

Tender Reference No. : BM-TD-202601

29 May 2026

INVITATION TO TENDER

Fitting Out Works to Eye Centre on the First Floor of CUHK Medical Centre **(Tender Reference No.: BM-TD-202601)**

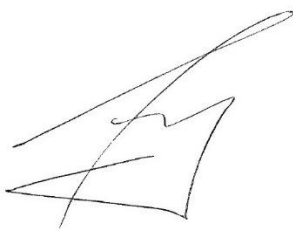
CUHK Medical Centre Limited (CUHKMC) intends to invite Tenderer to submit a proposal for Fitting Out Works to Eye Centre on the First Floor of CUHK Medical Centre.

If your company is interested, please submit a full proposal with all required submissions mentioned in the Tender documents by **12:00 noon on 30 June 2026 (HK Time)**.

To ensure compliance with the Tender requirements, Tenderers are strongly advised to attend the site visit session prior to the submission of Tender. The site visit session will be arranged on **5 June 2026**. Interested tenderer please register by email (tender@cuhkmc.hk) before 12:00 noon on **4 June 2026 (HK Time)**.

Late submissions or incomplete proposals will not be considered. Please note that this Invitation to Tender is non-committal on our part and your proposal would be provided to CUHK Medical Centre Limited at no cost.

Yours faithfully,



Jane YEUNG
Senior Manager, Supplies & Procurement
CUHK Medical Centre Limited

Enclosure

CUHK Medical Centre Limited

Invitation to Tender

on

Fitting Out Works to Eye Centre on the First Floor of CUHK Medical Centre

Tender Reference No.: BM-TD-202601

Tender Issue Date: 29 May 2026

Tender Closing Time and Date: 12:00 noon on 30 June 2026 (HK Time)

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II	Terms of Tender
III	General Conditions of Contract
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V	CUHKMC's Brief
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PART I
INTERPRETATION

In this Invitation to Tender, the following words and expressions shall have the following meanings unless otherwise stated:

“Contract”	means the contract made between CUHKMC and the Successful Tenderer for the provision of Services;
“Successful Tenderer”	means the Tenderer whose Tender is accepted by CUHKMC;
“Services”	means the fitting out works and other services related to the fitting out works to be provided by the Successful Tenderer under the Contract;
“CUHKMC”	means CUHK Medical Centre Limited;
“CUHKMC Representative/ Representatives”	means the person(s) acting for and on behalf of CUHKMC or any duly authorised officer for the time being performing his/her duties;
“Requirement(s)”	means the requirements/specifications for the Services, and the supply and provision thereof, as set out in the Terms of Tender, the Conditions of Contract, Tender Brief, and other terms and conditions in this Invitation to Tender and those as otherwise negotiated and agreed between CUHKMC and the Successful Tenderer in writing;
“Schedule”	means any schedule under the Schedules of Submission, and “Schedules” shall be construed accordingly;
“Tender”	means the tender proposal submitted by a potential tenderer in response to the invitation to tender for the provision of Services issued by CUHKMC;
“Tenderer” or “Company”	means the person, firm or company whose details are set out in the relevant Schedule of Submissions (“Schedule”).

PART II
TERMS OF TENDER

1 Invitation to Tender

- 1.1 Tenderers are invited to submit tenders for the provision of Services subject to and in accordance with the tender requirements/specifications set out in the Tender Brief, the Terms of Tender, the Conditions of Contract, and other terms and conditions in this Invitation to Tender.
- 1.2 CUHKMC reserves the right in its absolute discretion to cancel this Invitation to Tender at any time before acceptance of any Tender.
- 1.3 CUHKMC will not be responsible for or liable to any Tenderer for any cost or expense incurred in relation to (i) the preparation or submission of the Tender; or (ii) any communication between the Tenderer and CUHKMC in relation to the Tender, under any circumstances (including the cancellation of this Invitation to Tender by CUHKMC).
- 1.4 The Tenderer acknowledges and agrees that CUHKMC is not responsible for the accuracy of any information provided in this Invitation to Tender, and the Tenderer has made its own independent evaluation of the business potential of the Tender Brief and it has submitted its Tender submission based solely on the result of such independent evaluation.
- 1.5 The Tenderers are required to fill in the information indicated in “Offer To Be Bound” (Part IV).

2 Tender

- 2.1 This Invitation to Tender relates to the provision of all (or any part) of the Services whose details and specifications are set out in the Tender Brief.
- 2.2 Tenderer must note that its offers in their tender submission must comply with the Requirements and Conditions of Contract in every respect. Tender submission which does not comply with such requirements shall not be considered.
- 2.3 The tender proposal and supporting documents are to be completed in English (except where certain supporting documents are expressly required to be in Chinese) and in permanent ink or typescript and submitted in the manner stipulated. Tenderer is required to stamp and initial next to any corrections made.
- 2.4 All parts of this Invitation to Tender, including without limitation, the Schedules, Offer to be Bound, Terms of Tender, Conditions of Contract, and the Tender Brief must not be altered by the Tenderer.
- 2.5 Tender are to be completed in permanent ink or typescript; Tender not so completed may not be considered.
- 2.6 Tender may not be considered if complete information is not given with the Tender or if any particulars and data asked for in the Schedule are not furnished in full. Where appropriate, descriptive and technical literature should be submitted with the Tender. The CUHKMC Representative may request clarification of particulars and data

supplied, or additional particulars and data, and if so the Tenderer shall have 4 working days or such further period as the CUHKMC Representative may specify to submit such further information. Failure to do so within the time period shall result in the Tender being considered incomplete.

- 2.7 CUHKMC is not bound to accept the lowest or any Tender and reserves the right to accept all or any part of any Tender at any time within the Tender Validity Period.

