



19 May 2017

Dear Sir / Madam,

**Tender Reference No. (302) in P/AE/PUR/AGC**  
**Invitation to Tender for the Fitting Out Works for the Construction Innovation and**  
**Technology Application Centre (CITAC) for the Construction Industry Council**

You are invited to submit a tender for the Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **CIC Headquarters - 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong not later than 12:00 noon on 9 June 2017.** Late tenders will NOT be considered.
  - a) Label with "Technical Proposal for Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council"
  - b) Label with "Fee Proposal for Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council"

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).

4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.
5. Construction Industry Council is not bound to accept any proposal it may receive. In addition, it will reject bids which are considered to have been priced unreasonably low.
6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix G of the Conditions of Tender.
8. There will be a briefing session and site visit session **at 10:00 am on 26 May 2017, G/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (Exit A, MTR Kowloon Bay Station)**. Interested tenderers shall complete and return the reply slip in **Appendix F** by fax 2100 9439 or e-mail: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) no later than 17:00 on 25 May 2017 confirming the attendance of the said tender briefing and site visit session and state clearly the number of attendees for CIC's arrangement.
9. The tender documents can be downloaded from CIC's website: <http://www.cic.hk>.
10. For queries regarding this tender invitation or/and tender process, please contact Mr. Kelvin LEE, Senior Officer – Management Support, on telephone 2100-9425 or via e-mail: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk).

Yours sincerely,



Justin WONG  
Manager – Projects & Contracts Administration

Encl.

## **Checklist for Submission of Tender**

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

<b>Particulars</b>	<b><u>Reference</u></b>
<b>Technical Proposal</b>	
1. Organisation of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.1
2. Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.2
3. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1, 2.2, 2.3 and 2.4
4. Approach and Work Programme to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes	Conditions of Tender, Appendix A Clause 3.1
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. A duly signed CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR	CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR
7. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
8. Statements of Convictions under Cap. 115, Cap. 59 and Cap. 57, Outline Health & Safety Plan, Minor Works Contractor Registration or General Building Contractor Registration	Special Conditions of Tender
<b>Fee Proposal</b>	
9. Form of Tender	Conditions of Tender, Appendix C
10. Fee Proposal	Conditions of Tender, Appendix D

# Construction Industry Council

## Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council

Please adhere the following labels on separate sealed envelope of your submitted tender.

<b>"Confidential"</b>	
<b>Technical Proposal</b>	<b>Construction Industry Council (CIC) The Tender Box 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong</b>
	<b>Ref. No.: [(302) in P/AE/PUR/AGC] Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council</b>
<b>Name of Tenderer: _____</b>	
<b>Closing Time and Date: <u>12:00 noon on 9 June 2017</u></b>	



<b>"Confidential"</b>	
<b>Fee Proposal</b>	<b>Construction Industry Council (CIC) The Tender Box 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong</b>
	<b>Ref. No.: [(302) in P/AE/PUR/AGC] Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council</b>
<b>Name of Tenderer: _____</b>	
<b>Closing Time and Date: <u>12:00 noon on 9 June 2017</u></b>	



## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

This form should be completed in FULL BLOCK LETTERS  
and returned to :

請詳細填寫本申請書並交回：

Procurement Department  
Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street  
Kwun Tong, Kowloon, Hong Kong

香港九龍觀塘駿業街56號  
中海日升中心38樓  
建造業議會  
採購部

Tel. No.: 2100 9000  
Fax. No.: 2100 9439  
E-mail : vendor@cic.hk

電話號碼：  
圖文傳真號碼：  
電子郵件：

2100 9000  
2100 9439  
vendor@cic.hk

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the above Department.

如查詢此表格內的資料，包括查閱途徑及修訂資料，請與上述部門聯絡。

## PART I - DETAILS OF THE COMPANY 第一部 - 公司資料

(i) Company Name : \_\_\_\_\_  
(English) 【Company name should correspond with that registered under the Business Registration Ordinance (Cap 310)】

公司名稱 : \_\_\_\_\_  
(中文) 【公司名稱須與商業登記條例(第310章)內所登記的名稱相同】

(ii) Company Address : \_\_\_\_\_  
(English)

公司地址 : \_\_\_\_\_  
(中文)

(iii) E-mail 電子郵件 : \_\_\_\_\_ (iv) Website 網址 : \_\_\_\_\_

(v) Tel. No. 電話號碼 : \_\_\_\_\_ (vi) Fax. No. 圖文傳真號碼 : \_\_\_\_\_

In order to reduce paper consumption, all future CIC notifications will be dispatched by means of email, unless specifically requested in writing to the CIC otherwise.

為減少紙張用量，除非另作書面要求，所有議會通訊將以電郵傳遞。

## PART II - ORGANISATIONS AND STAFF 第二部 - 公司組織及職員資料

- (i) Company Type 公司類別：
- ☐ A body corporate registered under the Companies Ordinance (Cap 32) 根據《公司條例》(第32章)註冊的法人團體
- ☐ A partnership (unincorporated) 合夥(非屬法團)
- ☐ A sole proprietorship (unincorporated) 獨資(非屬法團)
- ☐ Others (Please specify) 其他(請註明) \_\_\_\_\_

(ii) Members of organisation 公司成員：

	English Name 英文姓名	Chinese Name 中文姓名
* Directors / Proprietors / Partners 董事 / 東主 / 合夥人	_____	_____
	_____	_____
	_____	_____

\* Delete where inappropriate 將不適用者刪去

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商 / 供應商登記申請書

(iii) Person(s) to contact on matters relating to tenders / contracts :

獲授權回答有關投標 / 合約等問題的負責人資料：

	Name(s) 姓名	Official Capacity 職位	Tel. No. 電話號碼	Mobile No. 流動電話號碼
(1)				
(2)				
(3)				

(iv) Please confirm whether your organisation is a registered subcontractor under the CIC's Subcontractor Registration Scheme (SRS).

請貴公司確認是否在分包商註冊制度 (SRS) 下的註冊分包商。

☐ Yes, SRS Number :  
是, 分包商註冊制度編號 :

☐ No  
不是

### PART III - BUSINESS TYPE 第三部 - 業務性質

(i) Services and Goods which your company can provide/supply 貴公司所供應的服務及貨品

Please select your business type and corresponding coverage area (s) 請選擇 貴公司所屬的業務性質及相應的覆蓋範圍

Please tick ☒ as appropriate 請在適當空格加上 ☒

Business Type 業務性質

☐ Type 1 - Supplier

類別一 - 供應商

Trade of Services 服務行業

☐ 1 Construction Materials  
(建築材料)

- ☐ 1.1 Accelerator (催乾劑)
- ☐ 1.2 Acrylic Paint (亞加力漆)
- ☐ 1.3 Air-conditioning & Ventilation Accessory (空調及通風配件)
- ☐ 1.4 Adhesive / Sealant (膠漿 / 封邊膠)
- ☐ 1.5 Aggregates (石仔)
- ☐ 1.6 Air-conditioning & Ventilation (空調及通風)
- ☐ 1.7 Aluminium Bar / Hollow (鋁條 / 通)
- ☐ 1.8 Aluminium Foamwork Accessory (鋁模板配件)
- ☐ 1.9 Aluminium Foamwork (鋁模板)
- ☐ 1.10 Aluminium Pipe (鋁管)
- ☐ 1.11 Aluminium Sheet (鋁板)
- ☐ 1.12 Anti-ant Paint (抗蟻油漆)
- ☐ 1.13 Asphalt (瀝青)
- ☐ 1.14 Bamboo & Accessory (竹料及配件)
- ☐ 1.15 Bar-bending & Fixing (鋼筋屈扎)
- ☐ 1.16 Bronze / Copper / Brass Pipe (青銅 / 銅 / 黃銅管)
- ☐ 1.17 Bearing (啤令)
- ☐ 1.18 Belt (坑帶)
- ☐ 1.19 Bitumen Compounds (瀝青混合物)
- ☐ 1.20 Boring Drill Accessory (岩土鑽探配件)
- ☐ 1.21 Bronze / Copper Bar (青銅 / 銅條)
- ☐ 1.22 Bronze / Copper Sheet (青銅 / 銅板)
- ☐ 1.23 Bronze / Copper Wire (青銅 / 銅線)
- ☐ 1.24 Brushing Lacquer (手掃漆)
- ☐ 1.25 Bucket (桶 / 泥斗)
- ☐ 1.26 Cable Accessory & Trunking (電線配件及線槽)
- ☐ 1.27 Cable (電線)
- ☐ 1.28 Canvas Goods (帆布及布帳製品)
- ☐ 1.29 Ceiling (天花)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商 / 供應商登記申請書

- ☐ 1.30 Cement (水泥)
- ☐ 1.31 Cement Paint (雪花英泥)
- ☐ 1.32 Centre Punch (中心沖 / 賓子)
- ☐ 1.33 Clear Lacquer (透明漆)
- ☐ 1.34 Clay Sand (黃花沙)
- ☐ 1.35 Clear Varnish (透明清漆)
- ☐ 1.36 Concrete Blocks (混凝土磚)
- ☐ 1.37 Concrete (混凝土)
- ☐ 1.38 Concrete Pipe (混凝土管道)
- ☐ 1.39 Curtain Wall / External Cladding (幕牆/幕板)
- ☐ 1.40 Drill Bit & Cutter Bit (鑽咀及刀咀)
- ☐ 1.41 Door & Accessory (大門及配件)
- ☐ 1.42 Dry Wall (石膏板)
- ☐ 1.43 Electrode (電焊支)
- ☐ 1.44 Electrical Supplies (電器材料)
- ☐ 1.45 Emulsion Paint / Latex (乳膠漆)
- ☐ 1.46 Epoxy Coating (環氧塗料)
- ☐ 1.47 Epoxy (環氧樹脂漆)
- ☐ 1.48 Fencing / Mesh / Chain (圍欄 / 鐵絲網 / 鎖鏈)
- ☐ 1.49 Fibre Glass Products (玻璃纖維產品)
- ☐ 1.50 Filter (過濾器)
- ☐ 1.51 Fire Retardant Paint (防火漆)
- ☐ 1.52 Floor Board Coating (地台油)
- ☐ 1.53 Gaseous Fuels / Welding (氣體燃料 / 焊接)
- ☐ 1.54 Glazed Ceramic Wall Tiles (牆壁瓷磚)
- ☐ 1.55 Gloss Latex Paint (悅亮漆)
- ☐ 1.56 Gloves (手套)
- ☐ 1.57 Gold (金)
- ☐ 1.58 Granite (麻石)
- ☐ 1.59 Grinding / Polish (研磨 / 拋光)
- ☐ 1.60 Hammertone Paint (鎚紋漆)
- ☐ 1.61 Heat Insulating Materials (隔熱物料)
- ☐ 1.62 Hot-dip Galvanizer (熱浸鍍鋅)
- ☐ 1.63 Hose and Fittings (膠喉及配件)
- ☐ 1.64 Homogeneous Floor Tiles (過底地磚)
- ☐ 1.65 Hydrated Lime (熟石灰)
- ☐ 1.66 Insulation Materials (絕緣體)
- ☐ 1.67 Iron Work (訂製鐵器)
- ☐ 1.68 Jointing (接口)
- ☐ 1.69 Laminated Plywood (夾板)
- ☐ 1.70 Luminous Paint (螢光漆)
- ☐ 1.71 Marble & Accessory (雲石及配件)
- ☐ 1.72 Metal / Plastic Container (金屬 / 塑膠容器)
- ☐ 1.73 Metal Etching (金屬蝕刻)
- ☐ 1.74 Mosaic Tiles (紙皮石)
- ☐ 1.75 Multi-Colour Paint (多彩漆)
- ☐ 1.76 Nail / Staple & Accessory (釘及配件)
- ☐ 1.77 Non-slip Treatment (防滑處理)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商 / 供應商登記申請書

- ☐ 1.78 Nylon (尼龍)
- ☐ 1.79 Pipe Fittings (管道配件)
- ☐ 1.80 Pipe (喉管)
- ☐ 1.81 Pigment / Staining (色粉)
- ☐ 1.82 Plastering (抹灰)
- ☐ 1.83 Plastic Sheet / Board (膠片 / 膠板)
- ☐ 1.84 Plastic / Wood Flooring (膠 / 木地板)
- ☐ 1.85 Polyurethane Paint (聚脂漆)
- ☐ 1.86 Polishing / Sharpening (拋光 / 磨石)
- ☐ 1.87 Primer / Sealer (封底漆)
- ☐ 1.88 Rain Gear (雨具)
- ☐ 1.89 Red Bricks (紅磚)
- ☐ 1.90 River Sand (淡水沙)
- ☐ 1.91 Road Marking Paint (馬路劃線漆)
- ☐ 1.92 Sanitary (潔具)
- ☐ 1.93 Sanding Paper / Cloth (砂紙 / 布)
- ☐ 1.94 Saw Blade / Wheel & Accessory (鋸片 / 碟及配件)
- ☐ 1.95 Screw & Accessory (螺絲及配件)
- ☐ 1.96 Scantling & Planking (什木枋板)
- ☐ 1.97 Silk Screen (絲網)
- ☐ 1.98 Stone Like Coating Paint (石頭漆)
- ☐ 1.99 Solvent (溶劑)
- ☐ 1.100 Spraying Paint (噴漆)
- ☐ 1.101 Steel / Iron Bar (鋼 / 鐵條)
- ☐ 1.102 Steel / Iron Gate (鋼 / 鐵門)
- ☐ 1.103 Steel / Iron Pipe (鋼 / 鐵管)
- ☐ 1.104 Steel / Iron Sheet (鋼 / 鐵片)
- ☐ 1.105 Steel / Iron Wire (鋼 / 鐵線)
- ☐ 1.106 Stone (開山大石)
- ☐ 1.107 Stopping (填補料)
- ☐ 1.108 Steel Reinforcement (鋼筋)
- ☐ 1.109 Stainless Steel Bar (不銹鋼條)
- ☐ 1.110 Stainless Steel Pipe (不銹鋼管)
- ☐ 1.111 Stainless Steel Sheet (不銹鋼片)
- ☐ 1.112 Stainless Steel Wire (不銹鋼線)
- ☐ 1.113 Steel Wire Rope / Nylon Webbing Sling (鋼絲繩 / 尼龍帆布帶)
- ☐ 1.114 Surveying Supplies (測量材料)
- ☐ 1.115 Switch (掣)
- ☐ 1.116 Synthetic Paint (合成油漆)
- ☐ 1.117 Textured Latex (砂膠漆)
- ☐ 1.118 Undercoat Pattern (底漆)
- ☐ 1.119 Valve (閥門)
- ☐ 1.120 Washable Distemper (可洗膠灰水)
- ☐ 1.121 Wall Paper (牆紙)
- ☐ 1.122 Water Proofing Material (防水物料)
- ☐ 1.123 Water-boiled Proved Laminated Plywood (防水夾板)
- ☐ 1.124 Weldmesh (馬路網)
- ☐ 1.125 Window & Accessory (窗戶及配件)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

- |                            |       |   |
|----------------------------|-------|---|
| <input type="checkbox"/>   | 1.126 | Wire Rope (鋼纜)  |
| <input type="checkbox"/>   | 1.127 | Wood Stripe (木線)  |
| <input type="checkbox"/> 2 | 2.1   | Brush & Accessory (刷及配件)  |
|                            | 2.2   | Chisel (鑿)  |
|                            | 2.3   | Crowbar (鐵筆)  |
|                            | 2.4   | Drawing Instrument (繪圖工具)   |
|                            | 2.5   | Electric Drill / Hammer Drill & Accessory (電鑽及配件)                     |
|                            | 2.6   | Edge Rule (壓尺)  |
|                            | 2.7   | File (銼)  |
|                            | 2.8   | Hammer (鎚仔)   |
|                            | 2.9   | Masonry Tools (泥水工具)  |
|                            | 2.10  | Meter / Tester (測試儀錶)   |
|                            | 2.11  | Portable Electrical Tools & Accessory (手提式電動工具及配件)                    |
|                            | 2.12  | Pipe Bender & Expander (喉管屈曲器及掙大器)                                    |
|                            | 2.13  | Pick (泥耙)   |
|                            | 2.14  | Pipe Cutter (喉管剪鉗)  |
|                            | 2.15  | Pipe Dies and Head (牙模及扳頭)  |
|                            | 2.16  | Plane (刨)   |
|                            | 2.17  | Plier / Pincer / Nipper (鉗子)  |
|                            | 2.18  | Saw (鋸)   |
|                            | 2.19  | Screwdriver (螺絲批)   |
|                            | 2.20  | Spanner / Wrench (扳手)   |
|                            | 2.21  | Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)                          |
|                            | 2.22  | Steel Snip/ Cutter (剪鉗)   |
|                            | 2.23  | Surveying Level (測量平水儀)   |
|                            | 2.24  | Surveying Scale (測量磅)   |
|                            | 2.25  | Trowel (抹子 / 批匙)  |
|                            | 2.26  | Vise (虎鉗 / 夾)   |
|                            | 2.27  | Welding Tools (焊接工具)  |
| <input type="checkbox"/> 3 | 3.1   | Anti-Surge Protection (防電保護)  |
|                            | 3.2   | Confined Space Equipment (密閉空間設備)                                     |
|                            | 3.3   | Eye Protection (眼部保護)   |
|                            | 3.4   | Fall Protection (高空防墮保護)  |
|                            | 3.5   | First Aid Supplies (急救用品)   |
|                            | 3.6   | Fire Extinguisher & Equipment (滅火筒及設備)                                |
|                            | 3.7   | Foot Protection (腳部保護)  |
|                            | 3.8   | Gas & Radiation Detector (氣體及輻射探測器)                                   |
|                            | 3.9   | Hand Protection (手部保護)  |
|                            | 3.10  | Hearing Protection (聽覺保護)   |
|                            | 3.11  | Head Protection (頭部保護)  |
|                            | 3.12  | Noise Assessment Tools (噪音評估工具)                                       |
|                            | 3.13  | Respiratory Protection (呼吸保護)   |
|                            | 3.14  | Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)                  |
|                            | 3.15  | Safety Net & Tool Box (安全網及工具箱)                                       |
|                            | 3.16  | Safety Sign / Label (安全標貼/告示牌)  |
|                            | 3.17  | Self-Contained Breathing Apparatus & Air Compressor<br>(自供式呼吸器及空氣壓縮機) |
|                            | 3.18  | Welding Protection (燒焊保護)   |

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商 / 供應商登記申請書

- |                            |  |                               |   |
|----------------------------|--|-------------------------------|---|
| <input type="checkbox"/> 4 | Petroleum & Fuel Products<br>(石油及燃油產品)                 | <input type="checkbox"/> 4.1  | Anti-Rust Spray (防銹噴霧)  |
|                            |  | <input type="checkbox"/> 4.2  | Brake Fluid (剎掣油)   |
|                            |  | <input type="checkbox"/> 4.3  | Cutting Oil (切割油)   |
|                            |  | <input type="checkbox"/> 4.4  | Hydraulic Oil (液壓油)   |
|                            |  | <input type="checkbox"/> 4.5  | Industrial Diesel Oil (工業柴油)  |
|                            |  | <input type="checkbox"/> 4.6  | Lubricant Oil / Grease Oil (潤滑油 / 潤滑脂油)   |
|                            |  | <input type="checkbox"/> 4.7  | Transmission Oil (傳動油)  |
|                            |  | <input type="checkbox"/> 4.8  | Ultra Low Sulphur Diesel Oil - Ex-petroleum Filling Stations<br>(超低含硫柴油 - 油站加油) |
|                            |  | <input type="checkbox"/> 4.9  | Unleaded Petrol - Ex-petroleum Filling Stations (無鉛汽油 - 油站加油)                   |
| <input type="checkbox"/> 5 | Construction Equipment & Machinery<br>(建築設備及機械)        | <input type="checkbox"/> 5.1  | Aluminium / Galvanized Iron Working Platform (高空工作台)                            |
|                            |  | <input type="checkbox"/> 5.2  | Air Compressor & Blower (風機)  |
|                            |  | <input type="checkbox"/> 5.3  | Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)                    |
|                            |  | <input type="checkbox"/> 5.4  | Builder's Lift (建築工地升降機 - 工人籠)  |
|                            |  | <input type="checkbox"/> 5.5  | Cable Dectector (地下電纜探測器)   |
|                            |  | <input type="checkbox"/> 5.6  | Concrete Mixers (混凝土攪拌機)  |
|                            |  | <input type="checkbox"/> 5.7  | Concrete Vibrator (混凝土震機)   |
|                            |  | <input type="checkbox"/> 5.8  | Crawler Crane (履帶式吊機)   |
|                            |  | <input type="checkbox"/> 5.9  | Dozers (推土機)  |
|                            |  | <input type="checkbox"/> 5.10 | Dust Collectors (集塵器)   |
|                            |  | <input type="checkbox"/> 5.11 | Forklifts and Tow Tractors (叉車及拖引車)   |
|                            |  | <input type="checkbox"/> 5.12 | Gantry Crane (龍門式吊機)  |
|                            |  | <input type="checkbox"/> 5.13 | Generator Set (發電機組)  |
|                            |  | <input type="checkbox"/> 5.14 | Gondola Systems (吊船)  |
|                            |  | <input type="checkbox"/> 5.15 | Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)            |
|                            |  | <input type="checkbox"/> 5.16 | Hydraulic Excavators (液壓挖土機)  |
|                            |  | <input type="checkbox"/> 5.17 | Loaders (裝載機)   |
|                            |  | <input type="checkbox"/> 5.18 | Mobile / Trucks / Lorry Crane (汽車吊機)  |
|                            |  | <input type="checkbox"/> 5.19 | Metal Work Machine & Equipment (金屬工作機)  |
|                            |  | <input type="checkbox"/> 5.20 | Pipe Welding Machine (喉管熱熔對接焊機)   |
|                            |  | <input type="checkbox"/> 5.21 | Plate Compactor (壓路板)   |
|                            |  | <input type="checkbox"/> 5.22 | Pump (泵)  |
|                            |  | <input type="checkbox"/> 5.23 | Roller Shutter (捲閘)   |
|                            |  | <input type="checkbox"/> 5.24 | Spray Booth (噴漆柜)   |
|                            |  | <input type="checkbox"/> 5.25 | Surveying Measuring Instrument (測量儀器)   |
|                            |  | <input type="checkbox"/> 5.26 | Thicknessing Planer (壓鉋機)   |
|                            |  | <input type="checkbox"/> 5.27 | Tower Crane (塔式吊機)  |
|                            |  | <input type="checkbox"/> 5.28 | Wood Turning Lathe (木車床)  |
| <input type="checkbox"/> 6 | Repair & Maintenance Equipment / Tools<br>(維修及保養設備或工具) | <input type="checkbox"/> 6.1  | Repair & Maintenance – Air-conditioning & Ventilation (空調及通風維修保養)               |
|                            |  | <input type="checkbox"/> 6.2  | Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)                    |
|                            |  | <input type="checkbox"/> 6.3  | Repair & Maintenance – Carpark System (停車場系統維修保養)                               |
|                            |  | <input type="checkbox"/> 6.4  | Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)                            |
|                            |  | <input type="checkbox"/> 6.5  | Repair & Maintenance – Construction Machine & Equipment<br>(建築機械及設備維修保養)        |
|                            |  | <input type="checkbox"/> 6.6  | Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)                                |
|                            |  | <input type="checkbox"/> 6.7  | Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)                       |
|                            |  | <input type="checkbox"/> 6.8  | Repair & Maintenance – Drinking Facilities & Equipment<br>(飲用水設施及設備維修保養)        |

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

- |                          |      |   |
|--------------------------|------|---|
| <input type="checkbox"/> | 6.9  | Repair & Maintenance – Electrical (電工工程維修保養)  |
| <input type="checkbox"/> | 6.10 | Repair & Maintenance – Fire Service Facilities & Equipment (消防設施及設備維修保養)                                  |
| <input type="checkbox"/> | 6.11 | Repair & Maintenance – Gantry Crane (龍門式吊機維修保養)   |
| <input type="checkbox"/> | 6.12 | Repair & Maintenance – Glass (玻璃維修保養)   |
| <input type="checkbox"/> | 6.13 | Repair & Maintenance – Gondola System (吊船系統維修保養)  |
| <input type="checkbox"/> | 6.14 | Repair & Maintenance – Hydraulic Mobile Crane (液壓輪胎式吊機維修保養)   |
| <input type="checkbox"/> | 6.15 | Repair & Maintenance – Kitchen Equipment & Facilities (廚房設備及設施維修保養)                                       |
| <input type="checkbox"/> | 6.16 | Repair & Maintenance – Lift & Escalator (升降機及扶手電梯維修保養)  |
| <input type="checkbox"/> | 6.17 | Repair & Maintenance – Lightning System (避雷系統維修保養)  |
| <input type="checkbox"/> | 6.18 | Repair & Maintenance – Lorry Crane (起重機貨車維修保養)  |
| <input type="checkbox"/> | 6.19 | Repair & Maintenance – Measurement Equipment (量度設備維修保養)   |
| <input type="checkbox"/> | 6.20 | Repair & Maintenance – Metal Work Machine & Equipment (金屬工作機械及設備維修保養)                                     |
| <input type="checkbox"/> | 6.21 | Repair & Maintenance – Non-Destructive Testing Equipment (非破壞性測試設備維修保養)                                   |
| <input type="checkbox"/> | 6.22 | Repair & Maintenance – Office Equipment (辦公室設備維修保養)   |
| <input type="checkbox"/> | 6.23 | Repair & Maintenance – Photocopier Machine (影印機維修保養)  |
| <input type="checkbox"/> | 6.24 | Repair & Maintenance – Plumbing & Drainage (水務工程維修保養)   |
| <input type="checkbox"/> | 6.25 | Repair & Maintenance – Power Supply Facilities (電力裝置設備維修保養)   |
| <input type="checkbox"/> | 6.26 | Repair & Maintenance – Power Tools (電動工具維修保養)   |
| <input type="checkbox"/> | 6.27 | Repair & Maintenance – Private Car (私家車維修保養)  |
| <input type="checkbox"/> | 6.28 | Repair & Maintenance – Safety Equipment (安全設備維修保養)  |
| <input type="checkbox"/> | 6.29 | Repair & Maintenance – Security Facilitate (警衛設備維修保養)   |
| <input type="checkbox"/> | 6.30 | Repair & Maintenance – Sports Equipment (體育設備維修保養)  |
| <input type="checkbox"/> | 6.31 | Repair & Maintenance – Survey Equipment (測量設備維修保養)  |
| <input type="checkbox"/> | 6.32 | Repair & Maintenance – Tower Crane (塔式起重機維修保養)  |
| <input type="checkbox"/> | 6.33 | Repair & Maintenance – Water Pump (水泵維修保養)  |
| <input type="checkbox"/> | 6.34 | Repair & Maintenance – Walkie Talkie (對講機維修保養)  |
| <input type="checkbox"/> | 6.35 | Repair & Maintenance – Welding Tools & Equipment (焊接工具設備維修保養)   |
| <input type="checkbox"/> | 6.36 | Repair & Maintenance – Windows (窗戶維修保養)   |
| <input type="checkbox"/> | 7    | Testing & Survey (測試及檢驗)  |
| <input type="checkbox"/> | 7.1  | Testing & Survey - Air Quality (室內空氣質素測試)   |
| <input type="checkbox"/> | 7.2  | Testing & Survey - Acoustic Test / Noise Assessment (噪音評估測試)  |
| <input type="checkbox"/> | 7.3  | Testing & Survey - Car & Lorry (車輛續牌驗查)   |
| <input type="checkbox"/> | 7.4  | Testing & Survey - Compressor & Blower (空氣壓縮機測試)  |
| <input type="checkbox"/> | 7.5  | Testing & Survey - Drinking Water (飲用水測試)   |
| <input type="checkbox"/> | 7.6  | Testing & Survey - Fire Service Installation & Equipment (消防裝置及設備檢測)                                      |
| <input type="checkbox"/> | 7.7  | Testing & Survey - Gas Cylinder & Tester (氣樽及試錶測試)  |
| <input type="checkbox"/> | 7.8  | Testing & Survey - Gondola System (吊船系統測試及檢查)   |
| <input type="checkbox"/> | 7.9  | Testing & Survey - Illumination Quality (照明質量測試)  |
| <input type="checkbox"/> | 7.10 | Testing & Survey - Inspection, Testing & Certification for Fixed Electrical Installations (固定電力裝置定期測試及檢查) |
| <input type="checkbox"/> | 7.11 | Testing & Survey - Jack & Lifting (千斤頂安全測試)   |
| <input type="checkbox"/> | 7.12 | Testing & Survey - Lift & Escalator (升降機安全負荷測試)   |
| <input type="checkbox"/> | 7.13 | Testing & Survey - Loader & Crane (裝載及起重機械安全負荷測試)   |
| <input type="checkbox"/> | 7.14 | Testing & Survey - Measurement Tool (儀器精確度測試及調較)  |
| <input type="checkbox"/> | 7.15 | Testing & Survey - Non-Destructive (非破壞性檢測)   |
| <input type="checkbox"/> | 7.16 | Testing & Survey - Power Supply Facilities (電力裝置設備測試及檢查)  |



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| <input type="checkbox"/>    | 7.17 | Testing & Survey - Safety Equipment (安全設備測試及檢查)                          |
| <input type="checkbox"/>    | 7.18 | Testing & Survey - Testing Materials / Laboratory Services (物料 / 化驗服務測試) |
| <input type="checkbox"/>    | 7.19 | Testing & Survey - Tower Crane (塔式起重機測試及調查)                              |
| <input type="checkbox"/> 8  | 8.1  | Asbestos Removal (清理石棉)  |
|                             | 8.2  | Dumping - Construction Materials (建築物廢料處理)                               |
|                             | 8.3  | Grease Trap Cleaning & Maintenance (隔油池清洗及保養)                            |
|                             | 8.4  | Environment Planning (環保規劃)  |
|                             | 8.5  | Environment Recycling (環保再造)   |
|                             | 8.6  | Sewage Treatment (污水處理)  |
|                             | 8.7  | Tree Risk Assessment (樹木風險評估)  |
|                             | 8.8  | Waste & Scrap Disposal (廢置材料回收)  |
| <input type="checkbox"/> 9  | 9.1  | Carpet / Floor Mat (地毯)  |
|                             | 9.2  | CCTV System (閉路電視監控系統)   |
|                             | 9.3  | Chair (椅子)   |
|                             | 9.4  | Cleaning Supplies (清潔用品)   |
|                             | 9.5  | Cleaning Tools (清潔工具)  |
|                             | 9.6  | Clock & Watch (鐘錶)   |
|                             | 9.7  | Communication System (通信系統)  |
|                             | 9.8  | Curtain & Blinds (窗簾及百葉簾)  |
|                             | 9.9  | Doorphone System (門禁系統)  |
|                             | 9.10 | Electric Household Appliance (家用電器)                                      |
|                             | 9.11 | Filing Cabinet / Locker (文件櫃/儲物櫃)  |
|                             | 9.12 | Glass & Accessory (玻璃及配件)  |
|                             | 9.13 | Ink Cartridges, Toner Cartridges & Ribbons (打印機油墨盒, 碳粉盒及色帶)              |
|                             | 9.14 | Information Display System and Service (資訊顯示系統和服務)                       |
|                             | 9.15 | Kitchen Equipment (廚房設備)   |
|                             | 9.16 | Lighting / Bulb (照明/燈泡)  |
|                             | 9.17 | Medicine & Health Supplies (藥物及健康)                                       |
|                             | 9.18 | Office / Storage Container (辦公室/貯物貨櫃)                                    |
|                             | 9.19 | Partition Panel and Accessory (屏風及附件)                                    |
|                             | 9.20 | Paper (紙張)   |
|                             | 9.21 | Paper Shredder / Laminator (碎紙機 / 過膠機)                                   |
|                             | 9.22 | Pantry Supplies (茶水間用品)  |
|                             | 9.23 | Paper Towels & Tissues (紙巾及廁紙)   |
|                             | 9.24 | Sign (門牌)  |
|                             | 9.25 | Stage & Accessory (舞台用品)   |
|                             | 9.26 | Stationery (文具)  |
|                             | 9.27 | Steel Desk (鋼枱)  |
|                             | 9.28 | Wall Board Assembly (組合壁板)   |
|                             | 9.29 | Water Dispenser & Service (飲水機及服務)                                       |
|                             | 9.30 | Wooden Desk (木枱)   |
| <input type="checkbox"/> 10 | 10.1 | Printing of Annual Report (印刷年報)   |
|                             | 10.2 | Printing of Aluminium Roll-Up Screen (印製易拉架)                             |
|                             | 10.3 | Printing of Booklet & Handouts (印刷小冊子及講義)                                |
|                             | 10.4 | Printing of Certificate (印刷證書)   |
|                             | 10.5 | Printing of Company Letterhead Materials (印刷公司印刷品)                       |
|                             | 10.6 | Printing of Flag / Banner (印製旗/旗幟)                                       |



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| <input type="checkbox"/> 11 Information Technology and Computers<br>(資訊科技及電腦) | <input type="checkbox"/> 10.7 Printing of Name Card (印刷卡片)<br><input type="checkbox"/> 10.8 Photocopying Services (複印服務)<br><input type="checkbox"/> 10.9 Printing of Promotional Items (印刷宣傳用品)<br><input type="checkbox"/> 10.10 Printing / Production of Backdrop (印刷 / 製作背景)<br><input type="checkbox"/> 10.11 Printing of P.V.C. Card (印製證明卡)<br><input type="checkbox"/> 11.1 Computer Hardware Accessory (電腦硬件配件)<br><input type="checkbox"/> 11.2 Computer Hardware (電腦硬件)<br><input type="checkbox"/> 11.3 Computer Hardware Leasing (電腦硬件租用)<br><input type="checkbox"/> 11.4 Computer Hardware Peripheral (電腦硬件周邊)<br><input type="checkbox"/> 11.5 Computer Network (電腦網絡)<br><input type="checkbox"/> 11.6 Contract Out Works - Computer Service (外判工程 - 電腦服務)<br><input type="checkbox"/> 11.7 Computer Software (電腦軟件)<br><input type="checkbox"/> 11.8 Computer Software & Services Subscription (電腦軟件及服務租用)<br><input type="checkbox"/> 11.9 Information Technology & Telecommunications (資訊科技及電信)<br><input type="checkbox"/> 11.10 Repair & Maintenance – Audio / Visual (音頻 / 視頻維修保養)<br><input type="checkbox"/> 11.11 Repair & Maintenance – Computer Equipment (電腦設備維修保養)<br><input type="checkbox"/> 11.12 Repair & Maintenance – Card Printer (證明卡打印機維修保養)<br><input type="checkbox"/> 11.13 Repair & Maintenance – Computer Room Facilities (電腦房設備維修保養)<br><input type="checkbox"/> 11.14 Repair & Maintenance – Software and Application Support<br>(軟件及應用系統支援維修保養)<br><input type="checkbox"/> 11.15 Repair & Maintenance – Server and Network Services<br>(伺服器及網絡服務維修保養)<br><input type="checkbox"/> 11.16 Repair & Maintenance – Telecom System & Equipment (電訊系統及設備維修保養)<br><input type="checkbox"/> 11.17 Contract Out Works - Software Development (外判工程 - 軟件開發)<br><input type="checkbox"/> 11.18 Rental of Telecom System & Equipment (租用電訊系統及設備)<br><input type="checkbox"/> 11.19 Telecom Services (電訊服務) |
| <input type="checkbox"/> 12 Rental Services<br>(租用服務)                         | <input type="checkbox"/> 12.1 Rental of Crane (租用吊機)<br><input type="checkbox"/> 12.2 Rental of Cylinder Service & Air Filling (租用氣樽及充氣)<br><input type="checkbox"/> 12.3 Rental of Digital Photocopier (租用影印機)<br><input type="checkbox"/> 12.4 Rental of Generator Set (租用發電機組)<br><input type="checkbox"/> 12.5 Rental of Gown (租用禮服)<br><input type="checkbox"/> 12.6 Rental of Horses and Carriage Service (租用馬車服務)<br><input type="checkbox"/> 12.7 Rental of Machinery Equipment (租用機械設備)<br><input type="checkbox"/> 12.8 Rental of Portable Mobile Toilets with Hygiene Service<br>(租用流動式廁所及清理服務)<br><input type="checkbox"/> 12.9 Transportation Service - Goods (貨運服務)<br><input type="checkbox"/> 12.10 Transportation Service - Passenger (客運服務)  |
| <input type="checkbox"/> 13 General Supplies<br>(一般供應)                        | <input type="checkbox"/> 13.1 General Fixture (一般固定裝置)<br><input type="checkbox"/> 13.2 Light Truck / Coaster (輕型貨車及小巴)<br><input type="checkbox"/> 13.3 Private Car (私家車)<br><input type="checkbox"/> 13.4 Promotional Items (宣傳物品)<br><input type="checkbox"/> 13.5 Reference Book/ Reference Report & Publication (參考書/ 參考報告及刊物)<br><input type="checkbox"/> 13.6 Seasonal Decoration (節慶裝飾)<br><input type="checkbox"/> 13.7 Souvenir (紀念品)<br><input type="checkbox"/> 13.8 Sports Equipment (適體健器材)<br><input type="checkbox"/> 13.9 Stage Accessory (舞台用品)<br><input type="checkbox"/> 13.10 Building Management Supplies (物業管理供應)<br><input type="checkbox"/> 13.11 Trophy / Medals (獎杯 / 獎牌)  |

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|---|---|
| <input type="checkbox"/> 14 General Services<br>(一般服務)      | <input type="checkbox"/> 13.12 Uniform (制服)<br><input type="checkbox"/> 13.13 Walkie Talkie (對講機)<br><input type="checkbox"/> 14.1 Advertisement - Advertising Design & Production (廣告設計及製作)<br><input type="checkbox"/> 14.2 Advertisement - Advertisement Production & Placement Services<br>(廣告製作及報刊廣告代理服務)<br><input type="checkbox"/> 14.3 Referee Services (裁判服務)<br><input type="checkbox"/> 14.4 Catering Services (餐飲服務)<br><input type="checkbox"/> 14.5 Clipping Services (剪報服務)<br><input type="checkbox"/> 14.6 Catering / Kitchen Equipment and Services (餐飲/廚房設備及服務)<br><input type="checkbox"/> 14.7 Cleaning Services (清潔服務)<br><input type="checkbox"/> 14.8 Copywriting & Editorial Services (撰稿及編輯服務)<br><input type="checkbox"/> 14.9 Drycleaning & Laundry Services (乾洗及洗衣服務)<br><input type="checkbox"/> 14.10 Driver Services (司機服務)<br><input type="checkbox"/> 14.11 Disposal Services (棄置服務)<br><input type="checkbox"/> 14.12 Design Services - Graphics Design (平面設計)<br><input type="checkbox"/> 14.13 Design Services - Illustration / Character Design (插畫 / 角色設計)<br><input type="checkbox"/> 14.14 Design Services - Interior / Exterior Design (室內 / 室外設計)<br><input type="checkbox"/> 14.15 Design Services - Product and Logo Design (產品及商標設計)<br><input type="checkbox"/> 14.16 Design Services - Website / Apps Design & Development<br>(設計網頁 / 應用程式及製作)<br><input type="checkbox"/> 14.17 Event Management - Exhibition Booth Design, Production & Installation<br>(展覽攤位設計、製作及佈置)<br><input type="checkbox"/> 14.18 Event Management - Event Production & Management Services<br>(活動籌辦及管理服務)<br><input type="checkbox"/> 14.19 Event Management - Photography Services (照相服務)<br><input type="checkbox"/> 14.20 Event Management - Video Broadcast Services (視頻廣播服務)<br><input type="checkbox"/> 14.21 Event Management - Video Shooting and Editing Services (影片製作及剪接)<br><input type="checkbox"/> 14.22 Football Referee Services (足球裁判服務)<br><input type="checkbox"/> 14.23 Landscape & Gardening (園境及園藝)<br><input type="checkbox"/> 14.24 Lettershop Services (入信服務)<br><input type="checkbox"/> 14.25 Logistics & Transport Services (物流及運輸服務)<br><input type="checkbox"/> 14.26 Mailing / Courier & Delivery Services (郵寄 / 速遞及運送服務)<br><input type="checkbox"/> 14.27 Pest Control (蟲害防治)<br><input type="checkbox"/> 14.28 Property / Facility Management (物業 / 設施管理)<br><input type="checkbox"/> 14.29 Public Relations (公共關係)<br><input type="checkbox"/> 14.30 Scanning Services (掃描服務)<br><input type="checkbox"/> 14.31 Security Guarding Services (保安護衛服務)<br><input type="checkbox"/> 14.32 Signage Production (指示牌製作)<br><input type="checkbox"/> 14.33 Translation Services - Annual Report Translation (年報翻譯)<br><input type="checkbox"/> 14.34 Translation Services - General Translation (一般翻譯)<br><input type="checkbox"/> 14.35 Translation Services - Simultaneous Translation & Interpretation (即時翻譯及傳譯) |
| <input type="checkbox"/> 15 Professional Services<br>(專業服務) | <input type="checkbox"/> 15.1 Agency Services (代理服務)<br><input type="checkbox"/> 15.2 Consultancy Services (顧問服務)<br><input type="checkbox"/> 15.3 Auditing Services (審計服務)<br><input type="checkbox"/> 15.4 Building Information Modeling (BIM) (建築訊息模型)<br><input type="checkbox"/> 15.5 Certificate Services (認證服務)<br><input type="checkbox"/> 15.6 Counseling Services (輔導服務)<br><input type="checkbox"/> 15.7 Human Resources Services (人力資源服務)<br><input type="checkbox"/> 15.8 Insurance - General Insurance (一般保險)   |

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- ☐ 15.9 Insurance - Medical Insurance (醫療保險)
- ☐ 15.10 Legal Services (法律服務)
- ☐ 15.11 Market Research (市場調查)
- ☐ 15.12 Medical Services (醫療服務)
- ☐ 15.13 Quality Management Services (質量管理服務)
- ☐ 15.14 Risk Management and Data Privacy Assessment (風險管理及數據私隱評估)
- ☐ 15.15 Trade Testing (技能測試)
- ☐ 15.16 Training - Course (培訓課程)
- ☐ 15.17 Training - Management (培訓管理)
- ☐ 15.18 Training - Safety (培訓安全)

#### Type 2 - Construction Contractor

- ☐ 類別二 - 建築工程承辦商
- ☐ 1 Contractors – Air-conditioning & Ventilation (空調及通風)
  - ☐ 2 Contractors – Building Information Modeling (建築訊息模型)
  - ☐ 3 Contractors – Carpark System (停車場系統)
  - ☐ 4 Contractors – Curtain / Blind / Carpet Tile/ Floor Finishes (窗簾/簾/方塊地毯/ 地板)
  - ☐ 5 Contractors – Design & Construction (設計及施工工程)
  - ☐ 6 Contractors – Demolishment Work (拆除工程)
  - ☐ 7 Contractors – Electrical (電工工程)
  - ☐ 8 Contractors – External Wall (外牆工程)
  - ☐ 9 Contractors – Facility Security (設備保安)
  - ☐ 10 Contractors – Civil, Foundation & Geotechnical (土木, 地基及土力工程)
  - ☐ 11 Contractors – Fire Service Facilities & Equipment (消防設施及設備工程)
  - ☐ 12 Contractors – Gas & Oil (煤油及石油氣工程)
  - ☐ 13 Contractors – Glass (玻璃工程)
  - ☐ 14 Contractors – Grass Cutting (剪草)
  - ☐ 15 Contractors – Kitchen Equipment & Facilities (廚房設備及設施工程)
  - ☐ 16 Contractors – Lift & Escalator (電梯及扶手電梯)
  - ☐ 17 Contractors – Platform (平台)
  - ☐ 18 Contractors – Plumbing & Drainage (水務工程)
  - ☐ 19 Contractors – Playground Equipment (遊樂場設備)
  - ☐ 20 Contractors – Scaffolding Work (建築棚架工程)
  - ☐ 21 Contractors – Steel Door Work (鋼門工程)
  - ☐ 22 Contractors – Structure Repair (結構修復工程)
  - ☐ 23 Contractors – Steel Structural Work (鋼鐵結構工程)
  - ☐ 24 Contractors – Waterproof (防水工程)
  - ☐ 25 Contractors – Windows (窗戶工程)
  - ☐ 26 Contractors – Wooden Door Work (木門工程)
  - ☐ 27 Contractors – Workshop Equipment & Facilities (測試場設備及設施工程)

#### Type 3 - Others

- ☐ 類別三 - 其他

(please specify if the above is found inappropriate) 請細列明如上述沒有適用者

3.1

\_\_\_\_\_

\_\_\_\_\_

3.2

\_\_\_\_\_

\_\_\_\_\_

(Note : If found insufficient space, please use separate sheet)  
(註：如空位不足，請另紙列出)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

(iii) Please provide names of your major clients / customers for our internal reference purposes.  
請提供貴公司的主要客戶名稱，作內部參考之用。

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) \_\_\_\_\_

#### PART IV - DOCUMENTS TO BE SUBMITTED 第四部 - 須提交證明文件清單

##### Type 1 - Supplier (類別一 - 供應商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.  
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.  
請夾附最少一份有關產品 / 服務目錄以供參閱。

##### Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- (i) Please attach a copy of the valid Business Registration Certificate for our reference and record.  
請寄交有效的商業登記證文件副本以供參考和存照。
- (ii) Please attach one set of relevant product / service catalogue(s) for our consideration.  
請夾附最少一份有關產品 / 服務目錄以供參閱。
- (iii) Please attach company profile  
請夾附公司簡介
- (iv) Please attach past 2 years financial report  
請夾附最近兩年之財務報表
- (v) Please attach the past 3 years relevant job reference with the contract amount for each selected category(s)  
請夾附最近三年每個選定類別之相關工作參考及合同金額
- (vi) Please attach relevant construction works licence(s)  
請夾附有關工程牌照
- (vii) Please attach Quality Assurance policy  
請夾附質量保證政策
- (viii) Please attach Health and Safety policy  
請夾附健康及安全政策
- (ix) Please attached Quality Management System certification(s) (if any)  
請夾附品質管理系統認證 (如有)
- (x) Reference/ Appreciation Letter(s) (if any)  
請夾附參考/感謝信 (如有)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

#### PART V - CERTIFICATION 第五部 - 證明

##### (i) Personal Information Collection Statement 收集個人資料聲明

- (1) CIC will use the provided information for the purpose of processing this registration form and dealing with our procurement-related matters.  
提供的資料會用作本議會處理有關申請登記成為本議會之承辦商/供應商及與採購相關的事宜。
- (2) Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data. Written requests should be addressed to CIC.  
根據個人資料(私隱)條例, 你有權要求查閱和更改個人資料, 有關申請須以書面向本議會提出。
- (3) CIC will not be able to process and consider incomplete forms.  
如果資料有任何遺漏, 本議會將不能處理本表格事宜。

##### (ii) Declaration 聲明

- (1) I declare that all information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotations and tender.  
本人聲明本表格內所提供的一切資料, 依本人所知均屬真確, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後落標資格。
- (2) I agree that if registered, I will conform to the regulations, terms and conditions set by the CIC.  
本人同意如本人註冊成為建造業議會之承辦商/供應商, 當遵守建造業議會之工作守則。
- (3) I declare that our company as stated in this form shall uphold the highest ethical principles in relation to our procedures as well as having a corrupt free environment in rendering of goods and services to the CIC operations including compliance with all applicable laws and regulations, maintaining confidentiality where appropriate, adopt an open and fair competition, anti-bribery and corruption.  
本人聲明本申請書上的公司會在運作過程中堅守道德原則, 並在廉潔的環境下向建造業議會提供貨品及服務, 包括遵守所有適用法例及規則、保密原則、防賄法例、反貪法例, 以及維護公開公平的競爭。

I apply on behalf of the aforementioned company for inclusion in the CIC Vendor List.

