

The Brief (Draft)

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1 Introduction

This Brief is to be read in conjunction with the Tender Invitation Letter and Conditions of Contract.

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 is located at the northern fringe of the New Territories of Hong Kong. It is bounded by the bank of Shenzhen River in the northwest, fish ponds of Hoo Hok Wai in the northeast, Lok Ma Chau and Tai Law Hau in the south, the Lok Ma Chau Control Point and Lok Ma Chau Spur Line Control Point in the southwest, as well as the Mai Po Nature Reserve in the further southwest. There are associated environmental specific requirements to be observed.

1.2.2 The development intention of the Park is to establish a key base for co-operation in scientific research, through liaising with top-tier enterprises, research and development (R&D) institutions as well as higher education institutions in the Mainland and overseas in establishing a base for co-operation in scientific research, exchanging and co-operating with excellent quality research talents from all over the world. As a global hub of R&D, the Park provides players in innovation and technology (I&T) industry with physical space and a conducive environment for R&D, and allows them to tap into the I&T talent pool, supply chain capabilities and markets in Hong Kong and the neighboring Greater Bay Area conveniently.

1.2.3 The Park, with a total gross floor area (GFA) of about 1,200,000m², will be developed in batches. The first development batch, Batch 1, has been further sub-divided into Batches 1A, 1B and 1C.

2 The Project

HSITPL is committed to reducing carbon emissions by 50% by 2035 and achieving Net Zero by 2045, based on the FY2025/26 baseline emissions. These targets align with global climate goals to combat climate change. To achieve these goals, HSITPL seeks a qualified consultancy service provider with expertise in carbon accounting, decarbonization strategies, Science-Based Target initiatives (SBTi) validation, and alignment with international standards.

3 Objectives of this Assignment

The consultancy services aim to support HSITPL in achieving its short-term and long-term Net Zero goals:

3.1.1 Short-term Goal: Validate and implement decarbonization initiatives to achieve a 50% reduction in carbon emissions by 2035 based on the FY2025/26 baseline emissions.

3.1.2 Long-term Goal: Develop and validate pathways for achieving Net Zero by 2045, including scenario analyses.

Key areas of support include:

- Preparing and submitting the SBTi validation package.
- Reviewing and enhancing the carbon inventory model to align with SBTi requirements.
- Validating existing decarbonization initiatives and developing tools /training for implementation.

4 Services to be Provided by the Vendor

The successful Tenderer must assemble a multidisciplinary team with expertise in architecture, structural engineering, building services, smart building technologies, low-carbon construction, and carbon assessment. The team should include a Project Director, Project Manager, and Project Engineer, with additional support as required.

Key deliverables for each phase:

- Phase 1: Life Cycle Assessment Report; Scope 3 Hotspot Analysis Report.
- Phase 2: Carbon Inventory Report; Carbon Accounting Model Manual; Carbon Accounting Results (FY 2024/25 and FY 2025/26).
- Phase 3: SBTi Validation Package; Guidelines for decarbonization and procurement; Net Zero Strategy Scenario Analysis; Finalized Methodology Handbook.

5 Milestone Deliverables

Deliverable	Target Completion
Agreement award	April 2025 (Tentative)
Project kick-off	Mid-April 2025 (Tentative)
Phase 1 – Completion of Life Cycle Assessment Report	Q3 2025
Phase 1 – Completion of Scope 3 Hotspot Analysis Report	Q3 2025
Phase 2 – Completion of Carbon Inventory Analysis and Boundary Setting Framework Report	Q3 2025
Phase 2 – Completion of Carbon Accounting Result of FY 2024/25	Q3 2025
Phase 2 – Completion of 1 st Draft of HSITPL’s Carbon Accounting Model Manual	Q4 2025
Phase 2 – Completion of Carbon Accounting Result of FY 2025/26	Q2 2026
Phase 3 – Net zero integration with tender and supply chain management	Q2 2027
Phase 3 – Upon Approval of SBTi Validation Package (By HSITPL)	By 30 June 2026
Phase 3 – Submission of SBTi Validation Package to SBTi	By 11 September 2026
Phase 3 – Upon Approval of SBTi Validation (By SBTi)	Q2 2027
Phase 3 – Finalization of HSITPL’s Carbon Accounting Model and Methodology Handbook	Q3 2027

6 Payment Terms

Payments under the Agreement will be made in accordance with the following Payment Schedule (“**Payment Schedule**”), subject to the satisfactory completion of work as determined by HSITPL. Please note that the Payment Schedule is provided for reference only and does not constitute a representation or warranty. Tenderers are advised not to rely solely on the Payment Schedule.

Any deliverables from the successful Tenderer shall be reviewed and approved by HSITPL to ensure they meet the satisfaction of HSITPL, at its sole and final discretion.

Task No.	Progress	Payment (Percentage of Total Amount)
1	Upon Award of Agreement	10%
2	Phase 1 – Upon approval of Project Life Cycle Assessment	10%
3	Phase 1 – Upon approval of Scope 3 Hotspot Analysis Report	5%
4	Phase 2 – Upon approval of HSITPL's Carbon Accounting FY 2024/25	10%
5	Phase 2 – Upon approval of the 1 st Draft of HSITPL's Carbon Accounting Model Manual	10%
6	Phase 2 – Upon approval of HSITPL's Carbon Accounting FY 2025/26	10%
7	Phase 3 – Upon Approval of Net Zero Integration with Tender and Supply Chain Management	5%
8	Phase 3 – Upon Approval of SBTi Validation Submission Package (by HSITPL)	15%
9	Phase 3 - Submission of SBTi Validation Package to SBTi	10%
10	Phase 3 – Upon Approval of SBTi Validation (by SBTi)	10%
11	Phase 3 – Finalization of HSITPL's Carbon Accounting Model and Methodology Handbook	5%

7 Progress Report

The successful Tenderer must submit weekly reports, includes:

- Summarize overall progress, percentage completion, key achievements, milestone status;
- Highlight risks, mitigation strategies, and resource utilization and pending tasks;
- Include recommendations and updates to timelines if needed.

