

PRIVATE & CONFIDENTIAL (TENDER)

Issue by Fax / Email / Post

26 November 2019

Dear Sir / Madam,

Tender Invitation for Building Containers: Storage, Toilet and Classroom

The Hong Kong China Dragon Boat Association (thereafter “the HKCDBA”) would like to invite your tender submission for the captioned project. The following documents are enclosed for your easy reference and used for this tender exercise:

Attachment 1 -	Specifications / Requirements of the Product
Attachment 2 -	Conditions for Tender Documents Submission & Conditions for the Award of Contract
Attachment 3 -	Reply Form
Attachment 4 -	Project Brief

Kindly complete the tender documents required and submit the completed documents in **sealed envelope marked “Private & Confidential” with your Company Name and “Tender for Building Containers: Storage, Toilet and Classroom” clearly stated on the envelope cover for the attention of Mr Chris CHAN, Manager (Development) of the Hong Kong China Dragon Boat Association, at Unit 21, 28/F, New Tech Plaza, 34 Tai Yau Street, San Po Kong, Kowloon, on or before 1800 hours, 12 December 2019 (Thursday)**
(Late submission will NOT be accepted):

1. [2] copies of the reply form;
2. [2] copies of the product specifications in separate sealed envelopes;
3. [2] sets of design and structural drawings/wiring plans/dimensions of the product containers;
4. [2] copies of the architectural drawing/floor plans and project management schedule; and
5. Any other documents as required under the specifications / requirements of the product.

In the event of a Tropical Cyclone Warning Signal No. 8 or above or Rainstorm Black Warning is issued on the closing date before the closing time, the Tender Submission Closing Time will be postponed to the same time on the first working day immediately after the signal or warning is lowered.

This Tender shall remain valid until 28 February 2020.

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The HKCDBA reserves the right not to select any company to undertake the project. The lowest offer bid may not necessarily be accepted as the successful bid. The HKCDBA is not responsible for any cost incurred by you in the preparation of the Tender and in responding to this invitation.

Any information or communications between us in connection with the captioned subject are private and confidential. You shall not disclose or otherwise divulge the same without our prior written consent.

The tenderer, its employees and agents shall not offer any advantage [as defined in the Prevention of Bribery Ordinance (Cap 201)] to any member of staff of the HKCDBA with a view to influencing the award of a contract. Any such offer by the tenderer or its employees and agents will render the contract awarded null and void. The HKCDBA may cancel the contract awarded and hold the tenderer liable for any loss or damage which the HKCDBA may sustain.

You acknowledge and agree that any breach of the above conditions will entitle the HKCDBA to reject your submission or rescind or terminate any contract subsequently executed between us in connection with the subject matter without prejudice to any other remedies available to the HKCDBA.

By submitting the Tender, you have confirmed and agreed with the HKCDBA to accept the terms and conditions set out in this invitation letter, the Conditions for Tender Documents Submission and the Conditions for Award of Contract.

Consent to Disclosure

The HKCDBA shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information on the project, this tender invitation and submission in response thereto and contract awarded under it, including but not limited to, the name and address of shortlisted and successful service contractor(s), description of the services and the bidding and awarded contract price, without any liability or compensation and without the need to ask for your consent or notify you in any respect. You expressly agree that this provision shall override any confidentiality agreement or provision which may be made or agreed between you and the HKCDBA, and you unconditionally and irrevocably waive your any right of claim against the HKCDBA whether by contract, tort or otherwise.

If you have any questions on this invitation, please contact Mr Chris CHAN, Manager (Development) of the HKCDBA at Tel: 3618 7513 and Fax: 2577 1873.

Yours faithfully



(CHUNG Chi Lok, Arnold)

Chairman, Executive Committee

Hong Kong China Dragon Boat Association



Encls.

Tender Invitation for Building Containers: Storage, Toilet and Classroom

Item 1 項目一：	Building Container: Storage (Lower Deck) and Ancillary Items 建造貨櫃倉庫(下層)及配套设施
Size and Quantity 尺寸及數量：	20 × 8 × 9 (feet, 呎), Two Containers (Separated) 兩個貨櫃 (獨立)
Item 2 項目二：	Building Container: Toilet (Lower Deck) and Ancillary Items 建造貨櫃廁所(下層)及配套设施
Size and Quantity 尺寸及數量：	20 × 8 × 9 (feet, 呎), One Container (2 Separate Rooms) 一個貨櫃 (內部分隔 2 房)
Item 3 項目三：	Building Container: Classroom (Upper Deck) and Ancillary Items 建造貨櫃課室(上層)及配套设施
Size and Quantity 尺寸及數量：	20 × 8 × 9 (feet, 呎), Three Containers (Knock-through) 三個貨櫃 (打通)

