



地利亞修女紀念學校(協和二中)

Delia Memorial School (Hip Wo No.2 College)

Tel. : 2389 6299 Fax: 2797 3618 Email: hw2@deliagroup.edu.hk

Address: 223, Hip Wo Street, Kwun Tong, Kowloon

8th September, 2022

School Ref. No.: HWII_TD01_2022-2023

By Registered Mail

Dear Sir/Madam,

INVITATION TO TENDER
Tender for Ventilation Improvement Works

You are invited to tender for the supply and undertaking services of the items as specified in the enclosed written tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope, which bears no identification of your company but indicates the following: “**Tender for Ventilation Improvement Works**”; the tender number and the closing date and time. The envelope should be addressed to: **The Principal, Delia Memorial School (Hip Wo No.2 College), 223 Hip Wo Street, Kwun Tong, Kowloon** and arrive not later than 12:00 noon on 29th September, 2022. Late tenders will not be accepted.

Your written tender will remain open for 90 days from the “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

If you have any inquiries, please contact Mr. So Kin Fung at 2389 6299.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender form stating “No Offer” with reason to the above address at your earliest convenience.

Tenders will be accepted on an overall basis. Sub-contracting of this order or any part there-of to any other parties will not be accepted.

Yours faithfully,

Ms Tse Chun Yin
Principal

IMPORTANT NOTICE

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap.201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

WRITTEN TENDER FORM FOR

Ventilation Improvement Works

Name and Address of School : Delia Memorial School (Hip Wo No.2 College),
223 Hip Wo Street, Kwun Tong, Kowloon

School Ref. No. : HWII TD01 2022-2023

Tender Closing Date and Time : 12:00 noon on 29th September, 2022

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this written tender document, it is reconfirmed that the validity of the written tender offered by this company remains open for 90 days from 29th September, 2022.

The undersigned also agrees to accept the fact that once the validity of written tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 20__

Name (in block letters): _____

Signature _____ in the capacity of _____.

(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign written tenders for and on behalf of: -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____

Fax No. _____

IMPORTANT NOTICE

- *The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.*
- *Sub-contracting of this order or any part thereof to any other parties will not be accepted.*

For Official Use Only

Tender checked on (date) _____ by (name of administrator) _____

- ☐ I certify that the written tender is genuine.
- ☐ I recommend further investigation into the written tender.

Signature of Administrator

WRITTEN TENDER SCHEDULE (Reference No.: HWII_TD01_2022-2023)
(TO BE COMPLETED IN DUPLICATE)

	Total Amount (HK\$)
Total Tender Sum carried forward from the Summary of Tender [Details please refer to the attached: Bill of Quantities]	

We/I understand that if we/I fail to supply the stores or services as offered in our/my written tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.

Name of Supplier: _____

Name and Signature of Person authorized to sign Tenders:

Name (in block letters) _____

Signature _____

Date: _____

Company Chop

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
1.00	<u>Preliminaries</u>				
a.)	The contractor or its sub-contractor shall be a Registered Electrical Contractor / Worker and all electrical work shall be carried out and supervised by Registered Electrical Worker of appropriate grade.				
b.)	All works and workmanship shall be complied to the tender specification and Electricity Ordinance and its subsidiary regulations. Client's representative will check on site from time to time and has the rights to stop the work and instruct the contractor to rectify if any non-compliance found. If the contractor fail to rectify the related work, the client has the rights to terminate the contractor and claim all the losses incurred.				
1.01	All workers and contractor's personnel shall strictly follow the House Rules of School (see appendix) and working time. Normal working time : 2:00p.m. to 6:00p.m from Monday to Friday. For Saturday : 9:00a.m. to 6:00p.m. Noisy working hours : to be agreed with school For overtime work or working on Sundays and Public Holidays, prior approval should be sought from the school.	1	Sum	-	
1.02	All workers and site staff have to present vaccination record of at least THREE dose of COVID-19 vaccine and scan Leave Home Safe QR Code before entering the school campus. The company should keep proper record of such proofs for all workers and site staff.	1	Sum	-	
1.03 a.)	Third Parties & Public Liabilities Insurance or any damage to building, etc. (cover maximum HK\$20M for each claim) in joint name of the Employer, the Project Manager / Client, the contractor and his sub-contractors.	1	Sum	-	
b.)	Employee's Compensation Insurance. <u>Note</u> : The awarded tenderer has to present the insurance policy to school prior to the commencement of work.	1	Sum	-	
1.04 a.)	All delivery / vertical transportation shall be by manpower through the back staircase from G/F to R/F. The using of chain block or hoist machine for lifting up or down is strictly PROHIBITED .	1	Sum	-	
b.)	Transportation fee including vertical transportation of materials / goods / furniture / surplus... etc through staircase.	1	Sum	-	

