

**Tender reference: FD-03-06-02(135)**

**Annex 1**

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor,  
Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

**The Brief (Draft)**

**Table of Contents**

<b>1</b>	<b>Introduction .....</b>	<b>2</b>
<b>2</b>	<b>The Project .....</b>	<b>3</b>
<b>3</b>	<b>Objectives of this Assignment.....</b>	<b>3</b>
<b>4</b>	<b>Services to be Provided by the Vendor .....</b>	<b>3</b>
<b>5</b>	<b>Project Timeline (Tentative) .....</b>	<b>4</b>
<b>6</b>	<b>Payment Terms .....</b>	<b>4</b>

## **1 Introduction**

This Brief is to be read in conjunction with the Tender Invitation Letter and the General Terms and Conditions for Purchase Orders.

### **1.1 Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)**

- 1.1.1 On 3 January 2017, Hong Kong Special Administrative Region Government and the Shenzhen Municipal People’s Government signed a Memorandum of Understanding on the development of a Hong Kong-Shenzhen Innovation and Technology Park (the “**Park**”) at the Lok Ma Chau Loop in Hong Kong.
- 1.1.2 HSITPL is a subsidiary of Hong Kong Science and Technology Parks Corporation, and is responsible for building the superstructure and management, operation and maintenance of the Park.

### **1.2 The Park**

- 1.2.1 The Park envisions to serve as the world’s knowledge hub and innovation & technology (I&T) centre, converging enterprises, research & development (R&D) institutions and higher education institutions from local, the Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.
- 1.2.2 The Park focuses on six I&T pillar industries including life and health technology, artificial intelligence and data science, new materials, new energy, robotics and microelectronics.
- 1.2.3 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.
- 1.2.4 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).

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor, Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

## **2 The Project**

HSITPL is planning to invite Tenderers to provide proposals to conduct reinstatement works for HSITPL's office at Unit 207-208, 2<sup>nd</sup> Floor, Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park (the “**Premises**”).

## **3 Objectives of this Assignment**

The objective of this project is to engage a qualified Tenderer to carry out reinstatement works for the Premises. The main objective is to ensure that the Premises is returned to HSITPL's landlord (the “**Landlord**”) in a timely manner and in accordance with all relevant terms and conditions of the tenancy agreement, prior to a date specified by HSITPL. The services to be provided by the successful Tender include, but are not limited to, restoring the Premises to its original condition while adhering to all relevant standards and regulations.

## **4 Services to be Provided by the Vendor**

- 4.1 The successful Tenderer shall be responsible to complete all works efficiently and effectively, ensuring minimal disruption during the reinstatement process. Timeliness and quality of workmanship are paramount to meet the expectations of the Landlord and fulfil all relevant contractual obligations of HSITPL no later than 26 September 2025.
- 4.2 The scope of works includes, but is not limited to the following:
  - (a) facilitate inspection by the Facilities Management Office of the Landlord (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;
  - (b) demolish, remove and clear away the existing office of HSITPL at the Premises;
  - (c) reinstate the Premises to bare shell condition (but incorporating all relevant provisions of the Landlord) according to the terms and conditions of the tenancy agreement entered into between HSITPL and the Landlord and the FMO's requirements; and
  - (d) some of the reinstatement works shall be carried out by nominated subcontractors of the Landlord, including Main Cable Works, Fire Services Modification Works and MVAC Modification Works;
  - (e) all provisions of the Landlord, 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 while carrying out any of the reinstatement works;

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor, Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

- (f) after the completion of all relevant works, the successful Tenderer must ensure the affected areas are clean and all installation and/or delivery materials are properly disposed of before handing over the Premises to HSITPL, the Landlord and the FMO;
- (g) make good any defective workmanship or materials in relation to the reinstatement works to the Premises for a period of three (3) months from the actual date of handover of the Premises to the FMO (the “**Defects Liability Period**”); and
- (h) 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, the Landlord, the Landlord’s facilities managing agent, the Landlord’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 the Landlord 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.

## 5 Project Timeline (Tentative)

Tender invitation	28 July 2025
Tender submission deadline	8 August 2025
Tender presentation and evaluation	11-12 August 2025
Tender award	Mid of August 2025
Project kick-off	15 August 2025
Project completion	Before 26 November 2025
Handover of the Premises to the FMO	27 November 2025
Expiry of Defects Liability Period	26 February 2026

## 6 Payment Terms

- 6.1 Subject to the work done to the satisfaction of HSITPL, payments will be made by HSITPL 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.
- 6.2 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.

