relevant terms and conditions of the tenancy agreement between HSITPL and HKSTP.

5.5 Scope of Services/Deliverables

5.5.1 The successful Tenderer is to provide the following services to HSITPL:

- The successful Tenderer shall reinstate the Premises to bare shell condition (but incorporating all relevant provisions of HKSTP) according to the terms and conditions of the tenancy agreement entered into between HSITPL and HKSTP and the requirements of HKSTP's facilities management office ("**FMO**").
- The successful Tenderer shall demolish, remove and clear away the existing office of HSITPL at the Premises.
- The successful Tenderer shall facilitate inspection by the FMO while conducting reinstatement works to the Premises and address and respond to any comments, queries or requests made by the FMO to HSITPL's and the FMO's satisfaction.
- Reinstatement works MUST meet all requirements from HKSTP and be completed in accordance with all relevant terms and conditions of the tenancy agreement between HSITPL and HKSTP.
- The successful Tenderer should reserve sufficient buffer time for materials ordering and delivery for replacement like fire rated main entrance doors, fire rated dry wall, carpet at corridor area, ceiling tiles, ceiling grid, raised floor panels, lighting panels, etc. as well as employ HKSTP's approved contractor for reinstatement on some of scopes which involved building interfacing/system works. It is suggested to inquire from relevant suppliers and HKSTP's approved contractors in advance during the planning stage.

5.5.2 Statutory requirements, standards and specifications:

- The successful Tenderer is required to comply with all applicable statutory requirements of relevant Government authorities including but not limited to the Buildings Department, Lands Department, Fire Services Department, Electrical Mechanical Services Department, Water Supplies Department, Labour Department and Environmental Protection Department etc.
- The successful Tenderer is required to follow the Tenants Fit-out Guide and all other documents and guidelines issued by HKSTP from time to time.
- Some of the work tasks shall be carried out by HKSTP's approved contractors as specified in the attached documents.
- All provisions of HKSTP, fixtures, fittings and finishes at the Premises and all parts of the building of which the Premises form part must be carefully and properly protected during the course of carrying out the reinstatement works.

- The successful Tenderer shall prepare the submission to HKSTP for installation of temporary power supply at least 7 working days in advance as well as the schedule for switch-off the normal electricity supply and fresh water supply to facilitate the commencement of reinstatement works once the reinstatement works schedule is confirmed.
- The successful Tenderer shall submit the related drawings to HKSTP for installation, details of temporary power supply as well as Method Statement & Risk Assessment at least 14 calendar days in advance together with Annex N (work permit application for HKSTP) for approval before commencement of temporary power supply installation by approved contractor. Form WR1 with a registered electrical worker endorsement and Form E with tenant's endorsement are required to be submitted to the FMO for handling upon the completion of installation works for temporary power supply and prior to energization of power source. For details, please refer to Annex S (Guidelines on Temporary Electrical Installation during Fitting-Out and Reinstatement Works) to HKSTP's Tenant Fit-out and Reinstatement Guide (Appendix A3).
- Submission of as-built drawings and related documents upon completion of works to HSITPL and HKSTP.

5.5.3 Other Requirements:

- The electrical installation works shall be done by registered electricians.
- The schedule of works shall be subjected to FMO's approval.
- If any additional tools such as high level platform/ladder stand are required, such tools will not be provided by HSITPL and HSITPL will not bear the relevant cost.
- Supply qualified labour, tools and materials. The working platform shall meet all applicable regulations and statutory requirements at a minimum. Provide appropriate and adequate safety measures for the workers to maintain a safe working environment on the site.
- All workers must be wearing reflective vests when conducting the works.
- All works should strictly comply with HKSTP's house rules (including FMO's rules) and all applicable statutory regulations of HKSAR.
- For works execution, the application of works permits should be submitted with the below list of documents and should have obtained the formal approval by the FMO prior to commencement of the works:
  a) Application form of works permit; and
  b) Installation proposal drawings.
- Without prejudice to the requirements in HKSTP's house rules (including FMO's rules), the and HSITPL's PO T&C, the successful Tenderer shall keep insured under a third party insurance and contractors' all risks insurance in the sum of not less than HK$30,000,000.00 per claim for unlimited claim during the reinstatement period and employees' compensation insurance in the sum of not less than HK$200,000,000.00 of any one event in the joint names of the successful Tenderer, HKSTP, HKSTP's facilities managing agent, HKSTP's approved nominated subcontractor and HSITPL, and the said third party insurance and contractors' all risks insurance shall include the following clauses to the same effect as (1) cross-liability clause, (2) indemnity to principal clause, (3) waiver of subrogation clause and (4) the insurer shall inform HKSTP and the FMO within 60 days advance notice in the event of cancellation of insurance or any change in the coverage under such insurance policy.
- After the completion of all relevant reinstatement works, the successful Tenderer must ensure the affected areas are clean and all installation and/or delivery material properly disposed of before handing over the Premises to HSITPL, HKSTP and the FMO.