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.
 The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.
 (All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
 Delia Memorial School (Hip Wo No.2 College)
 223 Hip Wo Street
 Kwun Tong, Kowloon, HK

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
1.00	<u>Preliminaries</u>				
1.05 a.)	Provide adequate protection against damages, staining...etc. to all surfaces nearby which may be affected and adjoining properties such as classrooms, corridor, staircase (all staircase from G/F to R/F shall be covered and well protected), and minimize disruption as required by school from time to time, clear away the same when no longer required and make good all disturbed area, staircase throughout including access routing.	1	Sum	-	
b.)	Provide necessary protection / fencing / warning sign along the pedestrian at G/F facing to Hip Wo Street, especially during the removal / modification / cutting of glass panels on windows.	1	Sum	-	
1.06	Erect and maintain dust screen for the boundary to enclose the work area to the satisfaction of client / project manager and remove upon completion of work and make good all disturbed area.	1	Sum	-	
1.07	Set up temporary site office / storage and reinstate afterwards.	1	Sum	-	
1.08	Erect / dismantle and maintain all working platform / scaffolding. (Note : All working platform shall meet local regulations and statutory requirement, Form 5 shall be issued for every 2 weeks.)	1	Sum	-	
1.09	Arrange & connect temporary electricity supply for execution of the works including removal of temporary installation after completion of works.	1	Sum	-	
1.10	Provision of sufficient notices, warning signs and temporary signs for direction and safety purpose.	1	Sum	-	
1.11	Provide & maintain safety measures and security control on site during the works.	1	Sum	-	

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.
 The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.
 (All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
 Delia Memorial School (Hip Wo No.2 College)
 223 Hip Wo Street
 Kwun Tong, Kowloon, HK

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
1.00	<u>Preliminaries</u>				
1.12	Provide temporary fire protection.	1	Sum	-	
1.13	Hole coring on wall / slab for services for connection of conduits and electrical wiring between rooms and floors.	1	Sum	-	
1.14	Submit programme / working schedule prior to commencement of work.	1	Sum	-	
1.15	Site marking for client's confirmaton.	1	Sum	-	
1.16	Daily removal of all debris in relation to the specified scope of works, requirement... etc for all related rooms and specified locations during the progress of work and upon completion of works.	1	Sum	-	
1.17	Final cleaning of all affected area thoroughly upon completion of the works.	1	Sum	-	
1.18	Provide AT LEAST ONE NUMBER OF FULL-TIME SITE SUPERVISOR who should be well-experienced and competent in engineering and mechanical installation and general building operations throughout the working period. The person shall co-ordinate with school / client's direct employed contractors & suppliers and provide attendance to their works.	1	Sum	-	
1.19	Prepare samples / catalogue and mock ups of the works as specified by the client / designer and obtain approval before proceeding of work.	1	Sum	-	
1.20	Provide shop drawings and / or method statements as specified by the client and obtain designer's approval before proceeding of work.	1	Sum	-	

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.

The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.

(All staircase shall be covered & well protected from G/F to R/F)

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
1.00	<u>Preliminaries</u>				
1.21	Prepare and submit as-built drawings including routing of conduits and site photos with indicated location of the installations but not limited to the above up to the satisfaction of client / project manager upon completion of work.	1	Sum	-	
1.22	Submit relevant certificate and delivery note for materials.	1	Sum	-	
1.23	Testing & commissioning for all E & M works	1	Sum	-	
1.24	Prepare & submit Operation and Maintenance Manuals.	1	Sum	-	
1.25	Allow for compliance with construction waste disposal charging scheme.	1	Sum	-	
1.26	Environmental protection including all materials use and all waste disposal shall comply to relevant regulation but not limited to the above.	1	Sum	-	
1.27	Allow for any other items not listed in other part of this section but is essential for the satisfactory completion of the work in accordance with the drawings and / or specification. (please list detail below)				

1.00 total carry to summary of tender : HK\$ _____

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.
 The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.
 (All staircase shall be covered & well protected from G/F to R/F)