本人謹代表上述公司, 申請登記成為建造業議會承辦商/供應商。

Signature:

簽署: \_\_\_\_\_

Name in block letters:

姓名(正楷): \_\_\_\_\_

Designation:

職銜: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

(Space for company chop)  
(公司印鑑)

## Application Form for Inclusion in the CIC Vendor List

### 建造業議會承辦商/供應商登記申請書

#### DOCUMENT CHECKLIST 文件核對表

Please enclosed the following items (請夾附以下文件) :

##### Type 1 - Supplier (類別一 - 供應商)

- ☐ Completed application form for inclusion in the CIC Vendor List (Form PRO-01)  
已填妥建造業議會承辦商/供應商登記申請書
- ☐ Copy of valid Business Registration Certificate  
有效的商業登記證文件副本
- ☐ Relevant product / service catalogue(s)  
有關產品 / 服務目錄

##### Type 2 - Construction Contractor (類別二 - 建築工程承辦商)

- ☐ Completed application form for inclusion in the CIC Vendor List (Form PRO-01)  
已填妥建造業議會承辦商/供應商登記申請書
- ☐ Copy of valid Business Registration Certificate  
有效的商業登記證文件副本
- ☐ Relevant product / service catalogue(s)  
有關產品 / 服務目錄
- ☐ Company profile  
公司簡介
- ☐ Past 2 years financial report  
最近兩年之財務報表
- ☐ Past 3 years relevant job reference with the contract amount under each selected item category(s)  
最近三年每個選定類別之相關工作參考及合同金額
- ☐ Relevant construction works licence(s)  
有關工程牌照
- ☐ Quality Assurance policy  
健康及安全政策
- ☐ Health and Safety policy  
質量保證政策
- ☐ Quality Management System certification(s) (if any)  
品質管理系統認證 (如有)
- ☐ Reference/ appreciate letter(s) (if any)  
參考/感謝信 (如有)

Note : Please put a "✓" in the box under each column to indicate that the document has been enclosed.

注意事項：請在欄內方格加上「✓」號以示已附上該文件。

Tender Documents  
for  
Fitting Out Works for the  
Construction Innovation and Technology  
Application Centre (CITAC)  
for  
the Construction Industry Council

**Employer**

**Construction Industry Council  
38/F, COS Centre  
56 Tsun Yip Street  
Kwun Tong, Kowloon**

**May 2017**

**Fitting Out Works for the Construction Innovation  
and Technology Application Centre (CITAC)  
for the Construction Industry Council**

**List of Tender Documents**

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Conditions of Tender  
for  
Fitting Out Works for the Construction Innovation  
and Technology Application Centre (CITAC)  
for the Construction Industry Council

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## 1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
- a) Conditions of Tender;
  - b) Appendices to Conditions of Tender;
  - c) Special Conditions of Tender;
  - d) Assignment Brief and its Annexes;
  - e) Memorandum of Agreement;
  - f) General Conditions of Employment;
  - g) CIC's General Conditions of Contract and Guidelines for Works or Services (2b) - CAR

## 2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Fitting out works for the Construction Innovation and Technology Application Centre (CITAC) at the CIC's Kowloon Bay Centre (KBC). Further details are given in the **Assignment Brief and its Annexes**.
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

## 3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have **3** working days to submit such requested information. Any clarification made shall be at the tenderer's own cost and expense.

## 4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender and the **Special Conditions of Tender** with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit this letter with his tender, his tender will not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
  - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
  - c) The tenderer should ensure that the fee quoted is accurate before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the Special Conditions of Tender, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.5 The tenderer shall submit FIVE (5) hard copies and corresponding files in electronic form (e.g. in MS Word 2003 / MS Excel 2003 / PDF format) stored in an electronic medium (e.g. CD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and TWO (2) hard copies of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall

prevail.

- 4.6 Tender should be submitted to the Tender Box of CIC at **38/F, COS Centre, 56 Tsun Yip Street,, Kwun Tong, Kowloon** by 12:00 noon on **9 June 2017**. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.7 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.8 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.9 The CIC may reject a tender which is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes.
- 4.10 Any amendments to the rates offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.11 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.12 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender. The CIC reserves the right to accept or omit any individual item or whole section of a tender without price alteration to the items or sections accepted. The tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- 4.13 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.14 Tenderer should ascertain the prices quoted are accurate before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.15 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.16 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.17 The tendered sum will be regarded as a lump sum tender and will not be amended for errors found in the examination of tenders.

- 4.18 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender.
- 4.19 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.20 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.21 Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection.
- 4.22 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.23 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.24 Tenderer shall comply with the CIC's General Conditions of Contract and Guidelines for Works or Services. The tender price shall deem to be included all cost incurred.
- 4.25 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.26 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.27 The tenderer shall strictly comply with the following anti-collusion clause:
- (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.
- (b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any

other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.

(c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.

(2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:

(a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;

(b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

(c) his bankers in relation to financial resources for the Contract

(3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderers's behalf.

(4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

4.28 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.

4.29 The tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in **Appendix G**.

## **5 Tender Briefing and Site Visit Session**

- 5.1 Tenderer is invited to attend a tender briefing session and site visit at the time and place as stated in the tender invitation. Interested tenderers should e-mail to the Subject Officer at least TWO (2) working days before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for CIC's arrangement.
- 5.2 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

## **6 Tender Interview**

- 6.1 During the tender evaluation stage, the tenderer is requested to attend a tender interview which will be held on **14 June 2017** to present his tender proposals. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 Each interview presentation should be no longer than 15 minutes, including a 5 minute questions and answers session.

## **7 Tender Evaluation**

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.



## **8 Tenderer's Commitment**

- 8.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 8.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes.
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

## **9 Amendments**

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes before acceptance of a tender.
- 9.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than 7 days before tender closing if CIC found it necessary.

## **10 Award of Contract**

- 10.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.
- 10.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not be entertained by the CIC.

## **11 Rights to Exercise**

- 11.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

## **12 Submitted Documents**

- 12.1 All submitted documents will not be returned.

## **13 Enquiries**

- 13.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Mr. Kelvin LEE  
Senior Officer - Management Support  
Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street,  
Kwun Tong, Kowloon  
Tel : (852) 2100-9425  
Fax: (852) 2100-9439  
Email: kelvinlee@cic.hk

## **APPENDIX A – Details for Submission of Tender**

**To be included  
in  
Technical Proposal**

The tenderer is required to provide all details as described therein.

### **1. Tenderer's Staff Resources**

#### **1.1 Organization of Proposed Project Team**

1.1.1 The tenderer shall submit:

- (a) Company's profile, background and expertise;
- (b) An organization chart indicating the proposed project team structure and strength of the proposed project team. The project team shall include members who have experience in supplying the Deliverables as outlined in the Assignment Brief and its Annexes.

#### **1.2 Qualifications of Proposed Project Team Members**

- 1.2.1 The project team members shall possess the required qualifications, professional knowledge and relevant experience to supply the Deliverables as outlined in the Assignment Brief and its Annexes.
- 1.2.2 The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:
  - a) Name
  - b) Post / Title in this Project
  - c) Core Team Member (Yes/No)
  - d) Language (Chinese/English/Both)
  - e) Project knowledge and Years of Relevant Experience
  - f) Qualifications
  - g) Duties and Responsibilities in the Assignment

## 2. Tenderer's Track Record & Project Reference

- 2.1 The tenderer is required to provide a full list of project references undertaken in the past 5 years (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 2.2 below.
- 2.2 The tenderer shall submit a list of **relevant project references** in the following format with support of copies of job references or recommendation letters from previous clients.

Brief Project Description	Scope of Services	Client	Contract Value (in HK\$)	Duration	Year

- 2.3 In case the tenderer is unable to disclose of track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer will be asked to describe this information to the Assessment Panel during the tender interview.
- 2.4 The tenderer shall submit a list of proposed AV contractors / suppliers with support of copies of job references and Letters of Undertakings with the tenderers.

## 3. Project Approach and Requirements

- 3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes:-
- (i) **Tender Programme** shall be in the form of a linked bar chart identifying the critical path and included but not limited to the following activities:
- (a) Procurement Activities - purchase order, manufacturing period, testing and delivery, particularly for the items with long lead time.
  - (b) Construction Activities - key elements of the construction including equipment installation, testing and commissioning and handover procedure.
  - (c) Maintenance Activities - maintenance activities, which will be carried out under the Contract during the Defects Liability Period (DLP).

(ii) A completed **Method Statement** must be submitted to demonstrate a full understanding of the Assignment, the method statement should included but not limited to the followings:-

- (a) Access to the Site for materials delivery;
- (b) Approach to undertaking the Assignment;
- (c) Maintaining access and existing fire escape routes clear during the Works;
- (d) Noise, vibration and dust control during the Works to minimise disruption;
- (e) Installation of temporary services and service diversions to ensure that areas outside of the works area remain in use during the project and procedures for third party liaison;
- (f) Approach to the Completion of the Project;
- (g) Site Waste Management Plan.

(iii) **Health and Safety.** The Tenderer shall include the following:-

- (a) Nominations with CV's of personnel to be responsible for implementing the Health and Safety Policy and whether they are site-resident or on a visiting basis;
- (b) A diagram showing reporting responsibilities and method by which any conflicts of interest between Health and Safety and other project objectives and restrictions will be resolved;
- (c) Accident statistics covering a period of two years to date, inclusive of subcontracted labour with the method of calculation and definitions clearly shown.

3.2 The tender shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

#### 4. Documents and Information to be submitted by the Tenderer

- 4.1 The tenderer is required to provide the following documents and information as described in the tender documents:

Particulars	<u>Reference</u>
<b>Technical Proposal</b>	
1. Organisation of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.1
2. Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 1.2
3. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 2.1, 2.2, 2.3 and 2.4
4. Approach and Work Programme to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes	Conditions of Tender, Appendix A Clause 3.1
5. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
6. A duly signed CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR	CIC's General Conditions of Contract and Guidelines for Works or Services (2b)-CAR
7. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
8. Statements of Convictions under Cap. 115, Cap. 59 and Cap. 57, Outline Health & Safety Plan, Minor Works Contractor Registration or General Building Contractor Registration	Special Conditions of Tender
<b>Fee Proposal</b>	
9. Form of Tender	Conditions of Tender, Appendix C
10. Fee Proposal	Conditions of Tender, Appendix D

## APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

**To be included  
in  
Technical Proposal**

Dear Sir/Madam,

Tender Ref: \_\_\_\_\_ (302) in P/AE/PUR/AGC

Tender Title: Fitting Out Works for the Construction Innovation and  
Technology Application Centre (CITAC) for the CIC

\*[I/We], [( \_\_\_\_\_ )] of  
name of the tenderer  
( \_\_\_\_\_ )<sup>1</sup>,  
address of the tenderer

refer to \*[my/our] tender for the above Contract.

\*[I/We] confirm that, before \*[I/We] sign this letter, \*[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.28.

\*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) \*[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until \*[I/We] have been notified by the CIC of the outcome of the tender exercise;
- (ii) \*[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) \*[I/We] have not made and will not make any arrangement with any person as to whether \*[I/We] or that other person will or will not submit a tender; and

- (iv) \*[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

\*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means \*[my/our] communications in strict confidence with:

- (i) \*[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) \*[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) \*[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of [ ]  
name of the tenderer

by [ ]<sup>2</sup>:  
name and position of the signatory

\_\_\_\_\_  
Name of Witness:\_\_\_\_\_

Signature of Witness:\_\_\_\_\_

Occupation:\_\_\_\_\_

Note:

\* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.
2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.



## APPENDIX C – Form of Tender

**To be included  
in  
Fee Proposal**

FORM OF TENDER  
FOR  
FITTING OUT WORKS FOR THE CONSTRUCTION INNOVATION AND  
TECHNOLOGY APPLICATION CENTRE (CITAC) FOR  
THE CONSTRUCTION INDUSTRY COUNCIL

**To: Construction Industry Council**  
**38/F, COS Centre, 56 Tsun Yip Street,**  
**Kwun Tong, Kowloon**

Dear Sirs,

1. Having examined the Conditions of Tender, Appendices to Conditions of Tender, Special Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment and CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR) thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Services in conformity with the said Conditions of Tender, Appendices to Conditions of Tender, Special Conditions of Tender, Assignment Brief and its Annexes, Memorandum of Agreement, General Conditions of Employment and CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR) and the tender proposals submitted herewith within 62 Calendar Days including Sundays and Public Holidays from the date of contract awarded and for the sum of Hong Kong Dollars.....  
.....(HK\$.....)  
(not being subject to fluctuations in labour and material costs) or such sums as may be ascertained in accordance with the Conditions of Employment.
2. We agree to abide by this tender and not to withdraw it for a period of 120 days from the date fixed for receiving it and including that date and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof subject to the provisions of Clause 2 hereof shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest or any tender you may receive.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of \* \_\_\_\_\_

\_\_\_\_\_  
Registered Address of the Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

Business Registration Certification No. \_\_\_\_\_

Name of Partner(s)

Residential Address of Partner(s)

- \* In the cases of a (a) Limited Company or (b) Partnership or unincorporated body, (a) the name of the Company or (b) the name(s) of the partner(s) must be inserted in the space provided above.

**APPENDIX D – Fee Proposal**

**To be included  
in  
Fee Proposal**

FEE PROPOSAL  
FOR  
FITTING OUT WORKS FOR THE CONSTRUCTION INNOVATION AND  
TECHNOLOGY APPLICATION CENTRE (CITAC)  
FOR CONSTRUCTION INDUSTRY COUNCIL

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The Contractor shall be paid a Lump Sum\* fee of HK\$ \_\_\_\_\_  
for the provision of all services and all expenses incurred in connection with the carrying out  
and satisfactory completion of the Assignment as detailed in the Assignment Brief and its  
Annexes.

The tenderer shall enclose with his tender the completed Schedule of Rates as below:

(1) The Schedule of Rates shall be in sufficient details to indicate the breakdown of the works.  
Failure to submit the Schedule of Rates may cause his tender not to be considered by the  
Employer.

(2) Any items which are not included in the Schedule of Rates but shown on the Drawings or  
described in the specifications under the tender document shall be deemed to have been  
included in the tender figures.

(3) Upon award of the Contract, the Schedule of Rates shall be deemed to be the Contractor's  
Schedules and will be regarded as firm and will not be subject to re-measurement or  
adjustment whatsoever otherwise than in accordance with the expressed provisions of the  
terms of the Contract.

(4) The total of the Schedule must agree with the amounts carried to the Summary of Tender.  
Any items which are not included in the Schedule but shown on the Drawings or described in  
the specifications under the tender documents shall be deemed to have been included in the  
tender figures. The rates in the Schedule shall be used for the valuation of variations ordered  
by the Employer, but the quantities Referred to in the Schedule shall not form part of the  
Contract Documents.

(5) The tenderer should note that the quantities as inserted in the Schedule of Rates for all  
measured work should be consistent with those shown on the tender Drawings and the  
Drawings to be prepared and provided by the tenderer. Where large discrepancy or apparent  
inconsistency in the quantity of any item is identified, the item total will remain intact and the  
tenderer will be requested to adjust the unit rate and the quantity to tally with the item total.

\* The lump sum fee is subject to re-measurement where the quantities of the items in the Schedule of Rates are subject to final measurement upon the completion of the Works. Any addition / deduction in the total sum will be based on the unit rate as quoted in the Schedule of Rates.

Table 1 - Detailed breakdown of tender price

Section	Description of Deliverables	Amount (HK\$)
1	Preliminaries	
2	Demolition	
3	Builders Work	
4	Flooring & Floor Finishes	
5	Ceiling Finishes	
6	Partitioning & Wall Finishes	
7	Built-in Joinery	
8	Doors & Ironmongeries	
9	Fitting & Fixtures (Sanitary Ware)	
10	Fire Services	
11	Air Conditioning Modification Work	
12	Electrical Work	
13	Plumbing & Drainage Work	
14	Service Charge for Obtaining BEAMS Gold Level	
15	IT Network Cabling	
16	Security System	
17	AV System	
18	Loose Furniture	
19	Light Fitting	
20	Lighting Control System	
21	Contingency Sum Contingency to be expended in whole or in part as directed by Project Consultant or wholly deducted from the contract sum if not required.	800,000.00
	<b>Total (Mandatory Items):</b>	

Upon receipt and acceptance of the Deliverables for each Payment Stage / Date by the CIC with satisfaction and upon the submission of invoices to the CIC by the Contractor, the Contractor shall be paid in accordance with the following payment schedule within 30 days of the receipt of the invoices subject to verification of the invoice.

The Schedule of Rates against which items of work are described shall not be regarded as a complete statement of everything included in the Contract. The tender must include all works shown on the tender Drawings or described in the specifications as a whole apparent as being necessary for the complete and proper execution of the Works.

The quantities specified in the Schedule of Rates are provisional quantities only and the Contractor shall be fully responsible for the accuracy of the quantities set out in the Schedules of Rate.

Provisional sums and quantities are subject to final measurement and approval of the CIC and its Consultant. Any addition and deduction in the total sum will be based on the rate as quoted

# **Schedule of Rates**

**Section 1 - Preliminaries**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.01	The preliminary items included hereunder apply to the whole of the works contained in the Tender Documents and the rates and/or amounts inserted shall be deemed to apply to the whole of the works carried out under this Contract including all variations to the Contract.	1 SUM		
1.02	The Contractor shall be deemed to have allowed in his tender for all costs in respect of all items described in the Preliminaries Specification and for full compliance with the Preliminaries Specification requirements.	1 SUM		
1.03	In the absence of any sum against any item or items any monetary cost attributable thereto shall be deemed to be included elsewhere in this Preliminaries Schedule or in the unit rates for the work.	1 SUM		
1.04	Any price entered in this Preliminaries Schedule shall be at the risk of the Contractor and no adjustment will be made at the settlement of accounts.	1 SUM		
1.05	The Contractor will provide full access to the site in accordance with the Preliminaries Specification.	1 SUM		
1.06	The Contractor shall allow for suitable off-site fabrication, manufacture and storage of material and equipment.	1 SUM		
1.07	The Contractor shall allow for fully protect any lift cars including the doors.	1 SUM		
1.08	All workers employed by the Contractor and his Sub-contractors for this project shall sign-in, with the Client's Security Office and the General Contractors Site Supervisor before access to the Site and sign-out when they leave the Site.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.09	The Contractor shall allow to dub-out, finish out and make good all surfaces of walls, ceilings, floors, etc. as necessary to allow his Works to be carried out in a proper manner to the highest standard of workmanship.	1 SUM		
1.10	The Contractor shall include for keeping on Site a complete set of Up to Date Contract Drawings and Specification(s). In addition, copies of <b>all</b> Variation Orders and additional drawings issued after the Date of Commencement shall be available on the Site at all time for reference by the Project Manager.  The drawings shall be stored in a neat and orderly manner.	1 SUM		
1.11	The Contractor is to allow for the preparation of all necessary shop drawings. Three print and one electronic copy of each drawing shall be submitted by the Contractor within 3 days, unless otherwise stated, upon request by the Project Manager.	1 SUM		
1.12	The Contractor shall allow for the preparation of specimens of colors, finishes, etc. for the Project Manager's approval before proceeding with the work and shall allow sufficient time and at his own expenses for the preparation of sample panels as listed in Technical Specification or as identified on Drawings or other design documentation for approval by the Project Manager.	1 SUM		
1.13	The Contractor shall allow in the unit rates for all tests that may be required by the Project Manager, the Specification or Building Authorities including all costs of carrying out the tests, notwithstanding successful or not, and all other costs and expenses in connection with tests such as additional material and labor, transport to laboratory etc.	1 SUM		
1.14	The Contractor shall allow for the preparation and submission to the Project Manager at weekly intervals comprehensive reports on the detailed progress of the Works including that of his Specialist Sub-Contractors, Contractors and other contractors employed direct by Employer	1 SUM		



**Section 1 – Preliminaries (Cont'd)**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.15	The Contractor shall submit to the Project Manager each day throughout the Contract Period a report showing a record of the labor employed on Site under each trade, materials delivered to Site, plant and equipment on Site, etc.	1 SUM		
1.16	The Contractor shall allow for all attendance and overall co-ordination of all Works. The Contractor shall make allowance in his Contract Sum for all necessary co-ordination and integration of his Works with works by others including, but not limited to, works, carried out by all Specialist Sub-Contractors, separate Contractors, artists or tradesmen, Contractors and other contractors who may be employed direct by the Employer on Site.	1 SUM		
1.17	The Contractor shall provide on site a full time competent Construction Manager, literate and fluent in Chinese and English.	1 SUM		
1.18	The Contractor shall provide on as required basis an approved technically qualified and experienced specialist services engineer together with such other approved staff as are necessary to co-ordinate the design and or installation of all the services installations executed by himself, Specialist Sub-Contractors and Specialist Contractors for this project, such staff to be Chinese and English speaking.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.19	The Contractor shall attend on all trades and allow for cutting or forming chases, holes and openings, etc. of all sizes, providing and building in sleeves, supplying cement mortar for fixing brackets, bedding and grouting behind frames including supplying cement mortar, painting conduits, sealing around all pipes, ducts and cables with approved mastic, providing electrical power for testing installations, making good all work disturbed and all other necessary work of a like nature.	1 SUM		
1.20	The Contractor is to provide attendance's and other provisions for the Specialist Sub-Contractors/Suppliers to properly carry out and complete their Sub-Contract Works	1 SUM		
1.21	The Contractor is to provide attendance and other provisions for the Contractors and other contractors, artists or tradesmen employed direct by the Employer to them to properly carry out and complete their respective parts of work on Site in the same manner and extent as described for Specialist Sub-Contractors/Suppliers herein above.	1 SUM		
1.22	The Contractor shall comply with any Ordinances, Regulations and requirements of the Hong Kong Government or Statutory Undertaking applicable to the Works.	1 SUM		
1.23	The Contractor shall comply with and give all notices required by any Act or Ordinance of Government, any instrument, rule or order made under any Act or Ordinance of Government, or any regulation or bylaw of any local authority or any statutory undertaker which has any jurisdiction with regard to the Works, or of the Building Management Office.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.24	The Contractor shall bear the cost of any fees or charges including any rates or taxes legally demandable under any Act or Ordinance of Government, or any regulation or bylaw of any local authority or of any statutory undertaker or of the Building Management Office in respect of the Works.	1 SUM		
1.25	The Contractor shall comply with the Labor Department's regulations for safety on Work Sites.	1 SUM		
1.26	The Contractor shall provide sufficient safety helmets for the use of the consultants and other authorized persons visiting the Site.	1 SUM		
1.27	The Contractor shall allow for supplying and displaying during the working hours such signals and markings, etc. as maybe required for the safety of the Public.	1 SUM		
1.28	The Contractor shall provide for the Works a competent Safety Officer to ensure the safety of all operations on the Site during the Contract Period.	1 SUM		
1.29	The Contractor is to take every precaution necessary to protect the public both inside and outside the office premises, from injury or death during the course of the Works.	1 SUM		
1.30	The Contractor shall take care to abate the nuisance caused by noise and dust.	1 SUM		
1.31	The Contractor shall take out and maintain on behalf of himself and his domestic sub-contractors/Supplier such insurance's as are necessary to cover all liability in respect of all employees and other persons who may be employed on the Works or anywhere in Hong Kong whilst engaged in business connected with the Works.	1 SUM		
1.32	The Contractor shall take out and maintain the Third Party Insurance, and Fire, etc. Insurance to cover the necessary insurance's required.	1 SUM		
1.33	The Contractor shall take out his own insurance's to cover damage or loss to plant, tools and equipment owned or hired by him.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.34	Keep a competent Site Engineer, literate in English, constantly on the Works	1 SUM		
1.35	The Contractor shall set out all items (including those works carried out by Specialist Sub-contractors or specialist contractors) shown on drawings for the approval of the Project Manager prior to construction.	1 SUM		
1.36	Separate inflammable goods storage sheds in an approved location must be provided. No inflammable good such as fuel oils, oil based paints, kerosene, thinners, cellulose lacquers, bitumen or bitumen based products etc. will be permitted to be stored in the building under construction.	1 SUM		
1.37	Provide a telephone, laptop with email connection and A3 color printer, and a fax machine on the site for Contractor's own use and also for use by, all Specialist Sub-Contractors, Employers Direct Contractors, etc. and other legitimately employed persons on the Site including paying all charges and removing on completion.	1 SUM		
1.38	The Contractor is to make provision for protecting all materials, goods and equipment from damage, etc.	1 SUM		
1.39	The Contractor shall provide a complete temporary fire fighting facility comprising portable fire fighting appliances distributed throughout the whole of the Site and in particular in those areas where the risks are high (e.g. welding, cutting, painting, adhesive bonding, etc.). The Contractor shall nominate a person on his management staff to ensure that this requirement is continually enforced.	1 SUM		
1.40	All work areas contain fittings, furnishings and finishes, which are to be re-used the Contractor must allow for the protection of such	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.41	The Contractor is to shore up, protect and in all ways support and maintain or restore all lands, buildings, roads, fences, parapets and retaining walls, cables, sewers, live drains or other property or things which may be disturbed or damaged during the execution of the works.	1 SUM		
1.42	The Contractor shall also protect the existing building fabric, fittings, finishes, etc. which are not being fitted-out, decorated or altered.	1 SUM		
1.43	The Contractor shall be responsible for the safe guarding and protection of existing services, plant and equipment, pipes, ducts, cables, and the like throughout the site/storage/works areas including all access ways, plant rooms, lifts, lobbies, stairways, etc.	1 SUM		
1.44	The Main Contractor shall provide, erect and maintain scaffold both for his own and for the use of Sub-Contractors employed upon the works, all necessary scaffolding including planks, sheets, tarpaulins, screens, ladders and platforms, barbed wires at low level of scaffolding, adequate security lighting, all necessary strutting and shoring, all necessary gates, footways, gangways, and temporary enclosures required for the proper and efficient carrying out and completion of the work, and shall carry out any alteration required to same.	1 SUM		
1.45	The Contractor shall provide and maintain in good working order all mechanical equipment, plant, tools, implements, ladders, tarpaulins and the like necessary for the proper and timely execution and protection of the Works.	1 SUM		
1.46	The Contractor shall provide, erect, re-locate to suit the staging of the Works, alter if necessary and maintain all necessary scaffolding, catch platforms, protective screens, coverings and hoarding all to the satisfaction of the Project Manager and remove on completion and make good all work disturbed.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.47	The Contractor shall arrange the electricity supply to the works area at the Contractor's expense.	1 SUM		
1.48	Provide to each floor nos. evenly distributed temporary fluorescent light fitting and temporary power on each floor at the Contractor's expense at the Site for the carrying out of the Works including the works of Specialist Sub-Contractors, Contractors and other contractors, artists or tradesmen employed direct by the Employer and including all electric power to enable all Specialist Sub-Contractors and Specialist Contractors to check, test and commissioning their installations to meet the requirements of the Project Manager and all others having jurisdiction at the Contractor's expenses.	1 SUM		
1.49	The Contractor shall also be responsible for all Site works in distributing electricity including, but not limited to, provision, installation and subsequent removal of temporary main switch board, distribution boards, cables, wiring, junction boxes, transformers, lights and all other accessories.	1 SUM		
1.50	The Contractor shall liaise and arrange with building Management Office on the water supply from the building's permanent supply to the works area at the Contractor's expense. The Contractor shall be responsible for all temporary connections and transporting the supplies to the required work locations, disconnection and making good on completion of the Contract Works	1 SUM		
1.51	The Contractor upon completion of each day's Works shall properly clear up and leave the Works and all areas made available to him for the purpose of executing the Works clean and tidy to the reasonable satisfaction of the Project Manager.	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.52	The Contractor shall provide security control on Site during work periods and until such time that the employers own staff arrive on site. The Contractor will be entirely responsible for the security of the site and allow for this cost in his Tender return.	1 SUM		
1.53	Keep the Site and the works free from water by pumping or otherwise.	1 SUM		
1.54	The Contractor shall keep existing surface channels and drains receiving the discharge from the Site clear of silt, mud etc. at all times by the use of a silt trap or traps which shall be cleared out at the appropriate frequency to ensure compliance with the order of the Project Manager.	1 SUM		
1.55	Prior to the issue of the Certificate of Practical Completion of the Contract Works or the Sections thereof, the Contractor shall, in good time to allow for reviewing, submit to the Project Manager the following documents for the Contract Works: - 1 Records of all documents issued by the Authorities in connection with the granting of permits, paying of fees and indicating compliance with codes. 2 Certificates of Approval from all Authorities having jurisdiction. 3 Operations and Maintenance Manual and as built drawings as required or otherwise called for by the Contract documentation 4 ALL Documents required for HAD submission.	1 SUM		
1.56	The Contractor shall carry out regular visits, comprehensive maintenance and servicing of the Contract Works throughout the Defects Liability Period of the Contract as detailed in the Contract Specification. The Contract Sum shall include all expenses and costs in connection with this requirement.	1 SUM		
1.57	HK\$ 30 million "Contractors' All Risk" insurance including 3rd Party Liability and workers insurance during the construction period	1 SUM		

**Section 1 – Preliminaries (Cont'd)**

<b>Item</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
1.58	Employee Compensation The Contractor shall maintain insurance for the Employees' Compensation and such policy shall include endorsements W338, W348 and W204	1 SUM		
1.59	Site setting-out work for client's approval	1 SUM		
1.60	Protection Work (Wall & Floor) for Building's Public Area and Curtain Wall	1 SUM		
1.61	Debris removal during construction period (all the debris from AL's sub-contractor and Building's Nominated Contractor are included)	1 SUM		
1.62	General pre-handover cleaning after job completion including cleaning of dust, excess glue inside of glass window, floor vacuum cleaning	1 SUM		
1.63	Levies for Construction Industry Council and Pneumoconiosis Compensation Fund Board	1 SUM		
			Section 1–Total:	



**Section 2 – Demolition Work**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
2.01	Supply labor to dismantle and cart away the existing un-used building material to suit new design and layout plan	1 SUM		
		Section 2–Total:		

**Section 3 – Builders Work**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
3.01	Supply labor and material to install motorized Non-black roller blind along Glass wall façade at Lounge Area and Focus Group Meeting Room 1	1 SUM		
3.02	Supply labor and material to construct back lit logo signage, Chinese lettering and English lettering at Façade	1 SUM		
3.03	Supply labor and material to construct drip tray ( Stainless Steel # 316) under the expansion joint	1 SUM		
3.04	Supply labor and material to construct upto +/- 3000 mm high white laminated plywood hoarding with access door in front of the Façade during construction period	36 LM		
3.05	Supply labor and material to apply water proofing material to 3 Toilet ( include 48 hr water leakage testing) Location : Upto 1000mm FFL wall area from finished floor level	36 SM		
	Supply labor and material to apply water proofing material to 3 Toilet ( include 48 hr water leakage testing) Location : Floor Area	28.5 SM		
3.06	Supply labor and material to construct special design cladding and backdrop for the logo signage at Façade	28.5 SM		
3.07	Supply labor and material to resurface the existing double sliding metal gate with paint finish at the Main Entrance ONLY Code : PT-12	1 SUM		
3.08	Supply labor and material to apply film sticker on the new Glass Wall façade at Exhibition Area 2 Code : WP-04	1 SUM		
3.09	Supply labor and material to construct new stainless steel (#316) hand rail at the Outdoor Decking ( Cost to include for the Staircase and Ramp)	1 SUM		
3.10	Supply labor and material to apply fire proof material for all built in joinery item	1 SUM		
3.11	Rental of high working platform	5 NOS.		
Section 3–Total:				

**Section 4 – Flooring and Finishes**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
4.01	Supply labor and material to install 500 x 500 carpet tile flooring Supplier : Interface Series : Color Me Style Code : 24 oz Product Definition : Tufted Textured Tip Sheared Loop Yarn/Fibre : 100% non-virgin Type 6 Nylon Color System : 100% Solution Dyed Machine Gauge : 1/12 Tile Size : 500 x 500 mm Pile Thickness : 4.0mm +/- 0.5mm Total Thickness : 7.5mm +/- 0.5mm Code : CP-01, CP-02 & CP-03 Location : Focus Group Meeting Room 1 & 2, Office Area, Meeting Room and CEO Office	358 SM		
4.02	Supply labor and material to install wood like vinyl tile flooring Supplier : Signal Plus Code : PL-04 Location: Wet Pantry & Printing Area	11.4 SM		
4.03	Supply labor and material to install fill up the existing floor with 4" high light concrete ( the existing raised floor system need to be removed) Location : Exhibition Area 1	240 SM		
4.04	Supply labor and material to make good the existing raised floor system with cement and sand screeding work before laying new vinyl sheet flooring Location :Exhibition Area 2 and Reception Area	1 SUM		
4.05	Supply labor and material to install vinyl sheet flooring Supplier : Signal Plus Series : Tarkett Code : PL-01, PL-02 & PL-03 Location :Reception, Exhibition Area 1 & 2	473 SM		

**Section 4 – Flooring and Finishes (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
4.06	Supply labor and material to install floor ceramic tile with cement and sand screeding work Location : Male Toilet, Disable Toilet and Female Toilet and Landing Area outside Male & Female Toilet	42.9 SM		
4.07	Supply labor and material to install stone landing to replace originally wooden flooring Code : ST-03 ( match with existing stone finishing at Pavement Location : Entrance to Decking	1 SUM		
4.08	Supply labor to take out and re-install the existing raised floor panel for E&M Work under raised floor	1 SUM		
4.09	Supply labor and material to make good/refix the existing raised floor system before laying new carpet flooring	1 SUM		
4.10	Supply labor and material to stack up the existing metal structure to 600 mm high FFL ( Cost to include repair of the existing metal structure ) Location : Outdoor Decking	220 SM		
4.11	Supply labor and material to install new outdoor wood decking Brand Name:“Pro Green”Composite Timber Size :100mm(W) x 25mm (T) x 2000mm (L ) Code : WD-01, WD-02 & WD-03 Area to cover : All staircase, ramp and planter of the Whole Decking Area Location : Outdoor Decking	220 SM		
Section 4–Total :				

Notes:4.1 The Contractor shall submit details for the CIC and its consultant’s approval

4.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.

4.3 The Contractor’s tender price shall include related air freight and transportation charges if necessary;

**Section 5 – Ceiling Finishes**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
5.01	Supply labor and material to re-surface the existing true ceiling/ structural beam with emulsion paint finish Brand : ECO Fresh Clean	778 SM		
5.02	Supply labor and material to construct new false ceiling with concealed type 600 x 600 aluminum ceiling tile and grid Code : MT-08 Location : Male Toilet, Disable Toilet and Female Toilet	30.8 SM		
5.03	Supply labor and material to construct flat gypsum board false ceiling, surfaced with emulsion paint finish Brand : ECO Fresh Clean Location : Reception Area and Exhibition Area 1	46.2 SM		
5.04	Supply labor and material to re-surface the existing aluminum false ceiling with BLACK paint finish Location : Focus Group Meeting Room 1 & 2	240 SM		
5.05	Supply labor and material to modify the existing false ceiling to suit new layout and for constructing new window pelmet Location : Focus Group Meeting Room 1 & 2	1 SUM		
Section 5–Total :				

- Notes:
- 5.1 All materials used at or above the false ceiling level shall be **non-combustible**.
  - 5.2 Allow Formaldehyde-Buster Odour-Less All-In-1 or equivalent grade
  - 5.3 The Contractor shall submit details for the CIC and its consultant's approval
  - 5.4 The Contractor shall state the origin, manufacture, brand, model, type, etc.  
wherever equivalent material be proposed.