3 Tender Validity Period

Tender shall, unless otherwise indicated by the Tenderer, remain open for **one-hundred-and-twenty (120) days** after the Tender Closing Date (“Tender Validity Period”) and the Tenderer agree not to withdraw the offer constituted by such Tender for this period.

4 Tender Prices

- 4.1 The prices to be quoted by the Tenderer are to be in Hong Kong currency and must only be shown on the relevant Schedule. Such prices shall be net prices allowing for all trade and cash discounts and inclusive of all cost and expense to be incurred by the Tenderer in the performance of the Contract. Prices must remain valid for the duration of the Contract and for the provision of all of the Services.
- 4.2 Prices quoted in other currencies will be considered and if accepted, payment will be made in the quoted currency. All bank charges incurred by the Successful Tenderer will be borne by the Successful Tenderer.
- 4.3 For price comparison purposes, any prompt payment discount offered by the Tenderers will not be taken into consideration in assessment of Tender Prices.
- 4.4 Tenderers are reminded to ensure the accuracy of their Tender prices quoted in the Price Proposal. Under no circumstance will CUHKMC accept any request for price adjustment on grounds that a mistake has been made in the Tender prices quoted by a Tenderer.
- 4.5 CUHKMC reserves the right to negotiate with any Tenderer on the terms of the offer.

5 Acceptance and Award of Contract

The Successful Tenderer will receive a letter of acceptance or a purchase order from CUHKMC as an indication of acceptance of the offer submitted by the Tenderer. The letter of acceptance or a purchase order, together with the Requirements, the Terms of Tender, the Conditions of Contract, and the Supplemental Conditions of Contract set forth herein, the submitted proposal of the Successful Tenderer (or parts thereof) as accepted by CUHKMC, the Offer to be Bound signed by the Successful Tenderer, and all other negotiated terms (if any) as agreed between CUHKMC and the Successful Tenderer shall constitute a binding contract between CUHKMC and the Successful Tenderer. Tenderer who does not receive any notification within one-hundred-and-twenty (120) days from the Tender Closing Date may assume that its Tender has not been accepted.

6 Not Used

7 Product / Service Information

Tenderer shall submit with the Tender a sufficient and valid product / service information, e.g., catalogues, technical specifications, brochures, etc. Additional copies may be requested by CUHKMC to facilitate easy reference and ordering.

8 New Information Relevant to Qualified Status

Tenderer shall inform CUHKMC immediately in writing of any circumstance or information which may affect its qualification to tender in this Tender. CUHKMC reserves the right to review the Tenderer's qualified status in the light of any new information relevant to its qualification.

9 Cancellation of Invitation to Tender

Without prejudice to CUHKMC's right to cancel this Invitation to Tender at any time before acceptance of any Tender, where there are changes of requirements after the Tender Closing Date, for operational or any other reasons, CUHKMC is not bound to accept any conforming Tender and reserves the right to cancel this Invitation to Tender.

10 Destruction of Unsuccessful Tender

10.1 CUHKMC will return the unsuccessful tender submissions upon one-hundred-and-twenty (120) days of Tender closing. The unsuccessful Tenderer(s) should contact CUHKMC to collect its/their tender submissions. If any unsuccessful Tenderer fails to collect its tender submissions within ten (10) days after the one-hundred-and-twenty (120) days of Tender closing, CUHKMC will dispose of its tender documents without notifying such Tenderer.

10.2 Where this Invitation to Tender is cancelled, all tender submissions under this Invitation to Tender can be destroyed any time after such cancellation without further notice to the Tenderers.

11 Microsoft Windows Support

11.1 Tenderer has the responsibility to plan and take appropriate actions on the equipment or system to safeguard against the risks of Windows desktop Operating System obsolescence, including to upgrade the computers to a supported Windows desktop Operating System version to ensure the continued support and avoid security risks of the equipment or system provided to CUHKMC.

12 Personal Data

- 12.1 Personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) (“Personal Data”) of Tenderer and/or its personnel (collectively, (“Tenderer’s Personal Data”) may be requested for purposes related to evaluation of offer. When Tenderer’s Personal Data is provided, please make sure that the data is accurate and complete. If Tenderer fails to provide the information required or if the information provided is inaccurate or incomplete, the evaluation of the Tenderer’s offer will be affected.
- 12.2 Tenderer’s Personal Data may be made available to:
- a. The CUHKMC Representative.
 - b. Any other relevant parties who require it for matters related to evaluation and (if applicable) acceptance of Tenderer’s offer.
- 12.3 CUHKMC and/ or CUHKMC Representative will only use, disclose or transfer the Tenderer’s Personal Data provided:
- a. For the purposes relating to evaluation and (if applicable) acceptance of offer or directly related purposes; or
 - b. Where permitted by law.

13 Commitment to Environmentally Responsible Purchasing

- 13.1 CUHKMC is sensitive to the environmental impact of purchasing decisions and takes into account of legitimate environmental concerns while continuing to achieve best value for money in its purchasing functions.
- 13.2 CUHKMC identifies products/ services which present environmental concerns and addresses these concerns in the approval of the tender specifications and in the tender evaluation process.

14 Environmentally Friendly Measure

The following environment friendly measures are recommended in the preparation of the Tender documents:

- 14.1 All documents should preferably be printed on both sides and on recycled paper. Papers exceeding 80 gsm are not recommended.
- 14.2 Excessive use of plastic laminates, glossy covers or double covers should be avoided as far as possible. Use of recyclable non-glossy art board paper as document covers is recommended.
- 14.3 Single line spacing should be used and excessive white space around the borders and in between the paragraphs should be avoided.

15 Consent to Disclosure

CUHKMC shall have the right to disclose whenever it considers appropriate, or upon request (verbal or written) by any third party (including unsuccessful Tenderer) information of the Contract, such as the name and address of the Successful Tenderer,

product description/brand/model/country of origin (if applicable), description of the relevant services (if applicable) and the value of the Contract, without reference to or consent from the Successful Tenderer. Unsuccessful Tenderer may also enquire as to the reason for the rejection of their tender submissions.

