

Hong Kong-Shenzhen Innovation and Technology Park Limited

Tender Document

HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management

Tender Reference:

FD-03-06-02(141)

Tender Closing Date:

15 August 2025

5:00 pm (HKSAR)

IMPORTANT NOTICE

This tender document is issued by Hong Kong-Shenzhen Innovation and Technology Park Limited (“**HSITPL**”) and contains confidential information regarding the potential purchase by HSITPL as detailed in this tender document. The purpose of this tender document is to identify potential vendors. All information supplied by HSITPL in connection with this tender document shall be treated as confidential and strictly for the use by the recipients in response to this tender document only.

In consideration of receiving this tender document, the recipients agree and acknowledge that the tender document and any other information that may be provided to the recipients by or on behalf of HSITPL will be maintained in strict confidence and will not be disclosed to any third party. In particular, your attention is drawn to the fact that your receipt of this tender document and any discussions relating to its contents must be kept confidential at all times.

Please note that this is not an offer and it is only an invitation to interested parties to submit tenders to HSITPL for consideration.

PART I: Terms of Tender

1. General

- a) Recipients (each a **“Tenderer”**) are invited to submit tenders for **HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (“Project”)** in accordance with the requirements of this Invitation to Tender (**“Tender Documents”**), in particular, Submission Requirements as set out in Part III of this Invitation to Tender.
- b) All information provided by Hong Kong-Shenzhen Innovation and Technology Park Limited (**“HSITPL”**) or any other representatives or agents of HSITPL for the purpose of inviting a tender in response to the Tender Documents (the **“Tender”**) shall be treated as private and strictly confidential and must not be disclosed or transferred to any other party without the prior written permission of HSITPL. The information provided in the Tender Documents is strictly for the use by the Tenderers in response to this Invitation to Tender only. Confidentiality must be maintained by all Tenderers even after the appointment of the successful Tenderer.
- c) All cost and expenses incurred by the Tenderer in preparing a Tender shall be entirely borne by the Tenderer.
- d) HSITPL reserves the right at its sole and absolute discretion to modify, amend, revise or cancel this Invitation to Tender without any liability for any cost, expenses and/or losses whatsoever which may be incurred by the Tenderers.
- e) Tenders may not be considered if false or incorrect information is provided by the Tenderer.
- f) This Invitation to Tender is merely an invitation and shall not in any way be construed as an offer by HSITPL nor constitute a contractual relationship between HSITPL and the Tenderers.

2. Accuracy and Validity of Offered Prices

- a) Tenderers shall ensure that all information (including quoted prices) in the Tenders is accurate. Under no circumstances will HSITPL accept any request to amend or revise or modify any information (including price) in the Tender.
- b) Tenderers are requested to submit its cost proposal in Hong Kong Dollars. All Tenders shall be valid for a period of **3** months from the Tender Closing Date (the **“Tender Validity Period”**). The Tenderer agrees that, should HSITPL so request in writing, the Tenderer shall abide by this Invitation to Tender for a further 3 months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
- c) Each and every Tender shall constitute an unconditional and irrevocable offer from the Tenderer capable of being accepted by HSITPL on the terms and conditions contained in the Tender Documents.

3. Tender Enquiries, Requests for Clarifications and Addenda

- a) All enquiries or requests for clarifications relating to the Tender Documents should be submitted in writing at least 2 days before the Tender Closing Date to:

Ivy So – Manager, Marketing and Event

Email: ivy.so@hsitp.org

Telephone No.: (852) 2629 0189

The Tenderer shall state in the email subject heading “Tender Enquiry - **FD-03-06-02(141) HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management**” and provide full contact details in the email message.

- b) Should HSITPL wish to clarify the Tender Documents in response to any enquiries or requests for clarifications, such clarifications will be made in writing and sent to all Tenderers by email. Such emails containing the Tenderer’s enquiries or requests for clarifications and HSITPL’s answers will be bound in with, and shall become part of, the documents forming the contract for the appointment of the selected Tenderer (the “**Contract**”). Save as aforesaid and unless otherwise expressly stated by HSITPL, any other statement, whether oral or writing, made and any action taken by HSITPL or its vendors or any of their officers in response to any query made by a Tenderer is for guidance and reference purposes only and will not be deemed to form part of the Tender or Contract or in any way alter, negate, waive or otherwise vary any of the terms and conditions contained in the Tender Documents.
- c) Prior to the Tender Closing Date (which may be extended in accordance with the terms of the Tender Documents), addenda (each, an “**Addendum**”) may be issued to clarify or modify the Tender Documents. A copy of each Addendum will be issued to every Tenderer via email and shall become a part of the Tender Documents.

4. Submission of Tender

- a) The deadline for submitting a Tender (“**Tender Closing Deadline**”) is 5:00 pm on 15 August 2025 (the “**Tender Closing Date**”).
- b) Tenderers shall follow a two-envelope system, as set out below, in submitting their Tenders:

(i) **Technical Proposal**

The front cover of the Technical Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Technical Proposal: HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. No. FD-03-06-02(141))”

and the Tenderer’s company name

(ii) **Price Proposal**

The front cover of the Price Proposal envelope shall be clearly marked with the subject of the Tender and the tender reference:

“Price Proposal: HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. No. FD-03-06-02(141))”

and the Tenderer's company name

- c) Tenderers shall ensure that their Technical Proposal and Price Proposal are prepared in accordance with the Submission Requirements provided in the Tender Documents.
- d) The Tenderers shall submit their Technical Proposal and Price Proposal separately in 2 sealed envelopes from 9:00 a.m. to 5:00 p.m. on the Tender Closing Date in the tender box located at:

Hong Kong-Shenzhen Innovation and Technology Park Limited
Unit 710, 8 Science Park West Avenue, Hong Kong Science Park.

Attention: Procurement Department (Tender Box)

- e) HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Technical Proposal.
- f) Any late submissions or Tenders not submitted in accordance with the provisions in Clauses 4b) to e) above will not be accepted.
- g) In the event that typhoon signal no. 8 or above or a black rainstorm warning is hoisted between 9:00 a.m. and 5:00 p.m. (Hong Kong Time) on the Tender Closing Date, the Tender Closing Deadline will be extended to 12:00 noon (Hong Kong Time) on the next working day (Monday to Friday, except public holidays).
- h) Each Tenderer can only submit one Tender. In the event that more than one Tender is submitted by the same Tenderer, all Tenders submitted by such Tenderer will not be considered.
- i) All submitted documents and materials will not be returned to the Tenderers regardless of the results of the Tenders and all the said materials will become the property of HSITPL.

5. **Assessment Criteria**

- a) All Tenderers shall be evaluated according to the following criteria:
 - 60% Technical Capability (Maximum technical score is 60)
 - 40% Pricing (Maximum price score is 40)
- b) As a prerequisite, all terms as set out in the Submission Requirements in the Tender Documents must be fulfilled before the Tender will be evaluated. Tenders which fail to comply with any of such terms will not be considered any further.

Tenders which comply with all the terms as set out in the Submission Requirements will be evaluated based on the following non-exhaustive criteria (which are not ranked in any order of importance). The Tenderer must demonstrate technical merits of the submitted Tender. Assessments will be based on all materials of the submitted Tender.