**Section 6 – Partitioning & Wall Finishes**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
6.01	Supply labor and material to construct upto true ceiling height, <b><u>100mm thk</u></b> thick dry wall partition, includes - 50mm thk metal stud, - (2 x 12mm gypsum board panel ) covered on the both sides of metal stud - 60 kg/m <sup>3</sup> rock wool infill filled up the metal stud ( Ht: +/- 3660 mm high)	32.6 LM		
6.02	Supply labor and material to construct sound baffle ( from 2800 mm FFL to to true ceiling), <b><u>100 mm thk</u></b> thick dry wall partition, includes - 50mm thk metal stud, - (2 x 12mm gypsum board panel) covered on the both sides of metal stud - 60 kg/m <sup>3</sup> rock wool infill filled up the metal stud ( Ht: +/- 860 mm high)	18.8 LM		
6.03	Supply labor and material to construct upto true ceiling height plywood partition with 12mm thk plywood backing on one side ONLY (Ht: +/- 3660 mm high) Location : Reception backdrop	12.4 LM		
6.04	Supply labor and material to construct <b><u>62.5 mm thk</u></b> upto true ceiling height single layer dry wall partition, includes - 50mm thk metal stud, - (1 x 12mm gypsum board panel ) covered on the ONE side ONLY ( Ht: +/- 3660 mm high)	16.2 LM		

**Section 6 – Partitioning & Wall Finishes (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
6.05	Supply labor and material to construct upto true ceiling height 100 mm thk brick wall partition with cement and sand screeding work ( Ht: +/- 3660 mm high) Location : Disable Toilet	40.3 LM		
6.06	Supply labor and material to construct 2800 mm Ht full glass partition c/w 10 mm thk clear tempered glass panel and timber framing in hand brush paint finish ( PT-13) Location : Office Area, Meeting Room and CEO Office	10.6 LM		
6.07	Supply labor and material to construct +/- 3200 mm high full height x (6+1.5+6) mm Thk laminated glass panel with metal framing ( Cost to include minor work submission if necessary) Location : Entrance Glass Façade located at Reception Area and Exhibition Area 2	13.5 LM		
6.08	Supply labor and material to repaint the existing metal framing of the glass partition at the Entrance Façade located at Focus Group Meeting Room 1 Location : Entrance Glass Façade located at Focus Group Meeting Room 1	12.8 LM		

**Section 6 – Partitioning & Wall Finishes (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
6.09	Supply labor and material to construct upto false ceiling height oval shaped feature wall panel, surfaced with hand brush paint finish Location : Embraced existing Building Column at Exhibition Area 1 &2	4 SETS		
6.10	Supply labor and material to extend and modify the existing operable wall facing to Disable Toilet, to suit new layout plan Remarks : Cost to include transportation cost back to factory for the modification, if required ) ( Existing Brand Name of Operable Wall : Hufcor) Location : Focus Group Meeting Room 2	1 SUM		
6.11	Supply labor and material to refix and repair all the existing operable wall Remarks : Cost to include transportation cost back to factory for the repair, if required ) Location : Focus Group Meeting Room 1 & 2	1 SUM		
6.12	Supply labor and material to surface the wall upto 2800 mm high from finished floor level with special paint finish Code : PT- 11 Location : 2 Curved wall outside Disable Toilet	14.2 SM		
6.13	Supply labor and material to surface the wall with ' ECO Fresh Clean' paint finishing Location : Whole Area	493 SM		
6.14	Supply labor and material to surface the wall with ' Screen Goo' special paint finish for projection purpose Code : PT-08 Location : Exhibition Area 1 & 2	58.8 SM		



**Section 6 – Partitioning & Wall Finishes (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
6.15	Supply labor and material to surface the wall upto 2800 mm high from finished floor level with wall paper finish Code : WP-05 Location : Inside CEO Office and Meeting Room	88.7 SM		
6.16	Supply labor and material to surface the wall upto 2800 mm high from finished floor level with wall paper finish Code : PT-14 Location : Focus Group Meeting Room	43.4 SM		
6.17	Supply labor and material to install 316 black stainless steel skirting Code : MT-01 Location : Whole Area	120 LM		
6.18	Supply labor and material to surface the existing and new operable wall panel with grey color sticker Code : WP-03 Location : New and Existing Operable Wall at Focus Group Meeting Room 1&2	117 LM		
6.19	Supply labor and material to surface the the wall with Magwall Screen, with 12mm thk plywood backing Code : WP-01 Location : Focus Group Meeting Room 1& 2 and Interactive Wall outside Disable Toilet	14 LM		
6.20	Supply labor and material to construct feature wall panel above the seating bench Location : Exhibition Area 1	6.8 LM		
6.21	Supply labor and material to construct upto false ceiling height glossy white feature wall panel behind the reception counter Code : PT-04 Location : Reception	12.3 LM		

**Section 6 – Partitioning & Wall Finishes (Cont'd)**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
6.22	Supply labor and material to surface the wall area upto 2200 mm high from finished floor level with plastic laminated finish Code : PL-07 Location : Corridor leading to Male & Female Washroom	12.2 LM		
6.23	Supply labor and material to install all the wall area with ceramic tile with cement and sand screeding work Code : Location : Male Toilet Disable Toilet and Female Toilet	86 SM		
6.24	Supply labor and material to decorate the existing fence facing to Pavement ( without TV installation) - cost to include vertical new cladding, re-paint the top & bottom part and new metal fencing	10 SETS		
6.25	Supply labor and material to decorative the existing fence facing to Pavement ( with TV installation) - cost to include vertical new cladding, re-paint the top & bottom part	2 SETS		
			Section 6–Total :	

- Notes:
- 6.1 The Contractor shall submit details for the CIC and its consultant's approval
  - 6.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.
  - 6.3 The Contractor's tender price shall include related air freight and transportation charges if necessary;

**Section 7 – Built-In Joinery**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
7.01	Supply labor and material to construct timber reception counter with storage cabinet, corain top & front panel Location : Reception	4.4 LM		
7.02	Supply labor and material to construct 1 level curved shaped timber sitting bench Location : Reception	6.5 LM		
7.03	Supply labor and material to construct 600D x 850mm Ht timber low cabinet with plastic laminated finish <b><u>Includes:</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Wet Pantry & Printing Area	4.1 LM		
7.04	Supply labor and material to construct 600D x 850mm Ht timber low cabinet with plastic laminated finish <b><u>Includes:</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Meeting Room	2.4 LM		
7.05	Supply labor and material to construct 600D x 850mm Ht timber hanging cabinet with plastic laminated finish <b><u>Includes:</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Wet Pantry	3 LM		
7.06	Supply labor and material to install (600 +100) corian top and splashing board for the low cabinet Location : Wet Pantry & Printing Area	4.1 LM		
7.07	Supply labor and material to install +/- 800 mm Ht color back glass panel with 12mm thk plywood backing in between low & hanging cabinet Location : Wet Pantry	3.3 LM		

**Section 7 – Built-In Joinery**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
7.08	Supply labor and material to construct +/- 400~600D x 2800 mm Ht timber high cabinet surfaced with plastic laminated finish; <b><u>Includes :</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Pantry & Printing Area	3.4 LM		
7.09	Supply labor and material to construct +/- 400~600D x 2800 mm Ht timber high cabinet surfaced with plastic laminated finish; <b><u>Includes :</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Focus Group Meeting Room 1 & 2	1.3 LM		

**Section 7 – Built-In Joinery (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
7.10	Supply labor and material to construct 2800 mm Ht trapezium-shaped high cabinet surfaced with plastic laminated finish ( Code : PL-10) <b><u>Includes :</u></b> plastic laminated finish interior & adjustable shelves, swing door and/or lockset Location : Office Area	0.6 LM		
7.11	Supply labor and material to construct +/- 2400 L x 800 D x 1050 mm Ht timber high table with wood veneer top ( Code : WD-06) Location : Wet Pantry & Printing Area	1 NO.		
7.12	Supply labor and material to construct +/- 2000 mm high plywood toilet cubicle with divider, swing door and door lock, surfaced with plastic laminated finish Code : PL-09 Location : Male & Female Toilet	5 SETS		
7.13	Supply labor and material to construct ~ 600 D x 800 mm high wash hand basin cabinet <b><u>Includes:</u></b> - corain worktop and splashing board - timber storage cabinet with space for rubbish bin - cost to include rubbish bin plastic laminated at interior area Location : Male & Female Toilet	3 LM		
7.14	Supply labor and material to construct +/- 900 H x 200 D mirror openable cabinet to house tissue paper and soap dispenser <b><u>Include</u></b> plastic laminated finish interior & adjustable shelves ( tissue paper and soap dispenser are at extra cost) Location : Male & Female Toilet	3 LM		
7.15	Supply labor and material to construct urinal timber divider Location : Male Toilet	1 SET		
7.16	Supply labor and material to construct +/- 2800mm high triangular -shaped projection wall with up and down light trough Location : Exhibition Area 1	9.7 LM		

**Section 7 – Built-In Joinery (Cont'd)**

<b>Items</b>	<b>Description</b>	<b>Provisional Quantity</b>	<b>Rate (HK\$)</b>	<b>Amount (HK\$)</b>
7.17	Supply labor and material to construct 3 level curved shaped timber sitting bench, surfaced with wood veneer finish Location : Exhibition Area 1	6.9 LM		
7.18	Supply labor and material to install ceiling heavy duty running track for sliding display panel ( Brand Name : Hufcor or equivalent) Location : Exhibition Area 1	70.9 LM		
7.19	Supply labor and material to construct upto false ceiling feature wall with recessed pen tray Location : Focus Group Meeting Room 1 & 2	11 LM		
Section 7 – Total :				

- Notes:
- 7.1 The Contractor shall submit details for the CIC and its consultant 's approval
  - 7.2 The Contractor shall check cargo lift size for the width of glass panels and doors
  - 7.3 Plastic Laminate finish must allow inside cabinet
  - 7.4 All plastic laminate finish must allowed in “Formica” or equivalent grade
  - 7.5 All glass work must be provided in tempered glass
  - 7.6 All stainless steel must be in #316 grade
  - 7.7 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.

**Section 8 – Doors & Ironmongeries**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
8.01	Supply labor and material to construct +/- 3200 mm high double swing glass door without metal framing at the Entrance Glass Façade at Exhibition Area 2 ( 包括入小型工程) Code : D01	1 NO.		
8.02	Supply labor and material to construct +/- 3200 mm high double swing glass door with metal framing at the Entrance Glass Façade at Reception ( 包括入小型工程) Code : D02	2 NOS.		
8.03	Supply labor and material to construct +/- 2800 mm Ht double swing swing timber door with door framing <b><u>Includes</u></b> - sound seal and drop seal - ironmongery - door stopper Code : D03 Location : Entrance to Focus Group Meeting Room 1 & 2 from Exhibition Area 2	2 NOS.		
8.04	Supply labor and material to construct +/- 2800 mm Ht single swing concealed type timber door with door framing <b><u>Includes</u></b> - sound seal and drop seal - ironmongery - door stopper - concealed type door closer Code : D04 Location : Entrance to Office Area	1 NO.		
8.05	Supply labor and material to construct +/- 2800 mm Ht single swing timber door with hand brush paint finish door framing and viewing glass panel <b><u>Includes</u></b> - sound seal and drop seal - ironmongery - door stopper Code : D05 Location : CEO Office and Meeting Room	2 NOS.		

**Section 8 – Doors & Ironmongeries (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
8.06	Supply labor and material to construct +/- 2400 mm Ht 1 fire rated double swing timber door and door framing leading toward Carpark - Comply with European Standard (BSEN) <b><u>Includes</u></b> - ironmongery - door stopper - exposed type door closer Code : D06 Location : Rear Exit (toward Back Carpark)	1 NO.		
8.07	Supply labor and material to construct +/- 2800 mm Ht single swing concealed type timber door and door framing at the Entrance toward Store /Server Room <b><u>Includes</u></b> - ironmongery - door stopper - exposed type door closer Code : D07 Location : Entrance to Store / Server Room from Exhibition Area 1	1 NO.		
8.08	Supply labor and material to construct +/- 2400 mm Ht single swing timber door and door framing <b><u>Includes</u></b> - ironmongery- door stopper Code : D08 Location : Disable Toilet	1 NO.		
8.09	Supply labor and material to construct +/- 2400 mm Ht single swing timber door and door framing <b><u>Includes</u></b> - ironmongery - door stopper Code : D09 Location : Female & Male Toilet	2 NOS.		
8.10	Supply labor and material to construct +/- 2400 mm Ht single swing timber door with door frame leading to Existing Equipment Room <b><u>Includes</u></b> - ironmongery - door stopper Code : D10 Location : Equipment Room near Toilet	1 NO.		



**Section 8 – Doors & Ironmongeries (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
8.11	Supply labor and material to construct +/- 2400 mm Ht 1 fire rated double swing timber door and door framing leading toward Carpark - Comply with European Standard (BSEN) <b><u>Includes</u></b> - ironmongery - door stopper - exposed type door closer - push bar Code : D11 Location : Exit at Focus Group Meeting Room 2	1 NO.		
8.12	Supply labor and material to construct +/- 2400 mm Ht single swing timber door and door framing <b><u>Includes</u></b> - ironmongery - door stopper Code : D12 Location : Existing Store Room at Focus Group Meeting Room 1	1 NO.		
8.13	Supply labor and material to construct +/- 2400 mm Ht single swing plywood access door <b><u>Includes</u></b> - ironmongery Code : D13 Location : Small Storage Area at Focus Group Meeting Room 1 &2	2 NOS.		
Section 8 – Total :				

- Notes:
- 8.1 The Contractor shall submit details for the CIC and its consultant's approval
  - 8.2 The Contractor shall check cargo lift size for the width of glass panels and doors
  - 8.3 Plastic laminate finish must be allowed inside cabinets
  - 8.4 All plastic laminate finish must be allowed in Formica Grade or equivalent
  - 8.5 All glass works provided must be in tempered glass
  - 8.6 All stainless steel must be in #316 grade
  - 8.7 All doors shall install necessary sound seal gasket
  - 8.8 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.
  - 8.9 All ironmongery information and detailed drawing could be referring to ironmongery specification and door schedule for reference.

**Section 9 – Fitting & Fixtures (Sanitary Ware)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
9.01	Supply and install wall mounted 2kg fire extinguisher	12 NOS.		
9.02	Purchase and Delivery of drinking machine at Wet Pantry Brand : H2O Office Series : UW998 Colour: Zinc Size : W435 x D 460 x H 1325 cm Supplier : Life Solutions	1 NO		
9.03	Purchase and Delivery of stainless steel sink unit at Wet Pantry Code: SA-08A	1 SET		
9.04	Purchase and Delivery of water tap unit at Wet Pantry Code: SA-08B	1 SET		
9.05	Purchase and Delivery of fridge at Wet Pantry Code : SA -14	1 SET		
9.06	Purchase and Delivery of sensor type facuet with solar power sensor at Female & Male Toilet Code : SA-01	4 SETS		
9.07	Purchase and Delivery of wash hand basin at Female & Male Toilet Code : SA-02	4 SETS		
9.08	Purchase and Delivery of wall mounted sensor urinal at Male Tiolet Code :SA-03	2 SETS		
9.09	Purchase and Delivery of sitting water closet at Female & Male Toilet Code : SA-04	5 SETS		
9.10	Purchase and Delivery of 'disable type' sitting water closet at Disable Toilet Code : SA-05 +SA-06	1 SET		
9.11	Purchase and Delivery of wash hand basin with manual type facuet at Disable Toilet Code : SA-07	1 SET		
9.12	Purchase and Delivery of tissue rolled paper rack inside each toilet cubicle at Female, Male and Disable Toilet Code : SA-09	6 SETS		

**Section 9 – Fitting & Fixtures (Sanitary Ware) (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
9.13	Purchase and Delivery of hanger inside each toilet cubicle at Female and Male Toilet Code : SA-10	6 SETS		
9.14	Purchase and Delivery of tissue paper holder inside mirror cabinet at Female and Male Toilet Code : SA-11	3 SETS		
9.15	Purchase and Delivery of automatic soap dispenser inside mirror cabinet at Female, Male and Disable Toilet Code : SA-12	3 SETS		
9.16	Purchase and Delivery of electric hand dryer at Female, Male and Disable Toilet Code : SA-13	2 SETS		
9.17	Supply labor and material to install adjustable mirror panel at Disable Toilet	1 NO		
9.18	Supply labor and material to install wall mounted folding grab rail at Disable Toilet	1 NO		
9.19	Supply labor and material to install wall mounted fixed grab rail at Disable Toilet	4 NOS		
9.20	Supply labor and material to install call bell, light indicator and buzzer inside Disable Toilet	1 SUM		
9.21	Supply labor and material to install Formica “Coolinear” floor to ceiling cubical system at Male toilet and Female toilet Code: SA-15	5 SETS		
Section 9 – Total :				

9.1 The Contractor shall submit details for the CIC and its consultant’s approval

9.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.

9.3 All detailed information could be referring to sanitary ware & fitting specification for reference.

**Section 10 – Fire Services**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
<del>All the works listed below shall be carried out by building nominated Fire Services Contractor at Main Contractor's own cost —</del>				
10.1	Organize and coordinate with different parties including users, sub-contractors, Nominated sub-contractor (NSC) of CIC and the CIC.	1 SUM		
Section 10 – Total :				

**Section 11 – Air Conditioning Modification Work**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
11.01	Dismantle & cart away existing MVAC system including air duct, refrigerant pipe, drainpipe, air grilles & control wiring	5 NOS.		
11.02	Relocate existing "FUJITSU" VRF indoor unit c/w support	2 NOS.		
11.03	Supply & install refrigerant pipe with close cell insulation	2 NOS.		
11.04	Supply & install GI condensate drain pipe c/w 25mm phenolic foam insulation	2 NOS.		
11.05	Relocate the thermostat for indoor unit c/w conduit & control wiring	6 NOS.		
11.06	Supply & install GI sheet ductwork c/w support & 25mm thick X 32kg/m <sup>3</sup> fibreglass insulation	6 NOS.		
11.07	Install existing 1200X400mm aluminium return air louvre c/w filter	2 NOS.		
11.08	Supply & install 200mm width aluminium linear diffuser plus 4 Plenum box	30 LM		
11.09	Chemical cleaning for indoor unit	1 SUM		
11.10	Supply and install exhaust air and air duct	2 NOS.		
11.11	Supply and install schedule time for existing fancoil and Heat Exchange system	2 NOS.		
11.12	Carry out N2 pressure test and dehydrate the refrigerant circuit and charge up sufficient refrigerant	1 SUM		
11.13	Miscellaneous, included: a) Discharge and recharge the refrigerant circuit for installation. Pressure test shall be performed after recharge. b) Air balancing c) Labeling d) Painting e) Statutory submission, if any. f) Shop drawing and as-fitted drawings g) Testing and commissioning h) Staff training for the MVAC system above included O&M Manual	1 SUM		
Section 11 – Total :				

**Section 12 – Electrical Work**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
12.01	Supply labor and material to construct new 32 Amp 3 Phase sub-main switch board	2 NOS.		
12.02	Supply labor and material to construct new 63 Amp 3 Phase sub-main switch board	2 NOS.		
12.03	Supply labour and material to install 63 Amp main cable	20 LM		
12.04	Supply labor and material to relocate the existing 100Amp MCCB with main cable installation	1 NO.		
12.05	Supply labor and material to install New Digital Multi Meter	4 NOS.		
12.06	Supply labor and material to install new Cable Link Box	2 NOS.		
12.07	Supply labor and material to install 20A RCD fuse switch	18 NOS.		
12.08	Supply labor and material to install 13AMP twin power socket with concealed G.I. conduit, wiring work and cover plate.	37 NOS.		
12.09	Supply labor and material to install 13AMP single power socket with concealed G.I. conduit, wiring work and cover plate.	73 NOS.		
12.10	Supply labor and material to install 13AMP power connection for Building fancoil unit and exhaust system with concealed G.I. conduit, wiring work and cover plate.	6 NOS.		
12.11	Supply labor and material to install data / voice dual outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	67 NOS.		
	<b><u>Power &amp; Conduit Work for AV System</u></b>			
12.12	Supply labor and material to install HDMI outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	38 NOS.		
12.13	Supply labor and material to install LED Control outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	3 NOS		

**Section 12 – Electrical Work (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
12.14	Supply labor and material to install Speaker outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	23 NOS.		
12.15	Supply labor and material to install Cam outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	1 NO.		
12.16	Supply labor and material to install G.I. conduit for central control at Focus Group Meeting Room 1 & 2	1 SUM		
	<b><u>Conduit Work for CCTV System</u></b>			
12.17	Supply labor and material to install CCTV outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation by Others	19 NOS.		
12.18	Supply labor and material to install 13AMP fuse spur with concealed G.I. conduit, wiring work and cover plate for electrical lock	9 NOS.		
12.19	Supply labor and material to install conduit work for access card system	6 NOS.		

**Section 12 – Electrical Work (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
	<b><u>Conduit Work for Lutron Light System</u></b>			
12.20	Supply labor and material to install data / voice dual outlet with G.I. conduit and base box Remarks : All wiring, termination and faceplate installation are excluded	4 NOS.		
12.21	Supply labor and material to install 13AMP fuse spur with concealed G.I. conduit, wiring work and cover plate for electrical lock	12 NOS.		
12.22	Supply labour and material to construct panic button include all necessary wiring and conduit work	3 NOS.		
12.23	Supply labor and material to install power point connection for all new light fittings c/w wiring and necessary conduit work ( On/Off Switch)	309 NOS.		
12.24	Supply labor and material to construct 100 x 100 mm metal trucking for high voltage cable above false ceiling	45 LM		
12.25	Supply labor and material to construct 100 x 100 mm metal trucking for low voltage cable above false ceiling	45 LM		
12.26	Miscellaneous, included: a) Earthing and bonding work according to Code of Practice (CoP) from EMSD b) Labeling c) Painting d) Statutory submission, such as, but not limited to, Form of Compliance, WR1, etc. e) Shop drawings and as-fitted drawings f) Testing and Commissioning g) Staff training for all electrical system included h) O&M Manual	1 SUM		
		Section 12 – Total :		

12.1 The Contractor shall submit details for the CIC and its consultant's approval

12.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.

12.3 All detailed information could be referring to sockets & switches schedule for reference.

12.4 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.



**Section 13 – Plumbing & Drainage Work**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
13.01	Dismantle and cart away the installation no longer maintained in the project area.	1 SUM		
13.02	Supply and install new washing basin, c/w pipes, valves, fixing and all necessary accessories, for the Disabled Toilet ( Cost of equipment are quote separately in Section 9)	1 SUM		
13.03	Supply and install direct water dispenser, c/w pipes, valves, fixing and all necessary accessories for the new Wet Pantry ( Cost of equipment are quote separately in Section 9)	1 SUM		
13.04	Supply and install stainless steel #304 sump water tank, c/w cover, h-pipes, drip tray, fixing and all necessary accessories for the direct water dispenser.	1 SUM		
13.05	Supply and install "Tsurumi" sump pumps (1 standby and 1 duty), c/w pipe works, valves, power connection, cable to control panel, fixing and all necessary accessories.	1 SUM		
13.06	Supply and install sump pump control panel, c/w indicator lamp, buzzer, mute button, operation mode selector, containment, power and control wiring (LZOH cable), fixing and all necessary accessories. The panel shall able to automatically swap the operation of standby / duty pumps, receiving high level signal to cut off water provision by controlling the motorized valve for water, etc.	1 SUM		
13.07	Supply and install dia. 22mm copper pipe, c/w fittings, connection, fixing and all necessary accessories, for fresh water provision to direct water dispenser. This contractor shall be responsible to connect the captioned pipe from existing water provision point.	1 SUM		
13.08	Supply and install dia. 42mm G.I pipe, c/w fittings, connection, fixing and all necessary accessories, for waste water drainage from sump tank of direct water dispenser. This contractor shall be responsible to connect the captioned pipe to existing water drainage point.	1 SUM		
13.09	Supply and install solenoid valve for water supply connected to sump pump panel.	1 SUM		

**Section 13 – Plumbing & Drainage Work (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
13.10	Dismantle and cart away existing unused sanitary fittings ( lot)	1 SUM		
13.11	Supply and install the following sanitary fittings, c/w associated pipe works, valves, fixings and all necessary accessories, for Male, Female and Disable Toilets.  - Sensor type faucet, sensor urinal , wash hand basin, sitting water closet	1 SUM		
13.12	Miscellaneous, included: a) Painting and labeling b) Shop drawings and as-fitted drawing c) Testing and commissioning d) O&M manual	1 SUM		
Section 13 – Total:				

**13.1 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.**

**Section 14 – Service Charge for Obtaining BEAMS Gold Level**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
14.01	Using Software to conduct an energy simulation on the development, comparing the BEAM Plus baseline model with the development design	1 SUM		
14.02	EU3 -Provision of independent commissioning authority (CxA) for T&C	1 SUM		
14.03	IEQ 8- Conduct simulation and prepare report to demonstrate the uniformity, glare index and color rendering could comply with CIBSE	1 SUM		
14.04	IEQ 9- Conduct simulation and prepare report to demonstrate the natural lighting illuminance level for workstations and/or seating area	1 SUM		
14.05	MAN 3- A Construction Noise Plan and monthly construction Noise management report (assuming 3 months) for the Proposed Development will be prepared for Client endorsement	1 SUM		
14.06	MA 11 - A Waste Management Plan ( WMP) and monthly construction waste management report (assuming 3 months) for the Proposed Development for Client endorsement. The appraisal of types and quantity of waste to be generated during construction is assumed to be provided by Client	1 SUM		
14.07	EU3a - Preparation of Commission Plan	1 SUM		
14.08	EU3b - Preparation of Commission Report	1 SUM		
14.09	WU 1 - To conduct water quality survey (maximum 8 water test points) and test report	1 SUM		
14.10	IEQ 1 & IEQ 7 - To conduct measurement (max 15 IAQ test points) and prepare report to demonstrate that the IAQ could comply with good class requirement in the IAQ Certificate Scheme	1 SUM		
		Section 14 – Total:		

**Section 15 – IT Network Cabling**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
15.01	Supply & install metal trucking, exposed type conduit, cabling (CAT6) and associated works with all necessary accessories for cabling and IT equipment/system.  (Provisional quantity to be adjusted with final design)	1 SUM		
Section 15 – Total:				

**15.1 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.**

**Section 16 – Security System**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
16.01	Supply & install metal trucking, concealed type conduit, cabling (CAT6), and associated works with all necessary accessories for CCTV & access cards equipment/system.  (Provisional quantity to be adjusted with final design)	1 SUM		
Section 16 – Total:				

Notes: 16.1 The Contractor shall submit details for the Consultant's and the CIC's approval

16.2 Specification for item 16:

Building's Maintenance Contractor "The Jardine Engineering Corporation Ltd."

Contact person: Mr. Gary Cheng Phone no.: 28074866 / 66561636

Email: [gary.mf.cheng@jec.com](mailto:gary.mf.cheng@jec.com)

**16.3 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.**

**Section 17– AV System**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
	<b><u>Projection Wall at Exhibition Area 1</u></b>			
17.01	Supply and install Panasonic PT-EZ590 projector, 5400 Lumens, WUXGA, Std lens and digital signage and mobile devices – brand: Brightsign XD233 (the item included not limited to below listed): a) Projector ceiling pole b) Hollyland HSMI-CAT 6 Extender c) Engineering Charges	3 SETS		
17.02	Supply and install CAT6 wiring fOR HDMI extender for Pre-wiring work	6 SETS		
	<b><u>Interactive Touch Projector at Exhibition Area 1</u></b>			
17.03	Supply and install Projector - EB-696Ui (Finger Touch Interactive), digital signage and mobile devices – brand: Brightsign XD233 (the item included not limited to below listed): a) HOLLYLAND HDMI-CAT 6 EXTENDER b) USB- CAT 6 EXTENDER c) 3M PWF-500 PROJECTION FILM 2X1.2M d) Engineering Charges	1 SET		
	<b><u>APPLE IPAD Wall Mount at Exhibition Area 1</u></b>			
17.04	Supply and install APPLE IPAD 32GB WIFI (color: Silver), (the item included not limited to below listed): a) Maclock IPAD wall mount lock b) Earphones for IPAD c) Engineering charges	4 SETS		
	<b><u>Reception LED Wall at Reception Area</u></b>			
17.05	Supply and install LED TV Wall with dimension: 8960 X 960MM, Total: 8.6 SQ M, PH2.5, Brightness & color : 900 cd/m <sup>2</sup> , 14 bits colors - Fanless, Die casting aluminum cabinet - Max. & Avg. power consumption : 580 & 194W/m <sup>2</sup> , included front access maintenance services, control system. (the item included not limited to below listed): a) Structure frame support b) Management PC c) Engineering charges	1 SET		

**Section 17– AV System (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
	<b><u>Projection Wall at Exhibition Area 2</u></b>			
17.06	Supply and install Panasonic PT-EZ590 projector, 5400 Lumens, WUXGA, Std lens, digital signage and mobile devices brand: Brightsign XD233 (the item included not limited to below listed): a) Projector ceiling pole b) Hollyland HSMI-CAT 6 Extender c) Engineering Charges	4 SETS		
17.07	Supply and install CAT6 wiring for HDMI extender for Pre-wiring work	8 SETS		
	<b>Audio System at Focus Group Meeting Room 1 &amp;2</b>			
17.08	Supply and install TOA A-2060 120W amplifier.	2 SETS		
17.09	Supply and install Bose DS16F ceiling speakers	16 SETS		
17.10	Supply and install Biamp Nexi CS audio DSP	2 SETS		
17.11	Supply and install Shure wireless handheld mic Model: PGX24/SM58	4 SETS		
17.12	Supply and install Shure wireless Tie clip Model: PGX14/CVL	2 SETS		
	<b><u>Central Control System</u></b>			
17.13	Supply and install the In-put Panel, Atlona Two-Input UK Wall Plate Switcher for HDMI and VGA Inputs with HDBaseT Output	4 SETS		
17.14	Supply and install the In-put Panel, Atlona HDBaseT Scaler with HDMI and Analog Audio Outputs	4 SETS		
17.15	Supply and install the HDMI Matrix, Kramer 8x8 HDMI Matrix Switcher Model : VS-88HN	1 SET		
17.16	Supply and install the HDMI Extender, HOLLYLAND HDMI-CAT 6 extender.	8 SETS		

**Section 17– AV System (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
17.17	Supply and install the control, Crestron 3-Series Control System®	1 SET		
17.18	Supply and install the control, Crestron expansion card	2 SETS		
17.19	Supply and install the control, Crestron® App - Control App for Apple® iOS® & Android™	2 SETS		
17.20	Supply APPLE IPAD 32GB WIFI SILVER	2 SETS		
17.21	Supply and install Wifi router	1 SET		
17.22	Supply and install 8 CHANNEL CUSTOM RELAY BOX	1 SET		
17.23	Miscellaneous, included, not limited to below item: a) Engineering charges b) Programming for the Crestron Control System c) include System Planning , System Programming , Testing & Commission, user training , user manual document d) Programming for the audio DSP e) Control System Cabling and Wiring f) Delivery and Installation of Control System g) Cabling & Wiring , Testing and Commissioning	1 SUM		
	<b><u>Outdoor LED TV</u></b>			
17.24	Supply and install outdoor LED TV with dimension : 1500 X 1160MM, Total 1.6 SQ M, PH6, Brightness & color : 1600 cd/m², 14 bits colors outdoor led, front access maintenance services and control system (the item included, not limited to below listed): a) Structure frame support b) Engineering charges	2 SETS		
	<b><u>Office Area Meeting Room TV</u></b>			
17.25	Supply and install SAMSUNG (Model: HG49AE690DJXZK) 49" LED TV, included, not limited to below listed: a) HDMI extender Hollyland HDMI-CAT 6 extender b) Wall mount bracket c) Installation charge	1 SET		



**Section 17– AV System (Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
	<b><u>TV located at the Column</u></b>			
17.26	Supply and install SAMSUNG (Model:HG32AE570BJXZK) 32" LED TV , included, not limited to below listed: a) Digital signage and mobile devices brand: Brightsign XD233 b) HDMI extender Hollyland HDMI-CAT 6 extender c) Wall mount bracket d) Installation charge	8 SETS		
	<b><u>Equipment Rack</u></b>			
17.27	Supply and install 47U equipment rack	3 SETS		
	<b><u>PA Speaker Relocation / Rewire</u></b>			
17.28	Re-install existing PA speakers (7 sets) with rewiring work	1 SUM		
Section 17 – Total:				

**17.1 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.**

**Section 18 – Loose Furniture**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
18.01	F-01 : Round high table at Lounge Area	2 NOS.		
18.02	F-02 : High chair at Lounge Area	4 NOS.		
18.03	F-03 : Stool at Outdoor Deck	5 NOS.		
18.04	F-04 : Round low coffee table at Lounge Area	1 NO.		
18.05	F-05 : CEO desk and side storage cabinet & panel	1 SET		
18.06	F-06 : Lounge Chair at CEO Office	2 NOS.		
18.07	F-07 : Coffee table at CEO Office	1 NO.		
18.08	F-08: High chair at Wet Pantry Area	4 NOS.		
18.09	F-09: 1100 x 1100 120 <sup>0</sup> degree work desk with desk top fabric panel and mobile pedestal at Office Area	9 NOS.		
18.10	F-10: Mid back clerical chair with fabric seat at Office Area, CEO Guest Chair and Receptionist Chair	13 NOS.		
18.11	F-11: Ir-regular shaped Meeting table with corian top at Meeting Room	1 NO.		
18.12	F-12 : Meeting chair at Meeting Room	7 NOS.		
18.13	F-13 : Low cabinet at Meeting Room	1 NO.		
18.14	F-14 : CEO main chair	1 NO.		
18.15	F-15: 1200W x 450D x 900H mm roller shutter door cabinet Finishes: metal	2 NOS.		
18.16	F-16: 1200W x 450D x 1980H mm roller shutter door cabinet Finishes: metal	3 NOS.		
Section 18 – Total:				

Supplier Information

Supplier 1 : Maum Studio , Contact : Creamy , Contact No: 2308 1931

Supplier 2 : Lamex System Furniture , Contact : Raymond Tse , Contact No: 2828 6862 / 9475 3063

Supplier 3 : Haworth , Contact : Mike Leung, Contact No: 2832 0288/ 6851 1421

- Notes: 18.1 The Contractor shall submit details for the CIC and its consultant's approval
- 18.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.
- 18.3 All detailed information could be referring to loose furniture specification for reference.

**Section 19 – Light Fitting**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
	<b>Purchase and Delivery of light fitting</b>			
19.01	L01 – outdoor floor lamp at outdoor area	32 NOS.		
19.02	L02 – outdoor tree light at outdoor area	8 NOS.		
19.03	L03 – dimmable LED panel at focus group meeting room	20 NOS.		
19.04	L04a – dimmable LED recessed downlight at focus group meeting rooms	32 NOS.		
19.05	L04b – LED recessed downlight for toilet area	7 NOS.		
19.06	L05a – dimmable LED twin spotlight at reception area	20 SETS		
19.07	L05b – LED twin spotlight at exhibition area 1 & 2	43 SETS		
19.08	L06 – dimmable LED recessed downlight at reception area	15 NOS.		
19.09	L07 – LED track light at exhibition area 2	21 NOS.		
19.10	L08 – LED panel at office area	7 NOS.		
19.11	L09 – LED spotlight at exhibition area 1	28 NOS.		
19.12	L10 – outdoor wall lamp at outdoor area	6 NOS.		
19.13	L11 – pendant lamp at office pantry area	2 NOS.		
19.14	L12 – pendant lamp at office meeting room	1 NO.		
19.15	L13 – LED single spotlight at office area	24 NOS.		
19.16	L14 – pendant lamp at reception area	1 NO.		
19.17	L15 – flexible LED strip at office pantry area with all necessary accessory (e.g. transformer)	1 SUM.		
19.18	L16 – flexible LED strip (blue LED strip) at reception area with all necessary accessory (e.g. transformer)	1 SUM		
19.19	L17 – LED desk lamp for office area	10 NOS.		
19.20	L07 – Ceiling light track	170 LM		
19.21	L15 – LED light strip	50 LM		
19.22	L15 – LED light strip transformer	16 NOS.		
		Section 19 – Total:		

- Notes: 19.1 The Contractor shall submit details for the CIC and its consultant's approval
- 19.2 The Contractor shall state the origin, manufacture, brand, model, type, etc. wherever equivalent material be proposed.
- 19.3 All detailed information could be referring to architectural lighting specification for reference.

**Section 20 – Lighting Control System**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
20.01	Lutron QSGR-TC-3S-WH-CPN5825 QS Timeclock. 120V-240V, 50/60Hz.	1 SET		
20.02	Lutron QSNE-4A10-D -ESN Phase dimming module	3 SETS		
20.03	Lutron QSNE-4T10-D - Energi Savr Node QS 4 zone 0-10v control module	3 SETS		
20.04	Lutron QSNE-4S10-D - Energi Savr Node QS 4 zone switching module, with 4 feed via 10 ampere switched outputs.	12 SETS		
20.05	Lutron QSWE-10BRLN-AW (keypad for zone control) - QS device. International seeTouch QS 2-10 button wallstation. Two contact closure inputs via a connector on the back of the wallstation. Unit dimensions with faceplate: (87mmx87mm). Mounts in European and UK wallboxes, in plastic material finishes white color.(final number of buttons will be confirmed by end user)	12 SETS		
20.06	Lutron QSM7-XW-C Quantum Sensor Module (QSM) is a ceiling-mounted device, limited 434MHz.	4 SETS		
20.07	Lutron LRF7-OCR2B-P-WH RPS wireless occ. sensor, ceiling mount	52 SETS		
20.08	Lutron LRF7-DCRB-WH Lutron Radio Powr Savr daylight wireless sensors.	2 SETS		
20.09	Lutron QSE-CI-AP-D Energi Savr Node Programming interface LEN port	1 SET		
20.10	Lutron QSE-CI-NWK-E Lutron RS232 interface card	1 SET		
20.11	Lutron QSE-IO I/O Card	1 SET		
20.12	Lutron GRX-LC8 Controller Unit	1 SET		
20.13	Lutron GRX-CESO-277-PKG Light Sensor	1 SET		

**Section 20 – Lighting Control System – Cont'd)**

Items	Description	Provisional Quantity	Rate (HK\$)	Amount (HK\$)
20.14	Regular enclosure for Lutron Power Module installation and protection. -Accommodate DIN rails for mounting up to 9 sets Lutron Power Modules. It allows space among Power Modules and the vents on the cover for ventilating. The enclosure accepts multi-feeding to power the lamps and Power Modules. Each Module with individual 10A C-type Breaker. Also main power supply with 32A 3Phase Breaker Control. (Dimension H1520mm x W408 x D110mms)	2 SETS		
20.15	Lutron System Equipment Airfreight Charge Airfreight Costs from United States to Hong Kong	1 SUM		
20.16	Engineering and Installation Services, included: a) System installation and wire terminating connection. b) System Schematic drawing, Lighting cuicuit plan and conduit drawing. c) Lutron QS link Cables Supply and wiring ( low smoke zero halogen standard) d) Site co-ordination and site supervision e) System final setup and scene settings f) System Programming g) System coordination with AV system (Automation system) h) keypad/button fucntion code and Lighitng scene preset code, etc. i) Lutron seeTouch keypad artwork propose and button name engraving, etc. j) Testing and Commissioning k) Lutron system operation manual l) EMSD documents (WR1A) m) System simple training	1 SUM		
Section 20 – Total:				

**20.1 LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.**

**21 – Contingency Sum**

Items	Description	Qty.	Rate HK\$	Amount HK\$
21.01	A provisional sum for Contingency	1	Sum	800,000
Section 21 - Total :				800,000

The percentages of payment do not imply or indicate the relative or absolute amount of resources and expenses to be spent by the Contractor to produce the concerned deliverables and to complete the tasks and services. The payment schedule is as follows:-

Deliverable No.	Deliverable Description	Payment Stage / Date	Payment (%)
1	Upon submission of EC, CAR, organization chart, project contact list, emergency contact list, master working programme	Within 3 calendar days after contract engagement	5%
2	Upon submission of method statements, calculations, shop drawings, material samples and references of proceeding purchase orders.	Within 7 calendar days after contract engagement	5%
3	Upon submission of order purchase and confirmation of on-site setting outline	Within 17 calendar days after contract engagement	15%
4	Upon 50% Completion of Fit-out Works (subject to the CIC and its consultant's satisfaction)	Within 30 calendar days (approx.) after contract engagement	30%
5	Upon Completion of Fit-out Works and all necessary T&C and to get all relevant statutory approvals for permit to use at the Innovation and Technology Application Centre (subject to the CIC and its consultant's satisfaction)	Within 62 calendar days after contract engagement	25%
6	Upon submission of as-built drawings and Operation & Maintenance Manual and all necessary certificates and reports – subject to the CIC and its consultant's satisfaction (including electronic and hardcopy in pdf and AutoCAD format)	Within 1 month after completion of renovation work	10%
7	Defects Liability Period (DLP) Upon expiry of 12 months DLP after making good of all the defects – subject to the CIC and its consultant's satisfaction	Upon expiry of the 12 months DLP	10%
		Total	100%

Defects Liability Period	TWELVE (12) months
Date for Possession/ Commencement	Within SEVEN (7) calendar days from the CIC's written notice to commence
Date for Completion	62 Calendar Days from the Date of Contract Award
Liquidated and Ascertained Damages	At the rate of HK\$100,000 per day
Period of Final Shop Drawings and Maintenance Manual	1 month after Date for Practical Completion

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

Signature of Person Authorized  
to Sign for the Proposal\* : \_\_\_\_\_

(with company chop)

Address \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

\* If the tender is submitted by a Joint Venture, all participants in the Joint Venture must sign the Fee Proposal.

## **APPENDIX E – Tender Evaluation Procedures and Criteria**

### **1. INTRODUCTION**

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and **Special Conditions of Tender**, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 70% and 30% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 60% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

### **2. TECHNICAL EVALUATION**

- 2.1 Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.



Table 1 – Technical assessment marking scheme

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
Assessment will be based on the following criteria:-		
1. Tenderer's profile, background and expertise <b>(10%)</b>		<b>10%</b>
2. Job Reference of the Tenderer in carrying out similar project nature and scale. <b>(10%)</b>		<b>10%</b>
3. Proposed composition and organization of project team with qualifications, experience and capability of team members in carrying out similar construction services. <b>(15%)</b>		<b>15%</b>
The following sub-criteria shall be considered:		
(a) Organization of Proposed Project Team (5%)		
(b) Qualification, Experience and Capability of Proposed Project Team (10%)		
4. Approach and work programme to fulfill the objectives and carry out and complete all the tasks described in the Assignment Brief and its Annexes <b>(65%)</b>		<b>65%</b>
The following sub-criteria shall be considered:		
(a) Management of Works Programme (25%)		
(b) Proposed Project Methodology (15%)		
(c) Proposed AV Contractor / Supplier (20%)		
(d) Safety & Health and Environmental measures for the Project (5%)		
<b>Total:</b>		<b>100%</b>

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

$$70 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

### **3. FEE EVALUATION**

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$30 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

### **4. CALCULATION OF COMBINED SCORES**

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Cl.2.2) and the weighted fee assessment score (Cl.3.2).

## APPENDIX F - Reply Slip for Tender Briefing and Site Visit Session

I/we would like to attend the tender briefing and site visit session for the Fitting Out Works of the Construction Innovation and Technology Application Centre at 10:00 a.m. on 26 May 2017 at G/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong (Exit A, MTR Kowloon Bay Station)

Full Name of Attendee(s)		Post/Title	
Company Name:			
Contact Person:			Post/Title:
Address:			
Telephone No:			Fax No:
Mobile Phone No:			E-mail:

### Note:

1. Each Tenderer shall register three attendees at most.
2. Please return the completed reply slip to fax no: 2100 9439 no later than 17:00 on 25 May 2017.
3. Please contact Mr. Kelvin LEE at Tel: 2100 9425 or email: kelvinlee@cic.hk for any enquiry.

## APPENDIX G - Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (302) in P/AE/PUR/AGC, Closing Date: 9 June 2017), I/we regret that I am/we are unable to bid due to the following reason(s):

*(Please tick against the box(es) where applicable)*

- ☐ Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: \_\_\_\_\_ days
- ☐ Invitation document contains insufficient details.  
Suggested supplementary details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Work scope too broad. Would you consider bidding if the work scope is reduced?  
☐ Yes  
☐ No  
Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Work scope too narrow. Would you consider bidding if the work scope is broadened?  
☐ Yes  
☐ No  
Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Not interested in this type of service.
- ☐ Working at full capacity at the moment.

- ☐ Work scope beyond firm's/organisation's expectation.
- ☐ Cannot meet project time schedule. Suggested timeframe for the project:  
\_\_\_\_\_ months
- ☐ Requirements / Specifications too restrictive.
- ☐ Others (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Full Name of Contact Person : \_\_\_\_\_

Position : \_\_\_\_\_

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

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

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

Note:

- 1) Please return the completed reply slip to fax no: 2100 9439 no later than 12:00 noon on **9 June 2017.**
- 2) Please contact Mr. Kelvin LEE at Tele: 2100 9425 or email: [kelvinlee@cic.hk](mailto:kelvinlee@cic.hk) for any enquiry.

**Special Conditions of Tender**

**for**

**Fitting Out Works for the Construction Innovation and**

**Technology Application Centre (CITAC)**

**for**

**the Construction Industry Council**

**May 2017**

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## **Special Conditions of Tender**

**To be included  
in  
Technical Proposal**

### **1. Statement of Convictions under the Immigration Ordinance (Cap. 115)**

- 1.1 A tender will not be considered if, during the 12-month period prior to the closing date set for receipt of tenders, the tenderer has more than two convictions in respect of separate incidents under Sections 17I or 38A of the Immigration Ordinance (Cap. 115) for employing illegal immigrants or for having illegal immigrants on any site under the tenderer's control.
- 1.2 The tenderer shall submit with the tender a statement of either all convictions under Section 17I or 38A of the Immigration Ordinance (Cap. 115) for employing illegal immigrants or for having illegal immigrants on any site under the tenderer's control, and the dates of all such convictions, during the 12-month period prior to the closing date set for receipt of tenders, or a statement of "no conviction". The statement shall be certified by a person authorized to sign the contract on the tenderer's behalf.