16 Offering Gratuities

Tenderer shall not, and shall assure that its employees, agents and sub-Successful Tenderers shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201 of the laws of Hong Kong) in connection with this Tender.

17 Tender Submission

17.1 The documents attached herewith should only be used for the submission of a tender in response to this invitation. The “Submission of Tender” should be completed by Tenderer with signature and company chop. The submission may be accompanied by documents containing additional explanations, amplifications or specifications, which should be stapled securely to the appropriate Schedule(s).

17.2 This Invitation to Tender shall be conducted in a two-envelope bidding process. **Tenderers are required to submit their Technical Proposal and Price Proposal separately. Failure to comply with this requirement will result in the disqualification of the submission.**

17.3 The Tenderer shall submit the Technical Proposal and the Price Proposal under its Tender submission in two separate sealed plain envelopes. Tenderer shall submit ONE set of hard copy document with ONE copy in electronic form (“soft copy”) on USB flash drive or CD-ROM for EACH proposal. Both the envelope for Technical Proposal and the envelope for Price Proposal must be clearly stated with the subject of the Tender, the Tender reference number, and marked as either “Technical Proposal” or “Price Proposal”. In the event of any conflict between the softcopy version and hardcopy version, the hardcopy version shall prevail.

Envelope 1 (Technical Proposal) should consist of the following information:

- Part IV – Offer To Be Bound
- Part VII – Schedules of Submissions – Schedule 1A, 1B, 2, 3, 4A, 4B, 6, 7, 8, 9 and 10

No Price information should be included in the Technical Proposal. Failure to comply with this requirement will result in the disqualification of the submission

Envelope 2 (Price Proposal) should consist of the following information:

- Part VII – Schedules of Submissions – Schedule 5 and Annex B

17.4 Each tender proposal (and any accompanying document(s)), properly completed, and enveloped, must be placed in the Tender Box by **12:00 noon on 30 June 2026 (HK Time)**. The Tender box is situated at the following address:

Address: CUHK Medical Centre Limited
12/F, CUHK Medical Centre
9 Chak Cheung Street
Shatin, New Territories
Hong Kong

The office hours of CUHKMC are 9:00 am to 12:30 pm and 2:30 pm to 5:00 pm, Monday to Friday (except public holidays). **Late Tender submission will not be considered.**

- 17.5 The Tender Closing Time and Tender Closing Date will be extended to 12:00 noon of the next working day in Hong Kong (i.e. any day from Monday to Friday which is not a public holiday) under the following situations:
- a. A black rainstorm signal or tropical cyclone warning signal No. 8 or above issued by the Hong Kong Observatory is still in force between 9:00 am and 12:00 noon on the Tender Closing Date;
 - b. A black rainstorm signal or tropical cyclone warning signal No. 8 or above is announced to be hoisted shortly by the Hong Kong Observatory between 9:00 am and 12:00 noon on the Tender Closing Date; or
 - c. The “extreme conditions” is announced by the Hong Kong Government between 9:00 am and 12:00 noon on the Tender Closing Date; or
 - d. The “extreme conditions” as announced by the Hong Kong Government exist between 9:00 am and 12:00 noon on the Tender Closing Date.

18 Tenderer’s Enquiries

- 18.1 All enquiries relating to this Invitation to Tender and/ or submission of Tender must be made before **12:00 noon on 12 June 2026 (HK Time)** in written by email to tender@cuhkmc.hk.
- 18.2 The answers / responses to Tenderer’s enquires will be posted on the website of CUHK Medical Centre (www.cuhkmc.hk) before Tender Closing Date.

19 Site Visit Session at CUHKMC

- 19.1 To ensure compliance with the Tender requirements, Tenderers are strongly advised to attend the site visit session prior to the submission of tender proposal. The site visit session at CUHKMC will be arranged with details as below:

Date: 5 June 2026
Time: Morning Session
(Exact gathering time will be confirmed after registration)
Gathering Venue: G Floor Lobby
CUHK Medical Centre

9 Chak Cheung Street
Shatin, New Territories
Hong Kong

- 19.2 Each interested party will be allowed to send not more than two representatives to attend the site visit session. Prior registration for the site visit session by **12:00 noon on 4 June 2026** is required by email (tender@cuhkmc.hk), providing the company name, name(s) of participants, title(s) and contact phone number of the representatives.
- 19.3 The representatives attending the site visit shall wear appropriate personal protective equipment and take all necessary precautionary and safety measures for the site visit. CUHK Medical Centre shall not be liable for any loss, damage, injuries whatsoever for or arising from the site visit claimed by the tenderer(s) or his persons.

PART III

GENERAL CONDITIONS OF CONTRACT

Please refer to the General Conditions of Contract contained in the “Agreement and Schedule of Conditions of Building Contract for use in the Hong Kong Special Administrative Region, Private Edition - Without Quantities together with its Appendix and Schedules, 2006 Edition”, published by The Hong Kong Institute of Architects, The Hong Kong Institute of Construction Managers and The Hong Kong Institute of Surveyors Hong Kong SAR, China (hereinafter “the General Conditions of Contract”) which shall be read in conjunction with the Special Conditions of Contract in Part VIII Annex A - Section 2.

PART IV
OFFER TO BE BOUND

1 I/We, do hereby bind myself/ourselves to execute orders for any or all of the services specified in the Invitation to Tender document and Schedules, which may during the period or periods specified in the Invitation to Tender document and Schedules be placed by CUHKMC at the prices quoted in the Schedules free of all other charges, subject to and in accordance with the Terms of Tender and Conditions of Contract.

