

Hong Kong-Shenzhen Innovation and Technology Park Limited (HSITPL)
Prequalification for Shortlisting of Tender Interior Fit-out Works Contract for Smart Office
at 8/F of Building 8

Tender Reference:

Interior Fit-out Works Contract for Smart Office at 8/F of Building 8 of
Hong Kong-Shenzhen Innovation and Technology Park, H.K
Contract No.: WC/009

Subject:

Prequalification for Shortlisting of Tender for Interior Fit-out Works for Smart Office at 8/F of Building 8 of
the Hong Kong-Shenzhen Innovation and Technology Park

Work Description:

The scope of works comprises design, supply and installation of the following:

- (a) Partitions & Associated Works
- (b) Doors & Ironmongery
- (c) Floor / Wall / Ceiling Finishes
- (d) Carpentry / Built-in Furniture
- (e) Sanitary Fittings
- (f) Signage, Graphic and Logos
- (g) Equipment
- (h) Lighting installation
- (i) System / Loose Furniture
- (j) E&M Installation (including Electrical, MVAC, Plumbing & Drainage and Fire Services)
- (k) Information and Communication Technology, Audio-Video and Security Installations

The office floor at 8/F will accommodate reception, meeting room, multi-functional area, networking area, quiet cubicle, store room, IT server room, enclosed office and co-working zone. The GFA of 8/F is approximately 1,440sq.m.

Submission Requirements:

The applicant is required to submit **1 set of hard copy and 2 set of soft copy (in CD)** incorporating Annexes B and C and supporting documents in a sealed envelope within the date and time for submission stated below. The Sealed envelope shall be clearly marked as per the template in the Annex A.

Date and Time for Submission:

Closing date and time for submission are **25 March 2025, 12:00 noon**. The applicant shall submit the sealed envelope **between 9:00am to 12:00 noon of 25 March 2025**. Late submissions will **NOT** be entertained. In the event a tropical cyclone warning signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is in force between 9:00 am and 12:00 noon on the submission closing date, the submission deadline will be **postponed to 12:00 noon** on the next working day.

Tender Box Location:

Units 207-208, 2/F, 10 Science Park West Avenue, Hong Kong Science Park, Hong Kong.

Notes of Applicants

1. Attention of the applicant is drawn to the following Notes: -
 - i. The shortlisting shall be made strictly based on the submitted information in Annex C and supporting documents provided in your submission.
 - ii. The supporting documents can be in the form of contract documents, contract drawings, letter of award, certificate of substantial / practical completion, etc. to clearly indicate such criteria as the completion date, the technical information, etc.
 - iii. Articles of agreement, letter of award, statement of final account or summary of tender etc. should be provided as an evidence for the contract sum.
 - iv. The experience of a parent, subsidiary or affiliated company will **NOT** be considered.
 - v. Contracts which are still on-going, irrespective of the date of commencement of the contract, will **NOT** be considered.
 - vi. If foreign currencies are involved in assessing the value of contracts completed, the exchange rate for conversion to Hong Kong currency shall follow the requirement stipulated in Appendix C1 (2nd Revision or the latest revision if any) of Development Bureau Technical Circular DEVB TC (W) No. 4/2014A.
 - vii. The “last 5 years” of the submitted project reference shall be the period counting from the original submission closing date.
 - viii. The “minimum 10-years” of the experience of proposed Project Manager shall be the period counting from the submission closing date, or the extended closing date (if any).
 - ix. In the event that any of the submitted information in Annex C is found to be false or incorrect or non-compliant with each and every shortlisting criterion, the submissions may not be considered further.
 - x. The Employer is not bound to accept any submission received.

