

CONFIDENTIAL

Invitation to Express Interest in Tendering

The Campus Development Office is compiling the contractors list for the following project:

Renovation Works for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities

The renovation works covering a total area of approximately 9,000 sqm. with a construction period of 5 months tentatively from July to Nov 2024. For scope of works, please refer to Appendix I.

The building services works shall be executed by the contractors included in the List of Approved Suppliers of Materials and Specialist Contractors for Public Works maintained by the Development Bureau. The proposed building services sub-contractors shall not be suspended or removed from the Specialist List in the relevant category, group and, where appropriate, class.

	Specified Work	Category	Group
a.	Electrical Works	Electrical Installation	III
b.	Mechanical Ventilation and Air-Conditioning Works	Air-conditioning Installation	II
c.	Fire Service Works	Fire Service Installation	II
d.	Plumbing Works	Plumbing Installation	I, II

Should you be interested in submitting tender for this Contract, please complete the attached reply slip and have it returned to to the Campus Development Office's Consultant, Architecture Design and Research Group Limited together with the following documents by email to a1309@adrg.com.hk on or before **15 March 2024** for assessment. Late submission may not be considered.

1. Company profile/background information;
2. Business Registration;
3. List of directors in both English and Chinese;
4. The current registration status under the New Registration system of the Buildings Department for the respective categories of work as referred to In Practice Notes for Registered Contractors No. 38 issued by the Buildings Department. The name of the "appointed person" as referred to in the above Practice Notes, together with his qualification, experience should also be given;
5. Valid Register of General Building Contractors License;
6. Evidence that the Contractor has or will have available by the date of award of this Works suitably experienced staff and technical resources not committed to other projects;
7. Financial data that substantiate adequate financial resources will be available for this Works;
8. Copy of Annual Turnover and Audited Financial Report for the past 5 years;
9. Relevant job references within 5 years in particular renovation works for institutional buildings with similar contract period (i.e. 5 months) and with contract sum HK\$50-100M;
10. Relevant job references for building services works for the past 5 years for each of the proposed domestic sub-contractors;



11. ISO qualification such as 9001, 14001, etc.;
12. Organization chart and incorporate key personnel with qualification details, including Building Services Coordinator;
13. Proposed list of domestic sub-contractors for the followings:
 - Interior fitting out contractor
 - Building Services sub-contractor, including electrical, air-conditioning, fire services and plumbing & drainage
14. Details of inclusion in the List of Approved Contractors for Public Works (Building) in Group C and the relevant Categories and Groups in the List of Approved Suppliers of Materials and Specialist Contractors for Public Works of the proposed domestic building services sub-contractors, and details of any suspension from tendering if any, current in force;
15. Records of convictions for the past 12-month period;
16. Legal cases / civil actions/ arbitrations for the past 5 years;
17. Health and safety policy;
18. Please complete the form of “**Company Track Record for Pre-qualification Exercise**” in attached **Appendix II**; and
19. Please send the **assessment proforma to at least 3 clients or consultants** of recently completed projects carried out by your company for them to complete. Please request the relevant clients or consultants to return the completed proforma **directly** to fax no: 2808 0147 no later than 12:00 noon on 15 March 2024.

Contractors shall note the following when making the submissions:

- (a) Incomplete application may **not** be considered.
- (b) The University is not bound to invite any contractors who have shown interest, or who have been included in the compiled contractors list to tender for any of the contracts.
- (c) In case of tendering deficiencies, the procedures in the attached **Appendix III** would be followed.
- (d) Once accepted for inclusion in the contractors list, performance of the contractors will be closely monitored and monthly performance report will be reviewed. Notice of warning will be issued to contractors with poor performance in site management, programme, workmanship and safety. Disciplinary action as detailed in the attached **Appendix IV**.
- (e) The Employer does not intend to create any legal nor contractual relationship with you, nor any other contractors invited to express interest, in this selection exercise. The Employer reserves the right to cancel this selection exercise for any reason, in which case you will be notified accordingly. The Employer will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission. Without prejudice to the aforesaid, the information provided by the Employer in this selection exercise shall not be taken as final and is subject to change in the final scope of works to be issued to the short-listed contractors.



- (f) Notwithstanding anything to the contrary in this invitation, PolyU reserves the right to disqualify a contractor in the shortlisting exercise on the ground that the contractor has engaged, is engaging, or is reasonable believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security, or otherwise the disqualification is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

A briefing session and site visit will be arranged as follows:

Date: 13 March 2024
Time: 2:00pm
Venue: HHB307, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

Please confirm your attendance and provide attendee details for arrangement of entry permit to the university campus for the briefing session by completing and returning the attached return proforma (**Appendix V**) by email and post to our office on or before noon 11 March 2024. QR codes for the attendees to entry the campus will be provided via the email.

Request for more information about the submission requirements may be made by email to hn-rainbow.leung@polyu.edu.hk or by phoning Ms Rainbow Leung at 2766 7204.



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REPLY SLIP

To: AD+RG
10/F, Lee Garden Six,
111 Leighton Road,
Causeway Bay

Attn : Ricco Chan
(F: 2808 1450 Email: a1309@adrg.com.hk)

From: _____

Dear Sirs,

We are interested in submitting tender for the Renovation works for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities. We also declare the followings;-

- i. At the date to submit express interest in tendering, we *have / have not been suspended from the List of Approved Contractors for Public Works (Building)
- ii. At the date to submit express interest in tendering, our proposed domestic sub-contractors *have / have not been suspended from the List of Approved Suppliers of Materials and Specialist Contractors for Public Works
- iii. A holding company and all of its subsidiaries shall be allowed to submit only one express of interest for this tender from any one of the companies in the group. We *confirm / do not confirm this express of interest is the only express of interest submitted by us.