2 I/We, also certify that the particulars given by me/us below, are correct:

2.1 The number of my/our/the Company's Business Registration Certificate is _____

2.2 The date of expiry of my/our/the company's Business Registration Certificate is _____

2.3 I/We/the Company is/are covered by an Employees' Compensation Insurance Policy, the particulars of which are as follows:

Policy No. _____

Name of Insurance Company _____

Period covered by the Policy is from _____

Brief particulars of the cover provided and any special conditions are as follows:

3 I am the Secretary / Managing Director of the Limited company hereinafter mentioned and duly authorised to bind the said Company by my signature.

The Tender is submitted with the authority and on behalf of _____

Company Limited whose registered office is situated at _____ Hong Kong.

- or -

I am a partner / We are partners in the firm hereinafter mentioned and duly authorized to bind the said firm and the partners therein for the time being.

This Tender is submitted on behalf of myself / ourselves and the firm known as _____ of _____

Hong Kong and other partners hereof namely; (state names and residential addresses of all other partners):

4 In the event of any queries relating to our offer please contact _____ Tel. No. _____.

5 Name(s) and address(es) of person(s) signing:

Signature (s): _____

Dated this _____ day of _____

Notes (1) All the particulars required above must be provided. (ii) Strike out clearly alternatives which are not applicable.

PART V
CUHKMC'S BRIEF

This CUHKMC's Brief aims at providing Tenderers with general understanding of CUHK Medical Centre Limited ("CUHKMC" or "we", and "our" and "us" shall be construed accordingly) and should be read in conjunction with this Invitation to Tender issued by CUHKMC. The information contained herein is prepared to the best of our knowledge and should not be seen as binding.

Hospital at a Glance

CUHK Medical Centre Limited ("CUHKMC"), which operates CUHK Medical Centre ("Hospital"), a non-profit, private teaching hospital, is indirectly wholly owned by The Chinese University of Hong Kong ("CUHK").

CUHKMC is committed to provide innovative and patient-centered healthcare services, with package fees offered for inpatient services. This will bridge the service gap between private and public healthcare sectors by providing high-quality medical services with transparent and affordable pricing to middle-class families, so alleviating the pressure on the public healthcare system.

For more information about CUHK Medical Centre, please click into the hospital website: www.cuhkmc.hk

**PART VI
TENDER BRIEF**

1. Purpose

CUHK Medical Centre Limited (“CUHKMC” or “the Company”) aims to invite Tenderers to submit their proposals for Fitting Out Works to Eye Centre (EC) on the First Floor of CUHK Medical Centre.

2. Contract Term and Service Term

The Contract shall take effect from the award of the Contract (i.e., the date of the letter of acceptance or purchase order issued by CUHKMC) or such other commencement date of the Contract as set out in the letter of acceptance or purchase order issued by CUHKMC (the “Commencement Date”), and shall continue in force thereafter until the end of Defects Liability Period (the “Service Term”). The period of time from the Commencement Date to the end of the Service Term is referred to as the “Term”.

3. Milestones and Timeline

The tentative key milestones and timeline of this Invitation to Tender are as follows:

No.	Milestones	Timeline
1	Invitation to Tender Issue Date	29 May 2026
2	Site Visit at CUHKMC	Tentative on 5 June 2026
3	Submission Deadline of Enquiries	12 June 2026
4	Tender Closing Time and Date	12:00 noon on 30 June 2026 (HK Time)
5	Tender evaluation (Tender Presentation and Site Visit at Tenderer’s relevant site (clinics or healthcare centres))	Early July 2026
6	Contract Award	Tentative July 2026
7	Site Handover to the Successful Tenderer	Tentative end of July to early-August 2026
8	Date of Completion	120 days from the date of commencement of works
9	Defects Liability Period	12 months after substantial completion

4. Scope of Services

- 4.1 CUHKMC is looking for a qualified and suitable supplier to carry out the Services in accordance with the requirements stipulated in Section 5 (General Specifications) of Part VI – Tender Brief and Part VIII Annex A, as well as any finalized requirement upon written consent by CUHKMC. For details of the requirements on the Services and the Deliverables, Tenderer should refer to **Part VIII Annex A – Technical Specifications for the Fitting Out Works to Eye Centre On the First Floor Of CUHK Medical Centre**.

5. General Specifications

- 5.1 (Mandatory) The tenderer must be a Registered General Building Contractor under the current List of General Building Contractors kept by Buildings Department.
- 5.2 (Mandatory) The tenderer must have at least **two** completed Alteration and Addition Works for healthcare related project (e.g., hospitals / clinics / health care centres) either in the public or private sector of project cost value not less than HK\$10 million (percentage of building services content not less than 30% of the project cost) in the past 10 years that one of the projects must be completed within past 5 years counting from the date set for the close of receipt of this tender.
- 5.3 Tenderer is required to provide the Services as indicated in Part VIII Annex A, and must ensure fully compliance with the specified requirements as stipulated. Tender proposal that consists of partial offer or do not fully comply with all specified requirement will NOT be considered.
- 5.4 Tenderer must indicate the extend of compliance with the technical specifications stipulated in Part VIII Annex A point-by-point in Schedule 2. If the Tenderer wishes to include any counter-proposals in their tender response, detailed information must be provided. CUHKMC reserves the right to accept or reject any such offers.
- 5.5 Tenderer is requested to supply any information which the tenderer considers relevant to the proposal to CUHKMC, and CUHKMC reserves the right to ask the Tenderers to provide supporting documents to demonstrate the compliance of the requirements and specifications.

6. Relevant Sites for Visit by CUHKMC

Tenderer is required to propose at least two relevant sites where they have previously carried out fitting-out works for clinics or centers within the healthcare sector. These sites should be accessible for a site visit by CUHKMC as part of the tender evaluation process. CUHKMC reserves the right to select any or all of the proposed sites for evaluation. CUHKMC will notify the Tenderer to arrange the visit accordingly. Failure to facilitate the site visit may result in the tender submission being deemed incomplete and disqualified from further consideration.

