

**HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION**  
**Works Contract No. PD/WC/333**  
**Design and Build Fit-Out Works for SME Laboratory at Building 18W**  
**Invitation to Expression of Interest (EOI)**

**Issued via HKSTP-CWP Tender Website**

**Ref: (2) in 6.41.28**

**7 November 2024**

**Description**

The Hong Kong Science and Technology Parks Corporation (HKSTP) is now inviting qualified and experienced contractors with laboratory interior fitting out works experience for subdivision of laboratory spaces to express interest, in strict confidence, for the provision of Design & Build Services for this laboratory interior fitting out project.

**General Scope**

HKSTP plans to subdivide the 2/F of Building 18W into 12 nos. of SME laboratory units with fitting out works, associated MEP works, and statutory submissions. The project shall achieve a seamless integration with the existing Building 18W aesthetically, spatially, technologically and functionally. The estimated Construction Floor Area (CFA) is about 1,200 m<sup>2</sup>, subject to actual measurement on site. The project is expected to be completed in December 2025.

The contractor shall comprise of a team capable at covering the overall multi-disciplinary design management, construction management, coordination, construction and installation and all activities as described in the final Project Brief to be issued to short-listed parties. The works shall include but not limited to all work stages including inception, design, statutory submissions, documentation, coordination with the Employer's Representative and NSCs if any etc., construction, construction management, testing and commissioning, procurement of lab furniture and fitment, and post-handover phases etc. for the works contract.

**Qualifying Criteria**

The minimum criteria as stipulated in Annex II shall be satisfied for short-listing purposes.

**Avoidance of Conflict of Interest**

In order to avoid any conflict of interest, any company that is awarded a contract for provision of this laboratory interior fitting out works shall not be permitted to tender either individually or through a related company for another other consultancies or works contracts related to this Works.

**Submission Requirements**

Interested parties are required to complete and submit the Acknowledgement Slip (Annex I) by email to our Mr. Ray Chan at [ray.wc.chan@hkstp.org](mailto:ray.wc.chan@hkstp.org) and Mr. Paul Tsang at [paul.tsang@hkstp.org](mailto:paul.tsang@hkstp.org) on or before **6:00pm on 14 November 2024**, and complete and submit the form for Qualifying Criteria (Annex II) to formally declare such interest through the Hong Kong Science and Technology Parks Corporation CWP Tender Website (<https://tender-cwp.hkstp.org/en/index.aspx>) by, latest, **12:00 noon on 20 November 2024**. **Late submissions will not be considered.**

Should you have any queries, please contact Mr. Ray Chan at 2629-2347 or Mr. Paul Tsang at 2629-7025.

Project Development Division  
Hong Kong Science and Technology Parks Corporation



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**Annex I – Acknowledgement Slip**

We hereby confirm that we **\*are / are not** interested in the captioned works. We also acknowledge that should any of our submitted information be found to be incorrect or non-compliant, at any stage, we shall not be taken forward for long-listing purposes and tender submission for the captioned works.

Authorized Signature with Company Chop: \_\_\_\_\_

Name of Prospective Company: \_\_\_\_\_

Date: \_\_\_\_\_

**\*delete as appropriate**

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**Annex II – Qualifying Criteria**

- a) Tenderer shall have completed at least 1 no. of Design & Build interior fitting out project in Hong Kong in the past five years counting from the final date set for the close of this EOI. Tenderer shall provide supporting documents;
  - b) Tenderer shall have completed at least 1 no. of laboratory interior fitting out project in Hong Kong in the past five years counting from the final date set for the close of this EOI. Tenderer shall provide supporting documents;
  - c) Tenderer shall have completed at least 1 no. of project in Hong Kong with a CFA not less than 600m<sup>2</sup> in the past five years counting from the final date set for the close of this EOI. Tenderer shall provide supporting documents; and
  - d) Tenderer shall have completed at least 1 no. of project in Hong Kong with a contract value not less than HK\$25 Million in the past five years counting from the final date set for the close of this EOI. Tenderer shall provide supporting documents.
1. The attention of the prospective company is drawn to the following Notes for the minimum experience requirements:
- (i) Experience gained in the capacity of a sub-contractor WILL be considered. The experience of a parent, subsidiary or affiliated company will NOT be considered.
  - (ii) Contracts which are still on-going, irrespective of the date of commencement of the contract, will NOT be considered.
  - (iii) Completion here means “certified substantially or practically completed” by the Client, Architect, Interior Designer, Engineer, Surveyor, Project Manager, or equivalent, and applies to the contract as a whole (excluding Defects Liability Periods or Maintenance Periods). Should the above evidence be not applicable, the other appropriate Completion evidence WILL be considered.
  - (iv) The “immediate past 5 years” shall be the period taken from the original date set for the close of this EOI and not be affected by any extension.
  - (v) Multiple Sub-contracts under a single overall building project WILL be considered, provided that clear evidence is submitted to demonstrate such.