Below Specifications MUST be met:**1. Container: Storage and Ancillary Items**

- (a) Pit Type Container (1.5mm thick steel shell) (Including anti-rusting paints and topcoat)
- (b) 20 feet (Long) × 8 feet (Width) × 9 feet (height)
- (c) Cold formed (Stamped) galvanised steel plate material for the top of the container
- (d) 5cm-thick Grade A fire-proof material for ceiling
- (e) Install TPS sandwich panel to insulate heat
- (f) Rolling gate
- (g) 2 sets of aluminium slide windows with rain covers
- (h) 4 inches-thick concrete bases
- (i) Electric Items (Hong Kong Standard):
 - (i) 1 pc of fuse box
 - (ii) 2 sets of 48 inches LED single light tubes
 - (iii) 1 pc of 13A socket
 - (iv) 1 pc of light switch
- (j) WR1 Certificate

2. Container: Toilet and Ancillary Items

- (a) 4 inches-thick concrete bases with tiles
- (b) Male Toilet:
 - (i) 2 sets of 48 inches LED single light tube
 - (ii) 2 sets of 10 inches square exhaust fan
 - (iii) 1 pc of 7 feet × 7 feet aluminium slide door
 - (iv) 4 pcs of urinals
 - (v) 2 pcs of toilet bowls
- (c) Female Toilet:
 - (i) 2 sets of 48 inches LED single light tube
 - (ii) 2 sets of 10 inches square exhaust fans
 - (iii) 1 pc of 7 feet × 7 feet aluminium slide door
 - (iv) 4 pcs of toilet bowls
- (d) WR1 Certificate

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- 3. Container: Classroom (Upper Deck) and Ancillary Items**
- (a) Pit Type Container (1.5mm thick steel shell) (Including anti-rusting paints and topcoat)
 - (b) 20 feet (Long) × 8 feet (Width) × 9 feet (height)
 - (c) Knock through the three
 - (d) Cold formed (Stamped) galvanised steel plate material for the top of the container
 - (e) 5cm-thick Grade A fire-proof material for ceiling
 - (f) Install TPS sandwich panel to insulate heat
 - (g) 5mm thick fire-proof sandwich panel for inner wall
 - (h) 4 inches-thick concrete bases with 60cm × 60cm tiles
 - (i) Folding doors to divide the knocked-through containers (to separate into 2 rooms)
 - (j) Electric Items (Hong Kong Standard):
 - (i) 1 pc of fuse box
 - (ii) 3 sets of 48 inches LED single light tubes
 - (iii) 4 pcs of 13A socket
 - (iv) 1 pc of light switch
 - (k) WR1 Certificate

Other Items:

- 4. Install 1 pc of 28 feet (Long) × 30 feet (Width) roof cover (which can cover the containers and staircase)**
 - (a) 0.5mm Galvanized pre-printed corrugated sheets
 - (b) Galvanised mild Steel rack
- 5. Install checked iron plate staircase and handrails, including platforms (Black anti-rusting paint)**
- 6. Install water pipe system in the toilet container**
- 7. Install 2 pcs of 2HP split type air-conditioners**
- 8. Remove current roof cover and 4 containers**
- 9. 2 pcs of 16 feet (Long) × 2.5 feet (Width) HKCDBA signboard**
- 10. Supply 3 pcs of outdoor waterproof LED Spotlights including power supply (Same brightness level as the current ones)**
- 11. The Vendor MUST ensure all the facilities (power, water, etc) are well connected and shown functioning**
- 12. WR1 certificate should be obtained for all electricity items.**

所有項目必須符合以下規格：

1. 貨櫃倉庫及配套設施

- (a) 須為 1.5mm 厚鐵板外殼坑型貨櫃 (連噴防鏽漆及色面漆)
- (b) 每個須為 20 呎(長) × 8 呎(闊) × 9 呎(高)
- (c) 貨櫃頂部須採用沖壓鍍鋅鋼板
- (d) 天花頂部採用 5cm 厚 A 級防火材料
- (e) TPS 夾芯板做隔熱層
- (f) 捲閘
- (g) 2 個鋁趟窗連雨擋
- (h) 地台採用 4 吋厚石矢底
- (i) 電力設備(香港規格):
 - (i) 1 個保險絲盒
 - (ii) 2 套 48 吋 LED 單光管
 - (iii) 1 個 13A 插座
 - (iv) 1 個燈制開關
- (j) WR1 證書