7. Presentation

Tenderer will be invited to deliver a presentation as part of the tender evaluation. The Tenderer shall bear its own costs for the presentation, which must include a showcase of physical samples of the key materials proposed for use in the fitting-out works, such as flooring materials, wall finishes, tiles, doors and hardware, among others. Prior to the presentation, CUHKMC may request the Tenderer to provide a list of

specific material samples for review.

8. Submission of Tender

8.1 Two-Envelope Bidding

(a) This Tender shall be conducted in a two-envelope bidding process. Tenderers are required to submit their Technical Proposal and Price Proposal separately. Failure to comply with this requirement will result in the disqualification of the submission. Tenderer shall submit ONE set of hard copy document with ONE copy in electronic form (“soft copy”) on USB flash drive or CD-ROM for EACH proposal in the following manner:

(i) **Envelope 1 (Technical Proposal)** – contains the complete set of tender documents, **except** Schedule 5 – Price and Annex B and all supplementing quotations.

Note: **No** Price information should be included in the Technical Proposal.

(ii) **Envelope 2 (Price Proposal)** – contains the Schedule 5 – Price, Annex B and all supplementing quotations.

Note: Subject of the Tender, Tender reference number; Description and Tender Closing Date shall be marked on the envelopes for easy identification. Details of the submission please refer to Clause 17 of Part II – Terms of Tender.

(b) Full compliance with the requirements as outlined in Section 5.1 and 5.2 of General Specifications (Part VI – Tender Brief) are mandatory. Tender proposals will not be considered further if the mandatory requirements cannot be fully satisfied.

(c) The CUHKMC will not accept the tender proposals if the Tenderer fail to submit the technical and price proposals in two separate sealed envelopes.

8.2 Interested Tenderers must provide the following information in their tender submission:

(a) **Schedule 1 – Company / Organisation Profile**

(i) Name and address of the company/business organisation.

(ii) Organisation charts of the company/business organisation.

(iii) Length and nature of business experience, including but not limited to experience in the performance and/or provision of the Services.

(iv) A copy of its Articles of Association or other documents evidencing its business status.

(v) Copies of current business registration certificate.

(vi) Copies of all current licence(s) or permit(s) issued in favour of the Tenderer by the relevant authorities that are required to legally perform and/or provision of the Services, including but not limited to Registered General Building Contractor registration number and expiry date.

(vii) Documentary evidence of any agency claimed by the Tenderer in relation to the Tender, whether on a sole or exclusive basis or otherwise.

(viii) Relevant experience in local and overseas market in providing the services in relation to the Tender, including client/project credentials, range and scope of services, etc.

(ix) Audited Financial Statements for Past Three Years

Tenderer is required to provide its audited financial statements for the past three financial years. The latest audited financial statements shall be for a financial period ending no more than eighteen (18) months before the tender submission date. The financial statements shall be prepared on the same basis for each financial year in accordance with accounting standards generally accepted in Hong Kong, and the disclosure requirements of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) for companies incorporated in Hong Kong (or, where applicable, prepared according to the accounting standards and (if applicable) company law as stipulated by the applicable governmental or regulatory body of the Tenderer's corporate domicile).

(b) **Schedule 1B – Compliance to Mandatory Requirement of Qualifications**

Tenderer must indicate compliance of the required qualification in accordance with Section 5.1 and 5.2 of Part VI (Tender Brief).

(c) **Schedule 2 – Compliance to Technical Specifications**

Tenderer must indicate compliance with the technical specifications point-by-point for Part VIII Annex A. If the Tenderer wishes to include any counter-proposals in their tender response, detailed information must be provided. CUHKMC reserves the right to accept or reject any such offers.

(d) **Schedule 3 – Subcontractor Profile**

The company names, sub-contractor responsible part, contact information and relevant service license (if any) shall be provided.

(e) **Schedule 4A – Relevant Site Visits by CUHKMC**

Tenderer is required to state at least two relevant sites where they have previously carried out fitting-out works for clinics and centres within healthcare sector.

(f) **Schedule 4B – Job References**

Tenderer shall provide comprehensive details of their proven track record (at least two) over the past 10 years in Hong Kong healthcare settings, that one of the projects must be completed within past 5 years.

(g) **Schedule 5 – Price**

Note: This Price Schedule must be read and submitted in conjunction with Annex B - Schedule of Rates and Quantities. Tenderer must submit the Schedule 5 and Annex B in a separate sealed envelope for Price Proposal. No price information shall be included in the envelope of Technical Proposal. Failure to comply with this requirement will result in disqualification of the submission.

- (h) **Schedule 6 – Declaration on Convictions to Hong Kong Ordinance**
- (i) **Schedule 7 – Supplementary Notes on ‘Declaration on Convictions to Hong Kong Ordinances’**
- (j) **Schedule 8 – Duly completed and signed Consent to Disclosure**
- (k) **Schedule 9 – Duly completed and signed Non-Collusion Certificate**
- (l) **Schedule 10 – Personal Data (Privacy) (Amendment) Ordinance**
- (m) **Part IV – Offer To Be Bound**

The offer without full submission of the above will not be considered.

9. Selection Criteria

9.1 Step 1: Mandatory Requirements Assessment

Full compliance with the mandatory requirements as outlined in **Section 5.1 and 5.2 of General Specifications (Part VI – Tender Brief) is required, by completing Schedule 1B.**

Tender proposals that fail to fully satisfy these mandatory requirements will not be considered further.

9.2 Step 2: Tender proposals will be processed further if the mandatory requirements can be fully satisfied.

A marking scheme with weighting of 50% on Technical Assessment and 50% on Price Assessment will be adopted. Scoring distribution is as follows.