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**Annex II – Qualifying Criteria**

We hereby write to confirm our intention in undertaking Design and Build Project for Laboratory Interior Fitting out works, associated MEP works and statutory submissions:

| <b>Qualifying Criteria</b>                        |                                    |
|---|------------------------------------|
| <b>Project reference no. 1 for Building Works</b> | <b>Confirmation for Compliance</b> |
| Name of Contract                                  |                                    |
| Design & Build Interior Fitting Out Project       | (Y / N) *                          |
| Completed from the immediate past 5 years         | (Y / N) *                          |
|   |                                    |
| <b>Project reference no. 2 for Building Works</b> | <b>Confirmation for Compliance</b> |
| Name of Contract                                  |                                    |
| Laboratory Interior Fitting Out Project           | (Y / N) *                          |
| Completed from the immediate past 5 years         | (Y / N) *                          |
|   |                                    |
| <b>Project reference no. 3 for Building Works</b> | <b>Confirmation for Compliance</b> |
| Name of Contract                                  |                                    |
| CFA not less than 600m <sup>2</sup>               | (Y / N) *                          |
| Completed from the immediate past 5 years         | (Y / N) *                          |
|   |                                    |
| <b>Project reference no. 4 for Building Works</b> | <b>Confirmation for Compliance</b> |
| Name of Contract                                  |                                    |
| Contract value not less than HK\$25 Million       | (Y / N) *                          |
| Completed from the immediate past 5 years         | (Y / N) *                          |

Please provide the supporting information.

\* Delete as appropriate

**Annex V - Part 1**

**Declaration Form by Consultant/Contractor  
on Compliance with the Conflict of Interest Avoidance  
and Debarring Requirements**

To: Hong Kong Science and Technology Parks Corporation

Attn.: Mr. Felix Tang, Director, Project & Development

**Design and Build Fit-Out Works for SME Laboratory at Building 18W  
Works Contract No. PD/WC/333 (“Agreement”)**

**Invitation for Expression of Interest (EOI) and Shortlisting**

We confirm and declare that we have taken action to ensure that our associated companies, associates or associated persons, sub-consultants/sub-contractors, employees and agents are aware of the provisions therein stipulated including the following:

- (a) our associated companies, associates or associated persons, and any of our sub-consultants/sub-contractors shall not,
  - (i) undertake or compete for the role of a contractor or supplier or otherwise be involved as a shareholder of the contractor or supplier, in a subsequent procurement of any services and/or goods arising out of or relating to this Agreement;
  - (ii) undertake any services for a contractor (including acting as a sub-contractor) or supplier in respect of a contract between that contractor or supplier and the Employer for which we are providing a service arising out of or relating to this Agreement;
  - (iii) undertake any services for, including without limitation provision of advice to, a bidder bidding for a works contract arising out of or relating to this Agreement,

except with the prior written approval of the Employer;

## Annex V- Part 1

- (b) we are under an obligation to render advice or recommendations pursuant to this Agreement to the Employer on an impartial basis without giving favour to any particular product, services or equipment in which we have a commercial interest. We also have an obligation to notify the Employer immediately and in writing and keep the Employer notified of any actual, apparent, potential or perceived conflict we or our associated companies, associates or associated persons or any of our sub-consultants/sub-contractors may have in, or any association or connection we or the aforesaid persons may have with, any of the services, products or equipment proposed or recommended by us under this Agreement. Each and every one of our directors, employees, agents and sub-consultants/sub-contractors who are involved in this Agreement have given a binding undertaking to observe the aforesaid;
- (c) our directors, employees, agents and sub-consultants/sub-contractors who are involved in the Agreement are required to declare in writing to us and keep us informed regularly any actual, apparent, or potential or perceived conflict between their personal/financial interests and their duties in connection with this Agreement, including all or any facts which may reasonably be considered to give rise to a situation which the financial interests of such persons, conflict or compete, or may conflict or compete, with our duties to the Employer under this Agreement. In the event that such conflict is disclosed in a declaration, we are under an obligation to forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict so disclosed; and
- (d) our directors and employees who are involved in the Agreement are prohibited from engaging in any work or employment other than in the performance of this Agreement, with or without remuneration, which could create or potentially give rise to any actual, apparent, potential or perceived conflict between their personal/financial interests and their duties in connection with the Agreement. Our agents and sub-consultants/sub-contractors are required to impose similar restriction on their directors and employees by way of a contractual provision.

Consultant/Contractor :

Authorized Title / Name : \_\_\_\_\_

Signature  
(with Company Chop) : \_\_\_\_\_

Date : \_\_\_\_\_

**Annex V- Part 2**

**Declaration Form by Consultant/Contractor on  
Compliance with the Ethical Commitments Requirements**

To: Hong Kong Science and Technology Parks Corporation

Attn.: Mr. Felix Tang, Director, Project & Development

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**Invitation for Expression of Interest (EOI) and Shortlisting**

(1) We confirm that we have complied with the following provisions and have ensured that our directors, employees, agents and sub-consultants/sub-contractors are aware of the following provisions:

- (a) Prohibiting our directors, employees, agents and sub-consultants/sub-contractors who are involved in this Agreement from offering, soliciting or accepting any advantage as defined in section 2 of the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Agreement;
- (b) Taking all measures as necessary to protect any confidential/ privileged information or data entrusted to us by or on behalf of the Employer from being divulged to a third party other than those allowed in this Agreement.

(2) We further confirm that we have ensured that our accountants, insurers and legal advisers are aware of the provisions requiring us taking all measures as necessary to protect any confidential/privileged information or data entrusted to us by or on behalf of the Employer from being divulged to a third party other than those allowed in this Agreement.

Consultant/Contractor : \_\_\_\_\_

Authorized Title / Name : \_\_\_\_\_

Signature  
(with Company Chop) : \_\_\_\_\_

Date : \_\_\_\_\_