- (i) Company Background and Relevant Project Experience
- (ii) Expertise and Professional Experience of the Team
- (iii) Audiovisual (“AV”) Systems Proposal and Maintenance & Support Services Proposal
- (iv) Project Management and Quality Assurance

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(v) Price offer

c) Technical Score shall be assessed by the Tender Assessment Panel members

Technical Capability Assessment		Point Score
<u>Criteria A</u> Company Background and Relevant Project Experience	i. Extensive experience in providing design and build services for show suite, exhibition centre, gallery, property sales office, etc. by demonstration of strong track records of successful relevant projects over the past 10 years ii. Extensive experience in providing AV systems design, supply and installation services for show suite, exhibition centre, event hall, gallery, property sales office, etc. by demonstration of strong track records of successful relevant projects over the past 10 years	20
<u>Criteria B</u> Expertise and Professional Experience of the Team	i. Demonstrate a professional and experienced responsible team by listing out the key project team members, including their name, years with firm and a brief resume of their past projects. Pertinent team members that are to be identified shall be chief designer, interior designer, chief engineer, AV technician and project manager, etc. Please note that it is the Tenderer's responsibility to assemble a team with the same qualification in case of personnel movement during the project period. ii. Responsible team members demonstrate in-depth industry knowledge and professional experience in the following: a. interior design; and b. AV systems design, supply & installation (both hardware & software). iii. Responsible team members equip with professional qualifications in relevant aspects	20
<u>Criteria C</u> AV Systems Proposal and Maintenance & Support Services Proposal	i. Tenderer is required to submit a "AV Systems Proposal" detailing the brand and specific equipment to be used for the AV systems installation, excluding pricing information. The proposal should include product specifications, certifications, and relevant references or case studies demonstrating the successful use of the proposed equipment in similar projects. ii. Tenderer is required to submit a proposal for Maintenance and Support Services (as defined in Paragraph 5.5.3 (xx) of Tender Schedule 5) at the time of Tender submission.	40
<u>Criteria D</u> Project Management and Quality Assurance	A project plan demonstrates how the project to be managed and controlled to ensure acceptance of the deliverables with emphasis on the following: a. How will the schedule be managed and controlled? b. How will the cost of fitting-out works be managed and controlled within the budget?	20

	c. How will the quality of fitting-out works and AV systems be managed to be fully executed and produced as per required specifications? d. Elaboration of service scope, assumptions and prerequisites of each phase, and deliverables of each phase in accordance with major milestones of the project. e. User manuals and training arrangement.	
	Total Technical Point Score	A+B+C+D=100

Passing mark of the Technical Point Score is 60/100, failing which the Tenderer will be disqualified.

d) Evaluation

An assessment panel shall be formed by HSITPL to evaluate all Tenders received by HSITPL. The Tenders must meet all Mandatory Assessment Criteria (as defined in Part 1 of Tender Schedule 6) and the Technical Capability Assessment abovementioned. Failure to declare and submit supporting documents confirming compliance with any of the Mandatory Assessment Criteria may result in the **disqualification of the Tender**. HSITPL shall evaluate the Tenders in strict confidence.

e) Score Calculation Methodology

HSITPL shall adopt the following formula in calculating the overall score for each Tender:

(i) Technical Score (Maximum Technical Score = 60)

Tenderer's technical score = (Tenderer's point score / Highest point score among all tenderers) x (Maximum technical score)

(ii) Price Score (Maximum Price Score = 40)

Tenderer's price score = (Lowest tender price among all tenderers / Tenderer's tender price) x (Maximum price score)

Tender price refers to the Total Contract Amount as set out in Tender Schedule 4 and does not include the Total Optional Amount as set out in Tender Schedule 4.

(iii) Overall Score = Technical Score + Price Score

6. **Acceptance / Rejection of Tender**

- HSITPL is not bound to accept the Tender which is the lowest price and/or has the highest overall score and reserves the right in its absolute discretion to decline any offer or cancel this Invitation to Tender at any time without any obligation to explain its decision.
- HSITPL may, at its sole discretion, accept all or any terms proposed by the Tenderer in the Tender.
- HSITPL shall not be responsible for or liable to any Tenderer for any cost and/or expense and/or disbursements incurred by the Tenderers in preparing the Tender and/or any presentation or demonstration given by the Tenderer.

7. **Negotiation**

HSITPL reserves the right to negotiate the terms proposed in the Tender with any Tenderer.

8. **Acceptance Notification**

- a) The successful Tenderer shall receive a purchase order (“PO”) generated from the system of HSITPL within the Tender Validity Period.
- b) Tenderer(s) who do not receive any notification within the Tender Validity Period shall assume that their Tenders have not been accepted.

9. **Cancellation of Invitation to Tender**

Where there are changes in requirement after the Tender Closing Date for operational or whatever reasons, HSITPL is not bound to accept any conforming Tender and reserves the right to cancel this Invitation to Tender and/or re-issue a new invitation to tender on such other terms and conditions as HSITPL deems fit.

10. **Intellectual Property Rights**

By submitting the Tender, the Tenderer represents and warrants to HSITPL that none of the information or ideas in the Tender infringes the copyright, trade secrets, or intellectual property rights of any third party, and the Tenderer is deemed to have agreed to indemnify HSITPL against all costs, claims, demands, expenses and liabilities that may be incurred by HSITPL as a result of or in connection with any claim that any information or ideas provided or submitted by the Tenderer infringes the copyright, trade secrets or intellectual property rights of any third party.

11. **Offering Gratuities**

A Tenderer shall not, and shall procure that its directors, employees, agents involved in preparing the Tender shall not offer any financial or other advantage or benefit to any director or employee of HSITPL, or engage in any activity, practice or conduct which would be in violation of any applicable anti-bribery laws or regulations in connection with the Tender Documents and any matter contemplated herein.

Tenders are warned that offering or giving any gratuity, bonus, discount, bribe, loan or any other gift or consideration as an inducement or reward to any employee or agent of HSITPL in relation to this Invitation to Tender may constitute an offence contrary to the Prevention of Bribery Ordinance (Cap. 201), and that if any Tenderer is found to have made such an offer, HSITPL shall be at liberty to cancel his Tender or terminate the Contract and shall hold such Tenderer liable for any losses or damages which HSITPL may suffer.

12. **Non-collusion**

As part of its Tender, the Tenderer shall submit to HSITPL a duly signed declaration form regarding its compliance with non-collusion requirements in the form set out in Tender Schedule 2 (“**Non-collusive Tendering Certificate**”). If the Tenderer does not submit a duly signed Non-collusive Tendering Certificate to HSITPL, its Tender may be invalidated. If a Tenderer is selected, the Contract will be entered into in reliance of the statements made by such Tenderer in, and conditional upon the effectiveness and veracity of, the Non-collusive Tendering Certificate.

The Tenderer must ensure that the Tender is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-collusive Tendering Certificate in Tender Schedule 2), including regarding price, any adjustment in price, submission procedure of the Tender or any terms of the Tender. In the event that there is any breach of this clause or any breach of, or any misrepresentation made in respect of, the Non-collusive Tendering Certificate by any Tenderer, HSITPL may, without limiting HSITPL's rights and remedies herein or at law, reject its Tender or terminate the Contract with the selected Tenderer and seek damages.