### **2. Statement of Convictions under the Factories and Industrial Undertaking Ordinance (Cap. 59)**

- 2.1 The tenderer shall submit with the tender a statement of either all convictions under the Factories and Industrial Undertakings Ordinance, (Cap. 59) for site safety convictions for all sites under the tenderer's control, and the dates of all such convictions, during the 12-month period prior to the closing date set for receipt of tenders, or a statement of "no conviction". The statement shall be certified by a person authorized to sign the contract on the tenderer's behalf.

### **3. Statement of Convictions under the Employment Ordinance (Cap. 57)**

- 3.1 A tender will not be considered if, during the 12-month period prior to the closing date set for receipt of tenders, the tenderer has had three or more convictions in respect of separate incidents under the Employment Ordinance (Cap. 57) which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221).

- 3.2 The tenderer shall submit with the tender a statement of either all convictions under the Employment Ordinance (Cap. 57), and the dates of all such conviction, during the 12-month period prior to the closing date set for receipt of tenders, or a statement of “no conviction”. The statement shall be certified by a person authorized to sign the contract on the tenderer’s behalf.

#### **4. Outline Health & Safety Plan**

- 4.1 All tenderers should submit, as part of the tender, an Outline Health & Safety Plan (Outline Plan) which shall contain sufficient information to demonstrate the tenderer’s proposals for achieving effective and efficient health & safety procedures. Failure to submit the Outline Plan may invalidate the tender.
- 4.2 The Outline Plan should start with a formal statement of policy in relation to health & safety and should include:
- (i) An assessment of risks associated with the works activities when carrying out the Works;
  - (ii) An outline of the health & safety procedures and protective controls to be developed; and
  - (iii) Manner by which they would be implemented and monitored to ensure health & safety on the Site.
- 4.3 The Outline Plan should provide a suitable basis for the development of the Health & Safety Plan. The tenderer may be required to amplify, explain or develop the Outline Plan for the consideration of acceptance of tender.
- 4.4 Typical foreseeable hazards associated with construction works may include but not limited to the following:
- (i) The use of construction plant and equipment, including lifting appliances. e.g. tower cranes, excavators.
  - (ii) All temporary works including design, erection, loading, unloading and dismantling.
  - (iii) The dangers of rigging and of handling wire ropes.
  - (iv) The handling, use, storage and transportation of materials and substances.
  - (v) Hot working including grinding, chipping, cutting, welding, burning, etc.
  - (vi) Exposure to hazardous substances.



- (vii) Exposure to dust, fumes, vapors, etc.
- (viii) The risk of natural causes e.g. Typhoons.
- (ix) The risks of using electricity on site.
- (x) Risks posed to public members.

## **5. Selected Domestic Sub-Contractor / Sub-Consultants**

- 5.1 The tenderer shall submit with his tender a list of sub-contractors / sub-consultants to whom the tenderer proposes to sublet section(s) of works / services stating its willingness to enter into a domestic sub-contract with the tenderer to carry out the works mentioned in this tender.

## **6. General Building Contractor Registration / Minor Works Contractor Registration**

The tenderer shall give the registered number and the date of expiry of registration of their Registered General Building Contractor (RGBC) or Registered Minor Works Contractor (RMWC) here:

**Registered General Building Contractor (RGBC) No.:** \_\_\_\_\_

**Date of expiry for the above registration:** \_\_\_\_\_

**Registered Minor Works Contractor (RMWC) No. :** \_\_\_\_\_

**Date of expiry for the above registration:** \_\_\_\_\_

**Assignment Brief**

**of**

**Fitting Out Works for the Construction Innovation**

**and Technology Application Centre (CITAC)**

**for the Construction Industry Council**

**May 2017**

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## **Assignment Brief**

### **Fitting Out Works for the Construction Innovation and Technology Application Centre (CITAC) for the CIC**

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## **1. Background**

- 1.1 Continuous innovation is vital to the sustainable development of the construction industry. Creative ideas and innovative solutions are recognised as important levers to effect growth and efficiency especially in today's dynamic world. To encourage and facilitate the sharing of practical technologies and skill to the construction practitioners, the Construction Industry Council (CIC) is seeking for a contractor to carry out the fitting out works of its new Construction Innovation and Application Technology Centre (CITAC) located at Kowloon Bay Training Centre to spearhead development of new techniques and applications to enable continuous improvements in the construction industry of Hong Kong.
- 1.2 The role of the CITAC is to transform that mindset and ensure innovation becomes business-as-usual, creating a sector that is sustainable and one that generates greater economic impact for Hong Kong.

## **2. Objectives**

- 2.1 The Contractor must provide high quality of works, to complete the Assignment within schedule and budget.
- 2.2 The Contractor must organise and coordinate with different parties including users, sub-contractors, and other parties engaged / nominated by the CIC.
- 2.3 The CIC is now appointing a Contractor to carry out the fitting out work based on the provided design drawing.

## **3. Scope of Works**

- 3.1 The scope of works under the Assignment (the Works) shall include but not limited to the following:
  - (a) All fitting out works have to comply with the CIC's requirements and responsible for all required charges, deposit or application / permit fee in relation to the fitting out works.

- (b) Prepare and monitoring the work schedule to meet the targeted completion date.
- (c) The Contractor has to work with CIC's instructions to comply with all works required prior to the CIC's inspections.
- (d) The Works shall be completed within Sixty-Two (62) calendar days upon confirmation of order including materials order and delivery on site.
- (e) Provide all necessary protection to existing finishes and properties of the CITAC building during the Works.
- (f) Supply and install all interior finishes including false ceiling, flooring and wall finishes and provide all necessary fittings and fixtures according to drawings, specifications and/or approved material samples.
- (g) Supply and install all sound proof partitions and doors, sliding doors, automatic glass doors and provide all necessary fittings and fixtures according to drawings, specifications and/or approved material samples.
- (h) Supply and install all cabinet, pantry cabinet and provide all necessary fittings and fixtures according to drawings, specification and/or approved material samples.
- (i) Supply, install, modify, coordinate and liaise with CIC's nominated E&M contractor(s) (i.e. Air-Conditioning, Fire Services, Plumbing & Drainage, Electrical, Curtain Wall, Lift, BMS, Antenna system. etc.) to ensure all E&M services are promptly and correctly installed/modified according to the specifications and drawings (if necessary).
- (j) Supply and install all Audio and Video (AV) system with reference to the Schedule of Rates and provide all necessary fittings and fixtures according to drawings, specifications and/or approved samples.
- (k) Other items of work directly or indirectly related to this Works Project Contract may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the Works Project and be covered by the terms of the Agreement with additional fees that mutually agreed by the

**CIC and the Contractor.**

- (l) Provide all necessary warning notices, signages, labels, protection and temporary lighting facilities to pedestrian when needed in order to comply with relevant statutory requirements.

3.2 The tender shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

3.3 Additional Services - Other items of work directly or indirectly related to this Works Project Contract may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the Works Project and be covered by the terms of the Agreement with additional fees that mutually agreed by the CIC and the Contractor.

**4. Presentations**

4.1 To attend all meetings with the CIC and its consultant(s) / contractor(s) for weekly coordination and update meetings;

4.2 To report the progress of fitting out work status to the CIC and its consultant(s) / contractors during the weekly meetings.

4.3 To present Contractor Weekly Status Reports to the CIC after the weekly coordination meetings.

4.4 To conduct site safety walk with relevant parties and the CIC;

4.5 To arrange briefing sessions as required by the CIC to any parties which the CIC considers appropriate; and

4.6 The presentation materials shall be bilingual as necessary and required.

**5. Deliverables**

5.1 The works project and all Deliverables shall comply with the contract requirements to the satisfaction of the CIC. Should there be different interpretations between the

CIC and the Contractor against any requirements in the Contract; the CIC shall have the final jurisdiction on the explanation and approach of the implementation for the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.

- 5.2 To submit organization chart, project contact list, emergency contact list, master works programme, etc. for the CIC's approval;
- 5.3 To prepare and submit daily reports including number of workers, trades, site photo records, etc. to the CIC;
- 5.4 To prepare and submit Contractor's reports which contain updated working programmes, shop drawings and material submission schedules, site safety reports, progress photos and other necessary documents to the CIC during weekly meetings;
- 5.5 To prepare minutes for weekly meetings;
- 5.6 To prepare and submit materials sample, catalogue, MSDS, etc. for CIC's approval;
- 5.7 To prepare and submit shop drawings for the CIC's approval prior to the commencement of the Works;
- 5.8 All documents shall be submitted electronically in MS Word format, MS Excel format (for data) and in pdf file format or any other formats as applicable which are readily printable. Hardcopy of shop drawings in appropriate size shall be submitted to CIC for comment / approval.
- 5.9 The copyright of all reports, documents, recommendations, data and any other Information prepared or collected by the Contractor, its specialist(s) and the sub-consultant(s) / sub-contractor(s) and their employees and agents in the course of the Works project shall be borne with the CIC.

## 6. Brief Programme

- 6.1 The works project shall be completed within **62 calendars days** under the supervision of the CIC.
- 6.2 The Contractor undertakes to carry out the works project and submit Deliverables as stipulated in the Assignment Brief and its Annexes to the CIC in accordance with the tentative programme specified in Paragraph 6.4 below or as directed / agreed by the CIC from time to time.
- 6.3 Supplementary information or reports other than the deliverables stated below shall be prepared and delivered at such time upon request by the CIC.
- 6.4 The following activities shall be taken into consideration in the preparation of the programme:

Task	Description of Deliverables	Deadline
(1)	Upon submission of EC, CAR, organization chart, project contact list, emergency contact list, master working programme	Within 3 calendar days after contract engagement
(2)	Upon submission of method statements, calculations, shop drawings, and references of proceeding purchase orders.	Within 7 calendar days after contract engagement
(3)	Upon submission of order purchase and confirmation of on-site setting outline	Within 17 calendar days after contract engagement
(4)	Upon 50% Completion of Fit-out Works (subject to the CIC and its consultant's satisfaction)	Within 30 calendar days (approx.) after contract engagement
(5)	Upon Completion of Fit-out Works and all necessary T&C and to get all relevant statutory approvals for permit to use at the Innovation and Technology Application Centre (subject to the CIC and its consultant's satisfaction)	Within 62 calendar days after contract engagement



(6)	Upon submission of as-built drawings and Operation & Maintenance Manual and all necessary certificates and reports – subject to the CIC and its consultant's satisfaction (including electronic and hardcopy in pdf and AutoCAD format)	Within 1 month after completion of renovation work
(7)	Defects Liability Period (DLP)  Upon expiry of 12 months DLP after making good of all the defects – subject to the CIC and its consultant's satisfaction	Upon expiry of the 12 months DLP

## **7. Management of the Contractor**

- 7.1 The Contractor shall be directed and supervised by the CIC.
- 7.2 References to the CIC in this Assignment Brief and its Annexes shall include the committees and/or task forces and/or task groups set up under the CIC. The CIC Secretariat will facilitate the CIC in supervising the Contractor.
- 7.3 The Contractor shall attend all meetings held by the CIC formed for this works project and the internal meetings of the CIC as required and necessary.

## **8. Contractor's Office and Staffing**

- 8.1 The Contractor shall maintain for the duration of this works project an office in Hong Kong under the control of a Project Manager with at least 10 years of management experience in the profession / field relevant to the subject matter of the works project.
- 8.2 The composition of the works project shall also include at least the following team members:
- (a) Project Manager - The Project Manager shall be fully responsible for FULL-TIME overall contractual, managerial, technical and co-ordination matters. The Project Manager shall possess a minimum of 10 years in

buildings works / civil engineering / building services engineering / construction management or related experience in the construction industry.

(b) Project Supervisor - The Contractor shall provide FULL-TIME Project Supervisor(s) who shall assist the Project Manager in liaising with the CIC and arrange site matters including, progress control and monitoring, labour forces, emergency services, acquisition of materials, upkeeping of Contractor's project / service teams and managing all scope of Works specified in the Contract, The Project Supervisor shall:

- have a minimum of 5 years' engineering experience, the last 3 years of which shall be in renovation work in the aspect of site management / site supervision;
- have the authority and responsibility for day-to-day administration of the Works, including control and supervision of the workers in routine and comprehensive installation, maintenance and emergency services; and
- be provided with a mobile telephone at the Contractor's expense to allow immediate contact on as and when necessary basis, by the CIC

(c) Safety Supervisor - The Contractor shall provide a Safety supervisor with Certificate of Construction Safety Supervisor (OSHC or CICTA preferred), minimum 5 year site safety field experience, the safety supervisor shall:

- Provide support to the project by maintaining a visible presence to the field performing site visits to the entire project at least once per shift, if possible coordinate with the project manager.
- Regularly review and be familiar with all applicable legislation and applicable standards, to ensure compliance.
- Develop a Site Safety Management Plan (SMP) for the project to ensure a safe work environment for all company employees, contractors, visitors and community.
- Regularly audit the SMP for compliance and update to ensure the alignment with project scope and conditions.
- Ensure that all incidents are reported immediately.

- Ensure incident corrective actions are followed up on and completed. Ensure injured workers are offered modified duties and documentation has been completed. Monitor and follow up on modified workers in the field.
- 8.3 The works project team as a whole, and each individual (except administrative support staff) within the team shall have the experience of conducting projects of similar nature and scope of those required in this works project.
- 8.4 Contractor shall provide the CIC with full details of staff to be employed on the works project together with their curriculum vitae and proof of qualifications for prior approval from the CIC. Separate approval from the CIC should be obtained for any subsequent changes of staff.
- 8.5 The works project team shall provide all specialist and sub-consultant / sub-contractor services (not limited to those specified in Paragraph 8.1 above) required for the satisfactory completion of the works project. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.
- 8.6 The Project Manager shall attend all the meetings as may be called upon by the CIC.
- 8.7 The Contractor shall provide staff and manpower input in accordance with the technical proposal made at the tender stage, and that the CIC shall have the right to check the time-log record of the Contractor's staff deployed for the works project.
- 8.8 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.
- 8.9 In the event, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key staff as specified in the proposal, he should report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having qualification and experience comparable with the staff who is leaving the works project team.
- 8.10 The Contractor shall be responsible for preparing the meeting minutes and submitting them to the CIC within 2 weeks after the meeting. Meeting papers and

documents shall be prepared and submitted by the Contractor within 1 week before the meeting.

## 9. General Specifications

### 9.1 General

9.1.1 The scope of work should include all the renovation work of the CIC's Construction Innovation and Technology Application Centre ("The Site"). **The Works shall be completed within 62 calendar days upon award of contract including materials order and delivery on site.**

9.1.2 The Contractor shall maintain insurance for the Employees' Compensation and such policy shall include endorsements W338, W348 and W204. Contractor's All Risks and Third Party Insurance for the Works will be provided by CIC.

9.1.3 Protective plastic sheets **MUST** be provided at the Contractor's own cost to fully cover the roof / podium / balcony in order to avoid water damage when the Works are carried out at the Site.

9.1.4 Relevant standards, codes, guidelines, regulations and other documents issued by international / local statutory authorities shall be followed.

9.1.5 The Works shall include, but not limited to, the following:-

- a) Submission of the proposed materials, sample boards, detailed sketches etc. to the Employer for comment and approval before commencement of the Works.
- b) Relevant submissions to Buildings Department of the HKSAR for the Works in compliance with the statutory requirements.
- c) Resume of any other trade works / fire sealant / insulation etc. before / after the Works.
- d) Liaise with any contractor(s) employed by the Employer to achieve timely completion of the Works if required.

- e) The Contractor shall liaise closely with the Employer and its representative(s) for detailed planning / execution of the Works.
- f) Provide all necessary warning notices, signages, labels, protection and temporary lighting facilities to pedestrian when needed in order to cope with all relevant statutory requirements.
- g) Provide any temporary works, supporting works, steel works, plates, fixing brackets and / or other necessary components in order to complete the whole installation / works.
- h) Submit method statement / testing procedures to the Employer for approval and carry out all necessary testings for the Works according to the latest version of procedures approved by the Employer or its representative(s).
- i) Provide THREE (3) sets of as-fitted record documents / drawings / sections / sketches for the alternated and addition system as installed in both hard copy and electronic files stored CD-ROM / DVD-ROM.
- j) Provide quotation for subsequent operation & maintenance work (if applicable) and unit rate for major components that may incur for additional / alternation works with validity for at least one years' time after DLP.

9.1.6 All materials and workmanship shall comply with all relevant sections of the latest edition of the following and all current amendments thereto issued, unless otherwise instructed by the Employer:

- a) B(C)R 90 & FS Code subsection C5 & clause C11.1 – Requirements of fire resisting construction

- b) PNAP APP-37 – Curtain wall, window & window wall systems, in particular the guidelines on design, standards & installation of window system, quality & heat soak process of tempered glass, and submission of compliance certificate of test report
- c) Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment issued by Fire Services Department;
- d) Relevant circular letters issued by Fire Services Department;
- e) General Specification for Building issued by Architectural Services Department (Version 2007).

9.1.7 All inspection, checking, adjusting, servicing, modifying, testing, maintenance and repairing services for those installations not exempted from such Regulations shall be carried out by competent persons provided by the Contractor in a safe, prompt and workmanlike manner to the satisfaction of the Employer.

## 9.2 Site Visits before Submitting Tender

9.2.1 Before completing and submitting tenders, the tenderers are required to visit the Site to appreciate and familiarize the extent of the Works. Failure to visit the Site prior to tendering will not be entertained as an excuse for deviations once the tender is submitted. The technical details given in the Specifications are for indication of the approximate information only and the tenderer shall have no time and cost claim against the Employer should the actual details vary considerably from the list.

### 9.3 Safety Requirement

9.3.1 The Contractor shall fully comply with all safety requirements as required by the Factory and Industrial Undertakings Ordinance (Cap. 59) and Occupational Safety and Health Ordinance (Cap. 509). Any cost arises from the compliance of the safety requirements shall be fully borne by the Contractor and shall be deemed to be allowed in the tender.

9.3.2 The Contractor shall also take all necessary safety measures in a reasonable and practical manner, e.g. use of barriers, warning signs, fencing etc. to the satisfaction of the Employer and its representative(s), to prevent general public or others contractual entrant from getting access into the working / construction area accidentally during the execution of the Works.

### 9.4 Environmental Requirement

9.4.1 The Contractor shall be required to observe all Environmental Protection Department's requirements including the disposal of construction waste materials and generation of construction noise. The Contractor shall be required to submit necessary documents and substantiate to the Employer that all such requirements are fully complied with in every three-month intervals, and whenever upon request by the Employer.



9.5 Working Hours, Rates of Wages, etc.

9.5.1 The Contractor shall comply with any current legislation or regulations regarding working conditions, working hours including house rules set by the Training Centres or rates of payment to employees and accept the risk of any impending legislation or other conditions which alters any obligations or imposes new obligations.

9.6 Contractor's Management Organization

9.6.1 The Contractor shall provide an adequately qualified and experienced working team(s) for the purpose of this Contract. The team members shall be required to attend regular meetings with the Employer and its representative(s) to review the progress, work performance, complaints etc. The team shall comprise of, at least, the following team members:

(a) Project Manager

(b) Site Supervisor(s)

(c) Safety Supervisor

9.7 Provision of Mobile Telephone

9.7.1 In order to provide prompt service and to eliminate adverse effect to the users / staffs, the Contractor shall submit details of the duty engineers before the commencement of the Contract. The Contractor shall equip the emergency contact list with mobile telephones at the Contractor's expenses, for the efficient and effective operation of the Contract. All mobile phones shall be at 'Standby' mode at any time. The Contractor shall also provide his staff with adequate means of transportation for emergency attendance to the Site upon request.

## 9.8 Equipment and Appliances Offered

9.8.1 The equipment and appliances offered shall be rated at 380 volts, 3 phase 4-wire/220 volts single phase two wire  $\pm 6\%$  at 50Hz.

## 9.9 Provision of Tools, Ladders and Trestles

9.9.1 The Contractor shall provide all tools, helmets, trestles and Personal Protective Equipment (PPE) such as protective goggles etc as required at their own cost for the execution of duties as required by this Contract and associated statutory requirements.

## 9.10 Inspection, Measurement and Test Equipment

9.10.1 The tenderer shall use calibrated equipment for the Supply of Calibrated Inspection, Measurement and Test Equipment. All equipment and ancillaries shall be checked, calibrated and maintained in good working order and available for use at all times.

## 9.11 Scaffolding / Working Platform

### External of Building

9.11.1 Scaffolding platform will be erected by CIC at the exterior of the Kowloon Bay Centre (KBC) and/or the Resources Centre (RC) building if necessary. Tenderer should use such scaffolding platform while working at the exterior of the building with the Employer's approval. The Personal Protective Equipment (PPE) must be provided by tenderer.

### Internal of Building

9.11.2 Scaffolding / working platform must be erected by tenderer at the interior of the building.

9.11.3 The scaffolding / platforms should comprise of all necessary items such as the stepping board, keys, etc to form a complete installation to suit safety and Labour Department's requirements. All platforms and scaffolding must be safe, secured and closely monitored/ checked/ reviewed by a competent person / registered safety officer / licensee according to Labour Department's requirements and / or statutory requirements. The tenderer is required to make good of all building penetration caused by the erection and / or demolition of the scaffolding / platform at their own cost.

9.11.4 Where the Works can be safely carried out with the use of ladders or trestles as directed by guidelines issued by Labour Department at whatever height, the Contractor has to provide these facilities at no extra cost.

#### 9.12 Removal of Contractor's Debris

9.12.1 Upon completion of the project works / rectification work during DLP, the Contractor shall remove, to an appropriate disposal point, all old parts or debris arising out of the Works periodically at the Contractor's own expenses. The Contractor shall keep the equipment and its surrounding area clean and tidy to the satisfaction of the Employer.

#### 9.13 Spare Parts

9.13.1 The tenderer shall include in his tender all required spare parts and the tenderer shall also offer warranty that all the spare parts can be available on the market for THREE (3) consecutive years after the expiry of the Defect Liability Period (DLP).

#### 9.14 Advice of Orders Placed

9.14.1 The tenderer is required to forward copies of all orders placed for major items and equipment which are necessary to be imported from overseas to Employer for reference within two weeks after approval of the corresponding equipment by the Employer. Copies of all orders placed shall be forwarded to the Employer for information & record.

#### 9.15 Addition and Deletion of Installation

9.15.1 The Employer shall have the right during the Contract period to instruct additional installation works into this Contract and the Contractor shall execute such additional works in accordance with the Conditions of this Contract.

9.15.2 The Employer shall have the right during the Contract period to instruct for omission of installation works from the Contract.

9.15.3 Within seven days of written notification by the Employer of any addition or deletion of the installation works, the Contractor shall review his staffing level to ensure the proper execution of the Works and if necessary seek approval from the Employer for any change to the staffing level required.

#### 9.16 Contractor's Labour Force and Workshop Facilities

9.16.1 The Contractor shall directly employ sufficient, suitably skilled and experienced workmen for carrying out the Works as described in this Specification. The Contractor shall ensure adequate staff is provided in carrying out the periodic inspections and arrange separate team to attend **24 hours** emergency calls. The staff organization chart shall be submitted at the commencement of the Contract for the Employer's approval.

9.16.2 All workmen shall wear clean uniform or the Contractor's badge and carry the Company identity card bearing the employee's photograph whilst on duty.

9.16.3 The Contractor shall take measures to ensure that his employees shall not commit any of the following acts at the Site : -

- a) Enter any area other than those necessary for the performance of the Works,
- b) Cause damage to any property,
- c) Gambling,
- d) Commit any criminal offence,
- e) Consume alcoholic beverage,
- f) Fight and/or quarrel
- g) Use foul languages,
- h) Behave in a manner likely to endanger himself or any other person or cause damage to any property,
- i) Fail to wear uniform and Company ID card whilst on duty.

9.16.4 The Contractor shall provide the staff organization chart and contact list which shall be regularly updated for re-submission as and when necessary due to subsequent change of details previously.

#### 9.17 Security

9.17.1 The Contractor shall ensure that the Works included in this Contract are properly and adequately executed in good working order, safe operating condition and for its efficient performance. Before leaving the Site and upon completion of execution of work each time, the Contractor shall be responsible for keeping all tools, materials in safe custody, and relevant access doors and panels locked.

#### 9.18 Clearance of Debris and Unwanted Materials, etc.

9.18.1 The Contractor shall be responsible for keeping each installation on Site in a clean, tidy and orderly condition to the satisfaction of the Employer or its representative(s) at no extra cost.

9.18.2 In particular, each time after the execution or completion of Works, the Contractor shall clean the floor and carry away from the Site all debris and rubbish. Should the Contractor fail to comply with this requirement, the Employer will instruct cleaning work to be carried out by others and subsequently reimburse the full cost of the work from the Contractor.

## 9.19 Information to be Submitted to the Employer

9.19.1 In addition to the requirements of staff organization, Contractor's facilities, working programme, company's brochures, etc. that stipulated in this specifications, the Contractor shall also submit the followings :

- a) Method Statement;
- b) Warranty;
- c) Support, Maintenance and Spares;
- d) Proposed System Design Description, Schematics and Drawings;
- e) Project Implementation Plan and Schedule;
- f) Project Methodology and Deliverables;
- g) Technical Expertise;
- h) Risk Management Expertise;
- i) Project Experience
- j) Information on Relevant Projects
- k) Schedule of Current Projects

## 9.20 Remedy on Contractor's failure to Perform

9.20.1 If the Contractor fails to carry out any work required under the Contract or refuses to comply with any instruction or order given by the Employer in accordance with the Contract within a reasonable time, the Employer may give the Contractor 7 days' notice in writing to carry out such work or comply with such instruction.

9.20.2 If the Contractor fails to comply with such notice, the Employer shall be entitled to carry out such work by itself or by his own workmen or by other contractors. Without prejudice to any other remedy, all additional expenditure properly incurred by the Employer in having such work or instruction carried out shall be recoverable by the Employer from the Contractor by deduction from money due to the Contractor under this Contract or under any other contract between the Employer and the Contractor.

9.21 Industrial Training and Pneumoconiosis Levies

9.21.1 The Contractor's attention is drawn to his obligations under the Industrial Training (Construction Industry) Ordinance (Cap. 317) and the Pneumoconiosis (Compensation) Ordinance (Cap. 360) and the Contract Sum shall include the amounts payable in respect of these levies with regard to all works included in this Contract.

9.22 Electricity and Water Supply

9.22.1 The Contractor shall be responsible for the electricity and water supply for the Works. In addition, the Contractor shall also be responsible for all necessary connection and disconnection of temporary water and power supply at its own expense. Before commencing these temporary connection works, the Contractor should notify in advance to the Employer and seek his approval. Upon the completion of the Works, the Contractor shall be required to reinstate the original facilities to the satisfaction of the Employer at his own costs.

9.22.2 Checking of meter and/or tariff meter is required to record the consumption of electricity and water if necessary.

9.22.3 The whole temporary installation is to comply with the relevant regulations and statutory requirements approved by the government authorities.



## **10. Technical Specifications**

### **10.1 Scope of Works**

10.1.1 This Contract comprises the provision of all necessary materials and labour to carry out the renovation works of the Innovation Center for the Construction Industry Council, all as detailed on the Drawings, General Specifications, these Specifications and other parts of the tender documents.

10.1.2 The renovation is mainly consisting for the following area which stated on the details drawings as attached:

- (i) Outdoor Area;
- (ii) Reception Area;
- (iii) Office Area;
- (iv) Exhibition Area 1;
- (v) Exhibition Area 2;
- (vi) Focus Group Meeting Room 1; and
- (vii) Focus Group Meeting Room 2

### **10.2 The Site**

10.2.1 The site of this works project is situated at G/F, 44 Tai Yip Street Kowloon Bay, Hong Kong (“the Site”).

### **10.3 Preliminary Items**

10.3.1 The Preliminary Items included hereunder apply to the whole of the Works contained in this Specifications and the amount inserted by the Contractor in the Summary of Tender shall be deemed to apply to the whole of the Works carried out under this Contract.

10.3.2 In the event of no amount being inserted by the Contractor in respect of preliminaries, in the Summary of Tender, the value thereof will be deemed to

have included in the cost of the work specified hereinafter and no separate amount whatsoever will be certified for payment.

#### 10.4 Contractor's Visit to the Site

10.4.1 Before tendering, the Contractor shall visit the Site and satisfy himself as to the accessibility of the Site and the extent and character of the operations as no claim due to any neglect in this respect will be entertained.

#### 10.5 Programming and Completion of the Work

10.5.1 The Contractor's particular attention is drawn to the fact that the works to the premises under this Contract must be carried out in co-operation with and agreement of the supervisor of the premises to allow reasonable operation of the premises and completed within the period stated on the Form of Tender.

#### 10.6 Work Inclusive in the Contract

10.6.1 The Contractor's prices for the items contained in the Contract shall be deemed to include the cost of all incidentals of labour, materials, all cutting and waste, packings, cartage, risk, moving, hoisting and fixing in the required position, scaffolding, plant, ladders, platforms, supervision, profit and all things and matters necessary for the carrying out of and for the timely and satisfactory completion of the entire works contained in the Contract and Specifications, such be expressed or not.

10.6.2 All the materials to be used in permanent works described in these Specifications shall be taken as new.

#### 10.7 Lump Sum Tender with Part Remeasurement

10.7.1 The tender shall be a Lump Sum Contract with part remeasurement for carrying out of the whole of the Works in conformity with the Specifications and Drawings. Those items in the Schedule of Rates that are subject to remeasurement are stated as being measured provisional.

10.7.2 Tenderers must include an itemized breakdown in their tenders and a detailed and comprehensive Schedule of Works required and included in the tender.

10.7.3 The CIC will not be liable for any expense incurred by the Contractor in connection with the measurement of variations or the adjustment and settlement of accounts.

10.8 Specifications

10.8.1 The Contractor shall be deemed to have examined the following Specifications including all current Corrigenda applicable to this Contract:

10.8.2 Similar codes or standards used in the home country of the manufacturer may, however, be used if applicable, subject to the acceptance of the appropriate Hong Kong Government Departments or other authorities. In such case it shall be the responsibility of the manufacturer to prove to the satisfaction of the Architect/Engineer that such codes are essentially equal to the one specified.

10.8.3 Unless otherwise specified, the complete building services installation shall comply with the latest editions from time to time of the following documents:

- (a) British Standards Specification (BS or B.S.S.)
- (b) The Hong Kong Building (Construction) Regulations, current edition, and fire services requirements
- (c) Building Ordinance (Chapter 123) and Building (Planning) Regulations
- (d) Electricity Ordinance (Chapter 406)
- (e) Water Work Ordinance (Chapter 102)
- (f) Building Energy Efficiency Ordinance (Chapter 610)
- (g) Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings and all Circular Letters
- (h) The Supply Rules and the Installation Guide of the power supply company of latest edition, issued by The Hong Kong Electric Co. Ltd.
- (i) The latest edition of the Wiring Regulations and the subsequent amendments published by the Institution of Electrical Engineers (IEE), United Kingdom. (BS7671) The IEE Wiring Regulations hereinafter in this Specification

being referred to shall mean the latest edition and all subsequent amendments.

- (j) The latest edition of standards from CIBSE and ASHRAE particularly on safety codes
- (k) Regulations of the Telecommunication Authority, Hong Kong
- (l) Codes of Practice for the Electricity (Wiring) Regulations (Latest Edition) published by Electrical & Mechanical Department, Hong Kong Government.
- (m) Code of Practice for Energy Efficiency of Building Services Installation latest edition published by Electrical & Mechanical Department.
- (n) Hong Kong Fire Services Department Code of Practice for Minimum Fire Service Installations and Equipment), latest edition; and F.S.D. Circular Letters.
- (o) Rules for Automatic Sprinkler Installations by the Loss Prevention Council (BS 5306 Part 2) and Technical Bulletins.
- (p) Hong Kong Water Authority Regulations.
- (q) LPC. Rules for Automatic Fire Detection and Alarm Installations for the Protection of Property.
- (r) BS 5839 : Part 1 : 1988 for the Installation of Automatic Fire Detection and Alarm Systems for Buildings.
- (s) National Fire Protection Association (NFPA) Codes & Standards, USA.
- (t) Design Manual : Barrier Free Access latest edition issued by the Buildings Department
- (u) The Chartered Institution of Building Services Engineers (CIBSE) Lighting Guides, Latest Edition, and subsequent amendments.
- (v) All other Authorities having jurisdiction.

10.8.4 Unless otherwise specified, the complete installation shall comply with the specification of latest editions from time to time of the following documents:

- (a) General Specification for Air-Conditioning, Refrigeration, Ventilation and Central Monitoring & Control System Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (b) General Specification for Electrical Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (c) General Specification for Fire Services Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR
- (d) General Specification for Plumbing and Drainage Installation in Government Buildings of latest edition and subsequent amendment issued by Architectural Services Department, HKSAR

#### 10.9 Specialist Contractors

##### i) LICENSED PLUMBER

10.9.1 All plumbing works of fire services installation and HVAC installation shall be executed by a Licensed Plumber - Grade 1, registered at Water Authority. Copy of the license of the plumber and the job reference of the plumber shall be submitted with the tender for consideration.

10.9.2 Water sample shall be collected and tested by Recognized Laboratory in HKSAR and submit report showing compliance with Water Authority requirements upon work completion.

##### ii) REGISTERED ELECTRICAL CONTRACTOR/WORKERS

10.9.3 All electrical works shall be executed by registered electrical contractor and workers from EMSD of appropriate grade. Copy of the certificate of registered

electrical contractor and worker and their job reference shall be submitted with the tender for consideration.

iii) REGISTERED FIRE SERVICES CONTRACTOR

10.9.4 The whole fire services installation shall be executed by registered fire contractor of appropriate grade. Copy of the registered certificate and job reference shall be submitted for consideration. The fire services contractor shall within the approved list of FS contractor from Housing Department.

iv) REGISTERED SECURITY CONTRACTOR

10.9.5 All security systems of this project shall be executed by registered security contractor. Copy of the registered certificate and job reference shall be submitted for consideration.

v) FIRE SERVICES MAINTENANCE CONTRACTOR

10.9.6 The fire services installation interfacing work, drain-off and refilling of wet system, isolation of AFA system, etc. that related to the building communal system shall be executed by Fire Services Maintenance Contractor. The Contractor shall appoint the Fire Services Maintenance Contractor to execute the prescribed works.

vi) REGISTERED VENTILATION CONTRACTOR

10.9.7 Complete air-conditioning installation and mechanical ventilation installation shall be executed by registered ventilation contractor.

10.9.8 Copy of the registered certificate and job reference shall be submitted for consideration.

vii) REGISTERED MINOR WORK CONTRACTOR

10.9.9 Complete building services installation with works fall within the Minor Works Control by Buildings Department that shall be executed by Registered Minor Work Contractor including appointment of Authorized Person and/or Registered Structural Engineer if necessary.

## 10.10 Coordination with Authorities

### i) Buildings Department

10.10.1 The Contractor shall attend all inspections by Buildings Department. The Contractor shall provide all information including drawings for application and final submission of premises.

### ii) Water Authority

10.10.2 The Contractor shall submit all application, drawings, Forms to Water Authority as required for the Work. The Contractor shall also co-ordinate with WA regarding the inspections by Water Authority during the Work, on completion, water mains connection and water meter installation.

10.10.3 The Contractor shall carry out a water sample test to the requirement of Water Authority. The Contractor shall provide all information including drawings for final submission of plumbing drawings.

10.10.4 The Contractor shall arrange to pick up all water meters from Water Authority and to install at positions as shown on the approved drawings.

### iii) Electricity Supplies Company

10.10.5 The Contractor shall submit drawings, forms, etc. to Electricity Supply Company as required for the Works. The Contractor shall attend all inspections requested by Electricity Supplies Company - wiring test, meter installation, etc.

### iv) Fire Services Department

10.10.6 The Contractor shall submit Form 314 including preparation of associated drawings for submission, submit Form 501 and attend all inspections by Fire Services Department for the issuance of Fire Certificate.

10.10.7 The Contractor shall submit drawings of HVAC installation to Fire Services Department, if required for the Works.

v) Telecommunication Companies

10.10.8 The Contractor shall co-ordinate with all telecommunication companies on the provision of required facilities for telephone equipment and incoming cables. And arrange to handover the facilities to Telecommunication Companies.

vi) Electrical and Mechanical Services Department

10.10.9 The Contractor shall attend all inspections by Electrical and Mechanical Services Department as required for the Work.

(a) Allow for any financial obligations imposed by the Preliminaries of the General Specification.

(b) The General Specification can be downloaded from Architectural Services Department website below:

<http://www.archsd.gov.hk/en/publications-publicity/publications.aspx>

10.11 Material General

10.11.1 All materials shall be of an approved brand and type fixed and applied strictly, in accordance with the manufacturer's instructions and to the Consultant's satisfaction. Materials shall be submitted to the Consultant for approval whenever required.

10.11.2 The Contractor shall submit colour and tint cards and all colour schemes shall be approved by the Consultant before the work is commenced.

10.11.3 The Contractor shall also submit a sample board of electrical accessories proposed to be used in the electrical work for the approval of the Consultant prior to the commencement of the work.

10.11.4 The Contractor is deemed to have allowed in his tender all materials required for the completion of the works, including possible shortfall in spare materials already provided in the premises by the CIC. No claims for extra cost to the Contract in this respect will be entertained without reasonable substantiation.



#### 10.12 Compliance with Specifications

10.12.1 Unless otherwise overridden by this Specifications or Drawings, all materials and workmanship shall comply with all the relevant sections of the Specifications as stated in Clause above and all the subsequent amendments issued prior to the date of tendering.

#### 10.13 Schedule of Material and Equipment

10.13.1 The tenderer is required to state the type, model and make of all materials / equipment proposed to be used in this Contract. The tender may be considered invalid without submission of such information from the tenderer.

#### 10.14 Drawings and Specifications Generally

10.14.1 The drawings and Specifications shall be understood to indicate the form, dimensions, class and description of materials and standard of workmanship to be used but shall not be taken to embody each and every detail or process or refinement of form or construction proper to the standard of product required under this Contract.

#### 10.15 Dimensions

10.15.1 All disparities, incompatibilities or conflict between dimensions or between dimensions and scale shall be referred by the Contractor to the Consultant for clear instruction before proceeding with the relevant work and the Consultant's decision and the instruction shall be binding on both parties to the Contract. The CIC will not be responsible for the cost of any unapproved work constructed in error by the Contractor or his staff not having observed this condition.

10.15.2 Figured dimensions are to be taken in preference to scaled in all cases. Before commencing any work or ordering any materials the Contractor must verify all measurements. If any discrepancies are found they must be brought to the notice of the Consultant immediately.

10.16 Removal of Rubbish and Debris During the Progress of Fitting Out Work

10.16.1 All accumulations of rubbish and debris during the progress of fitting out work shall be cleared and carted away daily, notwithstanding that this debris may be left over by nominated supplier and sub-contractors associated with the project, during the progress of the contract to the satisfaction of the Consultant and the CIC.

10.17 Existing Defects

10.17.1 The Contractor shall draw the CIC's attention to any existing defects found in connection with the works required to be carried out in this contract, and work shall not be commenced until the CIC has issued his instruction.

10.18 Workmanship

10.18.1 Workmanship shall be of the best quality, and shall be carried out by tradesman skilled in their particular trades and following the best of sound trade practice.

10.19 Safe Custody of Materials

10.19.1 The Contractor will be responsible for the safe custody of any materials delivered on to the site. The Contractor shall endorse receipt upon delivery to site and provide suitable and adequate space and lock-up rooms for storage as required by other suppliers and specialist contractors. He will be required to reinstate at his own expense any such materials that may be lost or stolen.

10.19.2 The Contractor will also be required to reinstate at his own expense any material or article damaged by careless handling or storage or interior workmanship by his workmen either in the original fixing or in the subsequent taking down and re-fixing thereof.

10.20 Safety Precautions

10.20.1 The Contractor shall comply with laws and regulations enacted by local statutory bodies for safety on the Site.

10.21 Defects after Completion

10.21.1 The Contractor must make good any defects, shrinkages or other faults which shall appear within the Defects Liability Period in accordance with the Conditions of Tender Fee Proposal or the Contractor may have the defects made good at his expense by local contractor approved by the Consultant.

10.22 Samples/Mock Up

10.22.1 The quality of materials and articles supplied for any purpose are to be submitted for consideration prior to their use in the works. Wherever practicable samples are to be submitted for consideration before bulk supplies are delivered to the site. Samples, and any packing of same, are to be provided free of charge by the Contractor.

10.22.2 Mock up to be provided free of charge by the Contractor for items listed in these specifications.

10.22.3 Three (3) samples are to be submitted for the Consultant's approval.

10.22.4 Approved samples are to be kept on site to serve as standards for the materials or goods represented by the samples.

10.22.5 Should any material or article be rejected it shall be removed from the site at the Contractor's expense. The Contractor shall provide samples of workmanship for all trades and obtain the Consultant's approvals prior to commencement of each trade.

10.22.6 Spare materials are to be provided to CIC for future use.

10.23 House Rules

10.23.1 The Contractor shall carry out all Works in accordance with the rules, regulations and conditions as may be stipulated by the building owner and/or property management.

10.23.2 It is the Contractor's responsibility to be fully aware of the above requirements and allow for any necessary provisions in his tender sum.

10.23.3 No nuisance work could be carried out during office hours. All noisy / smelly dusty work shall be carried out in the night time or during weekend.

10.24 Night Time Work

10.24.1 Night time work may be carried out at the discretion of the Contractor, on the condition that he shall obtain prior approval from the property management in respect of access and security clearance.

10.24.2 No claim for extension of time and/or costs shall be considered by the Consultant if the Contractor is prevented from carrying out night time work.

10.25 Daily Reports, Photographs and Programme

10.25.1 The Contractor shall prepare daily reports and photographs in a format to be approved by the Consultant and shall submit the reports weekly. The Contractor shall provide photographs of the works as and when directed by the Consultant.

10.25.2 The Contractor shall submit to the Consultant for approval a detailed programme showing his intended method, sequence, stages and order of proceeding with the Works together with the period of time he has estimated for each and every such stage of progress. Whilst it is not required to be submitted with the Form of Tender, provision and approval of such a detailed programme will be condition precedent to the acceptance of the Tender.

10.25.3 If during the course of the Contract special circumstances should arise which in the opinion of the Consultant warrant or necessitate a revision or departure from the order of procedure as shown in the approved programme, then the Contractor shall accordingly revise his programme as the Consultant may require.

10.25.4 In order that the programme may be maintained or amended where necessary it is incumbent upon the Contractor to notify the Consultant whenever there is the likelihood of a delay occurring in his own work or material supplies or in those of any of his Sub-contractors.

10.25.5 The submission to and approval by the Consultant of such programme (and revisions if applicable) shall not relieve the Contractor of any of his duties or responsibilities under the Contract.

10.25.6 Submit to the Consultant at weekly intervals reports on the general progress of the Works and detailing any information required, extension of Contract Period claimed, etc.

10.25.7 No claims for extension of the Contract Period will be considered if submitted later than seven days after the event. The acceptance or otherwise of such claims will be at the discretion of the Consultant.