**Tender reference: FD-03-06-02(135)**

**Annex 1**

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor,  
Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

Task No.	Project Milestones	Payment (Percentage of total contract value)
1	Upon Kick-off of the project	30% deposit of total contract value
2	Completion of all demolition and site preparation works	20% of total contract value
3	Completion of all structural repairs and interior finishing	20% of total contract value
4	Completion of final inspection by HSITPL and/or the FMO and handover of the Premises to the FMO	25% of total contract value
5	Upon the expiry of the Defects Liability Period	5% of total contract value

**Tender reference: FD-03-06-02(135)**

**Annex 2**

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor,  
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**Proforma**

**Statement for Expression of Interest**

We hereby write to express our interest in undertaking reinstatement works for HSITPL's office at Unit 207-208, 2<sup>nd</sup> Floor, Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park. By submission of the following completed Proforma for Expression of Interest, we confirm our understanding and agreement to the conditions as stipulated in the “Invitation Letter for Expression of Interest Proposal” and the associated Annexes.

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(Name of Vendor)

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(Signature)

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(Name and Post of the Signatory)

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(Date)

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor,  
Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

**Assessment Criteria for Expression of Interest Proposal**

The Tenderer acknowledges and agrees that participation in this Expression of Interest (EOI) process requires full compliance with the Assessment Criteria for Shortlisting outlined below. By indicating “Y” in the corresponding column, the Tenderer confirms that he/she meets the specified requirements. All claims must be substantiated with the appropriate documentation and declarations. Incomplete submissions or failure to provide the requested evidence may result in disqualification.

Item	Selection Criteria for Shortlisting	Y/N																														
1.	<p>Able to provide at least 2 relevant project experiences for reinstatement works for premises with a gross floor area of not less than 5,000 sq. ft. within the last 5 years with a contract value of more than HK\$1 million in respect of premises at an innovation and technology park of a scale similar to the Park.</p> <p><b><u>Project 1</u></b></p> <table border="1"> <tr> <td>(i)</td><td>Project Title</td><td></td></tr> <tr> <td>(ii)</td><td>Area of the reinstatement works (in sq. ft.)</td><td></td></tr> <tr> <td>(iii)</td><td>Scope of works and proof of experience which involved reinstatement works in the relevant premises</td><td></td></tr> <tr> <td>(iv)</td><td>Contract sum (in HK\$)</td><td></td></tr> <tr> <td>(v)</td><td>Completion date</td><td></td></tr> </table> <p><b><u>Project 2</u></b></p> <table border="1"> <tr> <td>(i)</td><td>Project Title</td><td></td></tr> <tr> <td>(ii)</td><td>Area of the reinstatement works (in sq. ft.)</td><td></td></tr> <tr> <td>(iii)</td><td>Scope of works and proof of experience which involved reinstatement works in the relevant premises</td><td></td></tr> <tr> <td>(iv)</td><td>Contract sum (in HK\$)</td><td></td></tr> <tr> <td>(v)</td><td>Completion date</td><td></td></tr> </table>	(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		(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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2.	Able to provide the last 3 years' audited financial statements with project earnings.																															

**Remarks:**

1. If any conflict of interest arises, HSITPL reserves the right to disqualify any Tenderer at any point in the evaluation process.
2. HSITPL shall have the sole and final discretion in determining what constitutes “conflict of interest” in this Invitation Letter for EOI Proposal and its Annexes.
3. In the event any conflict of interest arises after award of the Tender to the successful Tenderer, HSITPL reserves the right to terminate the contract with the successful Tenderer and seek damages and/or compensation from the successful Tenderer. HSITPL shall have the sole and final discretion in determining what constitutes “conflict of interest”.
4. The Tenderer is reminded that all written information must be entered in the correct location of the proforma. HSITPL will not be responsible for consolidating the information in any EOI submission.
5. Documents stated in the Selection Criteria for Shortlisting table above shall be submitted as attachments along with the statement marked as "Y".



**Tender reference: FD-03-06-02(135)**

**Annex 3**

**Tender Subject: Reinstatement Works for HSITPL's Office at Unit 207-208, 2<sup>nd</sup> Floor,  
Lakeside 2, 10 Science Park West Avenue at Hong Kong Science Park**

**Declaration**

We hereby declare that the information given in this EOI submission is true and correct to the best of our knowledge and belief. If there are any discrepancies between the information in our EOI submission and attachments, the information in the EOI submission shall prevail.

(Name of the Vendor) : \_\_\_\_\_

(Signature) : \_\_\_\_\_

(Name and Post of the Signatory) : \_\_\_\_\_

(Date) : \_\_\_\_\_