2. 貨櫃廁所及配套設施

- (a) 地台採用 4 吋厚石矢底加磁磚地板面
- (b) 男廁部分:
 - (i) 2 套 48 吋 LED 單光管
 - (ii) 2 套 10 吋方型抽氣扇連插座
 - (iii) 7 呎 × 7 呎鋁趟門
 - (iv) 尿兜 x4 個
 - (v) 座廁 x2 個
- (c) 女廁部分:
 - (i) 2 套 48 吋 LED 單光管
 - (ii) 2 套 10 吋方型抽氣扇連插座
 - (iii) 7 呎 × 7 呎鋁趟門
 - (iv) 座廁 x4 個
- (d) WR1 證書

3. 建造貨櫃課室及配套設施

- (a) 為 1.5mm 厚鐵板外殼坑型貨櫃 (連噴防鏽漆及色面漆)
- (b) 每個須為 20 呎(長) × 8 呎(闊) × 9 呎(高)
- (c) 3 櫃合併打通 (共 480 平方呎)
- (d) 貨櫃頂部採用沖壓鍍鋅鋼板
- (e) 天花頂部採用 5cm 厚 A 級防火材料
- (f) TPS 夾芯板做隔熱層
- (g) 內牆採用貼防火板面的 5mm 厚夾板做裝飾面
- (h) 地台採用 4 吋厚石矢底面鋪磁磚 60cm × 60cm
- (i) 摺門間隔板 (分隔成 2 間房)
- (j) 電力設備(香港規格):
 - (i) 1 個保險絲盒
 - (ii) 3 套 48 吋 LED 單光管
 - (iii) 4 個 13A 插座
 - (iv) 1 個燈制開關
- (k) WR1 證書

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其餘設施:

4. 於貨櫃上安裝天面頂約 28 呎長 x30 呎闊 (貨櫃及樓梯範圍)
 - a. 須為 0.5 環保坑板連單斜
 - b. 水骨架 (鉛水料)
5. 供應及安裝一字型花鐵板樓梯及防護欄,連腳踏平台(黑色防鏽油)
6. 接駁廁所櫃的來去水喉位
7. 2 部 2 匹分體冷氣機連底架(原廠保養)
8. 清拆舊有天面頂及 4 個現存貨櫃,連運費
9. 2 個 16 呎(長) x 2.5 呎(闊)中國香港龍舟總會總會招牌
10. 供應 3 盞 LED 室外防水射燈,連安裝及電力供應 (光度必須與現有同級)
11. 供應商必須確保裝好所有設施 (如水、電,等) 並為可使用
12. 所有有關電力之項目均須配有 WR1 證書

Address for Installation:

Hong Kong China Dragon Boat Association Training Centre
Zone 51E, On King Street, Shatin, New Territories, Hong Kong (next to Pictorial Garden Phase 3)

Date of Delivery:

All the above jobs should be carried out to the above-mentioned address **before Lunar New Year, 2020 (24 January 2020).**

(A) CONDITIONS FOR TENDER SUBMISSION

1. The Letter of Invitation to Tender, the Project Brief / Specification of Works / Services required, these Conditions for Tender Documents Submission and Conditions for the Award of Contract and any supplementary instructions given to Tenderer are for the guidance of the Tender Documents submission only. Such documents and any other document containing information or minuting discussions in relation to any aspect of the Tender Documents submission shall not form part of any contract subsequently concluded between the HKCDBA and the Tenderer, nor be used in interpreting or construing any such contract, and neither the HKCDBA nor its agents shall be responsible in any manner whatsoever for any representation or information contained therein.
2. Tenderer shall compare the contents of each of the Tender documents with the contents as listed therein, and in the event of discovery of any discrepancy, the Tenderer shall inform the HKCDBA accordingly.
3. Except for any such written clarification by the HKCDBA which is expressly stated to be by way of an addendum to the Tender documents and for any other document issued by the HKCDBA which is similarly described, no written or verbal communication, representation or explanation by any employee of the HKCDBA or its agents shall be binding on the HKCDBA or shall be taken to bind or fetter the HKCDBA under any contract subsequently awarded.
4. Tenderer is advised that supplementary instructions to Tenderers, addenda and information may be issued during the Tender period.
5. Failure to comply with the Letter of Invitation to Tender, the Project Brief / Specification of Works / Services Required, these Conditions for Tender Documents Submission and Conditions for Award of Contract and any supplementary instructions may cause the Tender Documents submission to be disqualified.
6. The HKCDBA has full discretion to accept or reject any Tender without assigning any reason, thereof and is not bound to accept the lowest or any Tender and HKCDBA may at any time by notice in writing terminate the invitation to Tender. Under no circumstances will any Tenderer be entitled to challenge the decision of HKCDBA or make any claim against HKCDBA for the non-acceptance of any Tender.
7. Late submission will not be considered or accepted by the HKCDBA.
8. Acceptance of Tender Documents submission by the HKCDBA do not represent acceptance of proposed contract / Tender by the HKCDBA or any of the proposed terms and conditions.