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
2.00	<u>Installation of Exhaust Fan and Associated Builder's Work</u>				
2.01	To supply labour & truck to disconnect the existing exhaust fan, take down and cart away.	9	Set	@	
2.02	To supply labour & material to modify the existing aluminium window and seal up all gaps for fitting in new exhaust fan.	33	Set	@	
2.03	To supply labour & material to install new glass for matching new exhaust fan opening. (Note : colour & type of glass panel shall be matching to the adjacent for all affected area, contractor has to carefully check the type and colour of existing glass panel to match)				
a.)	tinted glass	19	Set	@	
b.)	frosted wire glass for G/F	14	Set	@	
2.04	To supply labour & material to install and connect new window mount type / wall mount exhaust fan.				
a.)	8 inches (>400CMH) (prime cost : @900.00/ set)	14	Set	@	
b.)	10 inches (>800CMH) (prime cost : @510.00/ set)	10	Set	@	
c.)	12 inches (>900CMH) (prime cost : @660.00/ set)	9	Set	@	
2.05	To make good all adjoining finishes which damaged or disturbed for all affected area to match to existing. (including hall, corridor, classrooms, staircase & switch rooms)				
a.)	to paint all affected conduits with approved paint from G/F to R/F.	8	floors	@	
b.)	to make good and paint the affected wall and ceiling from G/F to R/F.	8	floors	@	
c.)	to make good the affected mosaic tile from G/F to R/F.	8	floors	@	
d.)	to make good & plaster the wall opening, holes & partitions...etc. with cementitious waterproof material and sealant.	8	floors	@	

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.

The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.

(All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
Delia Memorial School (Hip Wo No.2 College)
223 Hip Wo Street
Kwun Tong, Kowloon, HK

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
2.00	<u>Installation of Exhaust Fan and Associated Builder's Work</u>				
2.06	Allow for any other items not listed in other part of this section but is essential for the satisfactory completion of the work in accordance with the drawings and / or specification. (please list detail below)				

2.00 total carry to summary of tender : HK\$

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.

The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.

(All staircase shall be covered & well protected from G/F to R/F)

BQ/6

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
3.00	<u>Electrical Work</u>				
3.01	To supply & install power supply with conduit / trunking and wiring connected from nearest fuse box on each floor to each room / location.	12	locations	@	
3.02	To supply & install 13A fuse spur connection unit with conduit & wiring connected from entrance of room to designated location of new exhaust fan.	33	Nos.	@	
3.03	To supply & install cooker switch with pilot light, conduit & wiring at the entrance of each room / designated location for new exhaust fan.	33	Nos.	@	
3.04	To connect equipotential bonding.	1	Sum	-	
3.05	To issue Form WR1 upon work completion.	1	Sum	-	
3.06	Allow for any other items not listed in other part of this section but is essential for the satisfactory completion of the work in accordance with the drawings and / or specification . (please listed detail below)				

3.00 total carry to summary of tender : HK\$ _____

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.
 The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.
 (All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
Delia Memorial School (Hip Wo No.2 College)
223 Hip Wo Street
Kwun Tong, Kowloon, HK

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
4.00	<u>Water Testing</u>				
4.01	Water tighten test for all exhaust fans for all rooms within one month period.	12	rooms	@	
4.02	Allow for any other items not listed in other part of this section but is essential for the satisfactory completion of the work in accordance with the drawings and / or specification . (please listed detail below)				

4.00 total carry to summary of tender : HK\$ _____

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.

The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.

(All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
Delia Memorial School (Hip Wo No.2 College)
223 Hip Wo Street
Kwun Tong, Kowloon, HK

Bill of Quantities

Item	Description	Qty	Unit	Rate	Amount (HK\$)
5.00	<u>Contingency</u>				
5.01	Allow contingency sum HK\$10,000.00 for all unforeseen work.	1	Sum	-	10,000.00

5.00 total carry to summary of tender : HK\$ _____

Note : All delivery / vertical transportation shall be by manpower from G/F through the back staircase to R/F.

The using of chain block or hoist machine for lifting up or down is strictly **PROHIBITED**.

(All staircase shall be covered & well protected from G/F to R/F)

Ventilation Improvement Works
Delia Memorial School (Hip Wo No.2 College)
223 Hip Wo Street
Kwun Tong, Kowloon, HK

Summary of Tender

Item	Description	Amount (HK\$)
1.00	Preliminaries	
2.00	Installation of Exhaust Fan and Associated Builder's Work	
3.00	Electrical Work	
4.00	Water Testing	
5.00	Contingency	10,000.00

Total Tender Sum : HK\$

Note :

The client / school has the final decision to decide whether to proceed with the works covering all or omit any part of the item / works. If such item is not carried out eventually, the sum of such item shall be deducted from the contract sum entirely. The contractor shall not be entitled to any claim for loss and or expenses etc. in this connection.