We are not interested in submitting tender for the Renovation work for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities

Authorized Signature with
Company Chop: _____

Name in print: _____

Title: _____

Contact person for this tender: _____

Phone No.: (Office) _____

(Mobile) _____

Email Address: _____

Date: _____

(“ ✓ ” in the appropriate box) (“*” Delete as appropriate.)



Appendix I

Renovations work for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities

Scope of Work

The Main Contract Works comprise but not limited to the following major items: -

1. Taking over the site and erection of hoarding and preparation of amended hoarding plans with the Architect's consent; to modify to suit construction and remove after construction.
2. To conduct Pre-construction condition survey
3. Carrying out temporary hoarding / protection works for the adjoining school campus under operation
4. Renovations work for Hung Hom Bay Campus on 3F, 4F & 6-11F including demolition/alteration works to the adjoining existing building, reinstatement shall be made to any damaged parts of the existing building
5. Architectural and builder's work finishes including but not limited to wall plastering, glass wall, wall partitioning, doors, ironmongery, fixtures, fittings, sundries, etc. and builder's works (e.g. installation of plasterboard, fire-rated board ceiling, etc.) in connection with building services installation.
6. Provision and installation of building services including but not limited to electrical, mechanical ventilation and air-conditioning system, fire services, plumbing, drainage, rainwater, towngas, lighting, lightning, and the like.
7. To carry out interior fitting out works for the proposed office and student area
8. To include provide and install hardware for office and student area
9. To submit all documents, including but not limited to test reports, as-built record plans, etc.



Appendix II

Company Track Record for Pre-qualification Exercise

Renovations work for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities

In addition to the provision of track records in your own format, please fill in the table below to highlight five (5) relevant track records for our reference.

Each project amount shall be over HK\$50-100m.

Company Name: _____

No.	Project Name	Client / Year	Amount (HK\$)
1.			
2.			
3.			
4.			
5.			



**Disciplinary Action Against Contractors Committing Offences of
Tendering Deficiencies**

1. The Campus Development Office will take disciplinary action against all contractors committing offences of tendering deficiencies.
2. If the contractor withdraws its submitted tender after the time fixed for receipt of tenders, the contractor will be suspended from tendering for a period of two years starting from the date fixed for receipt of the tenders.
3. Contractors having committed the ‘first offence’ will receive a warning letter and if a ‘second offence’ is committed within a rolling period of 3 years, the contractors will be suspended from tendering for a period of one year starting from the date of the warning letter for the second offence.
4. The following are clarifications of the definition of offence and relevant disciplinary action to be taken against contractors:-

Contractors’ Response during Various Tendering Stage	Action to be Taken by Campus Development Office
Do not accept tender invitation	No penalty
Do not response to tender invitation by the stipulated deadline	Not considered as an offence but contractor will be warned
Fail to collect tender documents even though they have shown interest to tender	Considered to be an offence if no valid reason is provided and disciplinary action as outlined in paragraph 3 will be taken
Collected the tender documents but fail to submit a genuine tender by the tender submission date	Considered to be an offence if no valid reason is provided and disciplinary action as outlined in paragraph 3 will be taken

5. Where appropriate, contractors suspended from tendering would also be de-registered from the Approved List of Contractors for alterations and additions contracts being maintained by the University and they might only apply for registration again after expiry of the suspension period.

Revised in August 2016



The Hong Kong Polytechnic University

CDO Internal Circular No. 1/13

Procedures for Quality Assurance Measurement

Extract

1. For contractor(s) with unsatisfactory or poor performance, the project in-charge should issue verbal warning at the first time and 1st notice of written warning# at the second time onwards to the contractor concerned to urge for their urgent review and improvement.
2. For contractors, they will be suspended from tendering exercise for 6 months after receiving 2nd notice of written warning#, and if 3rd notice of written warning# is received, the contractor would be suspended from tendering for 12 months. They would also be excluded in the next review for inclusion as the Office Contractor list which would be reviewed once every two years.
3. The contractor's performance for a contract shall also be continuously assessed until the Certificate on Practical/ Substantial Completion of works has been issued.
4. For the notice of written warnings received as mentioned in item 1 and 2 above, it will be accumulated and counted across all projects in hand of the contractor is currently handling with The Hong Kong Polytechnic University.

Remarks

: notice of written warning should be issued either by email or letter.

Revision in February 2021



Appendix V

CONFIDENTIAL
(Return Proforma)

To: AD+RG
10/F, Lee Garden Six,
111 Leighton Road,
Causeway Bay

Attn : Ricco Chan
(F: 2808 1450 Email: a1309@adrg.com.hk)

Please be informed that we shall / shall not* attend the briefing session and site visit for the above at 2:00pm on 13 March 2024.

Authorized Signature _____
(Name, occupation and signed with company chop)

Name of Company _____

Date _____

Name of Contact Person _____ Tel. _____

Email Address of
Contact Person _____

**Delete as appropriate.*

Please complete and return by email and post on or before 12:00 noon, 11 March 2024.



Appendix V

CONFIDENTIAL
(Return Proforma)

The Hong Kong Polytechnic University
Declaration of Visitor(s) for Entering the University Campus

Subject: Renovation Works for Hung Hom Bay Campus on 3F, 4F & 6-11F for Faculty of Humanities

Reason(s): Attending the Briefing Session on 13 March 2024

Please complete, sign and return the form by fax at 3400 2943 or via email (cdgeneral@polyu.edu.hk).

	Company Name	Full Name of Visitors	Contact Number	E-mail address	Date of Entering the University Campus	Signature	Code Ref #
1							
2							

Remark: # to be inserted by PolyU