All anti-competitive practices are strictly prohibited and the Tenderer's attention is drawn to its obligations under the Competition Ordinance (Cap. 619).

13. Conflict of Interest and Prohibition on Bidding for Fitting-Out Works

The Tenderer acknowledges and agrees that if they are the successful Tenderer for the Contract (the "**Contractor**"), they shall not participate in the bidding process or submit proposals for subsequent fitting-out works related to this Project.

The Tenderer acknowledges that the purpose of this clause is to ensure fair competition and avoid any potential conflicts of interest that may arise from their involvement as both a detailed design contractor and a tenderer for fitting-out works of the same project.

By submitting a Tender, the Tenderer confirms their understanding and acceptance of this clause. The Tenderer further acknowledges that any breach of this clause may result in breach of the Contract and potential legal consequences.

14. Payment Schedule

Subject to the work done to the satisfaction of HSITPL, payments due under the Contract will be made 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. The Tenderer shall not rely on any information set out in the Payment Schedule.

Works done by the Contractor shall be reviewed and approved by HSITPL to ensure such works meet HSITPL's satisfaction. Final approval is at sole discretion of HSITPL.

Task No.	Progress	Payment (Percentage of Total Contract Amount)
1	Upon completion of the Hong Kong-Shenzhen Innovation & Technology Park (" HSITP ") visitor centre (" VC ") detailed design and submission of tender specifications & tender drawings of interior fitting-out works and acceptance by HSITPL or its representatives.	20%
2	Upon completion of AV systems design, and submission of shop drawing and equipment & materials list, and acceptance by HSITPL or its representatives.	30%
3	Upon interim completion of interior fitting-out works (to be performed by another contractor under Contractor's supervision), AV systems and testing & commissioning (interim completion means completion of	30%

	Event Hall and Zone 1 with proper entrance & exit) and acceptance by HSITPL or its representatives.	
4	Upon full completion of interior fitting-out works (to be performed by another contractor under Contractor's supervision), AV systems and testing & commissioning and handover to HSITPL.	15%
5	Upon expiry of a 1-year defects liability period ("DLP") and completion of rectification of all defects stated in the defects list prepared by HSITPL or its representatives and acceptance by HSITPL or its representatives.	5%

PART II: Purchase Order Terms and Conditions

HSITPL shall issue a purchase order ("PO") to the successful Tenderer on the terms as set out in the Purchase Order Terms and Conditions ("PO T&C") which is provided separately by HSITPL in PDF file format. Tenderer must read the PO T&C carefully before submitting the Tender.

In the event that the Tenderer wishes to propose any revisions to the terms of PO T&C, the Tenderer should set out such proposed revisions in the technical proposal of the Tender but HSITPL is not bound to accept any of such proposed revisions. For the avoidance of doubt, such proposed revisions shall not form part of the PO. HSITPL will not accept any proposed revisions to the PO T&C that are not submitted together with the technical proposal and/or come to HSITPL's attention after the Tender Closing Date.

HSITPL reserves the right to disqualify any Tender that submits any proposed revisions to the PO T&C in the price proposal or proposes revision to the PO T&C after the Tender Closing Date.

PART III: Submission Requirements

The Tenderer is required to return a complete set of the following documents to HSITPL before the Tender Closing Date.

Price Proposal		Tender Schedule No.
1.	Price Schedule	4

Technical Proposal		Tender Schedule No.
1.	Tender Submission Information	1
2.	Non-collusive Tendering Certificate	2
3.	Form of Tender	3
4.	Requirement Specifications	5
5.	Proposed Solution for Tender	6

Number of documents required:

- a) **1 set** of the “Technical Proposal” in hard copies;
- b) **A USB** with an electronic copy of the “Technical Proposal” in PDF format; and
- c) **1 set** of the “Price Proposal”, i.e. the Price Schedule (Tender Schedule 4), in hard copies.

Tender Schedule 1: Tender Submission Information

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))

We provide the below contact information for this tender:

Tender Representative:	
Job Title:	
Contact Phone Number:	(Office)
	(Mobile)
Contact Email:	

Tender Schedule 2: Non-collusive Tendering Certificate

To: **Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")**

Dear Sir / Madam,

Non-collusive Tendering Certificate for **"HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))"** (the **"Contract"**)

1. We, _____ of
(name(s) of the Tenderer(s))

(address(es) of the Tenderer(s))

refer to the tender for the Contract (the **"Tender"**) and our bid in relation to the Tender.

Non-collusion

2. We represent and warrant that in relation to the Tender:

- a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
- b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) an intention or decision to submit, or not submit, a bid;
 - (iv) an intention or decision to withdraw a bid;
 - (v) the submission of a bid that does not conform with the requirements of the Tender;
 - (vi) the quality, quantity, specifications or delivery particulars of the products or services to which the Tender relates; and
 - (vii) the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

Hong Kong-Shenzhen Innovation and Technology Park Limited 港深創新及科技園有限公司

Units 207-208, 2/F, 10 Science Park West Avenue, Hong Kong Science Park, Hong Kong 香港科學園科技大道西 10 號 2 樓 207-208 室 | TEL 電話 +852 2629 6818

Ref. No. FD-03-06-02(141)

OP-03-05(008)

Effective: 2025-05-19

Page 13 of 33

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- a) HSITPL;
 - b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to HSITPL;
 - c) vendors or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
 - d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;
 - e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
 - f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

Disclosure of subcontracting

4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to HSITPL, including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to HSITPL.

Consequences of breach or non-compliance

5. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, HSITPL may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
6. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that HSITPL may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “**Commission**”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 3: Form of Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

“HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))”

1. We undertake that if our Tender is accepted, to commence the services and complete and deliver the services within the times stated in the Tender Document.
2. We agree that this Tender shall be valid for a period of 3 months from the Tender Closing Date specified in the Tender Documents. We agree that, should HSITPL so request in writing, we shall abide by this Invitation to Tender for a further 3 months, and the Tender may be accepted by HSITPL at any time before the expiration of this extended period. If an award cannot be made within the Tender Validity Period (or extended Tender Validity Period), a request may be made to some or all of the Tenderers to further extend the Tender Validity Period, at which time they may elect to extend or withdraw their Tender or may agree a further extended Tender Validity Period with HSITPL in writing.
3. We confirm that this Tender has taken into consideration all tender addenda issued to us (if any) prior to the date hereof.
4. Unless and until a formal agreement is prepared and executed by HSITPL and us (the “**Formal Contract**”) or a purchase order is issued by HSITPL to us, this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us. The Tender should always form part of the binding agreement between HSITPL and us, while the order of precedence will be lower than the Formal Contract or purchase order, as the case may be. We undertake to abide by the terms of the Formal Contract and/or the Purchase Order Terms and Conditions enclosed with the Tender Documents in the event that our proposed revisions (if any) to the Formal Contract and/or the Purchase Order Terms and Conditions are not accepted by HSITPL.
5. We understand and agree that HSITPL is not bound to accept the lowest or any tender you may receive.
6. We understand and agree that HSITPL is not responsible for any cost or expense incurred for and in connection with preparing the Tender and/or any presentation or demonstration given by us.
7. We confirm that we are not subject to any actual or potential conflict of interest save to the extent already expressly disclosed by us to HSITPL and we undertake to notify HSITPL immediately should any conflict arise.