5.6 Project Timeline (Tentative)

Tender invitation	4 November 2026
Tender Closing Date	17 November 2026
Presentation	20 November 2026 (tentative)
Tender award	20 November 2026 (tentative)
Project kick-off	Week of 23 November 2026
Handover of the Premises to the successful Tenderer	7 December 2026
Handover of the Premises to the FMO	29 January 2027

5.7 Reference Documents

Appendices and Drawings List

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

Please contact the Subject Officer by email to obtain the password for accessing the encrypted documents.

A. Appendix (from HKSTP)	
A1	Reinstatement standard and requirement
A2	Annex A-W (with Annex H1, H2, J1, J2, U1, U2 & 附件一 工作人員名單及有效牌照_證書)
A3	Appendix A9 Tenant Fit-Out Guide_eft 20 Apr 2026
A4	HKSTP SHE Handbook 2026-03 ver.9.0
A5	HKSTP SHE Handbook 2026-03 ver.9.0_acknowledgement form
B. 8W 6/F Original building plan	
B1	Drainage plan
B2	F.S. plan
B3	General plan
B4	LAK1-6F-rev.1-2007.03.15
B5	Lighting plan
B6	MVAC plan
B7	Plumbing plan
B8	Power plan
C. 8W 7/F Original building plan	
C1	Drainage plan _7F
C2	F.S. plan_7F
C3	General plan_7F
C4	HVAC plan_7F_7F
C5	LAK1-7F-rev.1-2007.03.15

C6	Lighting plan_7F
C7	Plumbing plan_7F
C8	Power plan_7F
D. Existing layout plan – 8W 6/F	
D1	8W6F Layout plan
D2	8W6F Electrical plan
D3	8W6F Ceiling plan
D4	8W6F MVAC layout plan
D5	8W6F P&D drawing
D6	8W6F Site photos
E. Existing layout plan – 8W 7/F	
E1	8W7F Layout plan
E2	8W7F Electrical plan
E3	8W7F Ceiling plan
E4	8W7F MVAC Layout plan
E5	8W6F P&D drawing
E6	8W7F Site photos

Tender Schedule 6: Proposed Solution for Tender

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

"Reinstatement Works for HSITPL's Office at Units 606-607 of 6th Floor and Unit 710 of 7th Floor, Lakeside 1, 8 Science Park West Avenue at Hong Kong Science Park (Ref. No. FD-03-06-02(362))"

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

Part 1: Past Project Reference

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

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

Part 2: Qualification of Project Team Members

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

Name	Job Title	Qualification	Role and Contribution in the Project

Part 3: Proposed and Committed Project Implementation Plan

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

** According to the PO T&C, time shall be of the essence for the successful Tenderer to deliver and/or perform the Goods/Services in accordance with the relevant deadlines as specified under the Purchase Order, the Project Plan and/or the Delivery Schedule. In the event that the Goods/Services are not duly delivered or performed by such relevant deadlines, HSITPL may, at its sole discretion, claim or deduct liquidated damages equal to* ***one percent (1%) of the total purchase value for the Goods/Services for each day of delay up to a maximum of the total purchase value for such Goods/Services.***

Part 4: Cost Effectiveness & Quality

Please demonstrate the following:
- Understanding of objective; and
- Identification of key issues at different stages of reinstatement with total solutions.

Part 5: Method Statement and Risk Assessment

Please provide the following:
- A method statement is a document that communicates what is involved with the task or activity, describes how to do a task safely and contains a set of instructions or a plan for the works; and
- Risk assessments which help ensure the health and safety of workers and HSITPL by identifying potential hazards, and help identify potential risks and prompt measures, processes and controls to reduce the impact of these risks during reinstatement works.

Part 6: Commitment and Job References

Further to Part 1 & 2 above, please provide or demonstrate the following:
- Tenderer shall possess the qualification of a Registered Minor Works Contractor or Registered General Building Works Contractor (RGBC) under the Buildings Ordinance
- At least 2 relevant reinstatement works projects for premises each with a gross floor area of not less than 10,000 sq. ft. within 5 years from the Tender Closing Date with a contract value of more than HK$2 million in respect of premises at an innovation and technology park of a scale similar to the Park (details required as set out in the tables below);
- Examples and discussion of past projects to demonstrate the will, ability and measure to produce cost-effective, energy efficient and environmentally friendly solution;
- Client base and size (e.g. relevant experience with office reinstatement at Hong Kong Science Park will be an asset);
- Organization chart, qualification (CV of the project leader) and experience of proposed project team;
- Awards or appreciation letter from previous clients (if any);
- Licenses and/or certificates to demonstrate compliance with necessary statutory requirements; and
- Proposed timeline and work plan.

<u>Project 1</u>

(i)	Project Title	
(ii)	Area of the reinstatement works (in sq. ft.)	
(iii)	Scope of works and proof of experience which involved reinstatement works in the relevant premises	
(iv)	Contract sum (in HK$)	
(v)	Completion date	

Project 2

(i)	Project Title	
(ii)	Area of the reinstatement works (in sq. ft.)	
(iii)	Scope of works and proof of experience which involved reinstatement works in the relevant premises	
(iv)	Contract sum (in HK$)	
(v)	Completion date	

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