Selection Criteria	Weighting
Technical Assessment	50%
(a) Materials Samples – Tenderers are required to present and demonstrate physical samples of materials proposed for the fitting-out works. Actual samples must be brought to the tender presentation for inspection and evaluation.	20%
(b) Relevant Site Assessment – Evaluation of relevant sites (clinics or healthcare centres) where the Tenderer has previously completed fitting-out works. The quality, scale, and relevance of the projects will be assessed.	20%
(c) Sub-Contractor Competency – Assessment of the technical capability, relevant experience, and qualifications of the proposed sub-contractor(s).	10%
Price Assessment	50%

9.3 Technical Assessment

Tenderers who pass the Mandatory Requirements Assessment (i.e. full compliance with all the mandatory requirements) will proceed to Technical Assessment.

The weighted technical assessment score of a proposal shall be determined in accordance with the following formula:

$$50 \times \frac{\text{Total technical score of the conforming proposal being assessed}}{\text{The highest total technical score among all the conforming proposals}}$$

Any offer which has a weighted technical assessment score less than 25 marks will be considered disqualified and shall not proceed to Price Assessment.

9.4 Price Assessment

The weighted price assessment score is calculated as follows:

$$50 \times \frac{\text{Lowest Tender price among the conforming proposals}}{\text{Tender price of the proposal being assessed}}$$

9.5 The offer obtained the highest combined score, i.e. weighted technical assessment score plus weighted price assessment score, would be recommended for acceptance.

Part VII

SCHEDULE OF SUBMISSIONS

Schedule 1A: Company / Organisation Profile

1. Name and address of the company/business organisation.
2. Organisation charts of the company/business organisation.
3. Length and nature of business experience, including but not limited to experience in the performance and/or provision of the Services.
4. A copy of its Articles of Association or other documents evidencing its business status.
5. Copies of current business registration certificate.
6. Copies of all current licence(s) or permit(s) issued in favour of the Tenderer by the relevant authorities that are required to legally perform and/or provision of the Services, including but not limited to Registered General Building Contractor registration number and expiry date.
7. Documentary evidence of any agency claimed by the Tenderer in relation to the Tender, whether on a sole or exclusive basis or otherwise.
8. Relevant experience in local and overseas market in providing the services in relation to the Tender, including client/project credentials, range and scope of services, etc.
9. Audited Financial Statements for Past Three Years

Tenderer is required to provide its audited financial statements for the past three financial years. The latest audited financial statements shall be for a financial period ending no more than eighteen (18) months before the tender submission date. The financial statements shall be prepared on the same basis for each financial year in accordance with accounting standards generally accepted in Hong Kong, and the disclosure requirements of the Companies Ordinance (Chapter 622 of the Laws of Hong Kong) for companies incorporated in Hong Kong (or, where applicable, prepared according to the accounting standards and (if applicable) company law as stipulated by the applicable governmental or regulatory body of the Tenderer's corporate domicile).

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 1B: Compliance to Mandatory Requirement of Qualifications

1. Tenderers must indicate compliance of the mandatory requirement of qualifications.
2. Tenderers that do not comply with this mandatory requirement will NOT be considered.

Mandatory Requirement of Qualifications	Compliance (Please tick one, as appropriate)	
	Yes	No
1. The tenderer must be a Registered General Building Contractor under the current List of General Building Contractors kept by Buildings Department.		
2. The tenderer must have at least two completed Alteration and Addition Works for healthcare related project (e.g., hospitals / clinics / health care centres) either in the public or private sector of project cost value not less than HK\$10 million (percentage of building services content not less than 30% of the project cost) in the past 10 years that one of the projects must be completed within past 5 years counting from the date set for the close of receipt of this tender.		

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 2 – Compliance to Technical Specifications

1. Tenderer is required to provide the Services as indicated in Part VIII Annex A, and must ensure fully compliance with the specified requirements as stipulated. Tender proposal that consists of partial offer or do not fully comply with all specified requirement will NOT be considered.
2. If the Tenderer wishes to include any counter-proposals which are better than the requirements of CUHKMC in their tender response, detailed information must be provided. CUHKMC reserves the right to accept or reject any such offers.
3. Tenderer is requested to supply any information which the tenderer considers relevant to the proposal to CUHKMC, and CUHKMC reserves the right to ask the Tenderers to provide supporting documents to demonstrate the compliance of the requirements and specifications.

Requirements as stipulated in <u>Part VIII Annex A – Technical Specifications for the Fitting Out Works to Eye Centre on the First Floor of CUHK Medical Centre</u> include:	Compliance (Please tick one, as appropriate)	
	Yes	No
1. Work Scope as detailed in Section 1		
2. Special Conditions of Contract as detailed in Section 2		
3. Specifications as detailed in Section 3		
4. Schedule of Drawings as detailed in Section 4		

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 3 – Subcontractor Profile

No.	Company Name	Responsible Part (Services/Installation)	Contact Information (Contact person; email and telephone no.)
1.			
2.			
3.			
4.			
5.			

Note:

1. Tenderers are required to attach relevant service license (if any) of the sub-contractor in separate sheet.

Person Authorized to Sign Tender

Name of Company with Company Chop: _____ Name and Title: _____

Telephone: _____ Email: _____

Authorized Signature: _____ Date: _____

Schedule 4A – Relevant Sites for Visit by CUHKMC

Tenderer is required to propose at least **two** relevant sites where they have previously carried out fitting-out works for clinics or centres within the healthcare sector. These sites should be accessible for a site visit by CUHKMC as part of the tender evaluation process. CUHKMC reserves the right to select any or all of the proposed sites for evaluation. CUHKMC will notify the Tenderer to arrange the visit accordingly. Failure to facilitate the site visit may result in the tender submission being deemed incomplete and disqualified from further consideration.