For and on behalf of: _____
(Company Name)

Signature with Company Chop: _____
(Authorized Signature)

Name & Position: _____

Date: _____

Additional signature blocks will need to be used where the Tenderer is comprised of multiple parties.

Tender Schedule 4: Price Schedule

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

Dear Sir / Madam,

“HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))”

1. The quotation shall be valid for 3 months from the Tender Closing Date specified in the Tender Documents.
2. The price indicated in the tables below covers all the items specified in the Requirement Specifications of the Tender Documents.
3. HSITPL reserves the right to modify, amend or revise any requirements and/or terms and conditions stated in the Tender Documents.
4. The total price is inclusive of all costs or charges which we will incur in the provision of the goods or services.

Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	HSITP VC detailed design and tender documentation & drawings for fitting-out works	Job	1		
2	HSITP VC AV design, supply, installation, system integration, software, equipment delivery, testing and commissioning, site coordination (Requirements please refer to Paragraph 5.5.3 of Tender Schedule 5)	Job	1		
3	HSITP VC project management	Job	1		
Total Contract Amount:					

Optional Items		Price (HK\$)			
Item	Description	Unit	Quantity	Unit Price	Amount
1	Maintenance and Support Services – annual charges for providing Maintenance and Support Services (as defined in Paragraph 5.5.3 (xx) of Tender Schedule 5) for a 3-year period after the expiry of the DLP. Such annual charges proposed shall be valid until the expiry of DLP.				
1a	1 st year after expiry of DLP	Per year	1		
1b	2 nd year after expiry of DLP	Per year	1		
1c	3 rd year after expiry of DLP	Per year	1		
Total Optional Amount (1a+1b+1c):					

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Ref. No. FD-03-06-02(141)

OP-03-05(008)

Effective: 2025-05-19

Page 18 of 33

We offer to provide the goods and/or services to HSITPL at the prices quoted above and in accordance with the requirements and the terms and conditions stated in the Tender Documents. Acceptance of this offer shall be evidenced by the issuance of a purchase order by HSITPL or the execution of an agreement by HSITPL and us.

Authorised Signature (with company chop)

Name & Position: _____

Company Name: _____

Date: _____

Tender Schedule 5: Requirement Specifications

To: Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

“HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))”

The scope and specific requirements of the goods/services which the Tenderer should provide are listed below. The Tenderer shall propose solutions (with detailed explanation) if his proposed items cannot meet any of such scope and/or requirements.

5.1 Statement of Purpose

Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”) would like to invite a qualified Tenderer to submit proposals for conducting detailed design, audiovisual (“AV”) systems design, supply & installation and project management to HSITP Visitor Centre (“HSITP VC”) which will be a long-lasting experiential centre to showcase the uniqueness of HSITP and its importance to the I&T development in the Greater Bay Area (“GBA”) to the stakeholders. The Contractor shall develop and provide a full scope of detailed design based on the designated conceptual design of HSITP VC, and design, supply and install the homologous AV systems to facilitate the smooth operations of HSITP VC. The Contractor shall also take a role of project manager to coordinate and manage overall implementation from detailed design stage to full completion of HSITP VC. The Contractor shall accomplish all the requirements in the specifications, in accordance with the terms and conditions stipulated in this RFP. The Tenderer is requested to bid on complete scope and submit a fixed price for total solution, and no partial solution or alteration of price afterwards will be considered or accepted.

5.2 About HSITP

HSITPL, a wholly owned subsidiary of Hong Kong Science and Technology Parks Corporation, is vested with the responsibility to develop, operate, maintain, and manage the Hong Kong-Shenzhen Innovation and Technology Park (“HSITP”).

HSITP 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, Mainland and overseas, which can connect upstream and midstream research to downstream market, further enhancing collaboration among industry, academic and research sectors.

HSITP focuses on six I&T industries including life and health technology, artificial intelligence and data science, new materials, new energy, robotics and microelectronics.

With the size of 87.7 hectares in the Lok Ma Chau Loop, HSITP is the largest-scale and a long-term project in Hong Kong, which will be developed in two phases. There will be over 30 buildings to be built in the first phase (i.e. Phase 1) with a total GFA of approx. 1,000,000 m² offering wet labs, dry labs, offices, accommodations and a wide range of communal facilities including F&B and general retail spaces.

Phase 1 will be developed in 3 batches i.e. Batch 1, Batch 2 and Batch 3. Batch 1 of Phase 1 is being developed by HSITPL which consists of 8 buildings with a total GFA of 116,000 m². Batches 2 and 3 will adopt different development models such as public-private partnership.

5.3 Major Stakeholders

5.3.1 VIPs

- i. The governmental officials from Mainland, Hong Kong and overseas
- ii. Board of Directors of HSITPL
- iii. Hong Kong Legislative Council members
- iv. Quangos

5.3.2 Partners

- i. Potential tenants
- ii. R&D professionals
- iii. Entrepreneurs
- iv. I&T startups and incubators
- v. I&T associations and/or institutes
- vi. Universities in Hong Kong and overseas
- vii. Commercial communal facilities operators e.g. F&B and retail shops operators

5.4 The Brief

5.4.1 Purpose of HSITP Visitor Centre

- i. Serve as a grand exhibition centre to showcase the positioning of HSITP and its importance to the I&T development in the GBA, HSITP master planning & project development, branding & vision and its uniqueness such as strategic location, connectivity, ecosystem, etc. leading to the success of I&T hub.
- ii. Serve as an event hall to embed flexible setup and layout in design for hosting official ceremonies, formal presentations, press conferences and events.
- iii. Serve as a marketing suite to promote the opportunities in commercial business and ecosystem collaborations.

5.4.2 HSITP VC Venue (“Site”)

- i. Location: G/F, Building 9, HSITP, The Lok Ma Chau Loop
- ii. Net Area: approx. 450m²
- iii. Floor to Floor Height: approx. 5.95m
- iv. Structure Clearance: approx. 4.85m
- v. Building 9 Layout Plans (Appendix 1)
- vi. General & Key Building Specifications (Appendix 2)

5.4.3 Major Functions of HSITP VC

- i. The conceptual design of HSITP VC has been developed to provide both layout plan and zoning plan for the interior spaces. It shall be the foundation for the detailed design and AV systems design development.
- ii. HSITP VC has been designed for dual purposes, ‘Exhibition Use’ and ‘Event Use’, and its zoning and functions are as follow:

Major Zone	Exhibition Use	Event Use	Area (approx.)
Pre-function Area	Welcome Area	Welcome Area	46.3m ²
	Meeting Room	VIP Room	13.1m ²
	Entrance Gateway	Entrance Gateway	15.8m ²
Event Hall	N/A	Ceremony/Event Hosting	165.7m ²

Zone 1	Grand Video	Refreshment & Networking Area	27.2m ²
Zone 2	Model and Flythrough Video		77.8m ²

