

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Notice

1. Tender Number

Works Contract No.: WC/017

2. Subject

Interior Fit-Out Works for Incubation Centre at 5/F of Building 1

3. Description

The scope of services includes:

- (a) Internal partitions, finishes, doors and ironmongeries, light fittings,
- (b) Loose and built-in furniture,
- (c) Signage, graphics and logos,
- (d) Building services installations,
- (e) Information and communication technology installation,
- (f) Audio and visual installation, and
- (g) Security installation.

The details of the scope of works shall refer to the Tender Documents. The Contract is scheduled to commence in mid-October 2026 tentatively.

4. Eligibility to Tender

Tenderers who satisfy **ALL** the minimum requirements stated in Annex 1 of this tender notice will be eligible to submit tenders.

5. Tender Issuance

Please complete the **Collection Reply Slip in Annex 2** and return it by email to a-2141@alkf.com for collection of Tender Documents. A formal invitation letter with Tender Documents, in disc format will be available for collection at ALKF office at Room 2301, Universal Trade Centre, 3 Arbuthnot Road, Hong Kong upon receipt of the completed Annex 2 of this notice. For enquiry, please send e-mail to a-2141@alkf.com.

6. Submission Requirements

Please submit your tenders strictly in accordance with the requirements stipulated in the Tender Documents. You are required to submit the **Acknowledgement Receipt to the Tender Document** appended in the invitation letter on or before **10th September 2026** by email to 2141@alkf.com.

You are required to submit the tender in the Tender Box located at Units 806 & 807, 8th Floor, Building 9, 19 Research Road, Hong Kong-Shenzhen Innovation and Technology Park, Lok Ma Chau, Hong Kong according to the requirements stipulated in the Tender Documents **at any time between 9:00 a.m. and 12:00 noon on 17th September, 2026 (Thursday)**. Late tenders or tenders not deposited in the Tender Box will not be considered.

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

The Employer does not bind itself to accept any tender irrespective of whether the tender is the lowest bid or, where the assessment of the tenderers is based on marking scheme approach, the tender with the highest overall score.

Any qualification of the submission may cause your submission to be disqualified and the Employer reserves the right not to consider your submission further.

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

Minimum Requirements for Tender Submission

Tenderers are required to submit documentary evidence to demonstrate their fulfillment of the following requirements. In the event that the tenderer's technical submission does not comply with ALL the following requirements, their technical submission shall be treated as non-conforming and shall not be considered further.

Item	Description of Requirements ^(Note 1)
1	The tenderer should have completed at least two contracts for non-residential interior fit-out works in Hong Kong, with fit-out works area not less than 1,000m ² ^(Notes 2 and 4) , within the last ten years counting from and including the original tender closing date, or if this has been extended, the extended date.
2	The tenderer should have completed at least two contracts for non-residential interior fit-out works in Hong Kong, with contract value not less than HK\$20 million ^(Notes 3 and 5) , within the last ten years counting from and including the original tender closing date, or if this has been extended, the extended date.

Notes:

- (1) The tenderers are allowed to use the same contract to satisfy items 1 and 2 above.
- (2) The fit-out works area of not less than 1,000 m² could comprise multiple floors within a completed contract.
- (3) The construction value of not less than HK\$20 million could comprise multiple floors within a completed contract.
- (4) The fit-out works area of 1,000 m² is approx. 50% of the floor area of incubation centre at 5/F of Building 1.
- (5) The contract value of HK\$20 million is approx. 50% of the estimated contract value of the proposed incubation centre.



李景勳 雷煥庭建築師有限公司

28 August 2026
Our ref.: A-2141/7DC(IFO)/AUG.26/01L

Annex 2

Collection Reply Slip

(Fax No. 2868 5371)
(Email: a-2141@alkf.com)

To: Andrew Lee King Fun & Associates Architects Limited

Works Contract No.: WC/017
Interior Fit-Out Works For Incubation Centre At 5/F Of Building 1
For The Hong Kong-Shenzhen Innovation and Technology Park
Invitation to Tender

We refer to your letter of Invitation to Tender dated 28th August 2026 and confirm that we will collect the Tender Documents at your office on (Date & Time)

Authorized Signature with Company Chop :

Name of Tenderer :

Date :

* delete as appropriate