8 Standards and Specifications

The successful Tenderer must adhere to the following standards and guidelines:

1. Carbon Accounting and Reporting:

- Greenhouse Gas (GHG) Protocol Corporate Standard.
- Carbon Disclosure Project (CDP) reporting requirements.
- SBTi Criteria and Recommendations (version as of project start date).

2. Life Cycle Assessment (LCA):
 - Royal Institution of Chartered Surveyors (RICS) Whole Life Carbon Assessment (WLCA).
 - BS EN 15978: Sustainability of construction works – Assessment of environmental performance of buildings.
3. Net Zero Guidelines:
 - SBTi Net Zero Standard.
4. Other Requirements:
 - All Deliverables shall be prepared in English, with the Executive Summary of the Report to be in both English and Chinese.
 - Methodologies and calculations must be transparent, with all assumptions clearly documented.
 - Data sources must be cited, ensuring alignment with the latest international best practices.

9 Variations and Other Commitments

The successful Tenderer must adhere to the following terms and commitments:

1. Scope Changes:
 - All changes must be requested in writing.
 - Changes will only be implemented after approval via a Variation Order, which must specify impacts on cost, timeline, and deliverables.
2. Cost and Timeline Adjustments:
 - Any additional costs or timeline adjustments must be justified and approved by HSITPL.
3. Personnel Changes:
 - Changes to key personnel require prior written approval from HSITPL.
4. Compliance:
 - The successful Tenderer must adhere to agreed standards and maintain strict confidentiality of all information to the project.
5. Force Majeure:
 - The successful Tenderer must notify HSITPL promptly in writing of any delays caused by unforeseen events.
6. Dispute Resolution:
 - Any disputes shall be resolved in accordance with the Conditions of Contract of HSITPL.

Proforma

Statement for Expression of Interest

We hereby write to express our interest in undertaking the Net Zero & Science-Based Target initiatives (SBTi) Consultancy Services. 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.

(Name of Vendor)

(Signature)

(Name and Post of the Signatory)

(Date)

Assessment Criteria for Expression of Interest Proposal

The tenderer acknowledges and agrees that participation in this Tender requires compliance with the Selection Criteria for Shortlisting outlined at this part. By responding with “Y”, the tenderer hereby confirms that they meet all the Selection Criteria for Shortlisting specified in the table below. Please submit supporting documents and declarations as required. Failure to do so may result in the disqualification of the tenderer.

Item	Selection Criterion for Shortlisting	Y/ N
1.	Qualifications and Experience of Key Personnel <ul style="list-style-type: none"> ▪ Does the proposed team include: <ul style="list-style-type: none"> ▪ At least 3 team members with a minimum of 5 years of experience in carbon-related projects (e.g. carbon assessments, decarbonization, LCA)? ▪ A project leader with at least 10 years of experience in carbon management or similar roles? 	
2	Local Experience in Life Cycle Assessment (LCA): Has the tenderer demonstrated local experience in conducting LCA for ongoing or completed building projects?	
3.	Local Corporate Experience in Carbon Analysis: Does the tenderer have experience in carbon studies, analysis, or assessments, including Scope 1, 2 and 3 emissions?	
4.	Expertise in Construction Carbon Management: Has the tenderer demonstrated local experience in managing or reducing carbon emissions across the lifecycle of construction projects, including both the construction phase and the building operation phase?	
5.	Development of Carbon Accounting Guidelines: Has the tenderer prepared handbooks, manuals, or frameworks for carbon accounting and data management?	
6.	SBTi Validation and Local Decarbonization Experiences: Has the tenderer supported at least TWO corporate near-term SBTi validations and one project achieving validated net-zero targets?	

By filling “Y” in the box to the right above, the tenderer declares that the above statements are true and accurate.

Remarks:

1. If any conflict of interest arises, HSITPL reserves the right to disqualify any tenderer at any point in the evaluation process.

RFP Subject: Net Zero & Science-Based Target initiatives (SBTi) Consultancy Services

- 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 the submission. Marks will only be given to relevant information in their respective entry fields.
- 5. Please refer and comply with the submission requirements for the Expression of Interest (EOI) documents under Section nos. 6 and 7 of the Invitation Letter for EOI Proposal and documents stated in the Selection Criteria for Shortlisting table above shall be submitted as an attachment along with the statement marked as "Y".

Selection Criteria for Shortlisting (Areas for vendors to fill in with supporting documents)

1. Qualifications and Experience of Key Personnel
2. Local Experience in Life Cycle Assessment (LCA)
3. Local Corporate Experience in Carbon Analysis
4. Expertise in Construction Carbon Management
5. SBTi Validation and Local Decarbonization Experiences

6. Development of Carbon Accounting Guidelines

RFP Subject: Net Zero & Science-Based Target initiatives (SBTi) Consultancy Services

We hereby declare that the information given in this expression of interest (“**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) : _____