- iii. Layout plan and details of HSITP VC conceptual design (Appendix 3)

5.4.4 Description of The Project

- i. The Contractor shall understand, review, study and acquainted with the conceptual design of HSITP VC. Based on the foundation of conceptual design, the Contractor is expected to come up with the required deliverables and seek HSITPL's agreement to complete the Project. All deviations suggested by the Contractor should be raised with full justifications for HSITPL's agreement prior to implementation.
- ii. The Contractor shall provide the full range of professional services as described in **Paragraph 5.5** of Tender Schedule 5, the appendixes and/or any attachment to the Tender Documents and all other documents forming the Contract. The project milestones / deliverables of the Project to be undertaken by the Contractor are listed as follows:

Project Milestones / Deliverables
Milestone 1: Detailed design and tender specifications and drawings for fitting-out works
Milestone 2: <ol style="list-style-type: none"> i. AV Systems design and shop drawings ii. AV Systems equipment & materials list
Milestone 3: <ol style="list-style-type: none"> i. Quality assurance, monitoring, coordination for fitting-out works ii. Supply, installation and systems integration of AV systems
Milestone 4: Testing & commissioning
Milestone 5: Post-completion (including but not limited to DLP and rectification of all defects)

5.4.5 Site Visit

Tenderers are recommended to visit the Site before tendering to make themselves thoroughly acquainted with the location, general site conditions, accessibility, storage space, restrictions for loading and off-loading material etc. and any other conditions which may affect their Tender. No claim for extra payment or extension of the project period will be allowed on grounds of ignorance of the conditions under which the work is to be carried out. Tenderer may contact HSITPL for assistance in visiting the Site.

5.5 Scope of Services/Deliverables

5.5.1 General Requirements

- i. The Contractor shall be responsible for the design management, ensuring buildability and practicality are inherent in the design and project management, tender documentations, field supervision, testing and commissioning and post-handover services to HSITPL in accordance with HSITPL's Requirement Specifications, Contractor's Proposals, and all drawings and diagrams as approved by HSITPL from time to time, in ensuring that HSITP VC is designed,

- constructed, commissioned and handed over on time, within budget and to the agreed safety, quality, security and operational standards.
- ii. The Contractor shall adopt the standards, instructions and procedures which are currently in use by the relevant Government departments and statutory authorities.
 - iii. For avoidance of doubt, where there is any discrepancy between HSITPL's Requirement Specifications and the Contractor's proposals, the negotiable standard or quality shall prevail (subject always to compliance with all applicable statutory requirements of relevant Government authorities including but not limited to the Buildings Department, Lands Department, Fire Services Department, Electrical Mechanical Services Department, Water Supplies Department, Labour Department and Environmental Protection Department, etc.) without any adjustment of any of the price submitted by the Contractor in Items 1 to 3 in Tender Schedule 4 (Price Schedule). The Contractor shall also follow the Fitting Out Guidelines and Safety, Health and Environment (SHE) Handbook issued by HSITPL from time to time (Appendixes 4 & 5).
 - iv. The Contractor shall include in his services under the Contract the carrying out of all surveys, site visits and measurements as may be necessary throughout the Project for familiarizing the site condition, record and measurement to facilitate the design preparation, monitoring works progress, verification for compliance of quality, workmanship and safety, site coordination with stakeholders and as required by HSITPL from time to time.
 - v. The Contractor shall include in his services under the Contract the carrying out of, as appropriate, all studies, rendering, tests and computer simulations/modelling which are essential to the Project, throughout the period of the Project (including establishing, reviewing and maintaining).
 - vi. The Contractor shall carry out all aspects of research, design, liaison, consultation, co-ordination, presentation and preparation of reports and it is expected that communication in Chinese (Cantonese) and English and writing of document and reports in English and Chinese (Traditional) will be required. The English version shall take precedence for any discrepancies found between the English and Chinese version of the reports and/or documents.
 - vii. The Contractor shall make presentations to HSITPL and other relevant parties as required on all design and design related activities.
 - viii. The Contractor shall prepare and submit all presentation drawings and documents required for vetting and approval of the design during various Milestones of the Project. The Contractor shall also submit all design-related visual aids, photomontages, artist impressions, drawings, design calculations, computer analysis modelling data input and output files, and other presentation design materials in all electronic copies to HSITPL for retention. Format of the electronic copies shall include but not limited to .dwf files, .dwg files, .skp files, .pdf files and the like as requested by HSITPL.
 - ix. The Contractor shall arrange at least one senior professional (holding "senior" or "chief" title) to attend all meetings held with HSITPL and/ or its stakeholders such as tenderers, contractors, etc. The Contractor shall provide sufficient information and all necessary technical support to HSITPL with a view to facilitating the meetings. The information should be available at least 3 days before the meetings. The Contractor shall prepare and issue the minutes of meetings within 7 days after all these meetings.
 - x. The Contractor, with the input of the Quantity Surveying Consultant ("QSC") (can be Contractor's in-house or outsourced), shall take lead to develop and recommend on the procurement strategy for the Project for the consideration of HSITPL.
 - xi. The Contractor shall deliver and direct all required instructions, variations and clarifications to the suppliers, contractors, field supervision personnel(s), and/or testing and commissioning personnel(s) to ensure that the required specifications/standards are fulfilled and achieved.

- xii. The Contractor shall complete and submit deliverables within each respective Milestone in the forms, quantities and the quality standards described in the Contract or as required by HSITPL.
- xiii. The Contractor shall variously manage, control, contribute, produce, monitor and submit all deliverables and other deliverables required under the Requirement Specifications in Tender Schedule 5 for approval of HSITPL. The Contractor must obtain consent from HSITPL before proceeding to the next Milestone and shall allow a reasonable period of time for HSITPL to reach a decision and issue an instruction to proceed with each relevant Milestone such that no delay to the implementation of the Project will be incurred.
- xiv. The Contractor shall draw HSITPL's attention in writing of any deliverables that are under license and/or any pre-existing copyright or patent on any deliverables or any other restrictions whatsoever affecting HSITPL's use of the same and, if required by HSITPL, shall establish the existence of any license, copyright, patent or restriction at no additional time and cost to the Contract. Failing this, the Contractor is required to indemnify HSITPL against any claims and losses arising from associated use of the deliverables.
- xv. Within DLP, provide Maintenance and Support Services, as defined in Paragraph 5.5.3 (xx) below. For the avoidance of doubt, such Maintenance and Support Services is optional after DLP.
- xvi. The Contractor is responsible for the provision of Contractors' All Risk Insurance and Public Liability Insurance, in the joint name of the Contractor and HSITPL as employer, with a total sum insured of **HK\$30 million** covering the period from the commencement of the works carried out as stated in Section 5.5 herein until and extended to cover the date of the DLP and until such time as no further works is being carried out.
- xvii. The Contractor shall take out valid employees' compensation insurance in compliance with the laws of Hong Kong Special Administrative Region ("HKSAR") and effect adequate insurance against all liabilities to pay demands or compensation in consequence of any accident or injury to any helper, workman or other person whether in the employment of the service provider or self-employed persons and the service provider shall indemnify and keep indemnified HSITPL against all claims, demands, proceedings, cost, changes and expenses whatsoever in respect thereof or in relation thereto.
- xviii. Inspection by Fire Services Department / Buildings Department or other government department might be carried during the Contract period. The Contractor shall provide all necessary co-ordination for such inspections at no additional time and cost .
- xix. For environmental protection, the Contractor should endeavour to minimize any negative impact on the environment. Wherever possible, recycled/recyclable and reused/reusable materials should be used. Energy consumption and waste should be minimized.