10.26 Protect and Repair Damage to Property, Utilities etc.

10.26.1 The Contractor is to protect in all ways building and other property or things which may be disturbed or damaged during the execution of the Works. The Contractor shall provide hoarding and protection to seal off elevator doors.

10.26.2 The Contractor shall be entirely responsible for ensuring that no damage is caused by his work crew including sub-contractors (whether nominated or not) and if any such damage is caused he shall be entirely responsible for the entire cost of reinstatements whether carried out by himself or others.

10.27 Protection of Public

10.27.1 The Contractor is to take every precaution necessary to protect the public from injury or death during the course of the Works.

10.28 Visitors

10.28.1 The Contractor will not allow any unauthorized visitors on the site and is to keep a visitors book with clear warning that the CIC and the Contractor shall be indemnified against any claim for death or injury to persons authorized to visit the site and provide safety helmets for such visitors.

10.29 Completion

10.29.1 On completion of the work and before handing over the Works, the floors, glass, fittings, tiling, ironmongery, paintwork, etc. are to be thoroughly washed and/or cleaned down using proper detergents, scrapers, scrubbing brushes, etc., all windows, drawers, doors and hardware eased and tested exposed metalwork shall be polished as necessary and the premises left clean and fit for occupation.

10.29.2 All plant, rubbish, crates, containers, surplus materials, etc. are to be removed and the Works and Site adjacent thereto left clean and tidy.

10.29.3 Labelled keys and guarantees shall be handed to the CIC on or before the Date for Practical Completion.

10.30 Renovation Works

10.30.1 The Contractor is requested to be fully aware of the requirements related to the Base Building Finishes and Services. The Contractor shall abide to all requirements contained in Landlord Fit-Out Guidelines and Rules if any.

10.31 Setting-Out

10.31.1 The Contractor must set out all items with respect to shop demise lines, partitions, and built-in services system furniture etc. shown on plans for the approval of the Consultant prior to construction.

10.31.2 The Contractor shall be responsible for setting out of the work from the working drawings with accuracy. Any errors resulting from inaccurate setting out must be rectified at the Contractor's expense.

10.31.3 The Contractor shall provide all necessary instruments and labour as required by the Consultant free of cost to check the setting out work done by the Contractor. Notwithstanding such checking, it shall not in any way to relieve the Contractor of his responsibility for the correctness thereof.

10.32 Approval of Chief Inspectorate of Fire Services

10.32.1 All interior works, where applicable must comply with the flame spread classification and fire resistant requirements laid down hereinafter by the Director of Fire Services. The Contractor shall produce certificates from the Director of Fire Services and manufacturer's tests certificates to substantiate compliance with the said stipulations of materials to be supplied and installed. If the approval of the Director of Fire Services of any materials installed is not substantiated, it shall be removed from the site at the Contractor's own expenses.

10.33 Sign Board

10.33.1 The Contractor is to provide a sign board at an approved location at the Site according to Detail Drawing.

10.33.2 All lettering and writing shall be carried out by an approved sign writer to be employed by the Contractor. Sketch/draft of all lettering and writing shall be submitted to the Consultant for approval prior to execution.

10.34 Organization Chart and Foreman

10.34.1 The Contractor shall submit an Organization Chart with details of the proposed project personnel and their qualification for the Consultant's approval.

10.34.2 The Contractor shall keep a competent general foreman, literate in English, constantly on the site.

10.35 Making Good Damages

10.35.1 The Contractor shall reinstate damages along the access route and in areas outside the works areas caused during the course of the work to the satisfaction of the Consultant.

10.36 Working Hours, Rates of Wages etc.

10.36.1 The Contractor shall comply with any current legislation or regulations regarding working conditions, working hours, or rates of payment to employees and accept the risk of any impending legislation or other condition which alters any obligations or imposes new obligations. He shall also conform to the Construction Workers Registration Ordinance.

10.37 Plant Tools, Scaffolding, etc.

10.37.1 The Contractor shall provide and maintain in good working order all mechanical equipment, plant, tools, implements, ladders, tarpaulins and the like necessary for the proper and timely execution and protection of the work.

### 10.38 Statutory Obligations, Notices, Fees and Charges

10.38.1 The Contractor shall comply with and give all notices required by any Act or Ordinance (including the Construction Workers Registration Ordinance) of Government any instrument, rule or order made under any Act or Ordinance of Government, or any regulation or by-law of any local authority or of any statutory undertaker which has any jurisdiction with regard to the Works or with whose systems the same are or will be connected.

10.38.2 The Contractor shall bear the cost of any fees or charges (including any rates or taxes) legally demandable under any Act or Ordinance of Government, any instrument, rule or order made under any Act or Ordinance of Government, or any regulation by law of any local authority or of any statutory undertaker in respect of the works.

10.38.3 The Contractor shall comply with the Labour Department's regulations for safety on work sites.

10.38.4 The Contractor shall be responsible for the liaison and subsequent approval from utility companies, Water Authority and other relevant Government Authorities in order to acquire sufficient electricity and water supply for future consumption of the premises.

### 10.39 Shop Drawings

10.39.1 Shop drawings, as may be required, shall be furnished by the Contractor well before the work proceeds and in any case within two weeks of the Consultant's request. The Consultant may reject, approve or amend such shop drawings. No claim will be accepted for disapproval or amendments required by the Consultant.

10.39.2 The approval by Consultant of any such drawings shall not relieve the Contractor of his duties and responsibilities under this Contract.

### 10.40 Record Drawings

10.40.1 The Contractor shall within one month from the date of practical completion provide a set of "as-built" record drawings for the whole project to Consultant



for checking and three sets of approved “as-built” record drawings in hard copy and one set in soft copy shall be submitted subsequently for record.

10.41 Labour

10.41.1 The Contractor shall provide and employ on the site in connection with the execution and maintenance of the work:

(a) Only such technical assistants as are skilled and experienced in their respective callings and such sub-agents, foremen and leading hands as are competent to give proper supervision to the work they are required to supervise; and

(b) Such skilled, semi-skill and unskilled labour as is necessary for the proper and timely execution and maintenance of the work.

10.41.2 The Consultant shall be at liberty to object to and require the Contractor to remove forthwith from the Work any person employed by the Contractor who in the opinion of the Consultant misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Consultant to be undesirable and such person shall not be again employed upon the Work without the written permission of the Consultant.

10.42 Sub-letting

10.42.1 The Contractor shall not assign the Contract. The Contractor shall not sub-let any part of the works without the written consent of the Consultant.

10.43 Protection of Materials etc.

10.43.1 The works and materials shall be kept safe from fire hazard and the Contractor shall take all possible precautions and provide all necessary fire fighting equipment and properly trained staff. The Contractor shall protect all works and materials from inclement weather.

10.44 Testing of Materials

10.44.1 The Contractor shall carry out tests on all materials required by the Consultant to be tested at the Contractor's own expense and shall pay all charges in connection with tests ordered by the Consultant to be carried out by others.

10.45 Contractor to Give Notice of Injury

10.45.1 In the event of any workman or other person employed on the Works or in connection with the Contract suffering any personal injury and whether there be a claim for compensation or not, the Contractor shall without delay give notice in writing of such personal injury to the Consultant.

10.46 Workmen Living on Site

10.46.1 No workmen will be allowed to live on the site.

10.47 Prevention of Mosquito Breeding

10.47.1 All items on the site, including construction plant, capable of retaining water shall be so stored, covered or treated as to prevent water collection in them. The Contractor shall, at his own expense, treat any standing water on the site with approved oil and take other necessary measures to prevent mosquito breeding on the site.

10.48 Site Clearance

10.48.1 The Contractor shall remove all his equipment and belongings on site before completion/sectional completion of the works at the Site.

10.48.2 Any damages to lawns, property, etc. shall be made good by the Contractor at his own expense, including fences, gates, etc., which have to be removed temporarily for access.

10.49 Accept Site as Found

10.49.1 The Contractor shall accept the site found on the Date for Possession and at his own expense clear the site of any debris which may have been left on the site.

10.49.2 Possession of the site is given to the Contractor subject to statutory inspections to be carried out by relevant authorities. The Contractor shall allow access by the

authorities and by the Contractor of the authority to carry out the inspections and any subsequent remedial works. Any necessary co-ordination and attendance by the Contractor is deemed to have been allowed in the Contract.

10.50 Compensation for Delay

10.50.1 The Contractor shall be fully responsible for any suspension of work ordered by the Authorities due to excavations, disturbances, nuisance, excessive smoke of machinery etc., during the execution of work and no claim for any extra expense, overhead charges and time loss arising from the suspension of work will be allowed.

10.51 Restrict Nuisance of Dust and Noise

10.51.1 The Contractor shall take all necessary steps to restrict the nuisance of dust and noise, and comply with the requirements of the relevant Government departments. Pneumatic drills shall be fitted with silencers. Compressors shall be in good order to run as quietly as possible and shall be placed in position as far as possible from adjoining premises. The Contractor shall take care to abate the nuisance caused by dust and shall sprinkle dusty areas with water frequently.

10.52 General Compliance to Buildings Ordinance

10.52.1 The Contractor shall discharge all the duties as required by the Buildings Ordinance (Cap. 123) as performed as the Registered General Building Contractor (RGBC) and the Registered Specialist Contractors, where applicable, to complete the Works. All statutory charges, fees and any other related costs and wages, salaries of any personnel required for the appliance of the Ordinance shall be borne by the Contractor.

### 10.53 General Description of the Builders Works for Different Area

**(Refer to Design Drawing No.: PL-01 to PL-10 and EL-01 to EL-27)**

#### 10.53.1 Main Entrance

It mainly consists of an Outdoor Area, a Reception, a Lounge Area.

##### i) Outdoor Area

- Supply and install a new Logo arch
- Modify & replacement of windows & doors.
- Supply and install graphic film stickers on the glass of main entrance area.
- There is a timber surface raised floor (600mm\_H) decking need to be repaired and additional layer of timber floor finished will be put on the existing floor.
- Supply and install additional lighting.
- Supply and install a new electrical blind with a rolled-typed needed to be installed the glass wall between outdoor area and Focus group meeting room 1.
- Supply and install a new access card systems need to be installed in the main entrance area. Supply and install 2 Led Display wall
- Supply and install plastic laminated films on the glass partition between the area of outdoor and reception.
- Supply and install decorative artificial plants flower back wall will need to be constructed in the relaxation area in left hand side of the outdoor area.
- A fitting bench seating will be constructed in front of the flower back area.

### 10.53.2 Reception

- There is a screen wall behind the reception desk facing the main entrance. LED display on the wall facing the entrance. On the back of the wall, repainting is needed.
- A lounge area for the guest's waiting or mind surfing needed to be constructed.

### 10.53.3 Office Area

- It mainly consists of a general office Area and a CEO office.
- Supply and install standard glass frame for meeting room & CEO room
- Supply and install standard office furniture

### 10.53.4 Exhibition Area

- It mainly consists of Exhibition Area 1 & 2 and the Exhibition areas (1 & 2) are interlinked by opening the glazed doors forming one big venue when required.
- Supply and install glass partition between office & exhibition Area.
- Supply and install curved column With TV Display
- Supply and install a new operable wall between the Exhibition Area 1 & 2.
- Supply and install a magnetic projection wall with special paint finished. This is an interactive wall which could enable the functions of projecting, writing and Magnetic functional.
  - 3nos. of projection wall next to the office
  - 4nos. of projection wall outside of multi-function rooms. The wall must be finished by projection paint with Screen Goo high contrast finish coat.
- Keep the existing TV wall in the Exhibition Area 1.
- Dismantle the existing floor of exhibition 1 area and fill up with 4" light concrete

and finished the top with Vinyl

- Supply and install a new sliding ceiling Track and fixed to the structural ceiling.
- Supply and install the sitting bench and platform in the Exhibition Area 1.

#### 10.53.5 Focus Group Meeting Room Area

- This room generally serves the functions as a theatre with about 158 seats.
- The room should be acoustically well insulated and equipped with AV equipment for presentation and lectures.
- Construct a wall as illustrated in the design drawings.
- Tuning up the existing operable wall to a new surface finished as illustrated in the design.
- Extend the existing operable wall to fit for the design.
- Repaint of existing ceiling with black paint
- Supply & install the LED lights to the ceiling wall as illustrated on the design drawings.
- Supply & install the new carpet in both the focus group meeting rooms

#### 10.53.6 AV Equipment

- Keep existing 3 Projectors and screen
- Supply & install 3 additional projectors and 2 TVs
- Supply & install control system which could be able to master control the lighting, electricity blinding, audio and AV system.

#### 10.53.7 Lavatory

- Resize the existing disabled toilet as illustrated on the design drawings.
- Decorate all the existing toilets by including but not limited to adding decorative pictures / wall murals, changing or adding of light fittings, etc. Make good any defective items or parts in the toilets as necessary.

April 2017

Tender Document for  
Fit-out and Building Services Installation Works for  
CIC Innovation Centre (IC)  
BEAM Plus Technical Specification

Prepared by

**Telex Environmental and Energy Management Limited**



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## **SPECIFICATION**

### **1. Introduction**

#### **1.1. Objectives**

The development at CIC Innovation Centre (IC) is committed to achieving BEAM Plus Certification while providing environmental leadership in all aspects of construction and fit-out works, and shall be certified under *BEAM Plus Interiors Commercial, Retail and Institutional Version 1.0 (2013.08)*.

This Specification for BEAM Plus is applicable to the Contractor and all Sub-contractors and suppliers of any tier undertaking Works on this project. The Specification is to be included into the Contractor's sub-contractor tendering documents, to ensure that BEAM Plus requirements in this Specification are achieved leading to the award of credits from the authority bodies.

The Contractor shall have overall responsibility to ensure all construction and installation is completed to enable the award of the BEAM Plus ratings and to ensure all Sub-Contractors and suppliers of any tier comply with the requirements.

All submissions from the Contractor are to be co-ordinated, combined, submissions clearly reviewed and checked for compliance before submission for the BEAM Plus Consultant's approval.

## 2. General Requirements

### 2.1. Specification

For any Works carried out by the Contractor, Sub-Contractors and suppliers of any tier, the Contractor shall be ultimately responsible for demonstrating compliance with this Specification leading to the award of the BEAM Plus credits listed below:

<i>BEAM Plus Credits</i>	
MAN P1	Construction Safety
MAN 2	Construction IAQ Management
MAN 3	Construction Noise
MA P1	Use of Non-CFC Based Refrigerants
MA P2 & MA 1	Minimum Waste Recycling Facilities
MA P3	Timber Used for Temporary Works
MA 2	Interior Component Reuse
MA 3	Furniture and Partitions
MA 4	Modular Design Materials
MA 5	Designed for Disassembly
MA 6	Sustainable Flooring Products
MA 7	Sustainable Ceiling Products
MA 8	Sustainable Wall and Door Products
MA 9	Zero PVC
MA 10	Ozone Depleting Substances
MA 11	Demolition and Construction Waste Reduction
EU 2	Energy Efficient Appliances
EU 3	Commissioning
EU 4	Operations and Maintenance
EU 5	Metering and Monitoring
WU 1	Water Quality Survey
WU 2	Annual Water Use
WU 3	Effluent Discharge to Foul Sewers
IEQ 1	Indoor Air Quality
IEQ 2	Indoor Planting
IEQ 4	Pre-occupancy Flush Out
IEQ 5	Tenant Exhaust
IEQ 6	Uncontrolled Ventilation
IEQ 8	Interior Lighting Quality
IEQ 11	Acoustics
IV 1	Innovative Techniques

The Contractor shall include all relevant requirement of this specification for all contracts for sub-contractor or suppliers of any tiers.

The Contractor shall be responsible for ensuring, management and co-ordination of all sub-contractors and suppliers of any tiers such that the entire project is in compliance, leading to the award of BEAM Plus credits in this Specification.

The Contractor shall coordinate the input from sub-contractors and suppliers of any tiers and provide a complete package of documentation for submission to the BEAM Plus

Consultant for approval and subsequently the authorising bodies of BEAM Plus. The Contractor shall allow for revisions as requested by the BEAM Plus Consultant leading to the award of credits.

The Contractor shall provide and install products and materials in accordance with BEAM Plus requirements and to comply with all requirements of this Specification.

The Contractor shall act in a supporting role to the BEAM Plus Consultant for all design related BEAM Plus credits.

The Contractor shall provide detail drawings, specifications, cost break downs and other information required by the BEAM Plus Consultant during the tender, construction and post-handover stages of the project.

Periodic inspections and audits will be undertaken by the BEAM Plus Consultant. At any time the Contractor may be asked to demonstrate progress against the requirements of this Specification and the submitted and approved documentation (e.g., including provision of supporting documentation).

Periodic inspections and audits shall be undertaken by the Contractor to ensure Sub-contractors are making progress against the requirements of this Specification as above, including provision of supporting documentation.

Works completed by others prior to the award of the Contract shall be coordinated by the Contractor on award of the Contract in liaison with the BEAM Plus Consultant. The BEAM Plus Consultant will provide a summary of the following information to be handed over by the contractor of the advance foundation works:

Environmental Management Related Records	Construction waste records including Trip Tickets
Materials Records	Temporary and permanent timber usage log
	Material usage log including regional information of material

The Contractor shall compile and consolidate information provided by the BEAM Plus Consultant from the advance construction work so that such information and any new information resulting from the Contract is reported.

During the course of the Works, the Contractor or any of his sub-Contractors or suppliers of any fail to comply with any of the specified requirements he must, at his cost, nominate and obtain a suitable replacement point(s) to maintain the total credit points achieved on the project. Any such proposes alternatives shall be reviewed and approved by the BEAM Plus Consultant.

## 2.2. Commitment to BEAM Plus Requirements

The full commitment of the Contractor to the requirements of BEAM Plus is critical for successful implementation and achieving the required credits.

The Contractor shall provide sufficient documentary evidence at the construction stage and the post construction stage so that the required BEAM Plus certification will be achieved.

The Contractor shall be responsive for the completion and signage, both hard and electronic copies, of all relevant submittal forms for BEAM Plus.

The Contractor shall make himself aware of the most updated BEAM Plus certification processes and all supplementary information issued by Hong Kong Green Building Council on the website <http://www.hkgbc.org.hk/eng/>.

### 2.3. Quality Assurance (QA)

Document log templates are to be submitted by the Contractor to the BEAM Plus Consultant for approval and they must be approved prior to commencing Works on Site.

If the Contractor, sub-Contractor and/or supplier believes that any component of the building design or materials described elsewhere in the Specifications will not achieve these minimum performance requirements, they are to notify the BEAM Plus Consultant at least 4 weeks prior to purchasing, ordering or installing the relevant system/material.

Under no circumstances shall any nominated or approved product be substituted without the prior written approval of the BEAM Plus Consultant. It is a requirement that any proposed material substitution is accompanied by documentation confirming that the proposed product complies with the relevant BEAM Plus performance requirements detailed in this Specification.

### 2.4. Monitoring Plan and Pre-Construction Requirements

The Contractor shall collect all the specified compliance documentation and submit to the BEAM Plus Consultant for review at the following stages.

- a. The Contract Tender Review – confirm compliance that all credit targeted can be achieved
- b. Obtaining the BEAM Plus Consultant's approval prior to awarding relevant sub-contracts - confirm compliance that relevant credits can be achieved.
- c. Prior to ordering relevant materials – submit compliance documentation.
- d. 6 weeks prior to Substantial completion of each section of the Works -provide draft submission documentation for all credits for review.
- e. Submission to obtain the BEAM Plus Consultant's approval of all required 2D "As Built" drawings and O&M manuals prior to the handover of the whole Works.

### 2.5. Documentation

All documentation shall be provided in English. If documentation cannot be provided in English due to limitation from others, the Contractor shall provide an English translation of such documents.

The Contractor shall;

- Provide complete packages of documentation for submission to BEAM Plus and allow for revisions as requested by the BEAM Plus Consultant.

- Provide documentation to the BEAM Plus Consultant to confirm compliance with BEAM Plus requirements prior to ordering products and materials.
- Comply with documentation for each BEAM Plus credit. This shall be made available for review by the BEAM Plus Consultant.
- Submit and maintain a schedule of all sub-contractors and suppliers detailing which credits apply to them prior to awarding any sub-contracts or ordering materials.

Following the review of the Contractor's documentation by the BEAM Plus Consultant and/or certification authority, the Contractor shall review and respond to the comments as instructed by the BEAM Plus Consultant to rectify any defects identified or update any documentation required before any re-submission. The Contractor shall make all changes within 4 weeks of the BEAM Plus Consultant's instruction.

Should the Contractor fail to submit the required documentation in a timely manner, and, in the opinion of the BEAM Plus Consultant jeopardise the achievement of a BEAM Plus credit, the BEAM Plus Consultant will have the full authority to stop the concerned portion of the Works until such a time as the documentation is submitted to the BEAM Plus Consultant and found to be in order.

All submittal document mentioned in this specification is subject to EC's approval.

### 3. Compliance with Regulations

The Contractor shall comply with the following regulations / requirements in their latest version unless otherwise specified, including all relating addenda and errata:

- Hong Kong Building Environment Assessment Method (BEAM) Society. BEAM Plus: Interiors – Commercial, Retail and Institutional. V.1.0 (2013.08)
- IAQ Measurement and report issued by HKAS accredited IAQ Certificate Issuing Body
- The Institution of Lighting Engineers – Guidance Notes for the Reduction of Obtrusive Light
- CIBSE Code for Interior Lighting
- CIBSE Lighting Guides
- EMSD Code of Practice for Energy Efficiency of Building Services Installation 2015
- Relevant Local Planning, Environmental Protection and Pollution Control Ordinance
- BD Code of Practice for Fire Safety in Buildings
- ANSI/ASHRAE/IES Standard 90.1-2010 Energy Standard for Building
- ISO 5667-5:2006 Water quality – Sampling- Part 5
- BS EN 1434-5:2007. Heat meters. Initial verification tests

### 4. Definitions

**BEAM Plus** Hong Kong Building Environment Assessment Method (BEAM) Society. BEAM Plus: Interiors – Commercial, Retail and Institutional. V.1.0 (2013.08)

**CFC** Chlorofluorocarbons are hydrocarbons that are used as refrigerants and cause depletion of the stratospheric ozone layer.

**CxA** Commissioning Authority is the individual designated to organise, lead and review the completion of commissioning process activities. The CxA facilitates communication among the employer, EC and Contractor to ensure that complex systems are installed and function in accordance with the employer's project requirements.

**VOC** Volatile Organic Compounds (defined as organic solvents with a boiling point less than 250°C at 101.3kPa or a vapour pressure of 0.01mm of Hg at 21°C)

**Sustainable Timber** is timber that comes from sustainably managed forests. These forests are certified in accordance with international standards e.g. Forest Stewardship Council (FSC), The Programme for the Endorsement of Forest Certification (PEFC) who certify forests, manufacturers and suppliers to ensure they are working in accordance with best practice for sustainable forest and timber management.

## 5. Compliance Documentation Required

All audits, reports, reviews, checklists, data logs and the like shall be submitted by the Contractor to the BEAM Plus Consultant together with the final report.

## 6. Construction Safety (BEAM Plus MAN P1)

### 6.1. Tasks to be implemented

The contractor shall implement a Safety Management Plan and update it when necessary during construction and fit-out activities.

The Safety Management Plan shall be provided with the following minimum details:

- Person-in-charge and emergency contact
- Hazard / risk identification
- Public protection controls (e.g. prevent unauthorised access, falling debris)
- Control methods
- Site inspection frequency
- Common plant and equipment used
- Promotion & training
- Personal protection equipment used

### 6.2. Specific Requirements

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 6.3. Submittal Documentation

- The Contractor shall submit a Safety Management Plan
- The Contractor shall submit records, logbook, site diary, or similar daily monitoring record, to demonstrate that the Safety Management Plan was properly implemented
- The Contractor shall complete the BEAM Plus MAN P1 template and provide all required supporting documents



## **7. Construction IAQ Management (BEAM Plus MAN 2)**

### **7.1. Tasks to be implemented**

The Contractor shall develop and submit a Construction IAQ Management Plan (CIAQMP) to implement adequate mitigation measures that reduce IAQ impacts arising from demolition and fit-out activities.

The CIAQMP shall meet the following minimum requirements:

- Measures to protect the Building Services Installation, its ventilation system components, and air pathway against contamination during construction
- Measures to protect the building components against contamination during construction
- Control measures for HVAC&R system and component protection
- Cleaning procedures to be employed prior to the premises being occupied
- Contaminant Source Control
- Interruption of moisture/pollutant pathways

The Contractor shall provide a Construction IAQ Management report detailing how fit-out construction activities, and where applicable demolition and hauling activities, were executed for the project to demonstrate implementation of the Construction IAQ Management Plan.

### **7.2. Specific Requirements**

Events shall be scheduled to protect indoor air quality by:

- Permitting adequate airing-out of new materials
- Sequencing the installation of finish materials
- Proper curing of concrete and wet finishes before covering

The CIAQMP should specify the location, type, amount, sequence and timing of the various control measures, including emergency procedures, and the labour, materials and time required to implement them.

The Construction IAQ Management report should address all aspects detailed in the CIAQMP with supporting documents; such as purchase orders, delivery notes, monitoring and/or measurement records and results, and photographic records

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### **7.3. Submittal Documentation**

The contractor should submit a CIAQMP and report with the documentations listed below to achieve the credit:

- List Responsible Person
- Records with logbook / records during construction programme
- Drawings with floor layout plans, sections, elevations, with measures highlighted
- Drawings, engineering with floor plans, sections, details, with measures highlighted
- Record photographs with site progress ‘as built’ works

## **8. Construction Noise (BEAM Plus MAN 3)**

### **8.1. Tasks to be implemented**

The Contractor shall submit a report to prove that noise from the work activities including demolition, construction, transportation, and fit-out activities, were minimised and/or rescheduled to avoid nuisance to host building users and neighbouring occupants

### **8.2. Specific Requirements**

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### **8.3. Submittal Documentation**

The Contractor shall submit the documentation stated below to demonstrate criteria compliance:

- List Responsible Person
- Documentation, with planning, method statements, identified sources of noise nuisance, mitigation measures, and references
- Records with logbook, daily records, etc.
- Letter, Building Management Office declaration to confirm “No written compliant received”
- Record photographs, with progress and ‘as built’ mitigation measures taken.

## **9. Use Of Non-CFC Based Refrigerants (BEAM Plus MA P1)**

### **9.1. Tasks to be implemented**

The contractor shall not install or use CFC-based refrigerants in HVAC&R systems

### **9.2. Specific Requirements**

The specific requirements to demonstrate pre-requisite compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### **9.3. Submittal Documentation**

The Contractor shall submit the following documentations to demonstrate compliance

- A summary table, HVAC&R equipment, refrigerant type, quantity, model no.
- HVAC&R equipment schedule
- Manufacturer’s catalogue, technical data sheets for equipment refrigerant highlighted
- Record photographs with equipment, refrigerant, nameplate information highlighted

## **10. Minimum Waste Recycling Facilities (BEAM Plus MA P2 & MA 1)**

### **10.1. Tasks to be implemented**

The Contractor shall provide at least one storage facility for the collection of each of the following type of waste; paper, plastic, metal materials, glass, and small electrical

appliance. The facility shall be placed in prominent location, but not necessary within the project space. The storage facility size is to be reviewed by BEAM Plus Consultant.

#### 10.2. Specific Requirement

The specific requirements to demonstrate compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

#### 10.3. Submittal Documentation

The contractor shall fulfil this prerequisite credit by providing the following documents to demonstrate the compliance:

- List Responsible Person
- Drawing, architectural floor layout plan, sections, elevations, etc.
- Record Photographs with 'As-built' facilities
- List Target materials

### 11. Timber Used for Temporary Works (BEAM Plus MA P3)

#### 11.1. Tasks to be implemented

The Contractor shall use timber originated from sustainable forestry or reused existing material only for ALL temporary works.

- Prohibit use of any virgin forest timber for Temporary Works
- List all timber usages and their related construction activities
- Record origins and types of the timber used
- Obtain certificates from acceptable forestry certification systems for all timber to be used in the Temporary Works (no use of virgin forest product)
- Provide purchase orders and delivery notes of timber used
- Provide evidence such as Site photos and records to demonstrate that no new timber or timber products were used

#### 11.2. Specific Requirements

Temporary work means all temporary work, including but not limited to, enabling works, temporary protection works, temporary protection erected between different phases of the works or other occupants, temporary protection erected for walls, doors, finishes, cabinets, partitions, equipment, lifts and the like, temporary protection applied for floors, flooring, and carpets, temporary hoardings, and including all temporary doors, supports, bracing, cross bracing, fixings, trimming, hangers, and the like, whether located inside or outside the project space.

The specific requirements to demonstrate pre-requisite compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

#### 11.3. Submittal Documentation

The contractor shall fulfil this prerequisite credit by providing the following documents to demonstrate the compliance:

- Summary table, timber type, source, manufacturer, origin, certification (Acceptable forestry certification systems included: Forest Stewardship Council (FSC);

Programme for the Endorsement of Forest Certification (PEFC); Canadian Standards Association (CSA); Cerflor (Brazil) and Malaysian Timber Certification Council (MTCC)), quantities, usage

- Drawings, architectural floor plan(s), sections, elevations
- Certificate, source for sustainable timber, by prescribed organisation(s)
- Certification / undertaking source of re-used timber
- Procurement, sustainable timber purchase orders, delivery notes, records
- Procurement, regular timber purchase orders, delivery notes, records
- Procurement, composite timber purchase orders, delivery notes, records
- Record Photographs for materials installation, and demolition of all temporary works

## 12. Interior Components Reuse (BEAM Plus MA 2)

### 12.1. Tasks to be implemented

The Contractor shall ensure at least **30%** and target 50% of prior condition walls, doors and floorings are reused.

The Contractor shall schedule and quantify the existing and reused elements, based on the total surface area.

### 12.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Walls
- Glazing
- Ceilings
- Doors
- Flooring
- Existing wall coverings

The building envelope, structural elements, building envelope fenestration, shared/party walls, partitions, furniture, mechanical and electrical installations and any other elements which are not listed above are excluded from the calculations.

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 12.3. Submittal Documentation

The Contractor shall submit the following documents to demonstrate compliance:

- Summary table (shown below) with each construction element, description, total area, reused area, reused percentage calculation, descriptions of the methodologies and steps adopted to retain the reused items
- Drawings, floor and ceiling plans, elevations, sections, details, quantifying the total and reused areas
- Record Photographs with pre-construction and post-construction to demonstrate the elements that were retained
- Narrative with areas, methodologies adopted to maintain existing elements using sketches, etc.

Item	Reused Elements (sqm)	Prior Condition (sqm)	Comment
a) walls			
b) glazing			
c) Ceilings			
d) Internal doors			
e) Flooring			
f) Structural wall's coverings			
g)			
<b>Total (sqm)</b>			
<b>Elements Reused (%)</b>			

### 13. Furniture And Partitions (BEAM Plus MA 3)

#### 13.1. Tasks to be implemented

The Contractor shall ensure at least **30%** of the total furniture and partitions are from salvaged furniture and partitions or reused from existing condition.

The Contractor shall determine the total reused percentage; divide the total mass of the reused / salvaged furniture and/or partitions by the total mass (in kg) of the furniture and partitions used in the project site. Desk and chairs are also included in the assessment.

#### 13.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Fixed Furniture
- Cabinets
- Chairs
- Partitions
- Desks

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

#### 13.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations as evidence for compliance:

*For fixed furniture, cabinets and partitions*

- Summary table (Shown below)
- Drawings, architectural with floor plan layouts, sections, quantity reused indicated
- Procurement with purchase orders, deliver notes for salvaged items
- Record Photographs, post-construction furniture / partition retained

*For chairs and desks only*

- Summary table with desks / chairs, location, source, mass, quantity reused, total
- Drawings architectural with floor plan layouts

- Procurement with purchase orders, deliver notes, chain of custody for salvaged items
- Record Photographs for post-construction furniture / partition retained

Item	Total Reused Furniture and Partitions (kg)	Total Furniture and Partitions used in Project Space (kg)	Comment
a) Fixed furniture			
b) Cabinet			
c) Chairs			
d) Partitions			
e) Desks			
Total			
Reused Furniture and Partitions (%)			

## 14. Modular Design Materials (BEAM Plus MA 4)

### 14.1. Tasks to be implemented

The Contractor shall ensure the procurement and installation of designed modular elements which contribute at least **50%** of the newly installed elements in the project.

The Contractor shall quantify the modular elements based on total surface area. Only the new installed elements are included in this assessment. Each item (partitions, walls, ceilings, doors and raised floor) shall be of modular elements and shall be assessed individually.

### 14.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Partitions
- Walls
- Ceilings
- Doors
- Raised floor

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 14.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations as evidence for compliance:

- Summary table (shown below) with product types, materials, manufacturer, quantities, percentage of modular component, reference sources
- Drawings, architectural with floor plans, elevations, sections, detail sheets, fixing details, details highlighted

- Product catalogues / technical data sheets for equipment, materials, systems, supports, fixing highlighted
- Record photographs with installation progress and ‘As-built’ installation

Item	Modular Construction (sqm)	Total newly installed items (sqm)	Modular (%)
a) Partitions			
b) Walls			
c) Ceilings			
d) Doors			
e) Raised floor			
f)			

## 15. Designed For Disassembly (BEAM Plus MA 5)

### 15.1. Tasks to be implemented

The Contractor shall demonstrate the installed construction elements and fixings that are easy to dismantle, and disassemble at the end of serviceable life, and contribute at least **50%** of the newly installed elements.

The Contractor shall determine the total Disassemble Design percentage, divide the total area (m<sup>2</sup>) of Disassembly Designed Elements by the total area (m<sup>2</sup>) of the newly installed items in the project site.

### 15.2. Specific Requirements

The following items shall be included for compliance with this credit:
















- Walls
- Ceilings
- Doors
- Raised floor
- Supports and fixings

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 15.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations as evidence for compliance:

- Summary Table shown below
- Drawings, architectural with floor, elevations, sections, detail sheets, supports, fixing details highlight
- Narrative, method statement for dismantling components
- Product catalogues, technical data sheets with components, materials and fixing highlighted
- Record photographs with “As-built” installation, site progress records, details, fixings

Item <sup>↗</sup>	Total Disassembly Designed Elements (sqm) <sup>↗</sup>	Total Newly Installed items (sqm) <sup>↗</sup>	Disassemble Design <sup>↗</sup> (%) <sup>↗</sup>
a) Partitions <sup>↗</sup>			
b) Walls <sup>↗</sup>			
c) Ceilings <sup>↗</sup>			
d) Doors <sup>↗</sup>			
e) Raised floor <sup>↗</sup>			

## 16. Sustainable Flooring Products (BEAM Plus MA 6)

### 16.1. Tasks to be implemented

#### Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination

The Contractor shall ensure at least **50%** of all newly installed flooring is made from rapidly renewable materials, recycled materials or sustainable timber or a combination of any of the three above mentioned materials.

#### Regionally Manufactured Materials

The Contractor shall ensure at least **50%** of the newly installed flooring materials are manufactured within 800km radius from the project site.

#### Environmentally Manufactured Materials

The Contractor shall ensure at least **50%** of the newly installed flooring materials are manufactured by organisations which have implemented Environmental Management System (EMS).

### 16.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Flooring
- Supports
- Framing
- Trimming
- Bracing
- Skirting
- Levelling

The calculations to demonstrate credit compliance shall be quantified by the surface areas of the materials.

The specific requirements to demonstrate pre-requisite compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.



### 16.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the documentation below:

#### *Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination*

- Summary table, with product details, manufacturer, quantities, percentage of compliant materials, supports, under floor, fixings, reference sources
- Drawings, floor layout plans, elevations, door schedules, sections, details highlighted
- Product catalogues, technical sheets, certificates for all materials, material content highlighted
- Record Photographs, installation work, completed work, “As-built” installation

#### *Regionally Manufactured Materials*

- Summary table showing the types, manufacturer, manufacture locations, quantities, percentage of regionally manufactured products, supports, under floor, fixings, reference sources
- Product Catalogues, technical sheets, door schedules, substantiating materials, material content highlighted
- Map indicating each location is < 800km radius
- Procurement with purchase orders, delivery note, factor location, quantity

#### *Environmentally Manufactured Materials (EMS)*

- Summary table, types, manufacturer, quantities
- Certificate(s) for EMS or EMS Manual for all manufacturer/factories

## 17. Sustainable Ceiling Products (BEAM Plus MA 7)

### 17.1. Tasks to be implemented

#### *Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination*

The Contractor shall provide ensure at least **50%** of all newly installed ceiling is made from rapidly renewable materials, recycled materials or sustainable timber or a combination of any of the three above mentioned materials.

#### *Regionally Manufactured Materials*

The Contractor shall ensure at least **50%** of the newly installed ceiling materials are manufactured within 800km radius from the project site.

#### *Environmentally Manufactured Materials*

The Contractor shall ensure at least **50%** of the newly installed ceiling materials are manufactured by organisations which have implemented Environmental Management System (EMS).

### 17.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Ceiling Tiles

- Hangers
- Trimming
- Levelling
- Framing
- Bracing
- Ceiling Support
- Secondary Grid
- Bulkhead
- Shadow Gap Infill
- Access Panels

The calculations to demonstrate compliance shall be quantified by the surface areas of the materials.

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 17.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations:

#### Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination

- Summary table, with product details, manufacturer, quantities, percentage of compliant materials, supports, under floor, fixings, reference sources
- Drawings, ceiling plans, elevations, door schedules, sections, details highlighted
- Product catalogues, technical sheets, certificates for all materials, material content highlighted
- Record Photographs, installation work, completed work, “As-built” installation

#### Regionally Manufactured Materials

- Summary table showing the types, manufacturer, manufacture locations, quantities, percentage of regionally manufactured products and reference sources
- Product Catalogues, technical sheets, substantiating materials, material content highlighted
- Map indicating each location is < 800km radius
- Procurement with purchase orders, delivery notes, factor location, quantity etc.

#### Environmentally Manufactured Materials (EMS)

- Summary table shown below
- Certificate for EMS or EMS Manual for all manufacturer/factories

## 18. Sustainable Wall and Door Products (BEAM Plus MA 8)

### 18.1. Tasks to be implemented

#### Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination

The Contractor shall provide ensure at least **50%** and target for 100% of all newly installed wall and door materials for wall and door materials made from rapidly renewable

materials, recycled materials or sustainable timber or a combination of any of the three above mentioned materials.

*Regionally Manufactured Materials*

The Contractor shall ensure at least **50%** of the newly installed wall and door materials are manufactured within 800km radius from the project site.

*Environmentally Manufactured Materials*

The Contractor shall ensure at least **50%** of the newly installed wall and door materials are manufactured by organisations which have implemented Environmental Management System (EMS).

## 18.2. Specific Requirements

The following items shall be included for compliance with this credit:

- Wall and its covering
- External / Structural Wall covering only
- Doors
- Trimming
- Levelling
- Bracing
- Framing

The calculations to demonstrate credit compliance shall be quantified by the surface areas of the materials.

The specific requirements to demonstrate pre-requisite compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.\

## 18.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations:

*Rapidly Renewable Material, Recycled Material, Sustainable Timber or Combination*

- Summary table to show the product items, manufacturers, quantities, percentage of rapidly renewable / recycled / sustainable timber content and reference sources
- Drawings, floor layout plans, elevations, door schedules, sections, details highlighted
- Product catalogues, technical sheets, certificates for all materials, material content highlighted
- Record Photographs, installation work, completed work, “As-built” installation

*Regionally Manufactured Materials*

- Summary table showing the product types, manufacture locations, quantities, percentage of locally manufactured products and reference sources
- Product Catalogues, technical sheets, door schedules, substantiating materials, material content highlighted
- Map indicating each location is < 800km radius
- Procurement with purchase orders, delivery notes, factor location, quantity

Environmentally Manufactured Materials (EMS)

- Summary table showing the product types, manufacturers, quantities
- Certificate for EMS or EMS Manual for all manufacturer/factories

Item	Prescribed Material (sqm)	Total Newly Installed Material (sqm)	Comments
a) Walls			
b) doors			
c)			
Total			
Qualified Content (%)			

Item	Total Regionally Manufactured Materials (sqm)	Total Newly Installed Materials (sqm)	Comments
d) Walls			
e) doors			
f)			
Total			
Total Regionally Manufactured Materials (%)			

Item	Total Environmentally Manufactured Materials (sqm)	Total Newly Installed Materials (sqm)	Comments
g) Walls			
h) doors			
i)			
Total			
Total Environmentally Manufactured Materials (%)			

**19. Zero PVC (BEAM Plus MA 9)****19.1. Tasks to be implemented**

The Contractor shall use alternative products and materials with zero PVC content for the project.

**19.2. Specific Requirements**

The following items shall be included for compliance with this credit:

- Edge Protection Strip
- Cable Conduit
- Electric Cables
- Furniture
- Chairs
- Phone Cables
- Pipework
- Data Cables

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 19.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations:

- Summary table with product types, quantities, determination of PVC content, reference sources
- Drawings, floor ceiling layout plans, elevations, etc.
- Product catalogues or technical sheets to confirm that the installed products are non-PVC type material
- Record Photographs

## 20. Ozone Depletion Substances (BEAM Plus MA 10)

### 20.1. Tasks to be implemented

The Contractor shall use only products without ozone depleting substances (CFC & HCFC) in the manufacturing process, composition of thermal insulation, fire retardant materials used for all partitions, walls, chilled water pipes, refrigerant pipes and ductwork.




































### 20.2. Specific Requirements

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 20.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations:

- Summary table with materials, products, manufacturer, reference sources (e.g. Catalogue, or manufacturer compliance letter)
- Drawing, architectural, floor plans, sections, details
- Drawings, engineering with BSI schematics, plans, sections, details
- Product catalogue or compliance letter signed by the manufacturer to show the avoidance of using ozone depleting substances in all newly installed materials and products
- Record Photographs

Prescribed Element <sup>43</sup>	Alternative Material Used <sup>43</sup>	Material Data Sheet <sup>43</sup>	Drawing Number <sup>43</sup>	Photo Number <sup>43</sup>
a.) Partitions <sup>43</sup>				
b.) Walls <sup>43</sup>				
c.) Chilled water pipes <sup>43</sup>				
d.) Refrigerant pipes <sup>43</sup>				
e.) Ductwork <sup>43</sup>				
f.) 				
g.) 				
h.) 				

**21. Demolition And Construction Waste Reduction (BEAM Plus MA 11)****21.1. Tasks to be implemented**

The Contractor shall ensure that at least **60%** of demolition and construction waste is recycled.

