

# Hong Kong-Shenzhen Innovation and Technology Park Limited

## Tender Notice

**1. Tender Number**

Consultancy Agreement No.: CA/032

**2. Subject**

Interior Design Consultancy Services for Head Office of HSITPL at 10/F of Building 1

**3. Location**

Hong Kong-Shenzhen Innovation and Technology Park at Lok Ma Chau Loop in Hong Kong

**4. Description**

The scope of services includes:

- a) Providing full range of professional services from inception to post-completion of fit-out works;
- b) Coordination with the Quantity Surveying Consultant in all stages of the fit-out works, and;
- c) Carrying out the duties of Authorized Person and other supervisions as required under the Buildings Ordinance for the delivery of the Services.

The details of the scope of services shall refer to the Tender Documents. The Contract is tentatively scheduled to commence in August 2025.

**5. Eligibility of Tenderers**

Tenderers who satisfy the minimum requirement stated in Annex A of this tender notice will be eligible to submit Proposals.

**6. Contact**

Please complete Annex B of this tender notice and return to [head-off-b1@hsitp.org](mailto:head-off-b1@hsitp.org) for collection of Tender Documents. For any enquiry, please also send e-mail to [head-off-b1@hsitp.org](mailto:head-off-b1@hsitp.org).

**7. Submission Requirements**

A formal invitation letter with Tender Documents will be sent by e-mail upon the Employer's receipt of the completed Annex B of this notice. Please submit your Proposals strictly in accordance with the requirements stipulated in the Tender Documents. You are required to submit the acknowledgement slip appended in the Invitation Letter on or before **16 June 2025** by email to [head-off-b1@hsitp.org](mailto:head-off-b1@hsitp.org).

You are required to submit your Technical Proposal and Fee Proposal in **two separate and sealed** envelopes in tender submission.

**8. Tender Closing Date/Time and Tender Box Location**

You are required to submit the Technical and Fee Proposals in the Tender Box located at Hong Kong-Shenzhen Innovation and Technology Park Limited, Units 207-208, 2/F, Lakeside 2, No. 10, Science Park West Avenue, Hong Kong Science Park, Shatin, Hong Kong according to the requirements stipulated in the Tender Documents **at any time between 9:00 a.m. and 12:00 noon (Hong Kong Time) on 30 June 2025**. Proposals not deposited within the aforesaid time or 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.

**Minimum Requirement for Submission of Proposals**

The Tenderer must satisfy the minimum requirement listed below. In the event that the Tenderer does not satisfy the minimum requirement, their Proposals shall be treated as non-conforming and shall not be considered further.

Item	Minimum Requirement
(a)	<p>Tenderer shall have completed at least <u>ONE</u> interior design contract for the fit-out of office / commercial spaces of lettable floor area not less than 1,000m<sup>2</sup> in Hong Kong (*) within the last five years counting from and including the original tender closing date.</p> <p>(*) Overall lettable floor area of not less than 1,000m<sup>2</sup> could cover office / commercial spaces of single or multiple floors including enclosed office rooms and workstation spaces with shared facilities such as printer, pantry, meeting room, reception area, etc. within a single contract.</p>

To : Hong Kong-Shenzhen Innovation and Technology Park Limited  
Email : head-off-b1@hsitp.org

**Hong Kong-Shenzhen Innovation and Technology Park**  
**Interior Design Consultancy Services for Head Office of HSITPL at 10/F of Building 1**  
**Consultancy Agreement No. CA/032**  
**Request for Collection of Tender Documents**

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We refer to the Tender Notice for the captioned Consultancy Services and would like to request for collection of Tender Documents. Please send us the relevant documents for our onward submission of proposal.

From (Company Name) : \_\_\_\_\_

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

Capacity of the Signatory : \_\_\_\_\_

Company Chop : \_\_\_\_\_

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

Office Address : \_\_\_\_\_

Email Contact : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Business Card of Contact  
Person :