



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

CAMPUS FACILITIES AND SUSTAINABILITY OFFICE
設施及可持續校園處

Notice for Inviting Expression of Interest
for Tendering for Repairs and Maintenance Term Contract
for Campus Facilities and Sustainability Office of
The Hong Kong Polytechnic University

The Campus Facilities and Sustainability Office is compiling tenderer list for Repairs and Maintenance Term Contract.

List of Tenderers for Building Repairs and Maintenance Term Contract 2023/2026
(Ref No. BRM23)

The term contract shall be for mainly repairs and maintenance works, with only a small proportion on alterations and additions works. The value of Works Orders issued under the contract will normally be below HK\$1,000,000 each. Acceptance standard of the works will be high and timely completion is essential. The estimated expenditure of this term contract is around HK\$81 million for three years and will be commenced in around September of this year.

The contract works shall comprise mainly general building works with associated electrical, mechanical, air-conditioning and fire services works to be carried out by approved domestic sub-contractors who should be on appropriate categories of the Government List of Approved Suppliers of Materials and Specialist Contractors for Public Works.

The University will evaluate and select the contractors according to the following aspects:-

- (i) Relevant job reference
- (ii) Annual turnover and audited accounts for the past three years
- (iii) Appropriateness of key personnel
- (iv) Health, safety and environment policy
- (v) Quality of work

Application for Inclusion on the List of Tenderers

Interested contractors shall complete and return the **Contractor Profile Form** and enclosed with the relevant documents (all in PDF format and store in a CD-ROM) in an envelope and clearly marked with the following on the outside:

“Application for Inclusion on List of Tenderers for
Building Repairs and Maintenance Term Contract 2023/2026
(Ref No. BRM23)”

and submit to the Campus Facilities and Sustainability Office, Room ZS301, 3/F, Block Z (South Tower), The Hong Kong Polytechnic University, Hung Hom, Kowloon, or by email to brm23.eoi@polyu.edu.hk on or before **22 March 2023**.

Incomplete or late applications will **not** be considered.

Interested contractors shall note that in case of tendering deficiencies, the procedures in the Appendix A would be followed.

Request for more information about the submission requirements may be made by email to brm23.eoi@polyu.edu.hk or by phoning Mr Ryan Tang at 2766 7831.

The University is not bound to invite any contractors who have shown interest, or who have been included in the compiled tenderer lists, to tender for any of the contracts.

香港理工大學
設施及可持續校園處

通告 - 維修及保養工程定期合約投標意向書

設施及可持續校園處現正編選以下維修及保養工程定期合約之投標者名冊。

維修及保養建築工程定期合約 2023 至 2026 年度投標者名冊
(參考編號：BRM23)

本定期合約工作範疇主要為維修和保養，及少量改建及加建工程。合約內每張工程訂單的金額一般為港幣一佰萬圓以下。所有工程皆以優質及依期完成為完工標準。本定期合約三年預算支出大約為港幣八仟一佰萬圓，並預計於今年九月展開工程。

合約工程主要包括一般樓宇維修和保養裝飾等建築工程。合約內之機電及消防工程須由核准之政府認可公共工程物料供應商及專門承造商名冊內合適工程類別之承判商施工。

本大學將根據下方所列進行評估和選擇承建商：-

- (i) 相關工程經驗
- (ii) 過去三年的年度營業額和經審核的財務賬目
- (iii) 擁有合適的主要人員
- (iv) 健康、安全和環境政策
- (v) 工程質量

申請被列入投標者名冊程序細則

各承建商如有意申請被列入以上投標者名冊內，請於二零二三年三月二十二日或之前填妥 **Contractor Profile Form** 並連同有關文件(所有文件須以 PDF 檔案形式儲存於光碟內)置於信封內並於封面清楚註明：

“申請被列入維修及保養建築工程定期合約 2023 至 2026 年度投標者名冊
(參考編號：BRM23)”

並遞交到香港理工大學設施及可持續校園處申請 (地址：九龍紅磡香港理工大學 Z 座 (南翼) 三樓 ZS301 室設施及可持續校園處) 或 電郵 brm23.eoi@polyu.edu.hk。

逾期申請或提交不完整資料者概不受理。

如欲被列入投標者名冊內的承建商須注意，若有非響應的投標行為，本大學將根據 Appendix A 內述程序處理。

如欲進一步了解有關提交資料的詳情，請電郵 brm23.eoi@polyu.edu.hk 或致電鄧先生 (電話 2766 7831)查詢。

本大學不一定邀請任何曾向本大學自薦或已被列入投標名冊內之承建商參予投標。

CFSO Internal Circular No. 6/05

1. Campus Facilities and Sustainability Office will take disciplinary action against all contractors committing offences of tendering deficiencies.
2. If the contractors cannot provide valid justifications, the following are considered offences -
 - a) withdrawal of a submitted tender,
 - b) failure to collect tender documents and/or submit a genuine tender in which interest to tender has been indicated.
3. Contractors having committed the ‘first offence’ will receive a warning letter and if a ‘second offence’ is committed in next tendering, the contractors will be suspended from tendering for a period of 1 year or next tendering whichever the period is longer.
4. The following aims to clarify the definition of offence related to various tendering stages and also outlines relevant disciplinary action to be taken against contractors:-

Contractors’ Response during Various Tendering Stage	Action to be Taken by Campus Facilities and Sustainability Office
Not accept tender invitation	No penalty
No response to tender invitation by the stipulated deadline	Not considered as an offence but contractor will be warned in written
Fail to collect tender documents after indicating interest to tender	An offence if valid reason is not provided
Fail to submit genuine tender by the tender submission date	An offence and disciplinary action as outlined in para. 3 to be taken
Withdraw tender after submission	An offence and disciplinary action as outlined in para. 3 to be taken

5. Any queries relating to this circular shall be directed to the Cost and Contract Section if you need further clarification. Queries from your Project Manager shall, in the first instance, be dealt with by Section Head whenever possible.