**21.2. Specific Requirements for Monitoring and Auditing**

The following items shall be included for compliance with this credit:

- Demolished materials
- Plastics
- Paper / cardboard
- Packaging materials
- Metals
- Timber
- General Refuse

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

**21.3. Submittal Documentation**

The Contractor shall submit report listing out the materials that satisfy compliance requirements. The report should quantify the amount of recycled demolition waste as a percentage of total demolition waste. Several documentations have to be submitted including:

- List responsible person
- Summary table with waste flow, type, disposal method, quantities, reference sources
- Trip tickets and waste recycled receipt
- Logbook/records waste monitoring (State the waste stream, quantity, type, sorting, storage, recycling and disposal method)
- Photograph records, waste sorting and storage by contractors, and collection by recyclers

<b>Prescribed Element</b>	<b>Recycled C&amp;D Waste (kg)</b>	<b>Overall Quantity C&amp;D Waste (kg)</b>
a.) Demolished materials		
b.) Plastics		
c.) Paper and cardboard packaging		
d.) Metals		
e.) Timber		
f.) General refuse		
<b>Sub Total</b>		
<b>Percentage C&amp;D Waste Recycled (%)</b>		

## 22. Energy Efficient Appliances (BEAM Plus EU 2)

### 22.1. Tasks to be implemented

The Contractor shall purchase and install labelled energy efficient equipment and appliances. The acceptable appliances are governed by the EMSD's Energy Efficiency Labelling Scheme with GRADE 1 labels for both mandatory and voluntary schemes and the US EPA's ENERG STAR programme.

The Contractor shall ensure that at **100%** of the total quantity, for each type of electrical appliance is certified with energy efficient.

Equipment and appliances shall be new, installed by the Applicant at the time of occupancy, within the project space.

### 22.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 22.3. Submittal Documentation

The Contractor shall demonstrate compliance by providing the below documentations as evidence for compliance:

- Summary table below
- Catalogue, manufacturer specification, technical data sheet for all appliances
- Drawings, architectural layout plan(s) with locations highlighted
- Record Photographs with all appliances in-situ

item <sup>43</sup>	appliance <sup>43</sup>	model number <sup>43</sup>	dwg reference <sup>43</sup>	catalogue reference <sup>43</sup>	efficiency rating <sup>43</sup>	efficiency label <sup>43</sup>	photo <sup>43</sup> reference <sup>43</sup>	labelled qty <sup>43</sup>	total <sup>43</sup> qty <sup>43</sup>
1 <sup>43</sup>									
2 <sup>43</sup>									
3 <sup>43</sup>									
4 <sup>43</sup>									
Sub total:									

## 23. Commissioning (BEAM Plus EU 3)

### 23.1. Tasks to be implemented

The Contractor shall assign a qualified person as commission authority to be primarily responsible for testing and commissioning of the energy consuming systems.

The Contractor shall provide full attendance, input and assistance in testing and commissioning of all building energy systems and provide relevant input at all times to

the qualified person, including but not limited to inputs to documentation such as commissioning specifications, testing documentation, commissioning plans, commissioning report.

### 23.2. Commissioning Plan and Scopes

The commissioning shall cover the following energy and IEQ related systems:

- i. Heating, ventilating, air conditioning and refrigeration (HVAC&R) systems and associated controls;
- ii. Lighting systems and associated controls;
- iii. Energy monitoring systems
- iv. Plumbing and Drainage systems;
- v. Only systems installed by the Applicant serving the project space shall be assessed.

To execute commissioning in a comprehensive and orderly manner a commissioning plan, covering every system, equipment, and component shall be prepared. The plan shall include:

- i. start-up and inspection checklists and procedures;
- ii. functional performance testing procedures and checklists;
- iii. testing, adjusting, and balancing;
- iv. development of an operations and maintenance manual and energy management manual;
- v. completion of the commissioning report;

For each system commissioned the plan shall provide:

- i. an overview of the tasks to be executed during commissioning;
- ii. a list of all features to be commissioned;
- iii. a list of reference documents related to commissioning, including specification references, drawing list, and submittal drawings;
- iv. a list of primary participants in the commissioning process and their responsibilities;
- v. a plan for management, communication and documentation;
- vi. description of checklists and tests to be performed, with reference to specification;
- vii. pre-start and start-up checklists;
- viii. list of the functional performance tests to be performed;
- ix. description of the training to be provided to the operations and maintenance personnel



### 23.3. Commissioning Report

The records of functional testing of systems and equipment shall be performed as documented in the commissioning plan and endorsed by qualified person. The commissioning report shall cover as a minimum the items given in Appendix 9.2.2 of BEAM Plus Interior V1.0 Manual, after all commissioning tasks, except seasonally deferred testing, have been completed. Commissioning reports shall be verified and signed-off by qualified person.

The commissioning records and reports shall cover the following systems, where installed:

- i. Heating, ventilating, air conditioning and refrigeration (HVAC&R) systems and associated controls;
- ii. Lighting systems and associated controls;
- iii. Energy monitoring systems;
- iv. Plumbing and Drainage systems;
- v. Only systems installed by the Applicant serving the project space shall be assessed.

The commissioning report shall document the commissioning process, and results, it shall comprise:

- i. executive summary;
- ii. list of participants and their respective roles;
- iii. brief project space description;
- iv. an overview of the scope of testing and commissioning;
- v. general description of testing and verification methods;
- vi. list of each feature component, and system commissioned;
- vii. for each piece of commissioned equipment, the adequacy of the equipment, documentation and training.

The commissioning report shall address the following areas:

- i. adequacy of equipment with respect to construction documents and design intent;
- ii. equipment installation;
- iii. functional performance and efficiency;
- iv. equipment documentation;
- v. operations and maintenance review and recommendations;
- vi. operator training;

The functional performance and efficiency section for each piece of equipment shall identify the verification method used observations and conclusions from the

commissioning process. The report shall include a list of outstanding commissioning issues, and any deferred or seasonal testing that should be scheduled.

All outstanding deficiencies identified during or as a result of commissioning activities shall have been corrected or must be separately listed and highlighted in the commissioning report.

Each non-compliance issue must be referenced to where the deficiency is documented.

Verification and documentation of installation of systems, equipment and components shall ensure:

- i. that they are installed according to construction documents and manufacturers instructions;
- ii. any differences between the final installation and the original construction documents shall be documented;
- iii. that other building systems or components are not compromising the efficiency of the systems or features being commissioned;
- iv. the start-up and inspection checklists were completed and performed as required;
- v. that functional performance tests were completed;
- vi. that HVAC&R piping testing and duct testing was completed and documentation included in operation and maintenance manual;
- vii. functional testing of all control systems was completed;
- viii. record of any deficiencies and corrective actions;
- ix. final testing outcomes are included in the commissioning report and in the operation and maintenance manual;
- x. documentation of any seasonally deferred testing and corrections of any deficiencies;
- xi. the operations and maintenance manual and energy management manual are complete for all components, equipment, subsystems, and systems that have been commissioned;
- xii. adequacy of training provided for the Owner's management, operation and maintenance personnel

If components, equipment, subsystems, or controls, or sequences of operations as-built are differing from the original construction documents, the report shall detail these differences.

When any deferred or seasonally deferred commissioning is completed, the commissioning authority shall issue an addendum, arranged in the same manner as in the initial commissioning report.

#### 23.4. Specific Requirements for Monitoring and Auditing

The general requirement of monitoring, auditing and control can be found in the Section 2.4 of this specification.

### 23.5. Submittal Documentation

The Contractor shall provide specifications and manufacture's manuals of all building energy systems, submitted for the BEAM Plus Consultant approval within 4 week prior to installation.

- Commissioning plans for al Building Services Installation, functional templates, programme
- Commissioning specification all systems
- Records, commissioning reports, forms, measurement schedules, methods for all systems
- Records with scheduled / deferred commissioning, all systems
- Drawings with As-built for all systems with all commissioning data highlighted
- Record Photographs, sample commissioning procedures, records, measuring

## 24. Operations & Maintenance (BEAM Plus EU 4)

### 24.1. Tasks to be implemented

The Contractor shall develop and implement fully documented operations and maintenance manuals to the specified minimum requirements listed below:

- a. Manual must include for each piece of equipment and each system:
  - The name and contact information of the manufacturer or vendor and installing Contractor
  - Submittal data
  - Operations and maintenance instructions with the models and features for the subject site clearly marked.
- b. Manual shall include only data for equipment that is actually installed and include the following:
  - Instructions for installation, maintenance, replacement, start-up
  - Special maintenance requirements and sources for replacement parts/equipment
  - Parts list and details of and special tooling requirements
  - Performance data
  - Warranty information
- c. The manual shall include an as-built documentation package for controls covering the following:
  - Control drawings and schematics
  - Normal operation
  - Shutdown
  - Unoccupied operation
  - Seasonal changeover
  - Controls set-up and programming
  - Troubleshooting
  - Alarms

## 24.2. O&M Manual

Each system to be commissioned shall be included for the following:

- i. the design intent;
- ii. the basis of design;
- iii. full sequences of operation for all equipment and systems, all of which must meet the legal requirements and industry wide standards;

The description of the design intent should include as a minimum:

- iv. space temperature and humidity criteria (refer also to the section on IEQ);
- v. levels operator and/or occupant control over HVAC&R systems;
- vi. ventilation requirements and related indoor air quality criteria (refer also to the section on IAQ);
- vii. performance criteria related to energy efficiency;
- viii. environmental responsiveness of the facility;
- ix. commissioning criteria;

The basis of design shall include at a minimum:

- i. details of occupancy;
- ii. space activity and any process requirements;
- iii. applicable regulations, codes, and standards;
- iv. design assumptions;
- v. performance standards and benchmarks;
- vi. control system appropriate for the skill of the operations and maintenance staff.

The operations and maintenance manual must include for each piece of equipment and each system:

- i. the name and contact information of the manufacturer or vendor and installing contractor;
- ii. submittal data;
- iii. operations and maintenance instructions with the models and features for the subject site clearly marked;

The manual shall include only data for equipment that is actually installed, and include the following:

- i. instructions for installation, maintenance, replacement, startup;
- ii. special maintenance requirements and sources for replacement parts/equipment;
- iii. parts list and details of and special tooling requirements; performance data;

- iv. iv. warranty information;

The manual shall include an as-built documentation package for controls covering the following:

- i. control drawings and schematics;
- ii. normal operation;
- iii. shutdown;
- iv. unoccupied operation;
- v. seasonal changeover;
- vi. manual operation;
- vii. controls set-up and programming;
- viii. troubleshooting;
- ix. alarms;
- x. final sequences of operation.

#### 24.3. Energy Management Manual

The details shall include:

- xi. guidelines for establishing and tracking benchmarks for space energy use and primary plant equipment efficiencies;
- xii. descriptions of the final design intent and basis of design, including brief descriptions of each system;
- xiii. final sequences of operations for all equipment;
- xiv. procedures for seasonal start-up and shutdown, manual and restart operation;
- xv. as-built control drawings;
- xvi. for all energy-saving features and strategies, rationale description, operating instructions, and caveats about their function and maintenance relative to energy use;
- xvii. specifications for re-calibration frequency of sensors and actuators by type and use;
- xviii. recommendations for continuous commissioning or recommended frequency for re-commissioning by equipment type, with reference to tests conducted during initial commissioning;
- xix. recommendations regarding seasonal operational issues affecting energy use;
- xx. list of all user-adjustable set points and reset schedules, with a discussion of the purpose of each and the range of reasonable adjustments with energy implications;
- xxi. schedules of inspection frequency for reviewing the various set points and reset schedules to ensure they still are near optimum;

- xxii. list of time-of-day schedules and a frequency to review them for relevance and efficiency;
- xxiii. guidelines for ensuring that future renovations and equipment upgrades will not result in decreased energy efficiency and will maintain the design intent;

#### 24.4. Specific Requirements for Monitoring and Auditing

The general requirements for monitoring, auditing and control can be found in section 2.4 of this specification.

#### 24.5. Submittal Documentation

The Contractor shall provide operations and maintenance manual covering the minimum requirements specified in the above section.

The Contractor shall provide training programme such as power point presentation, manual, covering the minimum requirements specified in the above section.

The Contractor shall provide evidence of operatives training such as record of attendance, verifying that training of the building's operations and maintenance staff was undertaken for all commissioned systems and major equipment, using the operations and maintenance manual.

The Contractor shall demonstrate compliance by providing the below documentations as evidence for compliance:

- List Responsible Person
- Records with digital O&M manual, record photographs, screenshots, printout, populated lists, list set points
- Records with digital energy management manual or section indicated, table of contents
- Contract with Building Services Installation maintenance, scope of work
- Records with method statements for all systems, programme/frequency of inspection for all system

### 25. Metering and Monitoring (BEAM Plus EU 5)

#### 25.1. Tasks to be implemented

The Contractor shall provide details of the measuring and monitoring equipment installed and commissioning records of consumption and equipment performance, to demonstrate that electricity use and performance can be monitored as stipulated.

#### 25.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 25.3. Submittal Documentation

The Contractor shall provide catalogue of meters and monitoring equipment, purchase orders and layout plan indicating the locations of the plans for credit compliance.

## 26. Water Quality Survey (BEAM Plus WU 1)

### 26.1. Tasks to be implemented

The Contractor shall provide documentation demonstrating that the quality of potable water meets the referenced drinking water quality standards at all points of use. Potable water sampling should be systematic, such as described in ISO 5667. At least five (5) nos. of water samples shall be taken in the distribution system within the project space from the storage tank of the host building. Water samples are required to comply with the **thirteen (13) parameters** including pH, colour, turbidity, conductivity, iron total, E. coli, total coliform count, free residual chlorine, heterotrophic plate count, lead, cadmium, chromium and nickel as stipulated in the Quality Water Recognition Scheme for Buildings administered by the Water Supplies Department.

### 26.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

### 26.3. Submittal Documentation

The Contractor shall submit a summary table, drawings, with plumbing schematic, layout drawings; record photographs; Laboratory test report(s) including details of the analysis of samples taken from potable water outlets used to supply for human consumption.

## 27. Annual Water Use (BEAM Plus WU 2)

### 27.1. Tasks to be implemented

The Contractor shall demonstrate that the provision of equipment meeting the intent and the target percentage of reduction can be achieved. The target percentage use of water efficient devices leads to an aggregate annual saving of **40%** compared to the baseline case.

### 27.2. Specific Requirements for Monitoring and Auditing

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

## 27.3. Submittal Documentation

The Contractor shall submit the following documentations to demonstrate compliance:

- Water saving calculation, example and baseline data shown below

Device (Reference catalogue <sup>(A)</sup> )	Duration of each operation (seconds)	Daily number of uses per occupant	Rated flow rate (litres/minute)		Estimated daily consumption per occupant (litres)	
			Baseline (c)	As-built	Baseline (c)	As-built
Tap Toilet (Model 123)	10	5	6	4	5	3.3
Tap Pantry (Model 456)	15	1	8	4.5	2	1.1
Estimated total daily consumption per occupant (litres)					7	4.4
Number of occupants <sup>(B)</sup>					30	
Number of day					365	
Estimated total annual consumption (litres)					76,650	48,180
% of water saving:					37.1%	

The baseline water flow rate data used in calculations shall use the following data:

description	size (mm)	flow rate	unit
shower head		9.5	l/min
kitchen sink pillar tap (pantry)	22	6	l/min
kitchen sink mixer tap (pantry)	22	6	l/min
pillar tap	15	6	l/min
mixer tap	15	9	l/min
bath pillar tap	22	15	l/min
bath mixer tap	22	15	l/min
bidet	15	5	l/min
Pre-rinse spray valves kitchen	15	7	l/min
WC		7	L/flush
WC hose spray	15	5	l/min
Urinal	15	4.5	L/flush
Washing machine (horz)	15	12.6	L/kg/cycle
Washing machine (vert)	15	22	L/kg/cycle

- Drawings, architectural, floor layout plan with WC, washroom, pantry, etc.
- Calculation, with annual water usage, compared with baseline data
- Drawings, engineering with plumbing schematic drawings
- Manufacturer specifications, technical data sheets with flow rate information
- Record photographs, "As-built" installation
- WSD WELS **Grade 1** labelled documentation, for all taps, or proof of equivalent or lower flow rate.

## 28. Effluent Discharge to Foul Sewers (BEAM Plus WU 3)

## 28.1. Tasks to be implemented

The Contractor shall demonstrate that the flushing systems installed within the project space are water efficient lowering sewerage volume.



## 28.2. Specific Requirements for Monitoring and Auditing

Water efficient flushing systems include but not limited to:

- sensor type urinal;
- waterless urinal;
- flushing system certified by WELS Grade 1;
- dual flush water closet;

The specific requirements to demonstrate credit compliance are detailed in the relevant section of the BEAM Plus Interiors – Commercial, Retail and institutional Version 1.0 (2013.08) Reference Guide and Submission Template.

## 28.3. Submittal Documentation

The Contractor shall submit the following documentation to demonstrate the compliance:

- Lease/ other document for occupants access to shared facility
- Drawings, architectural, with location plan in host building clearly indicated
- Manufacturer specifications. Technical data sheet and catalogue with water flow rate information
- Record Photographs for “As-built” facility in host building

## 29. Indoor Air Quality (BEAM Plus IEQ 1)

### 29.1. Tasks to be implemented

The Contractor shall carry out indoor air quality (IAQ) measurement to ensure the interior spaces will not suffer due to contamination from indoor sources of infiltration from outdoor sources. The measurements shall demonstrate that the identified pollutants below complied with the Excellent Class requirement prescribed in the IAQ Certification Scheme

- Total Volatile Organic Compounds (TVOCs)
- Formaldehyde (HCHO)
- Products of Combustion
  - Carbon Monoxide (CO)
  - Nitrogen Dioxide (NO<sub>2</sub>)
- Respirable Suspended Particulate (RSP, PM<sub>10</sub>)
- Ozone

Measurement shall take place during normally occupied period.

Reference of VOC can be found in “A Guide to the Air Pollution Control (Volatile Organic Compounds) Regulations” The Contractor shall use low VOC content materials to maintain a good and healthy office environment.

#### Adhesive and Sealant

The maximum limits of VOC contents is expressed as **grams of VOCs per litre** of adhesive when in a ready to use condition

Regulated Adhesives*		Maximum Limits of VOC Content@ @	
		Effective from 1 January 2010	Effective from 1 April 2012
10.	Structural glazing adhesives	100	-
11.	Subfloor adhesives	50	-
12.	VCT and asphalt tile adhesives	50	-
13.	Wood flooring adhesives	100	-
<b>(II) Specialty Applications</b>			
14.	ABS welding adhesives	325	-
15.	Adhesive primers for plastic	550	-
16.	Adhesive primers for traffic marking tape	150	-
17.	Contact Adhesives	250	80
18.	Computer diskette manufacturing adhesives	350	-
19.	CPVC welding adhesives	490	-
20.	Graphic arts adhesives	150	-
21.	Paper, fabric and film coating adhesives	265	-
22.	Plastic cement welding adhesives	250	-
23.	PVC welding adhesives	510	-
24.	Sheet-applied rubber lining operation adhesives	850	-
25.	Special purpose contact adhesives	250	-
26.	Structural wood member adhesives	140	-
27.	Top and trim adhesives	250	-
28.	Tyre retread adhesives	100	-
29.	Wood flat stock adhesives	250	-
<b>(III) Adhesive Substrate Specific Applications**</b> For adhesives not listed in Category (I) and (II) above and applied to the following substrates, the following limits shall apply:			
30.	Adhesives for fibreglass	80	-
31.	Adhesives for metal	30	-
32.	Adhesives for plastic foams	50	-
33.	Adhesives for porous material	50	-
34.	Adhesives for wood	30	-
<b>(IV) Other Adhesives</b> Any adhesives not falling within Category (I) to (III) above.			
35.	Other adhesives***	250	-

Regulated Adhesives*		Maximum Limits of VOC Content@ @	
		Effective from 1 January 2010	Effective from 1 April 2012
<b>(I) Architectural Applications</b>			
1.	Carpet pad adhesives	50	-
2.	Ceramic tile adhesives	65	-
3.	Cove base adhesives	50	-
4.	Dry wall and panel adhesives	50	-
5.	Indoor carpet adhesives	50	-
6.	Multi-purpose construction adhesives	70	-
7.	Outdoor carpet adhesives	150	-
8.	Rubber flooring adhesives	60	-
9.	Single-ply roof membrane adhesives	250	-

### Paints, Coatings and Finishes

Any paints, coatings and finishes are used in the project interiors, the VOC content limits should be less than **50g per litre**

### Flooring materials

The total emission and emission rate of VOC shall not exceed  $2\text{g/m}^2$  and  $500\mu\text{g/m}^2/\text{hr}$

The emission of formaldehyde should not exceed  $0.13\text{ mg/m}^3$  air for wood-based flooring

Heavy metals including *Cadmium, Mercury, Hexavalent chromium, Lead, Arsenic and Antimony* should not be contained

The product should not contain chlorinated/ brominated paraffin's organic tin compounds, phthalates or PBDEs content

### Carpets

The emission of TVOCs should not exceed  $0.5\text{ mg/m}^2$  per hour. It is suggested to use water-based adhesive or adhesive free carpets.

### Furniture

#### *For metal furniture*

No formaldehyde and halogen solvent, and heavy metallic substances shall be contained. For the plastic parts, substances including lead, chromium, cadmium, mercury, phthalates and halogenated organic substances

#### *For non-metal furniture:*

All wooden board used shall be of **Class E1** in respect of formaldehyde emission requirements as follows:

MDF Board:  $\leq 8\text{mg}/100\text{g}$  as per EN120 test requirement;

Plywood: release  $\leq 0.124\text{mg}/\text{m}^3$  air as per EN717-1 test requirement

A test report shall be submitted to demonstrate the compliance for all items above

## 29.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

## 29.3. Submittal Documentation

The Contractor shall develop and submit a measurement report showing:

- The method statement of IAQ measurement;
- Measurement report issued by an HKAS accredited IAQ Certificate Issuing Body with measurement methodology, number of sampling points required under IAQ Certification Scheme, measuring date, time and conditions of the interiors space, the measurement results and the calibration certificates of the measuring equipment.
- Alternatively, IAQ Certificate issued by Environmental Protection Department for demonstrating compliance

- Specifications for the materials/compounds as they appear in construction documents
- A table listing the materials used, identifying the emissions rates for materials, the permitted emissions limit for each of the materials as specified in referenced documents, and details of the source data
- Confirmation of compliance with the relevant standard/emission criteria (e.g. testing reports)

### 30. Indoor Planting (BEAM Plus IEQ 2)

#### 30.1. Tasks to be implemented

The Contractor shall select plants suitable for indoor environment. The criteria are shown as below:

- Horticultural Maintenance Plan shall be in place for effective communication and ensure the health of the plants is maintained
- No herbicides and pesticides are applied to the plants
- No electricity, from fossil fuelled generation, is used to maintain and for the growth of the plants

#### 30.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

#### 30.3. Submittal Documentation

The Contractor shall provide documentation stated below to demonstrate compliance:

- Summary table includes total number of plants and species
- Drawing, layout plans for the plants or green walls
- Calculation showing the density of the plant is adequate
- A statement from plant supplier that the plants selected are suitable to be planted in indoor environment
- A Horticultural Maintenance Plan in one A-4 page which addresses, in minimum, the location of the plants, the watering and cleaning requirements, identification of plant disease and plant replacement regime
- A statement from the Applicant to substantiate that no herbicides, pesticides, electricity from fossil fuelled generation is use on the plants

### 31. Pre-Occupancy Flush Out (BEAM Plus IEQ 4)

#### 31.1. Tasks to be implemented

The Contractor, upon completion of construction and all interior finishes and after the installation of all fixed furniture and furnishings, shall flush out the occupied space to remove the contaminates. The flushing duration shall be calculated to determine the

fresh air required to achieve the *IAQ Certification Excellent Class* requirements. During the flushing out period, there should be no construction or renovation activities in the vicinity of the space being flushed

### 31.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 31.3. Submittal Documentation

The Contractor shall submit the following to demonstrate compliance:

- Calculation showing the fresh air required for flushing can comply with IAQ Certification Excellent Class requirements
- Method statement, with details of the flush out procedures
- Record photographs, taking during flush-out period
- Logbook with date, outdoor delivery rates, flushing duration, internal temperature, humidity shall be indicated.
- Showing the outdoor air required for flushing

## 32. Tenant Exhaust (BEAM Plus IEQ 5)

### 32.1. Tasks to be implemented

The Contractor shall provide independent exhaust to all photocopy / printing rooms and locations with significant indoor pollution sources with sufficient exhaust rate. The Contractor shall ensure the discharge of the exhaust louvers shall not face or at a minimum distance of **7m** to other intake locations points or louvers.

### 32.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 32.3. Submittal Documentation

The Contractor shall develop and submit a measurement report showing:

- Drawings, with location layout, section, elevations for each rooms, including E&M layout drawings, engineering schematic sections and associated ductwork layouts
- Fan exhaust schedules
- Calculation that exhaust rate of 2.5liters per second/sqm, control panel and power consumption
- Commissioning records
- Manufacturer's catalogue, technical data sheet for exhaust fan(s)
- Record photographs.

## 33. Uncontrolled Ventilation (BEAM Plus IEQ 6)

### 33.1. Tasks to be implemented

The contractor shall carry out on-site testing using a non-balanced test method to demonstrate air leakage in accordance with ASTM E799 and demonstrate the testing results can comply with air leakage rates as stipulated in COBSE TM23:2000

### 33.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 33.3. Submittal Documentation

The contractor shall develop and submit a measurement report showing:

- Method statement, ASTM E779 testing
- Drawing, floor plan with location testing highlighted
- Testing report complied with CIBSE TM23:2000 details of the fan and results
- Record photographs with testing procedure and result taking

## 34. Interior Lighting Quality (BEAM Plus IEQ 8)

### 34.1. Tasks to be implemented

The Contractor shall ensure the sub-contractor to install lighting to achieve the prescribed lighting performance provided in the CIBSE lighting code for normally occupied areas in respect of the following:

- Illuminance Level (Lux)
- Illuminance Variation (excluded from areas not normally occupied)
- Uniformity (excluded from areas not normally occupied)
- Glare Index
- Colour Rendering Index (excluded from areas not normally occupied).

### 34.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 34.3. Submittal Documentation

- The Contractor shall submit lighting simulation results (Summary table, indicating uniformity, glare index) at different locations of normally occupied areas,
- Drawings or photos showing the provisions of artificial lighting controls, lighting catalogue, lighting layout plan, installation highlighted etc. to demonstrate compliance
- Records, manufacturer's catalogue for lighting installed, and color rendering index (CRI)

## 35. Acoustics (BEAM Plus IEQ 11)

### 35.1. Tasks to be implemented

The Contractor shall ensure the background noise level are within the prescribed criteria to ensure the well-being of the occupant and the reverberation time in applicable areas meets the prescribed criteria for given types of premises. The Contractor shall demonstrate airborne noise isolation between rooms, spaces and premises that meet the prescribed criteria.

#### A. Internal Noise level:

- i. Classrooms - NC 35
- ii. Conference rooms - NC 35
- iii. Offices - NC 40
- iv. Retail shops and restaurants - NC 45
- v. Hotel rooms and serviced apartments - NC 35
- vi. Function, multi-function, and activity rooms - NC 45

#### B. Reverberation time:

The average reverberation time for mid frequencies (500Hz, 1kHz and 2kHz), shall not exceed:

- i. Classrooms - 0.6s
- ii. Conference rooms - 0.6s
- iii. Offices - 0.6s
- iv. Retail shops, and restaurants - 1s
- v. Hotel rooms and service apartments - 0.4 to 0.6s
- vi. Function, multi-function and Activity rooms - 0.6s

#### C. Air-borne noise isolation:

- i. Between 2 classrooms - STC 37
- ii. Between 2 conference rooms and office/conference - STC 48
- iii. Between 2 offices – STC 48
- iv. Between 2 retail shops - STC 48
- v. Between 2 hotel rooms or serviced apartments - STC 52
- vi. Between 2 function or activity rooms - STC 52

### 35.2. Specific Requirements for Monitoring and Auditing

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.

### 35.3. Submittal Documentation

The contractor shall submit the following documentation below to demonstrate compliance:

#### Background Noise

- Summary table

- Drawings, architectural, with floor plan layout, measurement locations highlighted
- Acoustic measurement report with valid calibration certificate of sound level meters or calculation
- Certificate, calibration certificate for instrument
- Record photographs, with testing in progress

#### Reverberation Time

- Summary table
- Drawings, architectural, with floor plan layout, measurement locations highlighted
- Site measurement with supporting documents, absorption coefficients, etc.
- Calculation at representative locations, with supporting documents, absorption coefficients
- Record photographs, with testing in progress

#### Air-borne Noise Isolation

- Summary table
- Drawings, architectural, with floor plan layout, construction details, measurement locations highlighted
- Site measurement report Leq 5mins, or computer simulation with construction used
- Record photographs, with testing in progress

### **36. Features Considered as Innovation**

#### **36.1. Tasks to be implemented**

The Contractor shall install the following latest construction practice in the office

- Real time energy monitoring display installed at entrance for staff or space user to monitor their energy usage
- Achieve excellent class of IAQ certificate scheme.
- Use recycled material for all temporary protection during the construction works
- Applicant's organisation operated an Energy Management System in accordance with ISO 50001 or BS EN 16001

#### **36.2. Specific Requirements for Monitoring and Auditing**

The general requirement for monitoring, auditing and control can be found in section 2.4 of this Specification.



### 36.3. Submittal Documentation

The contractor shall submit the following documentation below to demonstrate compliance:

*Real time energy monitoring*

- Products catalogues, technical data sheets with materials,
- Drawing, engineering with floor layouts
- Record Photographs, installed products highlighted

*IAQ certificate (Excellent class)*

- A Valid IAQ certificate or IAQ measurement report shall be conducted by HOKLAS certified service provider should be provided

*Recycled material for all temporary protection during the construction works*

- Summary table, recyclable material type, source, manufacturer, origins, quantities, usage
- Drawings, architectural with floor plan(s)
- Record photographs, data sheets or logbook for materials
- List responsible person
- The storage method after used

*Business's Energy Management System*

- Provide the certificate in accordance with ISO 50001 or BS EN 16001



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會



## 離地工作的安全指引

## 免責聲明

儘管議會已盡合理努力以確保本刊物所載列資料均屬準確，  
惟議會仍鼓勵讀者須在可能的情況下，向其專業顧問尋求適當獨立意見，  
並且讀者不應將本刊物視作採取任何相關行動之專業意見的替代，  
亦不應依賴本刊物作所述用途。

## 查詢

如對本指引有任何查詢，可與議會秘書處聯絡：

建造業議會總辦事處  
九龍觀塘駿業街56號  
中海日升中心38樓

電話：(852) 2100 9000

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## 序言

建造業議會（議會）致力在香港建造業的各個範疇不斷改進。為達致此目標，議會設立委員會、專責小組及建立其他渠道，檢討特定的工作範疇，旨在制訂提示、參考資料、指引及操守守則，協助業界從業員精益求精。

議會欣悉一些改善措施及作業方式可即時推行，同時了解一些調節措施需時較長。基於上述原因，四種不同類別的刊物已被採納，以達致以下目的：

- |      |  |
|------|--|
| 提示   | 以迅速製作的簡簡單單張形式，引導相關持份者即時注意就有關建造業範疇而遵循若干良好作業守則或實施若干預防措施之需要。                              |
| 參考資料 | 以普遍獲得業界認同為良好作業標準或模式的「參考資料」。議會建議業內持份者適當地採納有關「參考資料」。                                     |
| 指引   | 議會期望所有業內人士採納有關「指引」列出的建議，並無時無刻遵守有關所列標準或程序。期望業內人士能就任何偏離有關建議的行為，作出合理解釋。                   |
| 操守守則 | 建造業議會條例（第587章）下，議會負責制定操守守則和執行有關守則。議會發出的「操守守則」，列有所有相關業內人士應遵循的原則。議會必要可採取行動，以確保有關「守則」之執行。 |

議會歡迎嘗試遵循本刊物的人士，向議會提出寶貴意見。請閣下填寫隨刊物附上的意見反饋表，以便議會進一步優化本刊物的內容，讓所有相關人士受惠。隨著各方同心協力，相信建造業將持續發展，邁向興旺繁盛的未來。

## 1. 簡介

- 1.1 不安全的離地工作（即不能在地面上或從地面處或從永久性構築物的某部分進行的工作）是高處墮下意外的其中一個主要原因，導致嚴重受傷甚至死亡。然而，若能提供及妥為使用適當的工作平台，大部分意外是可以防止的。在部分嚴重及死亡個案中，使用梯子的管制（如有）非常鬆散、亦未有充分考慮有關工作的特定因素，如工作地點和性質等而進行風險評估及制訂施工方案。
- 1.2 進行任何離地工作，均必須先考慮使用適當的工作平台作為支持設施。2 米以下因特別工作情況而未能搭建工作平台的離地工作（例如狹窄的工作空間），則必須使用適當的輕便工作台。除在非常特殊的情況下不能使用工作平台或輕便工作台，否則不准使用梯子作離地工作。若需在非常特殊的情況下使用梯子，須先進行因應工作而特定的風險評估及制定和實施安全工作系統，例如工作許可證制度。梯子不可用作任何2 米或以上的離地工作。
- 1.3 此刊物參考了安全工作系統及安全管理系統的核心要素，並建議預防措施以加強離地工作安全，包括因應工作而特定的風險評估、合適的施工方案、使用適當的工作平台或其他用作支持的安全設施及使用梯子的嚴格管制。

## 2. 局限

- 2.1 必須留意，遵從此刊物的內容並不會免除在香港的法律責任。僱主及承建商仍需遵守和符合法定條款、有關工作守則及其他政府部門的要求，以履行其有關離地工作的法律和其他相關的責任。

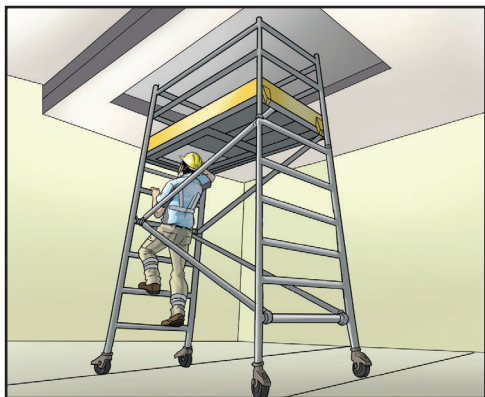
## 3. 風險評估

- 3.1 有關離地工作，僱主及承建商需在開展工作前進行因應工作而特定的風險評估，從而制訂安全施工方法，並實施合適的安全預防措施和程序，以防止及消除與工作有關的危險。首先，應盡可能避免離地工作，例如設計及使用特定的手工具，令有關工作可在地面完成（例如使用長杆）。
- 3.2 假若真正需要離地工作，僱主及承建商在制訂和實施有效的安全措施時，需考慮所有相關因素，包括工作性質、需使用的設備和物料、工作高度及工作環境等。

## 4. 安全使用工作平台

- 4.1 無論何時，在進行風險評估後仍不能避免離地工作，不論其工作高度，必須提供及使用合適的工作平台（例如流動工作平台）。
- 4.2 工作平台需適當地設計和構造。工作平台的所有構件應以合適及就其用途而言有足夠強度和荷載能力的質佳物料造成，且無明顯欠妥之處。
- 4.3 工作平台應在穩固、平坦和水平的地面上搭建。工作平台的周圍應無廢物和雜物。
- 4.4 應禁止在無製造商提供原廠配件以加強工作平台的穩定性的情況下，在斜坡、樓梯、不穩固或不平整的地面，或在工作平台可能被移動中的物件擊中或碰撞的地點，搭建和使用工作平台。
- 4.5 工作平台的周圍應無外露的帶電金屬部分或有可能外露的帶電導體，以防止電力危害。
- 4.6 工作平台應設有適當的進出口（例如設有合適扶手的斜梯或直梯）。在上落工作平台時，工人應與平台保持三點接觸（即用雙手抓緊及同時以單腳站穩，或雙腳站穩及單手抓緊）。工人應將其重心保持在工作平台內及不應令平台超載。在使用工作平台前和正在使用平台時，工人應留意頭頂上的空間並查看有否障礙物，以防止意外地撞擊頭部。每名工人均應配戴附有以下額帶（俗稱：帽帶）的安全帽。



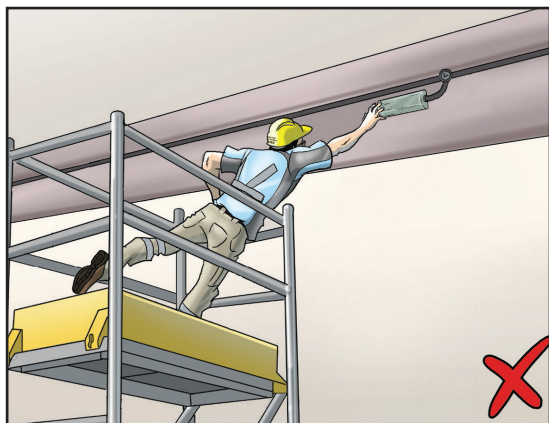


在流動工作平台內攀上 / 攀下流動工作平台



在使用工作平台前和正在使用平台時，工人應留意頭頂上的空間並查看有否障礙物，以防止意外地撞擊頭部。應配戴附有下頷帶的安全帽

- 4.7 應嚴格跟從使用手冊內的高度與底邊比率及其他安全建議 – 絕不可任意將流動工作平台加高至超出製造商的建議高度。如有需要，應根據製造商的要求完全伸展支撐腳以確保工作平台有穩固的基座及其穩定性。
- 4.8 在使用時，工人不應把身體過分探出工作平台之外。需留意製造商規定的安全負載能力，絕不可在工作平台上放置過量物料，以避免超載和損壞工作平台。除按所需供人進入或搬運物料的時間和程度暫時移開護欄和底護板外，工作平台上的所有護欄和底護板應保持架設，並應於其後盡快將其回復原位或架設。嚴禁站立在工作平台的底護板或護欄上(不論中欄或高欄)。



不可把身體過分探出工作平台之外

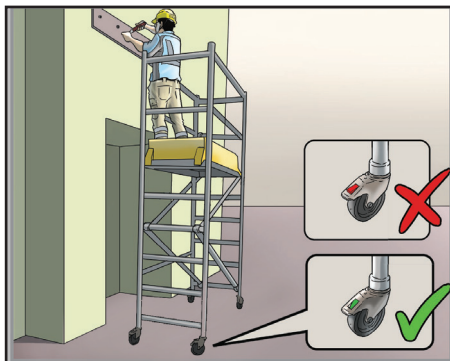


不可依靠在工作平台的護欄上

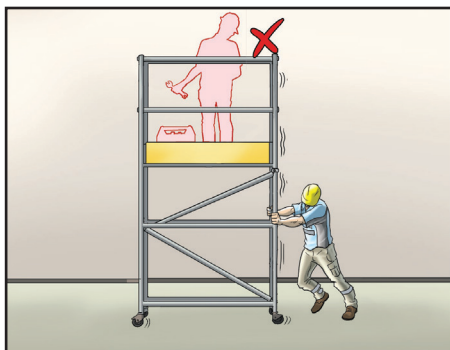
4.9 如在戶外使用工作平台，需留意天氣情況。絕不可用帆布遮蓋工作平台，以避免平台在強風下翻側。在合理可行情況下，應把工作平台加固或繫穩於永久構築物上，以加強其穩定性。遇有颱風或惡劣天氣時，需立即停止使用工作平台，並適當地穩固平台以防止平台在大風下翻側，或將其拆卸並保存在安全的地方。

4.10 在上落和使用流動工作平台時，應牢固地鎖上平台的所有腳輪。

- 4.11 把流動工作平台移到另一工作地點時，不可容許任何人在平台上停留，或在平台上放置任何有可能增加平台翻倒的風險的物品或可能會在平台移動時跌下的鬆散物件（如手工具）。而且，應避免於粗糙及不平坦的地面移動流動工作平台，令工作平台有機會倒塌或翻側。
- 4.12 如發現工作平台損壞，需立即停止使用平台，並標示適當的告示和警告通知。
- 4.13 使用完畢後，應妥為存放和保養工作平台。



上落和使用流動工作平台時，確保平台的所有腳輪已經牢固地鎖上



在移動流動工作平台時，不應容許有人在平台上站立，及在平台上放置任何有可能增加平台翻倒的風險的物品或可能會在平台移動時跌下的鬆散物件（如手工具）

## 5. 安全使用輕便工作台

- 5.1 2米以下因特別工作情況（例如狹窄的工作空間）而未能搭建工作平台的離地工作，以及有關工作是屬於簡單性質時，應考慮使用適當的輕便工作台，例如梯台或功夫機。在使用輕便工作台時，應跟從以下的特定安全措施



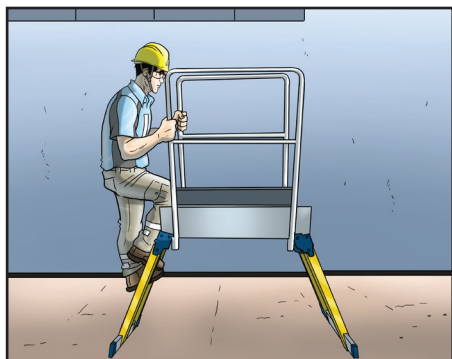
利用梯台在一個空間有限而未能容納一般工作平台的房間檢查通風系統

- 5.2 應緊記在每個輕便工作台上只准許一人工作。
- 5.3 使用輕便工作台的工人應已接受由供應商提供的相關安全訓練，包括搭建和拆卸工作台，或其他相等的訓練，令他們清楚了解製造商的安全指示或使用手冊。
- 5.4 在使用輕便工作台前，應按供應商提供的安全核對表或其他相等的安全核對表進行檢查（包括目測），以確保工作台狀況良好及沒有損壞。此外，在踏上工作台前，輕便工作台的穩定裝置或支撐腳應根據製造商的使用手冊完全伸展及鎖好，以確保其穩定性。

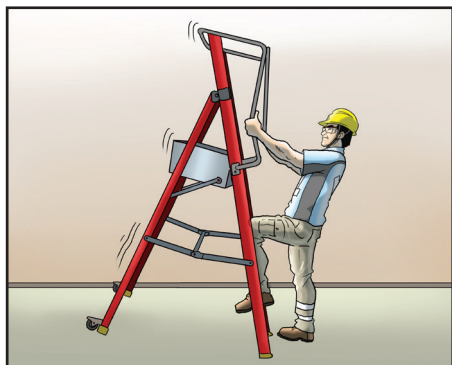


在使用輕便工作台前，應按供應商提供的安全核對表或其他相等的安全核對表進行檢查（包括目測）

- 5.5 工人在上落輕便工作時，應面向工作台。不要對工作台施加過大力量而引發橫向力，令工作台翻側。



工人在上落輕便工作時，應面向工作台



不要對工作台施加過大力量而引發橫向力，令工作台翻側

## 6. 嚴格管制使用梯子

- 6.1 正常情況下梯子只可作為進出之用。除在非常特殊的情況下並經進行因應工作而特定的風險評估後，梯子不應用作離地工作。在任何情況下，梯子不應用於2米或以上的高處工作。在可行情況下，梯子尤其不應用於電力工作，因為即使是輕微觸電，亦會令工人失去平衡，導致由高處墮下。
- 6.2 若不能避免使用梯子，應予以嚴格管制，例如透過實施工作許可證制度，以確保有足夠和適當的管制及安全措施，保護有關工人。使用梯子的工作許可證，應由東主/僱主/承建商指定，並因其所受有關風險評估及工作許可證的實質訓練及實際經驗而有足夠能力執行該職責的合資格的人，在進行因應工作而特定的風險評估和採取所有有關使用梯子所需的安全措施後簽發。如實施工作許可證制度是不可行，應在使用梯子前以核對表進行檢查。若不能避免使用梯子進行電力工作，工作許可證制度或工作前檢查亦須涵蓋其他適當的風險消減措施，例如使用不導電的梯子。
- 6.3 以下是一些工作許可證（即指使用梯子的工作許可證）制度的指引和主要元素：