5.5.2 Detailed Design Requirements and Responsibilities

- i. The Contractor shall provide a full scope of detailed design services of HSITP VC including but not limited to interior design, spatial design, lighting plan, AV systems, air-conditioning & ventilation system, fire services, electrical and mechanical works, drainage, graphic work, signages and furniture, fixtures & equipment (FF&E) design, etc. based on the designated conceptual design of HSITP VC to facilitate the tendering for Fitting-out Works and for the completion of the Project.
- ii. The design tone and manner should be grand but not luxurious, contemporary, innovative, corporate and business-oriented.
- iii. The Contractor shall obtain information from manufacturers, suppliers and distributors as appropriate and take all steps to obtain all necessary details for timely completion of designs and facilitate the cost estimates by the QSC.

- iv. The Contractor shall prepare the draft and final detailed design report, and review in terms of completeness, buildability and practicality of the detailed design before submitting to HSITPL. The detailed design report shall contain all necessary drawings, dimensions, sections, specifications together with such design data, renderings, calculations and other design related information as may be required for the purpose of or in connection with the Services. The Contractor shall provide necessary information and coordinate with the QSC, and conduct the necessary presentations to HSITPL to facilitate approval of designs, materials and cost estimates.
- v. Detailed design report shall include, but not be limited to, the following:
 - a. Executive summary;
 - b. Interior design of HSITP VC that complies with HSITPL's requirements and fulfils all statutory requirements including finalised layout plans, internal finishes, renderings, material sample submissions, drawings, specifications and calculations; and list of FF&E; together with fitting-out works cost estimates from QSC;
 - c. A completed set of tender specifications, calculations, and tender drawings relating to the final design of HSITP VC for fitting-out works tendering purpose;
 - d. Design brief including AV systems design and related equipment schedules for all services installations, smart initiatives, etc.;
 - e. Colour schemes and board mounted material samples; outline specifications and preliminary schedule of finishes and fittings supported by sample board required;
 - f. The design and associated works of the Project shall be prepared by the Authorized Person ("AP") / Registered Structural Engineer ("RSE") that comply with the procedure of formal submissions to relevant statutory authorities if required. The RSE shall review the actual impact on the finishing load during detailed design stage before formal submission to relevant statutory authorities;
 - g. If in the opinion of the AP/RSE that any of the design and associated works are exempted from statutory submissions, the AP/RSE should certify such exemptions in writing;
 - h. Relevant consultancy services.

5.5.3 AV Systems Design, Supply and Installation Requirements and Responsibilities

- i. The Contractor is required to design, supply, install, and perform system integration, site coordination, equipment delivery, testing and commissioning of functioning sound system, AV Systems and software, based on the conceptual design, to provide high quality audiovisual performance of HSITP VC, including but not limited to, the following:
 - a. **Audio Systems**
 The audio system shall consist of the following equipment:
 - Digital signal processor, audio network switch and network amplifiers
 - Wired microphones and wireless microphones
 - Digital audio mixer
 - High quality ceiling speaker system for sound reinforcement in the room
 - Connection panels in the room for audio local input
 - Interface to Announcement System that the AV speakers would be muted in case of emergency
 - b. **Display & Projection Systems**
 The display and projection systems shall consist of the following equipment:
 - At least **Five (5) sets** of 4K projectors with motorized projector lifts shall be installed at the designated locations as indicated from the conceptual design. The projectors provided by the Contractor should meet the requirement of projection distance as

indicated in detailed drawings and the dimensions of the motorized projector lifts provided by the Contractor should be able to fit into the ceiling space in accordance with the specifications of Building 9 G/F.

c. Video Systems

The video system shall consist of the following equipment:

- AV over IP network switch
- Video encoders and decoders
- Wireless screen sharing devices
- Connection panels in the room for video input

d. Control Systems

Overall AV control should be accomplished by means of a simple, wired and wireless, programmable control system with touch-screen control panels. The following capabilities should be controlled;

User Interface for Technical Staff Access

- System Enable and Disable with Password pop-up screen
- Warning dialogue box prompt while system start-up or shut down
- The control UI shall support the control mode for combine and separate event hall and different zones.
- Master control layout shall have applications for 1) system on/off, 2) AV source and equipment controls, 3) HVAC controls (interface with HVAC control system required), 4) program source and sound volume control, including control of master volume, program volume, presenter volume, all volume controls with level up, down and mute button and graphic bars for level indicator, 5) selection of AV signal distribution, routing & switching, 6) LED display features controls, such as LED on/off, video source selection to be displayed at LED displays, etc. (interface with LED system required) 7) lighting scene mode recall (interface with lighting control system required).
- Provide lighting preset recall function
- Integrate the control of HVAC system
- Integrate the control of LED display from external source
- The control panel's graphic user interface (GUI) should be programmable, and tailor-made to cater for the GUI requirement of operator on functions, layout of UI, graphic and logo on the page, etc.

The control system shall consist of the following equipment:

- 1 set of central wall-mounted touch screen control panel at back of house ("BOH") room.
- 2 sets of wireless control touch pads (one for Event Hall, one for Zone 1 & Zone 2) with wall dockings
- Central control unit with all necessary accessories for communication with all associated AV devices and systems that the control system is required to be interfaced with. The AV control programming and coordination works that may require to interface with other systems as mentioned above should be included in the works of the Contractor.
- The contractor is required to include the control programming and interfacing work for control integration only.

- ii. The Contractor should refer to the latest drawings of interior design of HSITP VC and should coordinate with related parties to adjust the AV equipment layouts accordingly. All installed equipment locations should be well coordinated and verified on site.