Notes of Applicants (Cont'd)

2. Template to be marked on the returning envelope:

RESTRICTED	
	: Hong Kong-Shenzhen Innovation and Technology Park Limited Units 207-208, 2/F, 10 Science Park West Avenue, Hong Kong Science Park, Hong Kong
Re	: Prequalification for Shortlisting of Tender for <u>Interior Fit-out Works for Smart Office at 8/F of Building 8 of Hong Kong-Shenzhen Innovation and Technology Park, H.K.</u>
Submitted By	: _____

3. Conflict of Interest

The Employer appoints the following Consultants in administering the works contract:

- i. Lead Interior Design Consultancy Services : Aedas Interiors Ltd. with sub-consultants of :
 - a. Authorised Person Consultant : Aedas Ltd.
 - b. Graphic Consultant : Aedas Graphic Ltd.
 - c. LEED / WELL consultant : BeeXergy Consulting Limited
 - d. MEP Consultant : Ferrier Chan & Partners Limited
 - e. AV, IT & Security Consultant - ihD Ltd.
 - f. Lighting Consultant - Lichtvision Design Ltd.
- ii. Quantity Surveying Consultancy Services : Beria Consultants Limited.

In order to avoid any conflict of interest, the above companies and/or its designers, engineers, specialists or staffs that have been awarded a Consultancy, Contract or Sub-contract for the provision of services for the development of Hong Kong-Shenzhen Innovation and Technology Park shall not be permitted to tender either individually or through a related company for any other consultancy services and Works Contracts relevant to the Development of Hong Kong-Shenzhen Innovation and Technology Park.

The applicant shall declare in Annex B for any conflict of interest in the prequalification submission.

To: Aedas Interiors Ltd.

Subject: Prequalification for Shortlisting of Tender for Interior Fit-out Works for Smart Office at 8/F of Building 8 of the Hong Kong-Shenzhen Innovation and Technology Park H.K.

Declaration of Conflict of Interest

We declare that there is *no conflict / a conflict (* delete as appropriate) of interest (actual, potential or perceived) arising in this prequalification submission. A conflict of interest (see Note below) includes but not exhaustively means any personal relationship and/or financial/business interests with HSITPL and/or the companies stated in item 3 of Annex A in response to this prequalification submission. Details of the declared conflict of interest or “Not Applicable” should be stated as follows:-

Parties with whom my company and/or I have “personal interest”
Details of my duties which involve the parties mentioned above

(Name, Title and Company name of
Authorised Signatory of the Applicant)

(Signature and date)

Note: Conflict of interest refers to a situation where the personal interests of any employee of the applicant compete or conflict with the interests of HSITPL and/or the companies stated in item 3 of Annex A. Personal interest includes the financial and non-financial interest of an employee, his/her family members, close personal friends, clubs to which he/she belongs to or any person to whom he/she owes a favor or are obligated in any way. There are circumstances in which a tie of kinship or friendship, or some other association or loyalty which does not give rise to a financial interest, can influence the judgment of an employee in discharging his/her duties, or may reasonably be perceived as having such an influence. The applicant’s duty to declare a conflict of interest therefore goes beyond the disclosure of interests that are definable in pecuniary term.

Declaration Proforma for Shortlisting**Prequalification for Shortlisting of Tender for Interior Fit-out Works for Smart Office at 8/F of Building 8 of the Hong Kong-Shenzhen Innovation and Technology Park, H.K.**

Item	Shortlisting Criteria	Applicant's Response
+	(a) At least one contract for commercial interior fit-out works (not less than 800m ²) completed in Hong Kong with contract sum not less than HK\$10 million within the last 5 years counting from and including the original submission closing date.	Yes / No*
	(i) Project title (ii) Area of the fit-out works (iii) Contract sum (iv) Completion date	
	(b) Provision of company organization chart with curriculum vitae of the following core personnel: (i) Project Manager (minimum 10-year experience of interior fit-out works, counting from and including the submission closing date, or if this has been extended, the extended closing date) (ii) Site Manager (iii) Building Services Coordinator (iv) Project Designer (v) Registered Safety Officer	Yes / No*

For the above items, the applicant is required to provide supporting documents. The Interior Designer may issue query for clarification if any discrepancy is found between the submitted Annex C and supporting documents.

* To delete as appropriate

Declaration Proforma for Shortlisting (Cont'd)

We hereby declare that the information given in this Annex C is true and correct to the best of our knowledge and belief.

The Applicant (Company Name) : _____

Company Chop : _____

Authorised Signature : _____

Name and Post of the Signatory : _____

Date : _____