### 準備階段：

- 應清晰地指派可以批准有關工作的人，並向有關工人公布；
- 應向有關人員提供適當的簽發、使用及終止許可證的訓練和指示；
- 應在許可證上清楚描述和列明需進行的工作、工作地點、開始時間和許可證的有效期；
- 應進行因應工作而特定的風險評估，以識別工作場所的潛在危害；
- 應檢查工作地點和將會使用的設備；及
- 應仔細考慮所需的安全預防措施，以將擬進行的工作的相關風險減至最低，並應妥為記錄。

#### 工作進行階段：

- 在未發出許可證或許可證期滿時，不得進行工作；
- 應妥為實施、監察和控制工作許可證及所需預防措施；
- 在輪班時應妥為移交責任（如適用），並在許可證上清楚描述；及
- 在有關離地工作施工期間，應妥為張貼許可證。

#### 完成工作後階段：

- 在所需工作完成後，應採取適當步驟把場地回復原狀，以確保在移交場地前消除任何殘留風險；及
- 應妥為保存工作許可證一段合理時間，作為記錄及日後參考。

6.4 只有在工作場所有限制、令搭建任何工作平台不可行的情況下，方可考慮在少於2米高的離地工作准許使用梯子。附件A 列出在上述情況下應強制實施的條件。

6.5 工作許可證和評估使用梯子的核對表的範本分別載於附件B及C。

## **7. 使用個人防護裝備**

7.1 使用個人防護裝備以防止工人從高處墮下應經常被視為最後的措施。如進行因應工作而特定的風險評估後，在許可情況下需要此類防護措施，應有步驟確保提供、使用和保養適當的個人防護裝備及其繫穩系統，而有關工人正確地使用這些裝備。

## **8. 協調和聯絡**

- 8.1 在僱主 / 承建商、不同級別的管理 / 監督人員和工人之間應建立及維持一個有效的協調和聯絡系統，以確保清楚了解潛在危害、相關的危害控制計劃和安全責任的劃分。
- 8.2 總承建商和分判商應清楚劃分他們在提供和使用工作平台、及限制使用梯子方面的角色和責任，例如透過協議或合約。

## **9. 監察和控制**

- 9.1 應發展、實施和維持一個有效的監察及控制系統，以確保離地工作的安全工序和安全措施。
- 9.2 若發現任何不安全的工作狀況，僱主 / 承建商應立即暫停有關工作。暫停的工作在有效地實施所需的改善措施後，方可繼續。

## **10. 安全資料、指導和訓練**

- 10.1 應向工人和工地監督人員提供所需的安全資料、指導和訓練，以確保他們均熟悉從高處墮下的潛在危害、離地工作的安全施工方法和安全措施。



### 需要使用梯子時應強制實施的條件

- i) 梯子的設計和構造應適合所需工作。在上落和在工作位置時，梯子應有充足的踏腳處和握手處；
- ii) 梯子應有足夠強度及並無欠妥之處；
- iii) 梯子應放置在穩固、平坦和水平的地面上，梯子應充分地繫牢和保持穩定；
- iv) 應禁止在梯子上進行劇烈和繁重的工作；
- v) 應限制在梯子上工作的站立高度和時間；
- vi) 應遵從安全工序和使用適當設備 / 工具；
- vii) 應向所有職級的工地人員，包括工人和監工，提供在梯子上工作的足夠資料、指導和訓練，以有效地向他們傳達使用梯子的相關危害，及在工作許可證制度下需實施的條件；及
- viii) 應建立和實施一個有效的監察及控制系統，以確保全面執行工作許可證制度。

使用梯子的工作許可證範本（僅供參考）

**\*\*除在非常特殊的情況下，不應使用梯子作離地工作**

所有部分需由合資格的人進行

**第一部分**

公司名稱：		聯絡電話：	
合資格的人的姓名：		職位：	
日期：		工作期間：	由____至____
工作地點：			
工作描述：			

**第二部分**

項目	描述	是	否
1.	是項工作可使用正式的工作平台或其他適當的支持方法。		
2.	是項工作為時短暫。		
3.	是項工作性質簡單。		
4.	是項工作需使用重型設備 / 工具。		
5.	梯子的設計和構造適合使用在是項工作。		

\*如任何問題的答案落在灰色方格內，便不應使用梯子。

**第三部分**

項目	描述	是	否
1.	放置梯子的地面是穩固、平坦和水平的。		
2.	周圍沒有被移動中的物件擊中或碰撞的風險。		
3.	周圍沒有外露的帶電金屬部分或外露的帶電導體。		

4.	站立在梯子上時，頭頂有足夠空間防止意外地撞擊工人的頭部。		
5.	梯子穩固，沒有損壞及欠妥之處。		
6.	梯子放置在正確的位置，工作時無需過分探出身體。		
7.	梯子的撐檔或類似控制裝置（但不是尼龍繩）完全伸展及穩妥地固定。		
8.	所有梯腳均裝有防滑腳，放置在相同的平面，並與地面有良好接觸。		
9.	上落或在梯子上工作時，可保持與梯子有3點接觸。		

備註：

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使用梯子：

☐

不允許

☐

允許

合資格的人簽署：

合資格的人姓名：

職位：

日期：

#### 第四部分（完成工作後使用）

項目	描述	是	否
1.	場地已回復原狀。		
2.	所有殘留風險已消除。		
3.	梯子已移走及鎖上。		

合資格的人簽署：

合資格的人姓名：

職位：

日期：

使用梯子核對表

除在非常特殊的情況下，梯子應只限於進出之用。而在任何情況下，梯子不應用於2米或以上的高處工作。在可行情況下，梯子尤其不應用於電力工作。

項目	描述	是	否
甲部	如甲部任何問題的答案落在灰色方格內，便不應使用梯子。		
1.	是項工作可使用正式的工作平台或其他支持方法。		
2.	是項工作為時短暫。		
3.	是項工作性質簡單。		
4.	是項工作需使用重型設備 / 工具。		
5.	梯子的設計和構造適宜使用在是項工作。		
	甲部完		
乙部	使用梯子前應滿足以下條件。		
1.	放置梯子的地面是穩固、平坦和水平的。		
2.	周圍沒有被移動中的物件擊中或碰撞的風險。		
3.	周圍沒有外露的帶電金屬部分或外露的帶電導體。		
4.	站立在梯子上時，頭頂有足夠空間防止意外地撞擊工人的頭部。		
5.	梯子穩固，沒有損壞及欠妥之處。		
6.	梯子放置在正確的位置，工作時無需過分探出身體。		
7.	梯子的撐檔或類似控制裝置（但不是尼龍繩）完全伸展及穩妥地固定。		
8.	所有梯腳均裝有防滑腳，放置在相同的平面，並與地面有良好接觸。		
9.	攀上或在梯子上工作時，可保持與梯子有3點接觸。		

參考資料

1. 職業安全及健康條例(509章)及其附屬規例
2. 工廠及工業經營條例(59章)及其附屬規例
3. 金屬棚架工作安全守則，勞工處刊物
4. 建築地盤(安全)規例VA部有關安全工作地方的條文簡介，勞工處刊物
5. 慎防從高處墮下，勞工處刊物
6. 建築地盤工作安全及健康事項查核表，勞工處刊物
7. 安全工作系統，勞工處刊物
8. 風險評估五部曲，勞工處刊物
9. 使用輕便工作台及流動工作台的安全指南，職業安全健康局刊物

# CIC INNOVATION CENTER

## TENDER DRAWING

PROJECT NO: APQ-17-0117

ISSUE DATE: 17 MAY 2017 (R1)

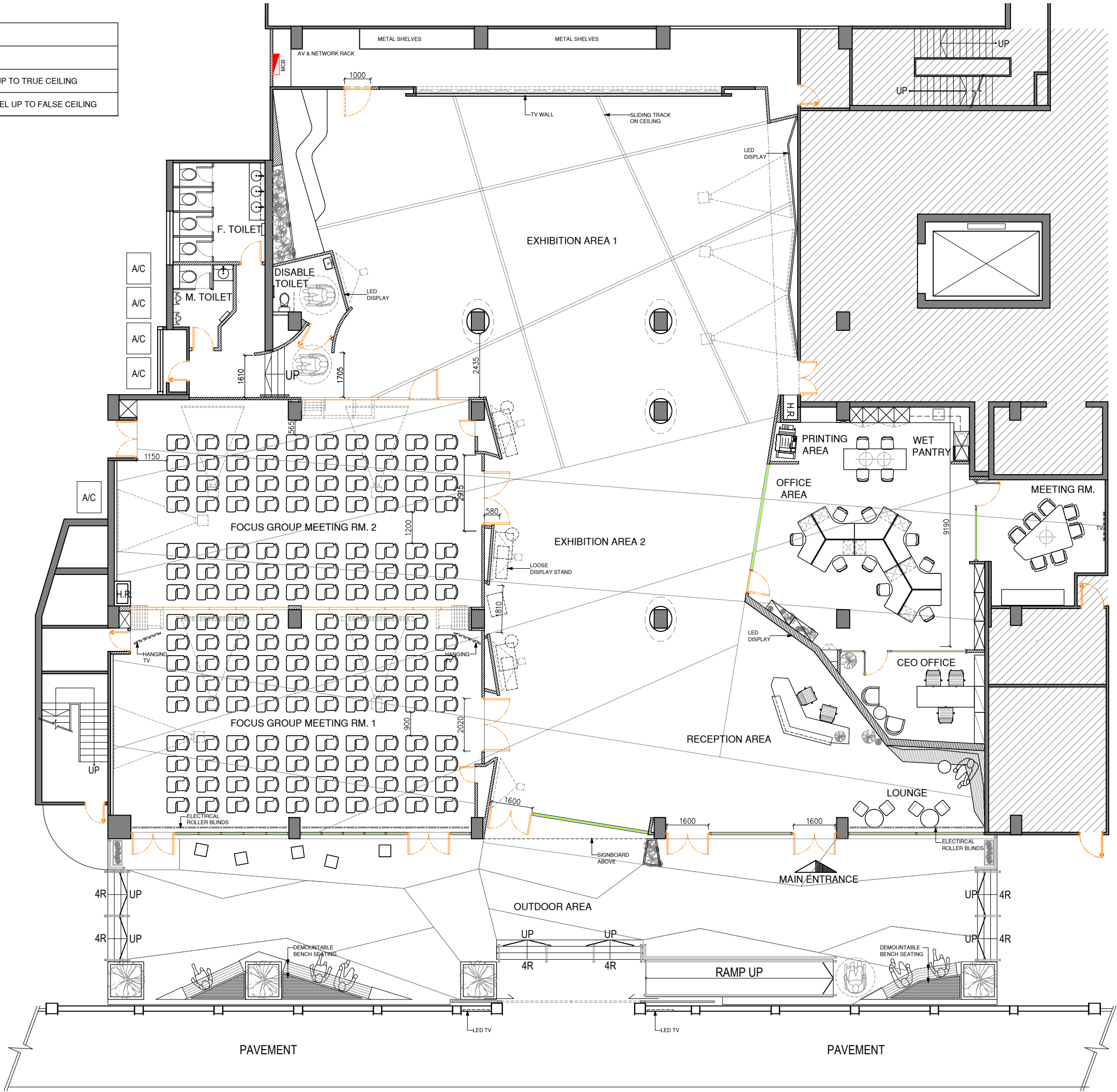
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PROJECT					CIC INNOVATION CENTER (IC)					PROJECT REF.		DWG. NO.		01		
DWG. NO.		TITLE			SCALE	REV.	DATE		DWG. NO.		TITLE			SCALE	REV.	DATE
PL-01		LAYOUT PLAN			A3=1:150		02-05-2017		EL-12		ELEVATION - EXHIBITION AREA			AS SHOWN		02-05-2017
PL-01A		INDICATION PLAN			A3=1:150		02-05-2017		EL-13		ELEVATION - OFFICE AREA			AS SHOWN		02-05-2017
PL-01B		DEMOLITION PLAN			A3=1:150		02-05-2017		EL-14		ELEVATION - OFFICE AREA			AS SHOWN		02-05-2017
PL-02A		CEILING PLAN			A3=1:150		02-05-2017		EL-15		ELEVATION - CEO OFFICE			AS SHOWN	A	11-05-2017
PL-02B		CEILING LIGHT SETTING OUT PLAN			A3=1:150		02-05-2017		EL-16		ELEVATION - MEETING ROOM			AS SHOWN	A	11-05-2017
PL-02C		LIGHTING WIRING PLAN			A3=1:150		02-05-2017		EL-17		ELEVATION - F. TOILET			AS SHOWN		02-05-2017
PL-03A		ELECTRICAL PLAN			A3=1:150	A	11-05-2017		EL-18		ELEVATION - M. TOILET			AS SHOWN		02-05-2017
PL-03B		ELECTRICAL CIRCUIT PLAN			A3=1:150	A	11-05-2017		EL-19		ELEVATION - DISABLE TOILET			AS SHOWN		02-05-2017
PL-04		P&D PLAN			A3=1:150		02-05-2017		EL-20		ELEVATION - CORRIDOR			AS SHOWN		02-05-2017
PL-05		MVAC PLAN			A3=1:150		02-05-2017		EL-21		ELEVATION - FOCUS GROUP MEETING RM. 1			AS SHOWN	A	11-05-2017
PL-06		SETTING OUT PLAN			A3=1:150		02-05-2017		EL-22		ELEVATION - FOCUS GROUP MEETING RM. 1			AS SHOWN	A	11-05-2017
PL-07A		FLOOR FINISH PLAN			A3=1:150		02-05-2017		EL-23		ELEVATION - FOCUS GROUP MEETING RM. 2			AS SHOWN	A	11-05-2017
PL-07B		FLOOR FINISH SETTING OUT PLAN			A3=1:150		02-05-2017		EL-24		ELEVATION - FOCUS GROUP MEETING RM. 2			AS SHOWN	A	11-05-2017
PL-08		WALL FINISH PLAN			A3=1:150	A	11-05-2017		EL-25		ELEVATION - STORE 2			AS SHOWN		02-05-2017
PL-09		LOOSE FURNITURE PLAN			A3=1:150	A	11-05-2017		EL-26		ELEVATION - BOH			AS SHOWN		02-05-2017
PL-10		SCHEMATIC DIAGRAM & MCB DETAILS			A3=1:150	A	11-05-2017		EL-27		ELEVATION - BOH			AS SHOWN		02-05-2017
EL-01		ELEVATION - OUTDOOR AREA			AS SHOWN		02-05-2017									
EL-02		ELEVATION - OUTDOOR AREA			AS SHOWN		02-05-2017									
EL-03		ELEVATION - OUTDOOR AREA			AS SHOWN	A	11-05-2017									
EL-04		ELEVATION - OUTDOOR AREA			AS SHOWN	A	11-05-2017									
EL-05		ELEVATION - OUTDOOR AREA			AS SHOWN		02-05-2017									
EL-06		ELEVATION - OUTDOOR AREA			AS SHOWN		02-05-2017									
EL-07		ELEVATION - RECEPTION AREA			AS SHOWN	A	11-05-2017									
EL-08		ELEVATION - RECEPTION AREA			AS SHOWN		02-05-2017									
EL-09		ELEVATION - EXHIBITION AREA			AS SHOWN		02-05-2017									
EL-10		ELEVATION - EXHIBITION AREA			AS SHOWN		02-05-2017									
EL-11		ELEVATION - EXHIBITION AREA			AS SHOWN		02-05-2017									

## DRAWING LIST

[illegible]



LEGEND	
	EXISTING BUILDING STRUCTURE WALL
	100MM THK. GYPSUM BOARD PARTITION UP TO TRUE CEILING
	12MM THK. CLEAR TEMPERED GLASS PANEL UP TO FALSE CEILING



\* ALL THE SIZE NEED TO VERIFY ON SITE



REVISION		
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CLIENT

CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

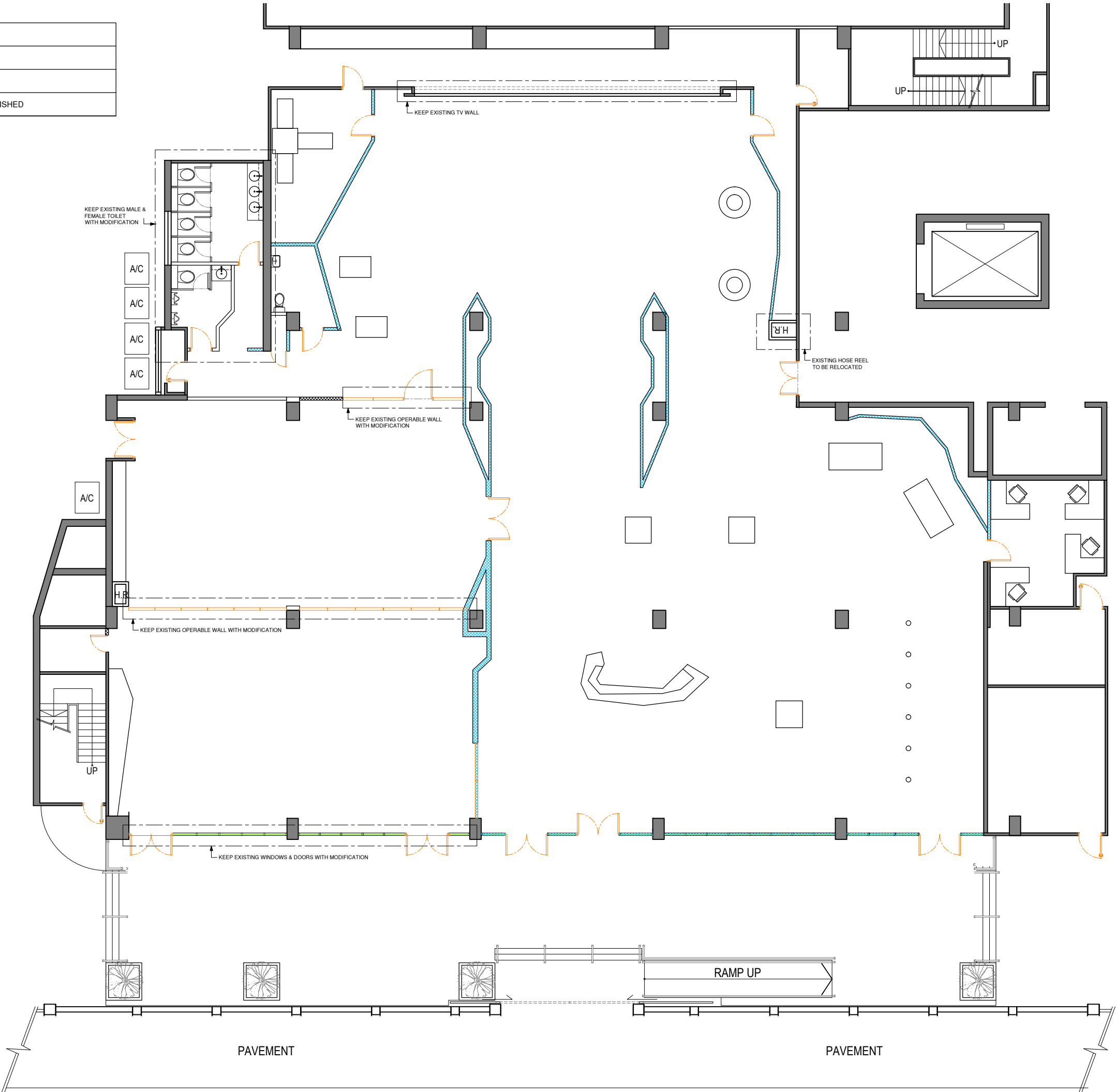
LAYOUT PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	PL-01
CAD FILE REF	
APQ17-0117 Layout (current).dwg	
TENDER DRAWING	



LEGEND	
	EXISTING BUILDING STRUCTURE WALL
	EXISTING PARTITION TO BE DEMOLISHED
	EXISTING GLASS PARTITION TO BE DEMOLISHED



\* ALL THE SIZE NEED TO VERIFY ON SITE



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DEMOLITION PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	PL-01B
CAD FILE REF	
APQ17-0117 Layout (current).dwg	
TENDER DRAWING	



LEGEND	
	EXISTING BUILDING STRUCTURE WALL
	100MM THK. GYPSUM BOARD PARTITION UP TO TRUE CEILING
	12MM THK. CLEAR TEMPERED GLASS PANEL UP TO FALSE CEILING

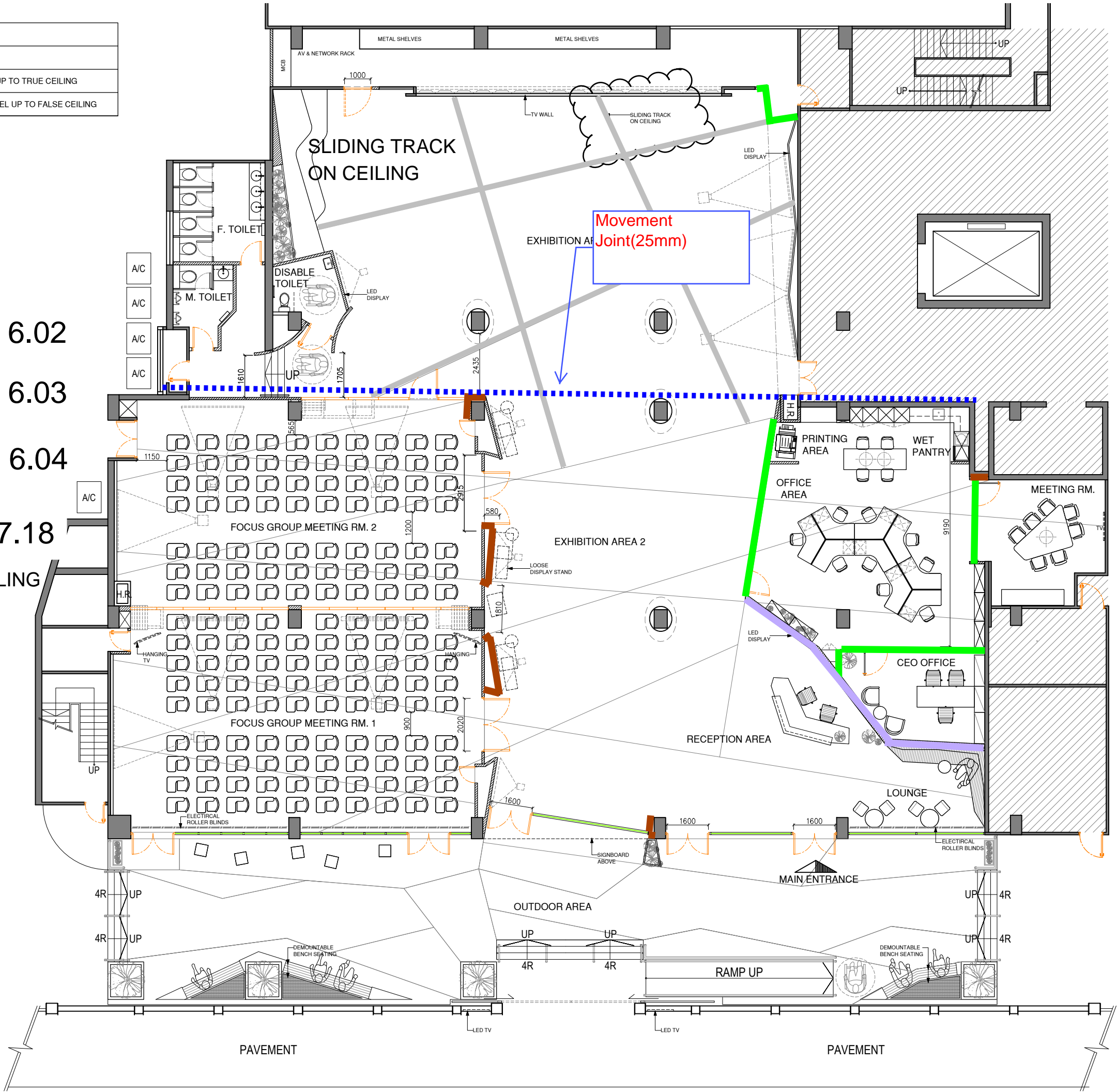
SOR 6.02

SOR 6.03

SOR 6.04

SOR-7.18

SLIDING TRACK ON CEILING



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

LAYOUT PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	31.05.2017
PROJECT NO	DWG NO

APQ-17-0117	PL-01C
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CAD FILE REF

APQ17-0117 Layout (current).dwg

TENDER DRAWING

\* ALL THE SIZE NEED TO VERIFY ON SITE

LEGEND	
	600x1200MM LED LIGHT PANEL
	LED SINGLE SPOTLIGHT
	HALOGEN SPOT LIGHT
	LED DOWN LIGHT
	LED DOWN LIGHT
	OUTDOOR FLOOR LAMP
	OUTDOOR LIGHTING FOR PLANTER
	OUTDOOR WALL LAMP
	LED LIGHT STRIP
	BLUE LED LIGHT STRIP
	DIMMABLE LIGHTING
	E-LIGHT
	DAY LIGHT SENSOR (LIGHTING AUTOMATIC SYSTEM)
	QUANTUM SENSOR MODULE (LIGHTING AUTOMATIC SYSTEM)
	LIGHTING CONTROL KEYPAD (LIGHTING AUTOMATIC SYSTEM)
	MOTION SENSOR (LIGHTING AUTOMATIC SYSTEM)
	LUTRON POWER MODULE (LIGHTING AUTOMATIC SYSTEM)
	EXIT SIGN
	DIRECTIONAL SIGN
	OPEN CEILING
	GYPSUM BOARD CEILING
	EXISTING 600x600MM MINERAL TILE WITH MODIFICATION
	600X600 ALUMINIUM CEILING TILES/GRID WITH CONCEALED TYPED CEILING GRID

REMARKS:  
1) BACK-UP DRIP TRAYS SHOULD BE INCORPORATED FOR THE EXPANSION JOINTS.

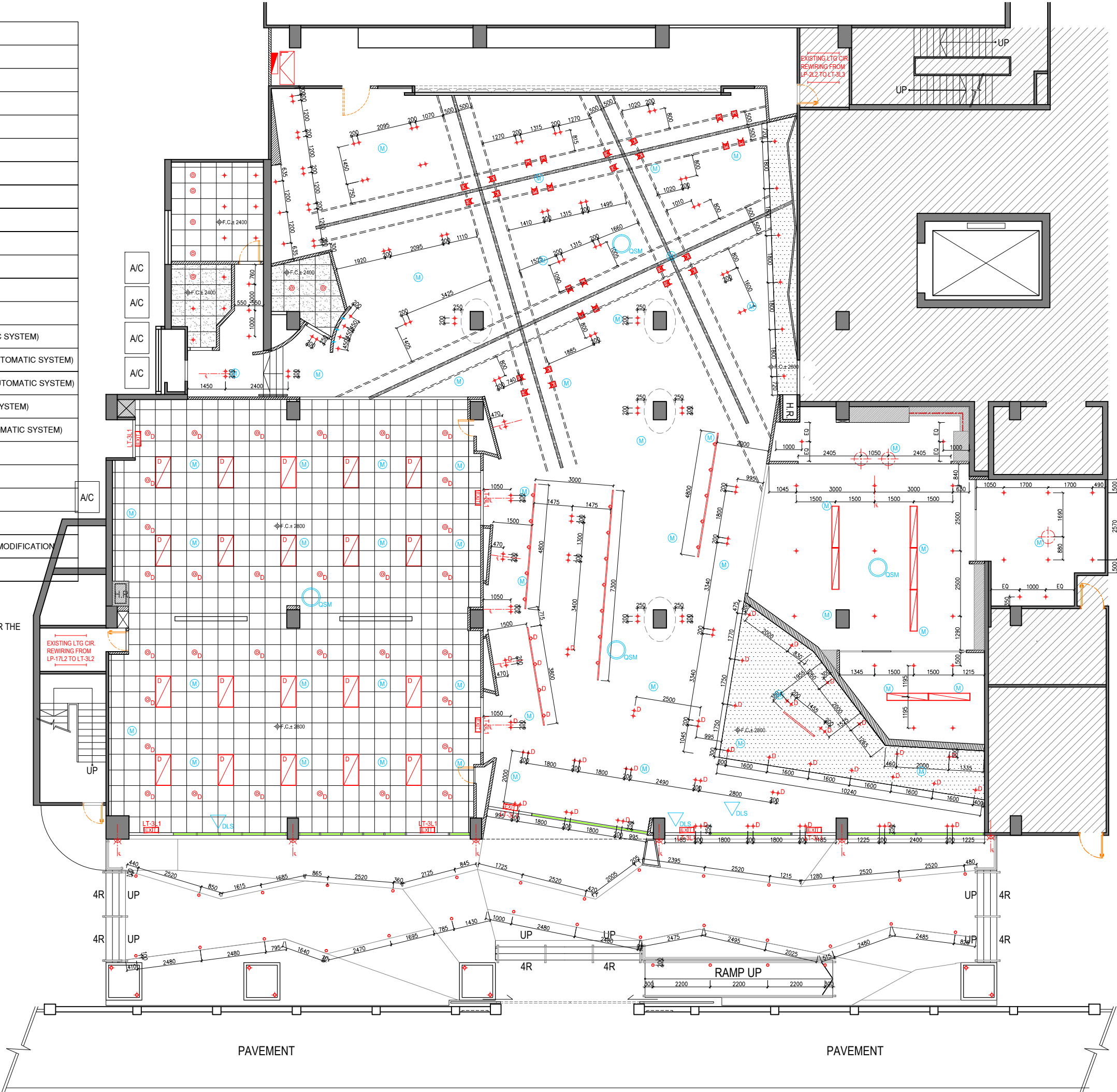




LEGEND	
	600x1200MM LED LIGHT PANEL
	LED SINGLE SPOTLIGHT
	HALOGEN SPOT LIGHT
	LED DOWN LIGHT
	LED DOWN LIGHT
	OUTDOOR FLOOR LAMP
	OUTDOOR LIGHTING FOR PLANTER
	OUTDOOR WALL LAMP
	LED LIGHT STRIP
	BLUE LED LIGHT STRIP
	DIMMABLE LIGHTING
	E-LIGHT
	DAY LIGHT SENSOR (LIGHTING AUTOMATIC SYSTEM)
	QUANTUM SENSOR MODULE (LIGHTING AUTOMATIC SYSTEM)
	LIGHTING CONTROL KEYPAD (LIGHTING AUTOMATIC SYSTEM)
	MOTION SENSOR (LIGHTING AUTOMATIC SYSTEM)
	LUTRON POWER MODULE (LIGHTING AUTOMATIC SYSTEM)
	EXIT SIGN
	DIRECTIONAL SIGN
	OPEN CEILING
	GYPSUM BOARD CEILING
	EXISTING 600x600MM MINERAL TILE WITH MODIFICATION
	600X600 ALUMINIUM CEILING TILES/GRID WITH CONCEALED TYPED CEILING GRID

REMARKS:

1) BACK-UP DRIP TRAYS SHOULD BE INCORPORATED FOR THE EXPANSION JOINTS.



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
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DRAWING TITLE

CEILING LIGHT SETTING OUT PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	PL-02B

CAD FILE REF	
APQ17-0117 Layout (current).dwg	

TENDER DRAWING

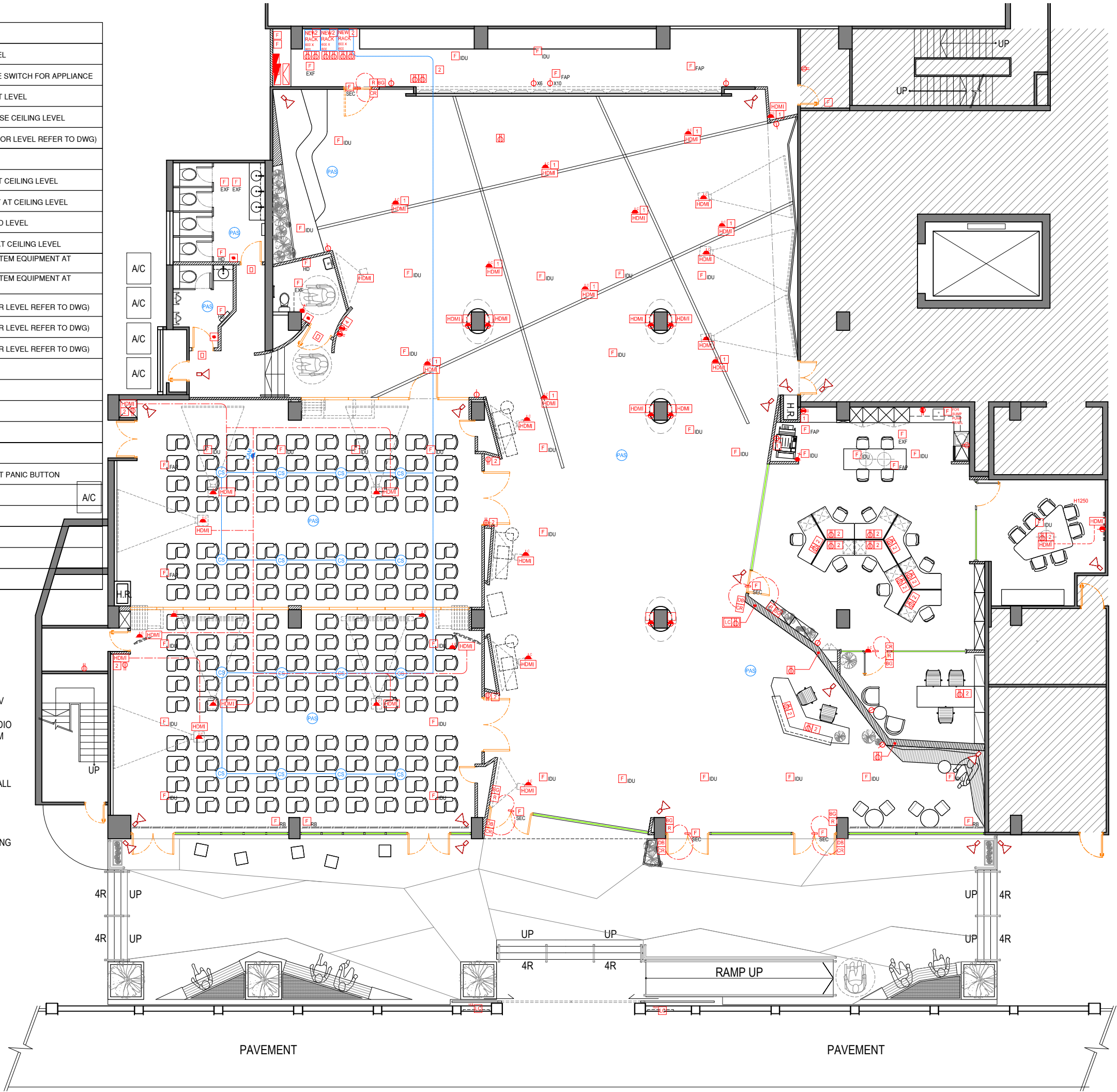




LEGEND	
	13AMP SINGLE POWER SOCKET AT 150 FFL LEVEL
	13A POWER SOCKET WITH INDENPENTENT FUSE SWITCH FOR APPLIANCE
	13AMP SINGLE POWER SOCKET AT HALF HEIGHT LEVEL
	13AMP SINGLE POWER SOCKET SOCKET AT FALSE CEILING LEVEL
	13AMP TWIN POWER SOCKET AT FLOOR LEVEL (OR LEVEL REFER TO DWG)
	13AMP TWIN POWER SOCKET AT 150 FFL LEVEL
	6AMP FUSE SPUR UNIT FOR A/C INDOOR UNIT AT CEILING LEVEL
	6AMP FUSE SPUR UNIT FOR A/C FRESH AIR UNIT AT CEILING LEVEL
	6AMP FUSE SPUR UNIT FOR HAND DRYER AT MID LEVEL
	6AMP FUSE SPUR UNIT FOR EXHAUST AIR FAN AT CEILING LEVEL
	6AMP FUSE SPUR UNIT FOR DOOR ACCESS SYSTEM EQUIPMENT AT CEILING LEVEL
	6AMP FUSE SPUR UNIT FOR DOOR ACCESS SYSTEM EQUIPMENT AT CEILING LEVEL
	1 X CAT6 NETWORK CABLE AT 150 FFL LEVEL (OR LEVEL REFER TO DWG)
	2 X CAT6 NETWORK CABLE AT 150 FFL LEVEL (OR LEVEL REFER TO DWG)
	4 X CAT6 NETWORK CABLE AT 150 FFL LEVEL (OR LEVEL REFER TO DWG)
	CARD READER AT 1350MM FFL LEVEL
	DOOR BELL AT 1350MM FFL LEVEL
	BREAK GLASS AT 1350MM FFL LEVEL
	RELEASE BUTTON AT 1350MM FFL LEVEL
	EXISTING PANIC BUTTON AT 1350MM FFL LEVEL
	EXISTING VISUAL ALARM CONNECTED TO TOILET PANIC BUTTON
	CCTV AT FALSE CEILING LEVEL
	HDMI OUTLET
	MCB BD
	EXISTING SPEAKER
	NEW CEILING SPEAKER

REMARKS:

- 1) UNLESS OTHER SPECIFIED, G.I. CONDUIT SYSTEM SHALL BE INSTALLED FOR THIS PROJECT AREA.
- 2) LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.
- 3) THIS CONTRACTOR SHALL BE RESPONSIBLE FOR ELV SYSTEM (SUCH AS, BUT NOT LIMITED TO, LIGHTING AUTOMATIC SYSTEM, CCTV SYSTEM, IT SYSTEM, AUDIO VISUAL SYSTEM , ETC) CABLE CONTAINMENT IN FORM OF METAL CONDUITS/TRUNKINGS. DRAWING WIRE SHALL BE PROVIDED IN THE CONDUIT INSTALLATION.
- 4) ELECTRICAL ROLLER BLIND IN MEETING ROOM 2 SHALL BE CONNECTED TO THE AV CONTROL SYSTEM.
- 5.) THE DRAWING IS FOR INDICATION ONLY. DO NOT SCALE THE DRAWINGS. THE CONTRACTOR SHALL VERIFY THE GIVEN DIMENSION ONSITE. EXACT SETTING OUT OF OUTLETS OR OTHER EQUIPMENT SHALL BE COORDINATED ON SITE.



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELECTRICAL PLAN

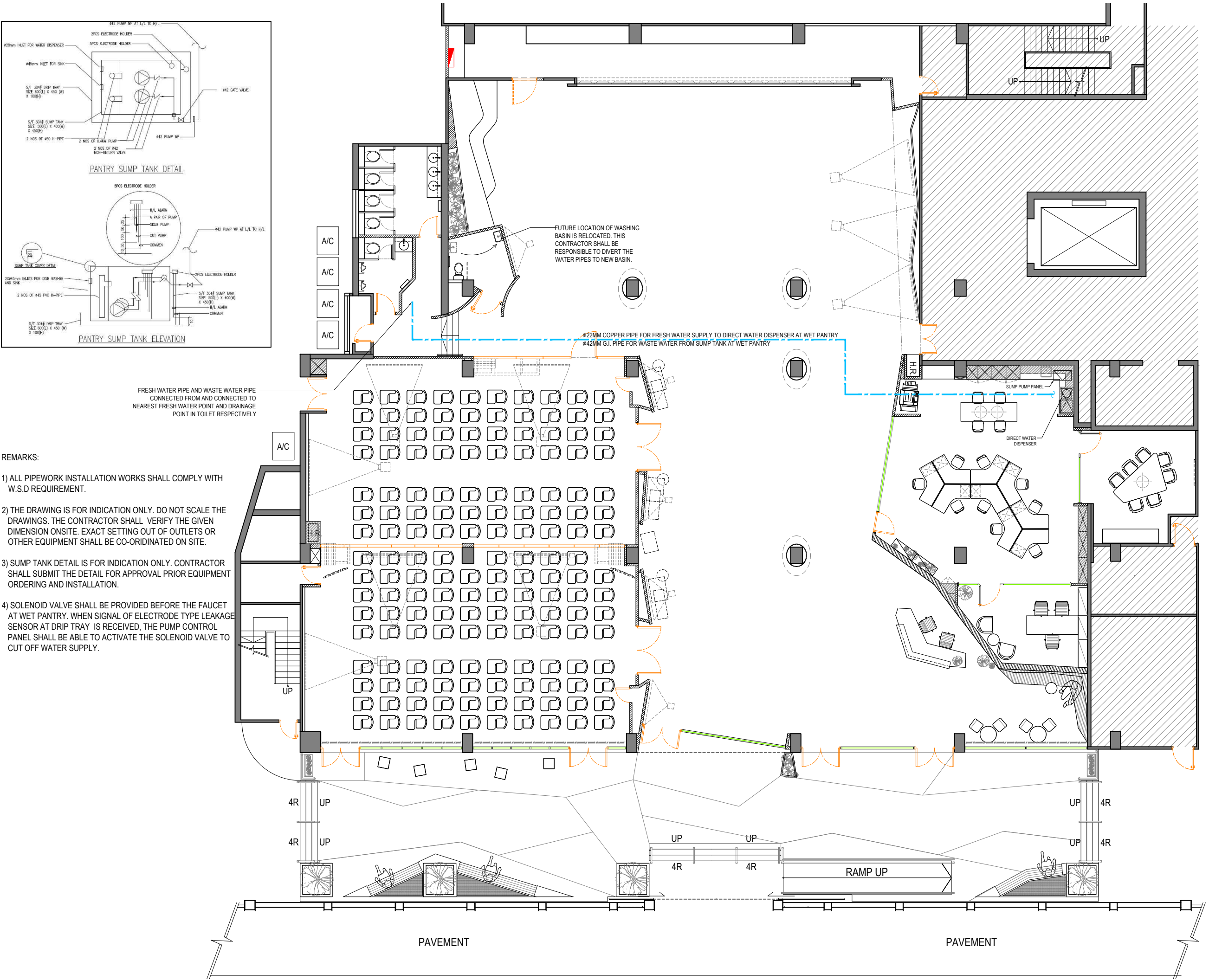
SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	PL-03A
CAD FILE REF	
APQ17-0117 Layout (current).dwg	
TENDER DRAWING	

\* ALL THE SIZE NEED TO VERIFY ON SITE







REMARKS:

- 1) ALL PIPEWORK INSTALLATION WORKS SHALL COMPLY WITH W.S.D REQUIREMENT.
- 2) THE DRAWING IS FOR INDICATION ONLY. DO NOT SCALE THE DRAWINGS. THE CONTRACTOR SHALL VERIFY THE GIVEN DIMENSION ONSITE. EXACT SETTING OUT OF OUTLETS OR OTHER EQUIPMENT SHALL BE CO-ORDINATED ON SITE.
- 3) SUMP TANK DETAIL IS FOR INDICATION ONLY. CONTRACTOR SHALL SUBMIT THE DETAIL FOR APPROVAL PRIOR EQUIPMENT ORDERING AND INSTALLATION.
- 4) SOLENOID VALVE SHALL BE PROVIDED BEFORE THE FAUCET AT WET PANTRY. WHEN SIGNAL OF ELECTRODE TYPE LEAKAGE SENSOR AT DRIP TRAY IS RECEIVED, THE PUMP CONTROL PANEL SHALL BE ABLE TO ACTIVATE THE SOLENOID VALVE TO CUT OFF WATER SUPPLY.