Relevant Site 1

Name of Fitting Out Works Projects	
Name of the site	
Address	
Contract Period	
Contract Value	HK\$
Description of Service	

Relevant Site 2

Name of Fitting Out Works Projects	
Name of the site	
Address	
Contract Period	
Contract Value	HK\$
Description of Service	

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 4B – Job References

The tenderer must have at least **two** completed Alteration and Addition Works for healthcare related project (e.g. hospitals / clinics / health care centres) either in the public or private sector of project cost value not less than HK\$10 million (percentage of building services content not less than 30% of the project cost) in the past 10 years that one of the projects must be completed within past 5 years counting from the date set for the close of receipt of this tender.

Client Record 1

Name of Fitting Out Works Projects	
Name of Client	
Contract Period	
Contract Value	HK\$
Description of Service	

Client Record 2

Name of Fitting Out Works Projects	
Name of Client	
Contract Period	
Contract Value	HK\$
Description of Service	

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 5 – Price

Important Note:

i. Schedule 5 - Price and Annex B - Schedule of Rates and Quantities must be submitted in the envelope of the Price Proposal (it must not be included in the envelope of Technical Proposal). Failure to comply with this requirement will result in the disqualification of the submission.

ii. Schedule 5 must be read in conjunction with Annex B.

A. Basic Requirements

Description	Total Amount (HK\$)
Schedule No. 1 - Specification - Preliminaries	
Schedule No. 2 - Demolition	
Schedule No. 3 - Brickwork and Blockwork	
Schedule No. 4 - Roofing and Waterproofing	
Schedule No. 5 - Carpentry and Joinery	
Schedule No. 6 - Ironmongery	
Schedule No. 7 - Steel and Metal Work	
Schedule No. 8 - Plastering and Finishes	
Schedule No. 9 - Plumbing and Drainage	
Schedule No. 10 - Glazing	
Schedule No. 11 - Painting	
Schedule No. 12 - Partitions and Cubicle System	
Schedule No. 13 - Electrical Installation	
Schedule No. 14 - Heating, Ventilation and Air-Conditioning	
Schedule No. 15 - Fire Services	
Schedule No. 16 - Medical Gas	
Schedule No. 17 - Builder's Works In Connection	
Schedule No. 18 - Sundries and Others	
Schedule No. 19 - Provisional Sum	HK\$500,000
Total Amount for Schedule No. 1 to No. 19 [A] (HK\$):	

B. Provisional Requirements

Description	Total Amount (HK\$)
OL.1 & 2 - Anaesthetic Gas Scavenging System with relevant medical gas provisions	
OL.3 - Pneumatic Tube System	
Total Amount for Item OL.1 to OL.3 [B] (HK\$):	

C. Total Tender Sum

Description	Total Amount (HK\$)
Total Tender Sum [Total Amount for Schedule No.1 to No.19 and OL.1 to OL.3] [A] + [B] (HK\$):	

Notes:

1. Payment is subject to completion of respective tasks to the satisfaction of CUHKMC as evidenced by a written acceptance issued by CUHKMC.
2. The items specified above are only an estimation. The required item is subject to the actual operational needs of CUHKMC. CUHKMC is not obligated to order any item in any specific quantity.
3. The Price set out above is inclusive of all costs, expenses and other amounts payable in respect of the services as described in the Scopes of Fitting Out Works.

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 6 - Declaration on Convictions to Hong Kong Ordinance

I, _____ (Name of Company responsible, Title) hereby declared on _____ (Date) that my company _____ (Name of Company) has convicted/ not convicted to the following Ordinance within a five (5)-year period immediately preceding the tender closing date.

Item	Ordinance	Content	Please “√” where appropriate		Details of Conviction
			No Conviction	Conviction (No. of times)	
1.	Employment Ordinance (Cap. 57) and Employers Compensation Ordinance (Cap. 282)	Any convictions which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance			
2.	Immigration Ordinance (Cap. 115) Section 17I(1)	Offence to be employer of a person who is not lawfully employable			
3.	Immigration Ordinance (Cap. 115) Section 41 and (Cap. 221) Section 89	Offence of aiding and abetting another person to breach his condition of stay			
4.	Immigration Ordinance (Cap. 115) Section 38A(4)	Offence of the construction site controller if a person not lawfully employable takes employment on a construction site.			

Person Authorized to Sign Tender

Name of Company with Company Chop: _____ Name and Title: _____

Telephone: _____

Email: _____

Authorized Signature: _____

Date: _____

Item	Ordinance	Content	Please “√” where appropriate		Details of Conviction
			No Conviction	Conviction (No. of times)	
5.	Mandatory Provident Fund Schemes Ordinance (Cap 485)	Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement)			
6.	Minimum Wage Ordinance (Cap 608)	Offence to be employer of a person who fails to pay minimum wage amounts to a breach of the wage provisions and wilfully and without reasonable excuse fails to pay wages to an employee when it becomes due.			

Remarks:

- i. Tenderer shall note that this declaration is a mandatory requirement for the tender assessment. The information contained above shall be correct and genuine, if the Tenderer is subsequently found to have made a false declaration, the Tender will not be considered and the contract awarded will be terminated.
- ii. The Successful Tenderer shall report this declaration to CUHKMC in every six (6) months’ intervals throughout the contract period.