- iii. The Contractor shall submit final design shop drawing of the system and the list of equipment & materials for HSITPL's approval before placing purchase order.
- iv. The Contractor shall provide the documentation including but not limited to the following:
 - a. A dimensional plan of the recommended layout for all of the AV Systems to be delivered on the assumption that all of the AV Systems delivered will be installed at the Site.
 - b. A description of the external physical characteristics of each unit including measurements, weights, and actual and distributed floor or castor loading.
 - c. Particulars of any restrictions upon siting of the various units comprising the deliverables imposed by a limitation on the length of connecting cables or limitations imposed by acoustic feedback or other noise or other considerations or limitations imposed by physical mounting requirements.
 - d. Particulars of any special requirements in regard to the supply of electricity, rectifying or "smoothing" (power stabilization, device/filter), uninterrupted power supply system, motor generator sets or transformers additional to those normally supplied by a supplier of electricity.
 - e. The upper and lower limits of temperature and humidity levels and requirements for dust control for the continuing reliable operation of the system.
 - f. Requirements for air-conditioning, including rate of turnover of air, and/or cooling or ventilation plant recommended for the continuing reliable operation of the system.
- v. The Contractor shall provide all necessary cables and all necessary conduits, flexible conduits, junction boxes, and connectors for the AV Systems.
- vi. The Contractor shall furnish equipment and materials, whether specifically mentioned herein or not, to ensure a complete and operating system.
- vii. The Contractor shall furnish software necessary to operate software-controlled imaging system and shall be installed and tested prior to delivery of equipment at the Site.
- viii. The Contractor shall generate shop drawings and information for the complete installation and wiring of the system. The Contractor shall provide the onsite installation and wiring, and shall provide ongoing supervision and coordination during the implementation phase.
- ix. The Contractor shall be responsible for the initial adjustment of the systems as herein prescribed and shall provide all test equipment for the system checkout and acceptance tests. The Contractor shall provide on the job training in the operation and maintenance of the systems for personnel designated by HSITPL.
- x. The System Acceptance Tests shall be conducted by the Contractor in the presence of HSITPL's representatives.
- xi. The Contractor shall be responsible for all coordination works with related parties, including but not limited to coordination with HSITPL, interior designer, lighting designer, Facilities Management Team of HSITPL, Project Team of HSITPL, fitting-out contractor, etc., to provide a fully operational system as required in this Requirement Specifications.
- xii. The Contractor should be responsible to ensure all the supplied and installed system equipment complies with the local regulations and codes in HKSAR, and in case that any technical information related to AV systems is required to facilitate the statutory submission to local authorities, the Contractor should work along with related parties and provide the necessary information that may be required.
- xiii. Full compliance with HSITPL's network configuration and cyber security requirements as specified in Appendix 6 – Network Security is the responsibility of the Contractor when conducting any network setting or configuration to the AV Systems. Respect to HSITPL's configuration and cyber security requirements shall apply even if the network devices reside on a network that is considered independent and isolated from HSITPL's network.

- xiv. Materials and equipment supplied by the Contractor shall be new and shall meet or exceed the specifications and requirements in all respects. The Contractor shall provide the relevant verification documents if required.
- xv. The Contractor shall supply the latest model available at the time of order placement for each piece of equipment.
- xvi. Costs of all shipping to the Site, and of all unusual storage requirements, shall be borne by the Contractor. It shall be the responsibility of the Contractor to make appropriate arrangements, and to coordinate with authorized personnel at the Site, for the proper acceptance, handling, protection, and storage of equipment so delivered.
- xvii. All equipment shall be listed by applicable certification agencies (UL, ETL, NSF, CE, FM, CSA, TUV, CCC, GB7000, etc, or equivalent).
- xviii. The Contractor shall provide a warranty on the entire system and on the individual pieces of equipment. The system warranty shall be for one (1) year from the date of handover of the HSITP VC (such handover shall be agreed by HSITPL at its sole discretion and subsequently confirmed by way of a written confirmation). This warranty shall obligate the Contractor to provide all equipment, software support, materials, and labour at no charge to HSITPL during the warranty period in the event of system or equipment malfunction.
- xix. Manufacturer's equipment warranties shall be activated in HSITPL's name and shall commence on the date of issuance of the handover. In the case of Contractor-modified equipment, the manufacturer's warranty is normally voided. In such cases, the Contractor shall provide HSITPL with a warranty equivalent to that of the original manufacturer.
- xx. The Contractor shall submit a proposal for maintenance and support services that include, but not limited to, the following ("**Maintenance and Support Services**"):
 - a. Service hours of the specialist team for technical support.
 - b. Organization structure for the team of Maintenance and Support Services.
 - c. Service level for each major equipment or component, i.e. response time on-site time, monthly mean time to repair ("**MTTR**") etc., within and after office hours.
 - d. Written confirmation on guaranteed time required for replacement of any defective part(s) or equipment(s) in any circumstance upon receiving the calls from HSITPL's representative.
 - e. The scope of services of the Maintenance and Support Services are to be agreed between HSITPL and the Contractor. The Maintenance and Support Services shall be provided within the DLP. Provision of such Maintenance and Support Services after DLP is optional.
- xxi. Upon completion of the work the Contractor shall remove all his refuse and rubbish from and about the Site and the surrounding premises and shall leave the relevant areas and equipment clean and in operational state. The Contractor shall be responsible for repairing any damage caused to the premises by the Contractor's installation activities, at no cost to HSITPL.
- xxii. The Contractor shall provide on-the-job training by a suitably qualified instructor, to personnel designated by HSITPL, to instruct them in the operation and maintenance of the systems. In the event that the Contractor does not have qualified instructors or staff for certain equipment, a manufacturer's representative for such instruction shall be provided by the Contractor at no additional cost to HSITPL.
- xxiii. All training shall take place after the systems are operational, but before the acceptance tests. There shall be a minimum of **24 hours (3-days, 8 hours per day)** of training on the systems included in this Requirement Specifications.
- xxiv. At the completion of AV systems implementation, the Contractor shall provide, in English and Traditional Chinese, soft copies (in word format) and two (2) hard copies for each of the following:
 - a. Equipment manufacturer's operation and maintenance manuals for each piece of equipment.
 - b. Equipment list, equipment quantity, spare parts model and quantity.

- c. A System Operation and Maintenance Manual. This manual shall be produced by the Contractor specifically for the systems detailed herein. This shall be made available in the English and Chinese Languages.
- d. The **"Quick Reference"** section shall describe in non-technical terms for casual users the method of using the facilities in each of the AV equipped spaces. This shall be in the form of step-by-step operating procedure for each desired feature. This shall form the permanent Users Guides for HSITP VC.
- e. The **"Operation"** section shall describe all typical procedures necessary to activate each system to provide for the functional requirements as listed under the Specifications.
- f. The **"Maintenance"** section shall provide a recommended maintenance schedule with reference to the applicable pages in the manufacturer's maintenance manuals. Where inadequate information is provided by the manufacturer, the Contractor shall provide the information necessary for proper maintenance.
- g. Two (2) full sets of software documentation for application programs and system software. Software documentation will include all source-code listings for software supplied by the Contractor and to the extent that the Contractor, having used its best efforts, is able to obtain source-code listings from any third-party suppliers. The integrated control system customized programming source-code shall also be included with copyright for any such program created by the Contractor for this project shall rest with HSITPL.
- h. Two (2) copies of the front view of all Equipment racks, showing the final commissioned settings for every variable push-button, rotary control, slider control, indicator, or other such indicator.
- i. Two (2) full sets of Contractor's testing and commissioning report with all systems check out and alignment recording.