(B) CONDITIONS FOR THE AWARD OF CONTRACT

9. Non-skilled Workers Engaged in the Project
 - (a) For procurement of services that rely heavily on the deployment of non-skilled workers, Tenderer undertakes and warrants that the wage rates offered by you and any of your sub-contractors to the non-skilled workers to be employed by you and your sub-contractors for the project (“Non-Skilled Workers”) shall **NOT** be less than the prescribed minimum hourly wage rate under the Minimum Wage Ordinance.

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- (b) Upon confirmation of award of Tender and entering into an agreement in this regard, you shall be required to sign a declaration confirming compliance with the Minimum Wage Ordinance.
- (c) Notwithstanding **Conditions 1 to 8 above**, Tenderer acknowledges and agrees that if its submission is selected, the undertakings under this Condition 9 will constitute one of the contract terms and conditions binding upon the Tenderer and its sub-contractors. Tenderer shall comply and procure compliance of such condition by its sub-contractors.
- (d) Tenderer acknowledges and agrees that the HKCDBA may at its sole discretion require Tenderer to produce evidence that this Condition 9 is fulfilled and withhold any payments due to the Tenderer for the project or otherwise until satisfactory receipt of the evidence that the prescribed minimum hourly wage rate under the Minimum Wage Ordinance is adhered to.

10. Prohibition of Soliciting and Accepting Advantages

Tenderer, its employees and agents shall not offer any advantage [as defined in the Prevention of Bribery Ordinance (Cap 201)] to any member or staff of the HKCDBA with a view to influencing the award of a contract. Any such offer by the tenderer or its employees and agents will render the contract awarded null and void. The HKCDBA may cancel the contract awarded and hold the tenderer liable for any loss or damage which the HKCDBA may sustain.

11. Tenderer acknowledges and agrees that any breach of the above conditions or submission of false or misleading statement will entitle the HKCDBA to reject your current and future Tender submission, delist the Tenderer from the suppliers' list of the HKCDBA and rescind or terminate any contracts that may be executed in connection with the project without prejudice to any other remedies available to the HKCDBA.

~ END ~

Tender Invitation for Building Containers: Storage, Toilet and Classroom

REPLY FORM

(Please reply on or before 1800 hours on Thursday, 12 December 2019)

Late submission will NOT be accepted

Company Name: _____

Address: _____

Contact Person: _____ Ms / Mr _____ Position: _____

Tel: _____ Fax: _____

Email: _____

Please “✓” at the appropriate box below:

☐ With reference to the invitation letter on the captioned event, we confirm that we would supply the captioned products.

Prices and summarised description of products are listed on the attached _____ page(s).

Details of the products including specifications of product, information and cost maintenance are listed on the attached _____ page(s).

☐ We would **NOT** supply the captioned product.

Authorised Signature with
Company Chop: _____

Name of Representative: _____ Ms / Mr _____

Position: _____

Date: _____

Tender Invitation for Building Containers: Storage, Toilet and Classroom

Project Brief

Company Name: _____

Product Details	Item 1 - Building Container: Storage (Lower Deck) and Ancillary Items
Product Cost (HKD):	
Delivery Cost (HKD):	
Detail Breakdown:	

(*Please mark "NA" if not applicable)

Please copy if necessary
Page ____ / total ____ pages

Authorised Signature with
Company Chop: _____

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Tender Invitation for Building Containers: Storage, Toilet and Classroom

Project Brief

Company Name: _____

Product Details	Item 2 - Building Container: Toilet (Lower Deck) and Ancillary Items
Product Cost (HKD):	
Delivery Cost (HKD):	
Detail Breakdown:	

(*Please mark “NA” if not applicable)

Please copy if necessary
Page ____ / total ____ pages

Authorised Signature with
Company Chop: _____

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Tender Invitation for Building Containers: Storage, Toilet and Classroom

Project Brief

Company Name: _____

Product Details	Item 3 - Building Container: Classroom (Upper Deck) and Ancillary Items
Product Cost (HKD):	
Delivery Cost (HKD):	
Detail Breakdown:	

(*Please mark "NA" if not applicable)

Please copy if necessary
Page ____ / total ____ pages

Authorised Signature with
Company Chop: _____

PRIVATE & CONFIDENTIAL (TENDER)

Tender Invitation for Building Containers: Storage, Toilet and Classroom

Project Brief

Company Name: _____

Product Details	Other Items (4 to 12)
Product Cost (HKD):	
Delivery Cost (HKD):	
Detail Breakdown:	

(*Please mark "NA" if not applicable)

Please copy if necessary
Page ____ / total ____ pages

Authorised Signature with
Company Chop: _____