Person Authorized to Sign Tender

Name of Company with Company Chop: _____ Name and Title: _____

Telephone: _____

Email: _____

Authorized Signature: _____

Date: _____

Schedule 7 - Supplementary Notes on ‘Declaration on Convictions to Hong Kong Ordinances’

1. For the purpose of tender evaluation, if the Tenderer concerned has obtained any conviction under the relevant sections of the Ordinances mentioned in this Declaration form (hereinafter referred to “relevant Ordinances”), its Tender offer shall not be considered for a period of five (5) years from the date of conviction.
2. Convictions will be counted irrespective of whether they are obtained in respect of a government or private contract and irrespective of the type of services offered under the contract. Convictions will be counted by the number of summonses convicted.
3. Conviction under appeal or review should still be counted for the purpose of tender evaluation until it is quashed by the Court.
4. CUHKMC will not consider the Tender further or terminate the Contract if the Tenderer or Successful Tenderer is subsequently found to have made a false declaration at the tendering stage.
5. If the Tenderer is a partnership or an unincorporated joint venture or incorporated joint venture, the Tender will not be considered if any participant of the partnership or unincorporated joint venture or shareholder of the incorporated joint venture has obtained any conviction under the relevant Ordinances during the period mentioned in paragraph 1 above. In the present context, shareholder or participant means the company holding the share or participating in the partnership or unincorporated joint venture.
6. Tenderer shall note that convictions under the relevant Ordinances after the tender closing date will be taken into account. That is, if a Tenderer, to whom the Contract is intended to be awarded after tender evaluation, has obtained any conviction under the relevant Ordinances before the letter of acceptance of the offer is issued, CUHKMC will not award the contract to the concerned Tenderer.

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 8 - Consent to Disclosure

To: CUHK Medical Centre Limited (CUHKMC)

Re: Fitting Out Works to Eye Centre
on the First Floor of CUHK Medical Centre
(Tender No.: BM-TD-202601)

We, , _____[insert the name of the Tenderer], hereby irrevocably authorise, consent and agree that if CUHKMC agrees to engage us to carry out the Fitting Out Works to Eye Centre on the First Floor of CUHK Medical Centre, CUHKMC may, whenever it considers appropriate or upon request by any person (written or otherwise) and without any further reference to us, disclose to any person in such form and manner as CUHKMC deems fit:

- (a) the fee proposal submitted by us on _____[insert the relevant date]; and
- (b) information of the Contract, such as our name and address, product description/brand/model/country of origin (if applicable), description of the relevant services (if applicable) and the value of the Contract.

We hereby waive and forego our right, if any, to make any claims against CUHKMC for any losses, damages, costs, charges, liabilities, demands, proceedings, and actions that may arise out of or in consequence of such disclosure by CUHKMC.

Dated this _____ day of _____

SIGNED by [insert the name(s) of the signator(ies)], _____)
the [insert the post(s) of the signator(ies)] of the _____)
[insert the name of the company] _____)
in the presence of : -

Signature of Witness

Name of Witness:

Occupation:

Address:

Schedule 9 - Non-Collusion Certificate

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangements with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

- (a) Communicate to any person other than the person calling for those Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;
- (b) Enter into agreement or arrangements with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted;
- (c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done in relation to any other tender or proposed Tender any act or thing of the sort described above.

In this certificate, the word "person" includes any person and any body or association, corporation or unincorporated, and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

We expressly acknowledge and agree that, without prejudice to any other rights of CUHKMC, if this certification is in anyway incorrect, or becomes incorrect prior to the award of this Tender, CUHKMC may:

- (i) disqualify our Tender from consideration;
- (ii) withdraw any confirmation of award of tender already made, without penalty or liability;
- (iii) disqualify us, our holding company and subsidiaries from participation in any future tenders issued by CUHKMC for such period as CUHKMC may in its entire discretion consider appropriate;
- (iv) take such other actions, including reporting us to the government or regulatory authorities in Hong Kong or elsewhere, as CUHKMC considers appropriate.

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

Schedule 10 - Personal Data (Privacy) (Amendment) Ordinance

The new provisions on data processors under the Amendment Ordinance had come into effect on 1 October 2012 and as such, I/we certify the following:

- a. I shall/We will and shall/will procure my/our employees, agents or representatives to comply with the provisions of the Personal Data (Privacy) Ordinance (the “Ordinance”) (including any amendments thereon from time to time), and any applicable codes of practice, guidance notes or regulations in the handling of personal data (as defined in the Ordinance from time to time) (“Personal Data”) collected by and provided to me/us for the purpose of this Tender/Agreement.
- b. I/We shall not keep Personal Data longer than is necessary for the fulfilment of the purpose (including any directly related purpose) for which the same are or to be used. I shall/we will:
 - i. return, destroy or permanently erase all such Personal Data;
 - ii. destroy or permanently erase all copies of such Personal Data made by me/us; and
 - iii. use all reasonable endeavors to ensure that anyone who has received any such Personal Data destroys or permanently erases such Personal Data and any copies made by it or him,in each case, save to the extent that I am/we or the recipients are required to retain any such Personal Data by any applicable law, rule or regulation or by any competent judicial, governmental, supervisory or regulatory body.
- c. I shall/We will take all practical steps and have in place and maintain appropriate security measures to prevent unauthorized or accidental access, processing erasure, loss or use of Personal Data collected by or transferred to it having particular regard to:
 - i. the kind of Personal Data and the harm that could result if any of those things should occur;
 - ii. the physical location where the Personal Data are stored;
 - iii. any security measures incorporated (whether by automated means or otherwise) into any Goods in which the Personal Data are stored;
 - iv. any measures taken for ensuring the integrity, prudence and competence of persons having access to Personal Data; and
 - v. any measures taken for ensuring the secure transmission of Personal Data.

Person Authorized to Sign Tender

Name of Company with Company Chop: Name and Title:

Telephone:

Email:

Authorized Signature:

Date:

PART VIII

ANNEX A - TECHNICAL SPECIFICATIONS

This part is only available for viewing after signing the Confidentiality Agreement with CUHKMC. Please contact CUHKMC via email at tender@cuhkmc.hk to sign a Confidentiality Agreement to receive the documents listed below:

1. Work Scope
2. Special Conditions of Contract
3. Specifications
 - 3.1 Specification - Preliminaries
 - 3.2 Particular Specification - Architectural Works
 - 3.3 Particular Specification - E&M Installation Works
4. Schedule of Drawings
 - 4.1 Tender Drawing List and Drawings - Architectural Works
 - 4.2 Tender Drawing List and Drawings - E&M Installation Works

End of Document