5.5.4 Project Management

- i. The Contractor shall provide full scope of project management services for the Project covering all milestones. For the avoidance of doubt, the Contractor is not required to perform fitting-out work related to the Project (which will be performed by separate contractor to be engaged by HSITPL);
- ii. The Contractor shall take the lead in managing, producing, coordinating all design and design related deliverables and shall take all necessary measures to ensure all deliverables are properly coordinated, critically reviewed and independently checked for completeness, buildability, practicality and general level of accuracy, well documented and well-presented prior to submission to HSITPL.
- iii. The Contractor shall maintain effective communication and coordination with HSITPL's staff, sub-contractors, and any other vendors appointed by HSITPL throughout the duration of the works to ensure smooth progress and facilitate timely completion of the Project.
- iv. The Contractor shall prepare a detailed working programme for the Project covering all milestones to ensure the successful and on-time completion of the Project;
- v. The Contractor shall conduct site inspections to ensure works are carried out in a safe manner, in compliance with design specifications and in accordance with drawings or any other pre-determined standards;
- vi. The Contractor shall control and supervise overall site activities and coordinate with the fitting-out works vendor, the Contractor's sub-contractor(s), and all other contractors engaged by HSITPL;
- vii. If variation of instruction to HSITPL's contractors and/or the Contractor's sub-contractors is necessary, subject to HSITPL's consent, the Contractor shall issue instruction for variation to the abovementioned HSITPL's contractors and/or the Contractor's sub-contractors;

- viii. The Contractor shall provide full time supervisor to monitor the work progress and to ensure that quality, performance and workmanship are in full compliance with the design drawings and specifications;
- ix. The Contractor shall monitor overall technical matters for the Project;
- x. The Contractor shall prepare and submit progress reports to HSITPL, at least on a weekly basis;
- xi. The Contractor shall carry out testing and commissioning before handover, if necessary; and carry out defects inspection and prepare defects list for fitting-out works;
- xii. The Contractor shall supervise and closely monitor the progress of all rectification works during DLP and make sure that they are complete within a reasonable time to the satisfaction of HSITPL;
- xiii. The Contractor shall provide records of all Project-related meetings;
- xiv. The Contractor shall submit a set of completion report including full submission document, all related design and drawings, photo/video records before, during and after work, testing and commissioning record, operation and maintenance manual, and all certificates, etc.
- xv. The Project Manager of the Contractor shall attend all the meetings as may be called by HSITPL;

5.6 Tentative Project Timeline

Tender Invite	8 August 2025
Tender submission deadline	15 August 2025
Tender award	Week of 18 August 2025
Completion of HSITP VC detailed design and AV systems design, tender specifications & tender drawings of interior fitting-out works	Mid-September 2025
Interim completion of interior fitting-out works, AV systems and testing & commissioning (interim completion means completion of Event Hall and Zone 1 with proper entrance & exit)	November 2025
Full completion of interior fitting-out works, AV systems and testing & commissioning and handover to HSITPL	December 2025

5.7 Appendix - Layout Plans and Other Rules

Item	Description	Appendix No.
1	HSITP Building 9 Layout Plans	Appendix 1
2	General & Key Building Specifications	Appendix 2
3	HSITP VC conceptual design	Appendix 3
4	Tenant Fit-out Guide	Appendix 4
5	Safety Health and Environment Handbook	Appendix 5
6	Network Security	Appendix 6

- i. All Appendices and drawings provided are for reference only and are subject to change at any time at HSITPL's sole and absolute discretion without prior notice.
- ii. All the information in this Tender Schedule 5 is subject to change in accordance with the actual site condition and is for reference only.

Tender Schedule 6: Proposed Solution for Tender

To: Hong Kong-Shenzhen Innovation and Technology Park Limited ("HSITPL")

HSITP Visitor Centre Detailed Design, AV Systems Design, Supply & Installation and Project Management (Ref. no. FD-03-06-02(141))

This section contains Parts 1 to 5 and should be duly completed by the Tenderer and included in tender proposal. The Tenderer is required to present all details of his/her proposed solution according to the guidelines specified under each Part.

Part 1: Mandatory Assessment Criteria

The Tenderer acknowledges and agrees that participation in this Tender requires compliance with the mandatory assessment criteria outlined in this Part 1 ("**Mandatory Assessment Criteria**"). By response with "Y" to declare that the Tenderer hereby confirms he/she meets the Mandatory Assessment Criteria. Failure to declare and submit supporting documents confirming compliance with any of the Mandatory Assessment Criteria may result in the **disqualification of the Tender**.

Item	Description / Proven Experience	Declaration with supporting document(s) Yes (Y) / No (N)
1	<p>Experience in providing design and build services for show suite, experience centre, exhibition centre, gallery, property sales office or similar job reference with the proven track record of at least 3 projects over the past 10 years</p> <p>Supporting document: Proven track record with a list of job references including the client's name, job location and year of job completion for each case</p>	
2	<p>Experience in providing AV systems design, supply and installation services for show suite, exhibition centre, event hall, gallery, property sales office or similar job reference with the proven track record of at least 3 projects over the past 10 years</p> <p>Supporting document: Proven track record with a list of job references including the client's name, job location and year of job completion for each case</p>	

3	Local representative and project team staying in Hong Kong to be responsible for conducting overall project management, site work coordination & technical work monitoring throughout the project period Supporting documents: Responsible project team structure with names and titles	
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Part 2: Criteria A - Company Background and Relevant Project Experience

Please briefly describe your company background and relevant project reference cases for the following:

- Experience in providing design and build services for show suite, exhibition centre, gallery, property sales office, etc. by demonstration of strong track records of successful relevant projects over the past 10 years
- Experience in providing Audiovisual (“AV”) systems design, supply and installation services for show suite, exhibition centre, event hall, gallery, property sales office, etc. by demonstration of strong track records of successful relevant projects over the past 10 years

For each case, please detail the technical scope, contact person (optional) and contact telephone number (optional) for future reference as much as possible.

Reference Client	Project Period	Technical Scope and Implementation Details	Contact Person (optional)	Contact Telephone No.(optional)

Part 3: Criteria B - Expertise and Professional Experience of the Team

Please provide the team structure and list out the key team members, including their name, years with firm, professional qualifications (if any) and a brief resume of their past projects. Pertinent team members that are to be identified shall be chief designer, interior designer, chief engineer, AV technician and project manager, etc. Please note that it is the Tenderer’s responsibility to assemble a team with the same qualification in case of personnel movement during the project period.

Responsible team members should demonstrate in-depth industry knowledge and professional experience in the following:

- interior design; and
- AV systems design, supply & installation (both hardware & software)

Name	Job Title	Qualification	Role and Contribution in the Project

Part 4: Criteria C - AV Systems Proposal and Maintenance & Support Services Proposal

Please provide a “**AV Systems Proposal**” detailing the brand and specific equipment to be used for the AV systems installation, excluding pricing information. The proposal should include product specifications, certifications, and relevant references or case studies demonstrating the successful use of the proposed equipment in similar projects. Please also provide a proposal for Maintenance and Support Services at the time of tender submission. (Details please refer to Paragraph 5.5.3 of Tender Schedule 5)

The above proposals should not include any price proposals. HSITPL reserves the right to disqualify any Tenderer if price information is disclosed in the Technical Proposal.

Part 5: Criteria D - Project Management and Quality Assurance

Please provide a project plan describing and demonstrating how the project to be managed and controlled to ensure acceptance of the deliverables with emphasis on the following:

- a. How will the schedule be managed and controlled?
- b. How will the cost of fit-out work and AV systems be managed and controlled within the budget?
- c. How will the quality of fit-out work and AV systems be managed to be fully executed and produced as per Requirement Specifications?
- d. Elaboration of service scope, assumptions and prerequisites of each phase, and deliverables of each phase in accordance with major milestones of the project.
- e. User manuals and training arrangement.

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