\* ALL THE SIZE NEED TO VERIFY ON SITE



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

P L O D PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

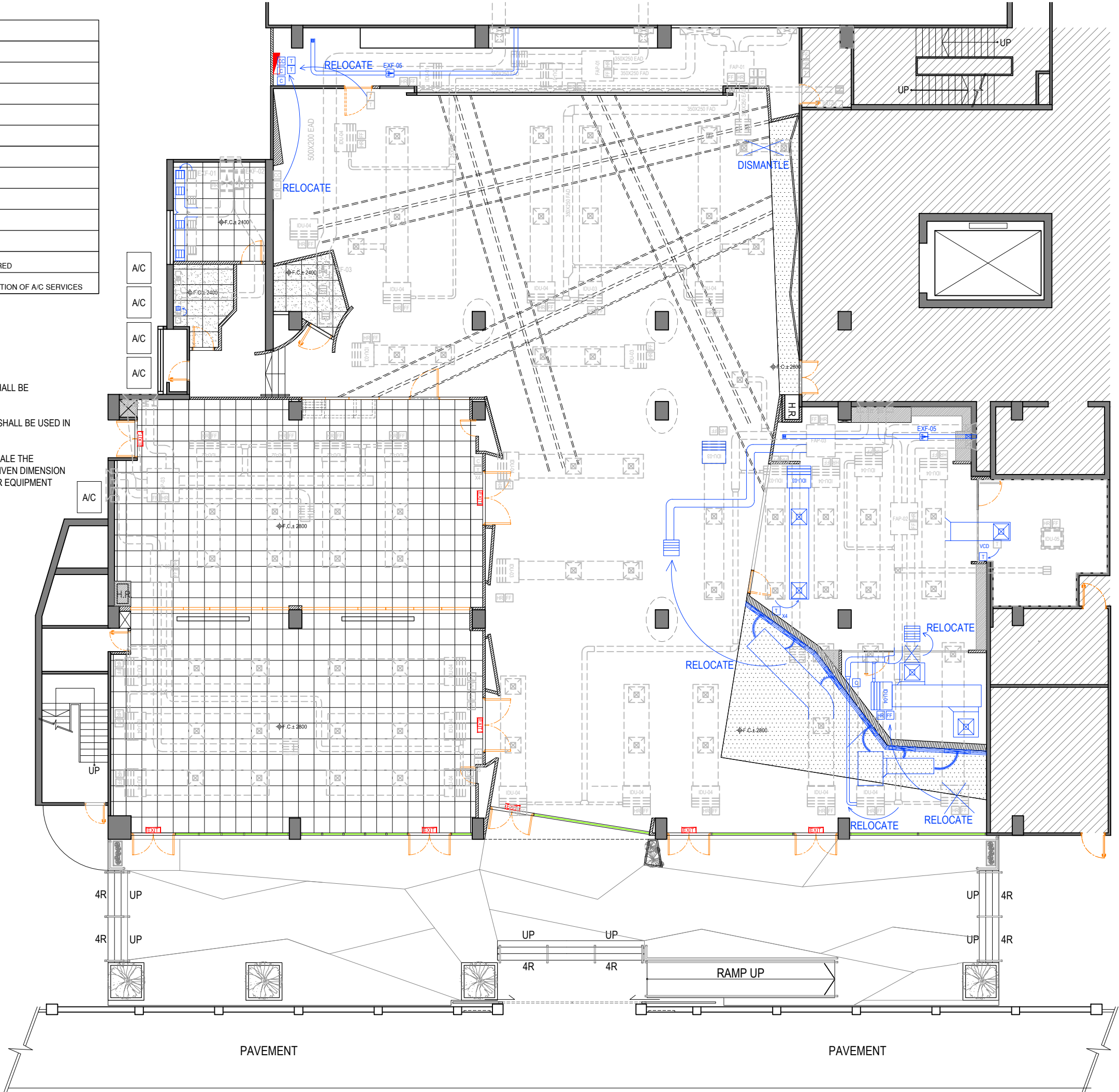
DATE	PROJECT NO	DWG NO
	APQ-17-0117	PL-04
CAD FILE REF		
APQ17-0117 Layout (current).dwg		
TENDER DRAWING		



LEGEND	
	SQUARE DIFFUSER
	REMOTE 3 SPEED THERMOSTAT
	A/C CENTRAL REMOTE CONTROL
	REMOTE CONTROL OF FAP
	EXHAUST FAN
	LINEAR DIFFUSER (150MM WIDTH)
	FLEXIBLE AIR DUCT
	VOLUME CONTROL DAMPER (VCD)
	FILTER FLAG
	HOURLY RUN METER
	EQUIPMENT WITH DOTTED GREY LINE : EXISTING A/C SERVICES THAT REMAINS UNALTERED
	EQUIPMENT WITH SOLID BLUE LINE : ADDITION, RELOCATION, DELETION OR MODIFICATION OF A/C SERVICES

REMARKS:

- 1) UNLESS OTHER SPECIFIED, G.I. CONDUIT SYSTEM SHALL BE INSTALLED FOR THIS PROJECT AREA.
- 2) LOW SMOKE ZERO HALOGEN (LSZH) POWER CABLE SHALL BE USED IN THIS PROJECT.
- 3.) THE DRAWING IS FOR INDICATION ONLY. DO NOT SCALE THE DRAWINGS. THE CONTRACTOR SHALL VERIFY THE GIVEN DIMENSION ONSITE. EXACT SETTING OUT OF OUTLETS OR OTHER EQUIPMENT SHALL BE COORDINATED ON SITE.



\* ALL THE SIZE NEED TO VERIFY ON SITE

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REV.	DESCRIPTION	DATE
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CLIENT		
CIC Innovation Center (IC)		
PROJECT		
G/F, 44 Tai Yip Street Kowloon Bay, Hong Kong		
DRAWING TITLE		
MVAC PLAN		
SCALE		DATE
1 : 150 (A3)		26 . 04 . 2017
DRAWN BY		DESIGNED BY
JH/ SC		AY
APPROVED BY		
DATE		PROJECT NO
		DWG NO
		APQ-17-0117
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CAD FILE REF		
APQ17-0117 Layout (current).dwg		
TENDER DRAWING		

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PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

SETTING OUT PLAN

SCALE DATE

1 : 150 (A3) 26 . 04 . 2017

DRAWN BY DESIGNED BY

JH/ SC AY

APPROVED BY

DATE

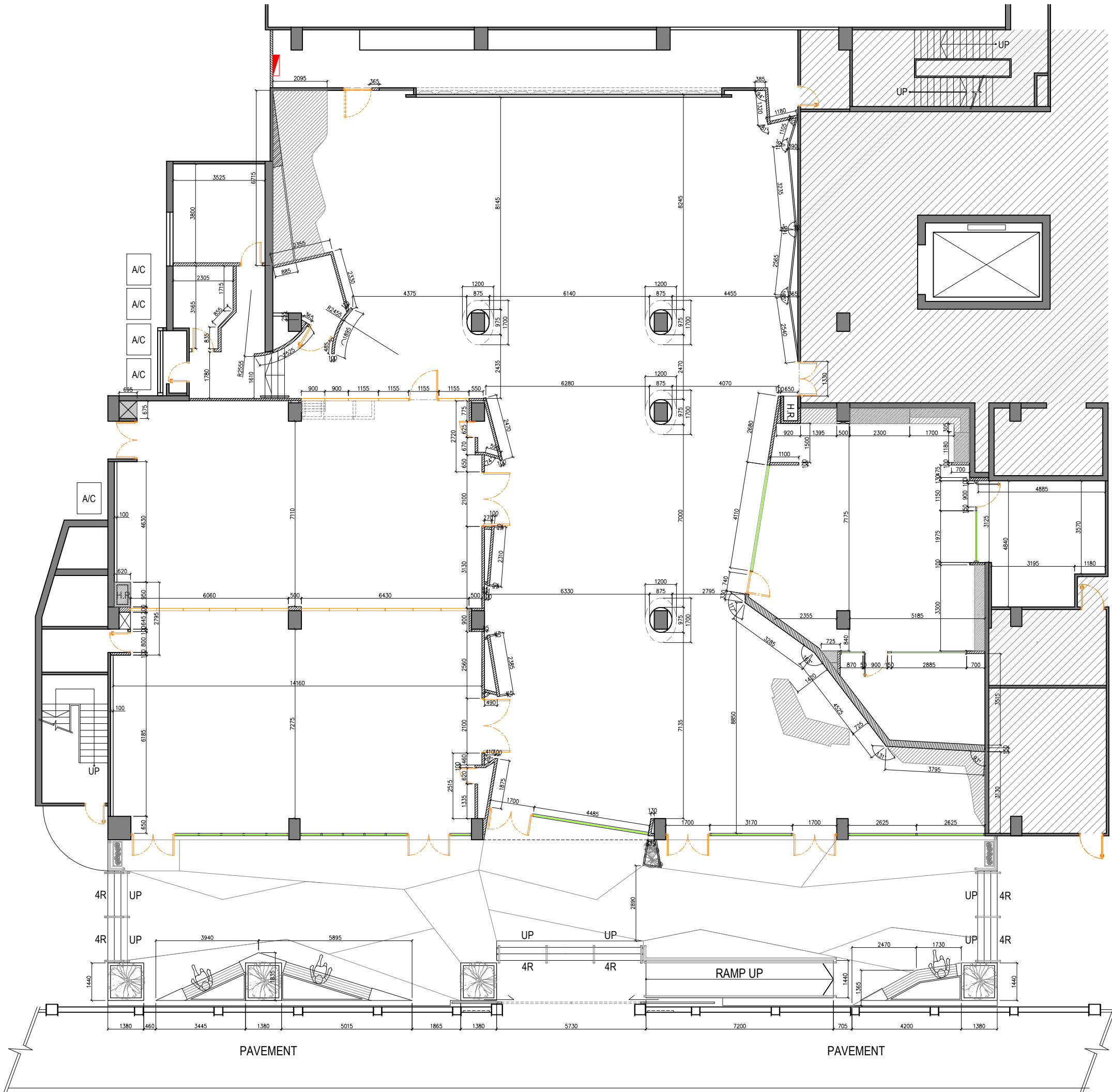
PROJECT NO DWG NO

APQ-17-0117 PL-06

CAD FILE REF

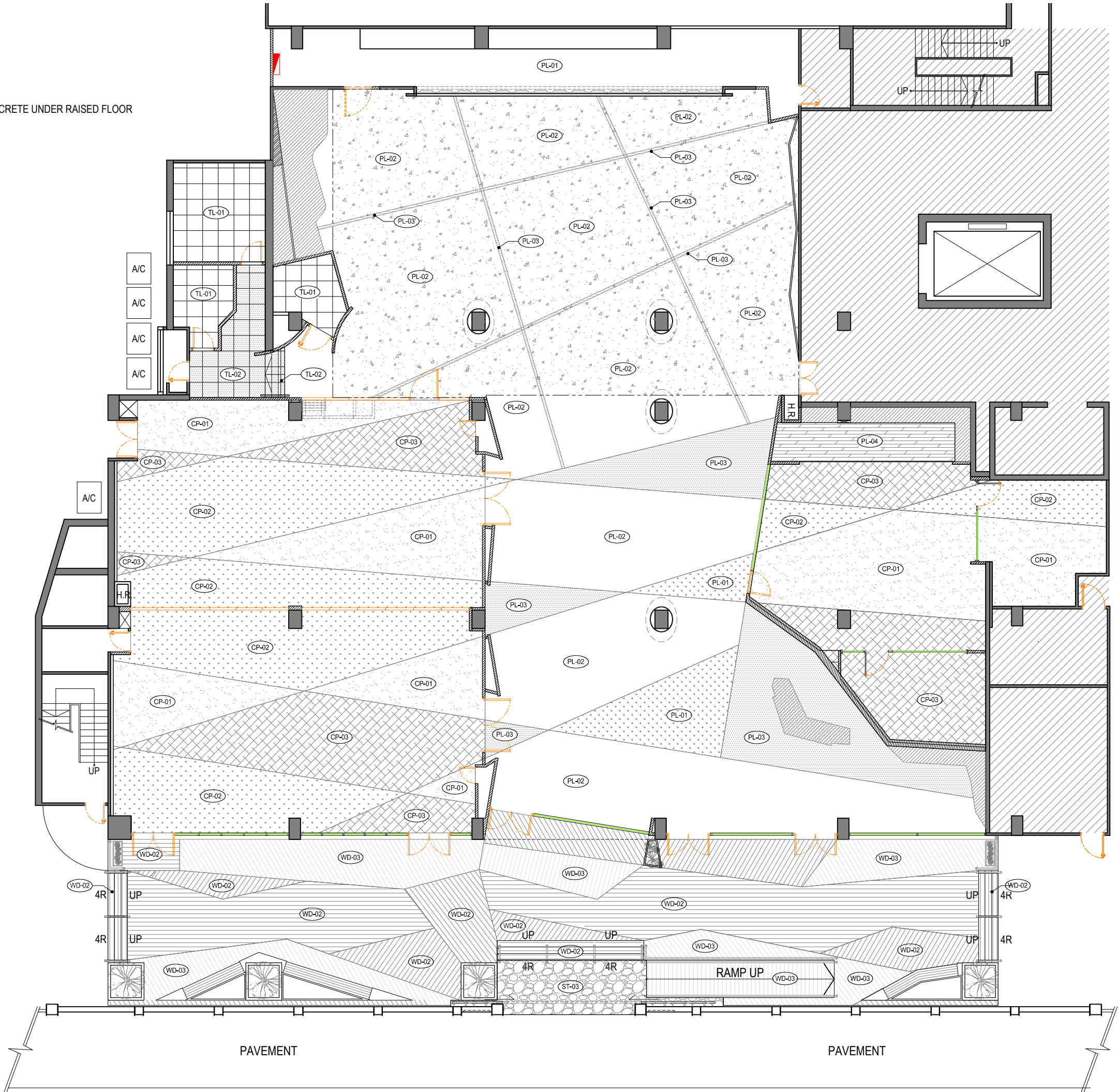
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TENDER DRAWING



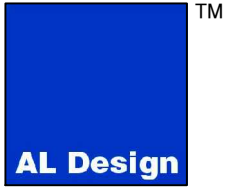
\* ALL THE SIZE NEED TO VERIFY ON SITE

FILL UP WITH LIGHT CONCRETE UNDER RAISED FLOOR



\* ALL THE SIZE NEED TO VERIFY ON SITE

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

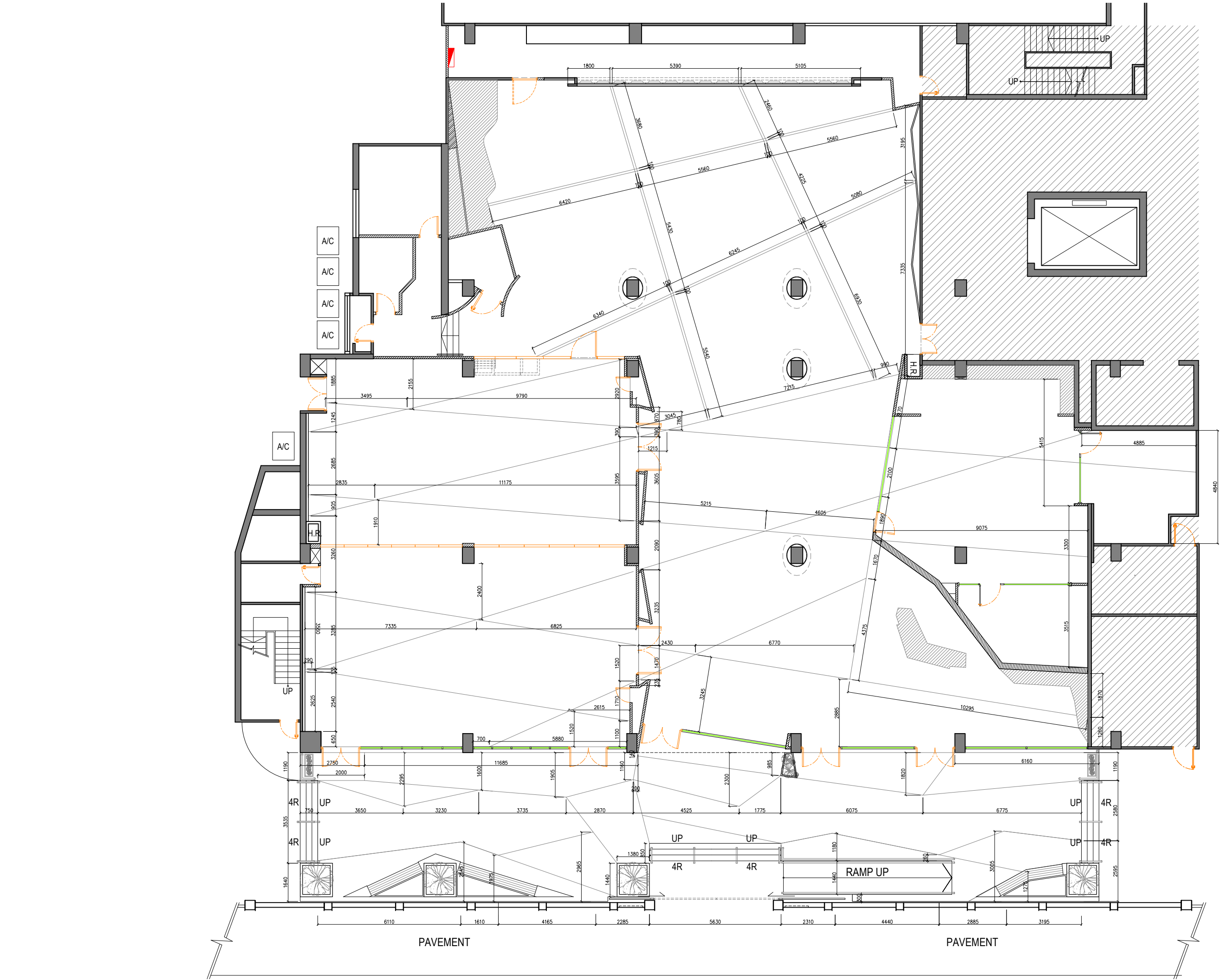
DRAWING TITLE

FLOOR FINISH PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	PL-07A
CAD FILE REF	
APQ17-0117 Layout (current).dwg	
TENDER DRAWING	





\* ALL THE SIZE NEED TO VERIFY ON SITE



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

FLOOR FINISH SETTING OUT PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO

APQ-17-0117 PL-07B

CAD FILE REF

APQ17-0117 Layout (current).dwg

TENDER DRAWING

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

WALL FINISH PLAN

SCALE	DATE
1 : 150 (A3)	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

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PROJECT NO	DWG NO
APQ-17-0117	PL-08
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CLIENT

CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

LOOSE FURNITURE PLAN

SCALE DATE

1 : 150 (A3) 26 . 04 . 2017

DRAWN BY DESIGNED BY

JH/ SC AY

APPROVED BY

DATE

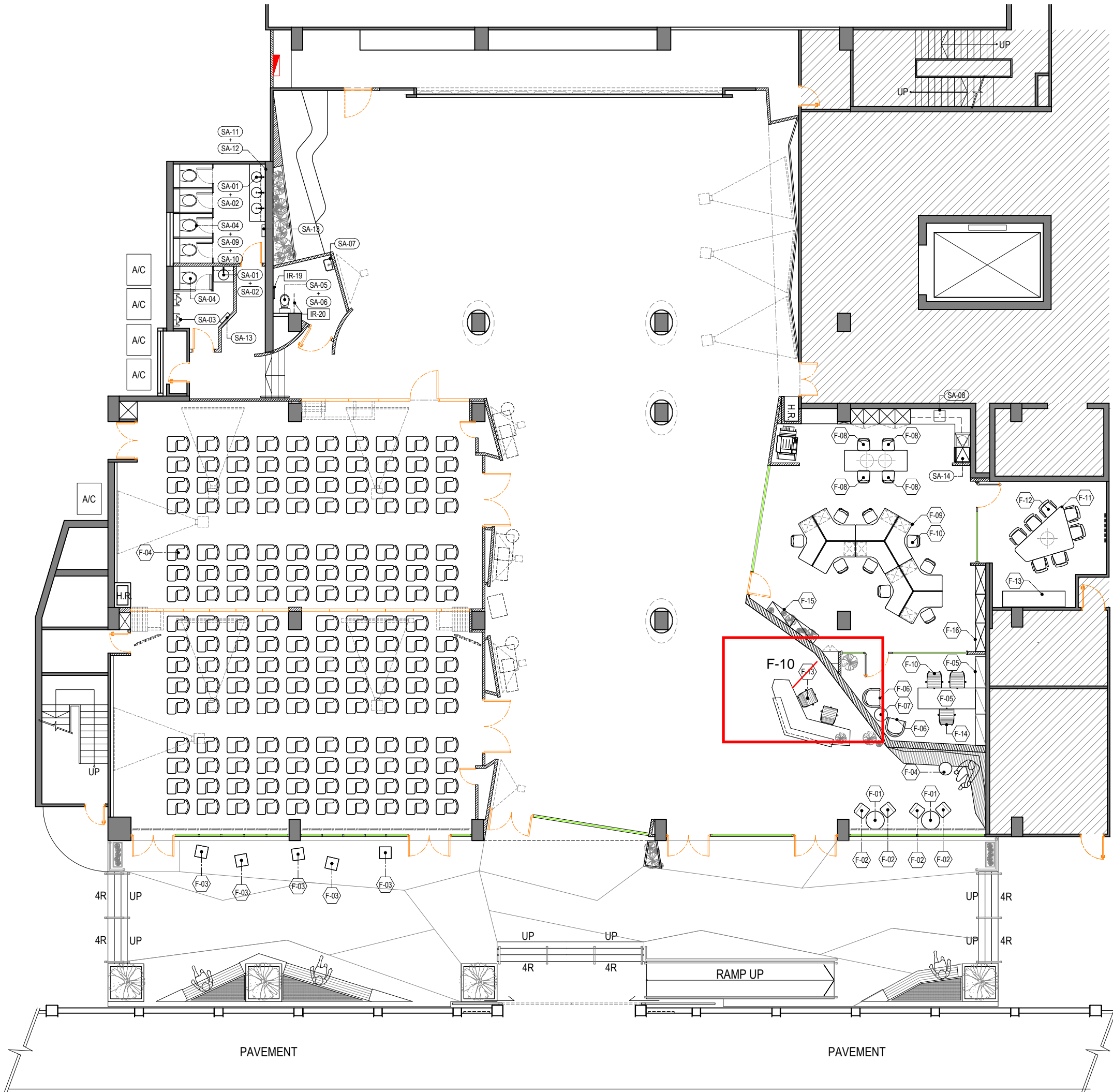
PROJECT NO DWG NO

APQ-17-0117 PL-09

CAD FILE REF

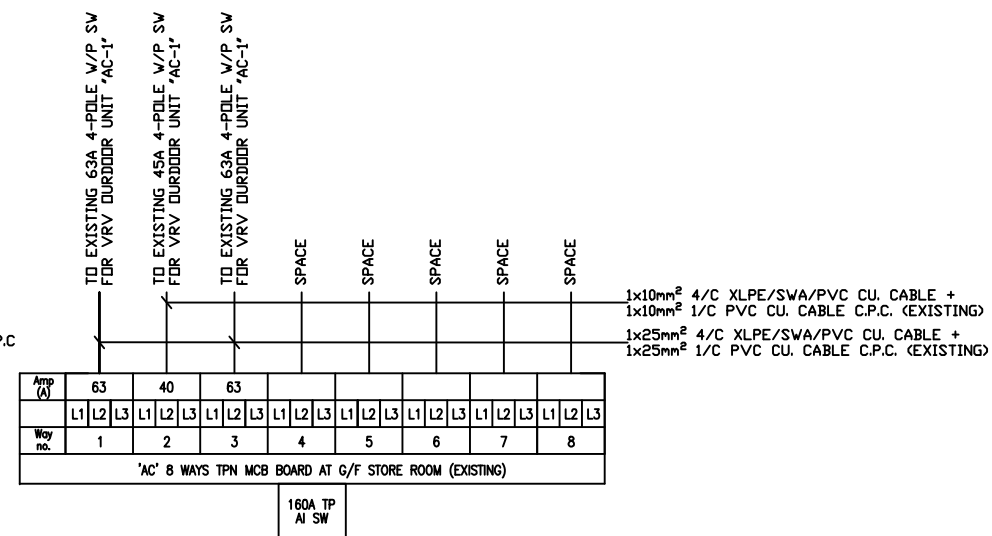
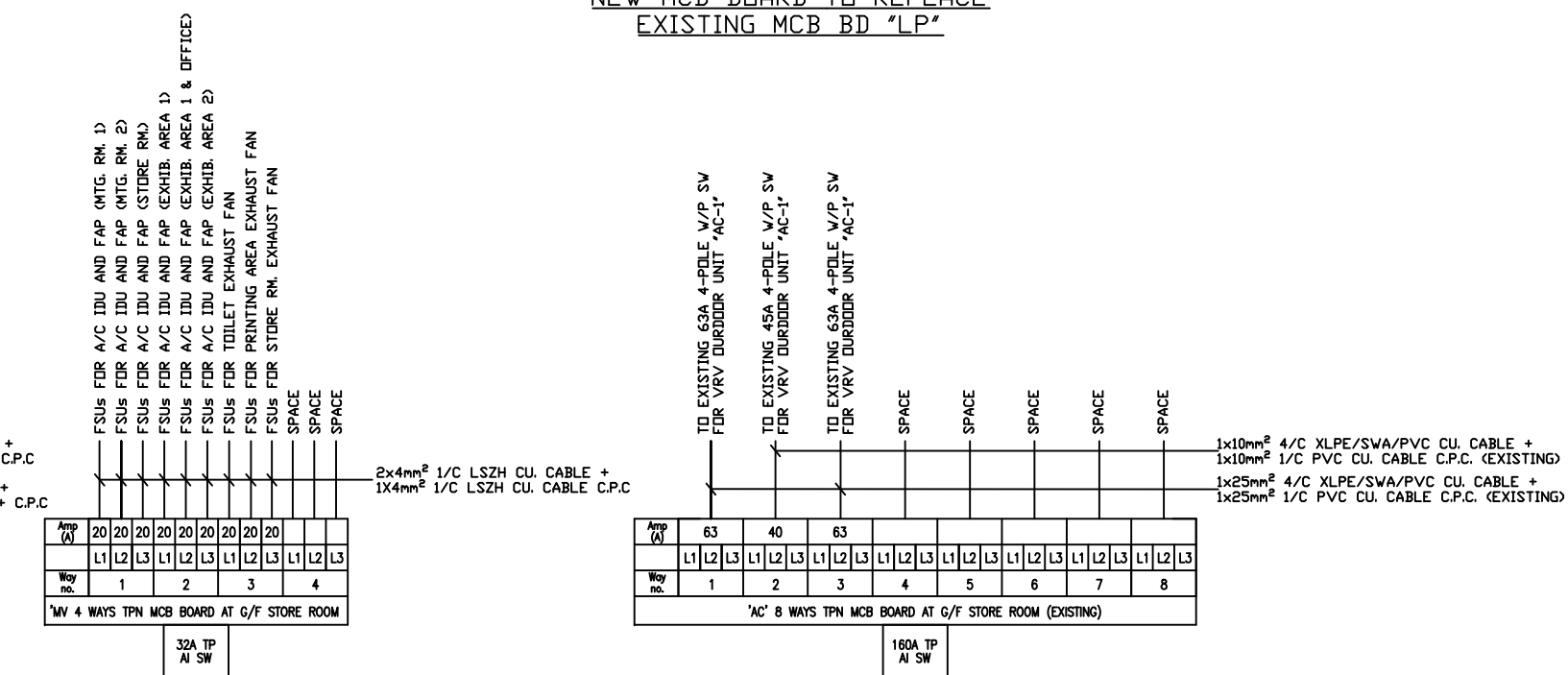
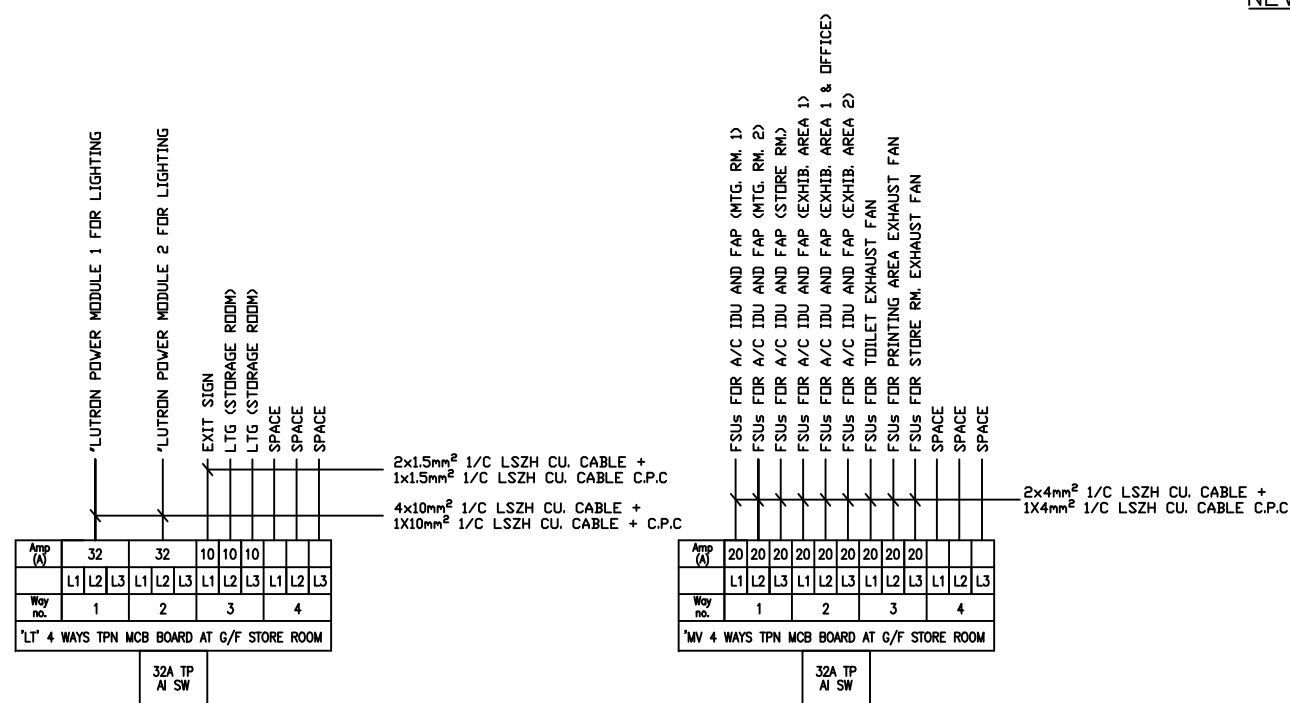
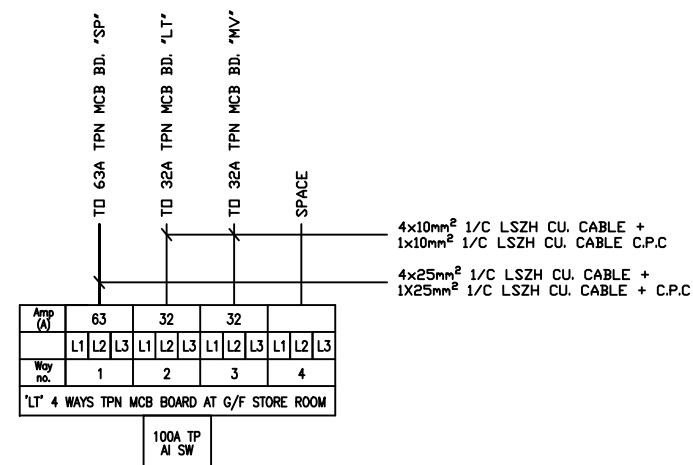
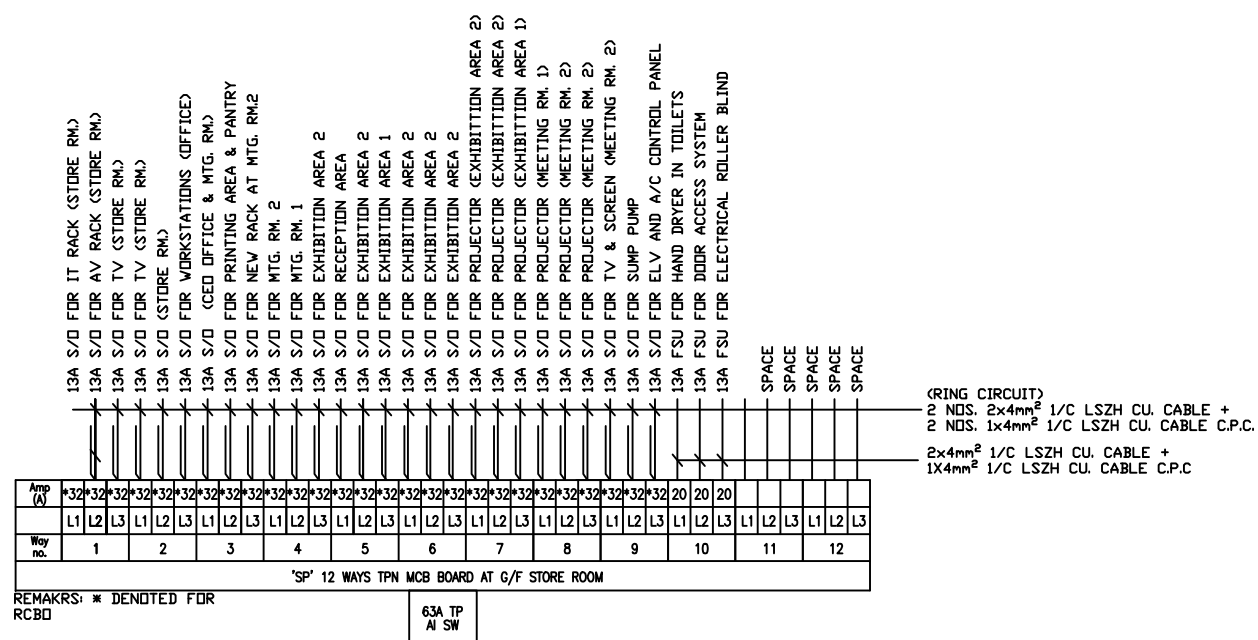
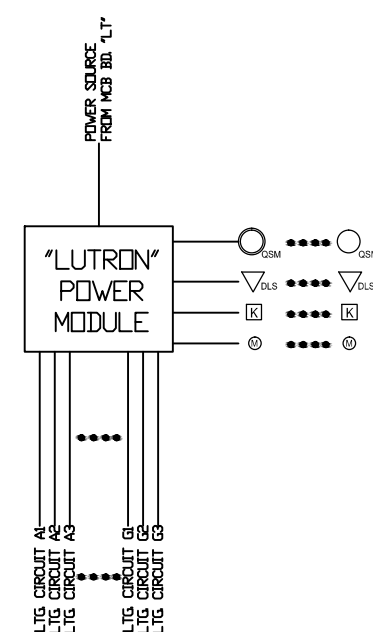
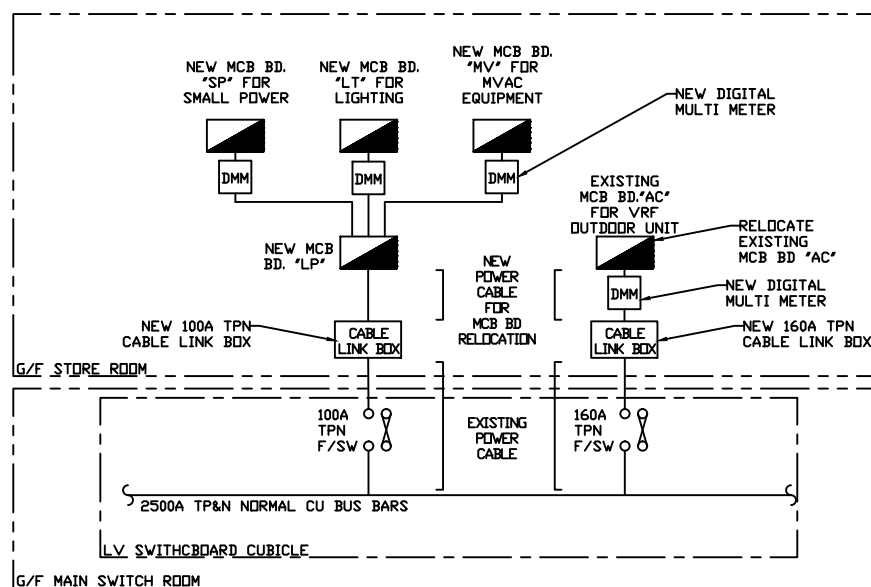
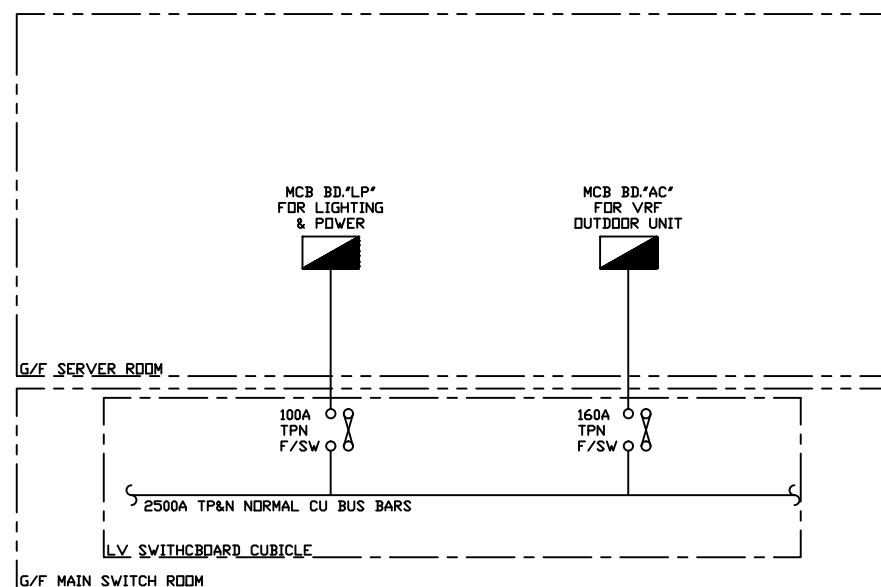
APQ17-0117 Layout (current).dwg

TENDER DRAWING



\* ALL THE SIZE NEED TO VERIFY ON SITE



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

### SCHEMATIC DIAGRAM □ MCB DETAILS

SCALE	DATE
-	26.04.2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY \_\_\_\_\_

DATE	
PROJECT NO	DWG NO

APQ-17-0117 PL-10

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APQ17-0117 Layout (current).dwg

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

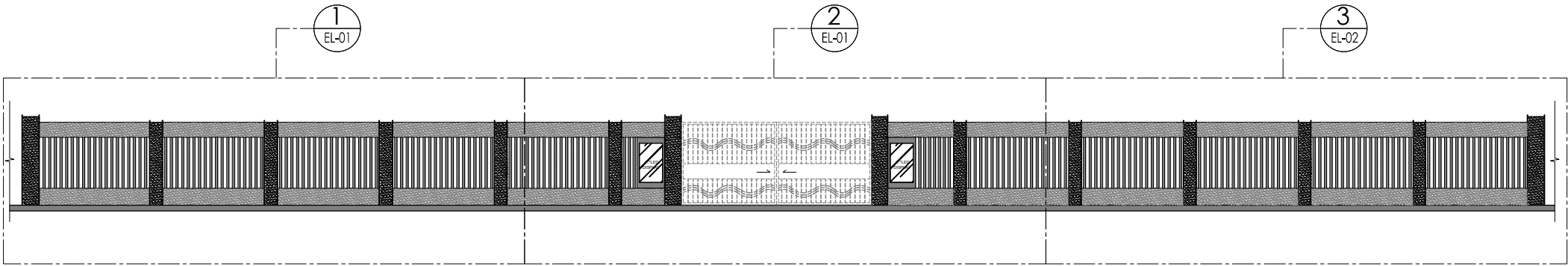
DRAWING TITLE

ELEVATION  
-OUTDOOR AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-01
CAD FILE REF		
Elevation (Current).dwg		
TENDER DRAWING		

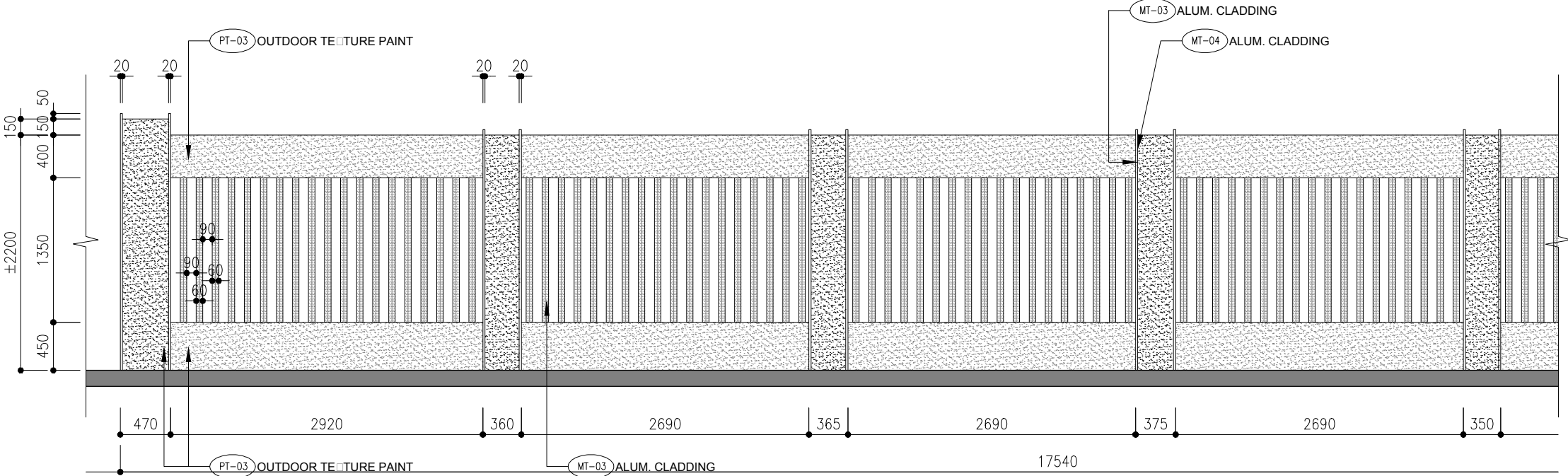


A

ENTRANCE ELEVATION

EL-01

SCALE 1:75(A1), 1:150(A3)

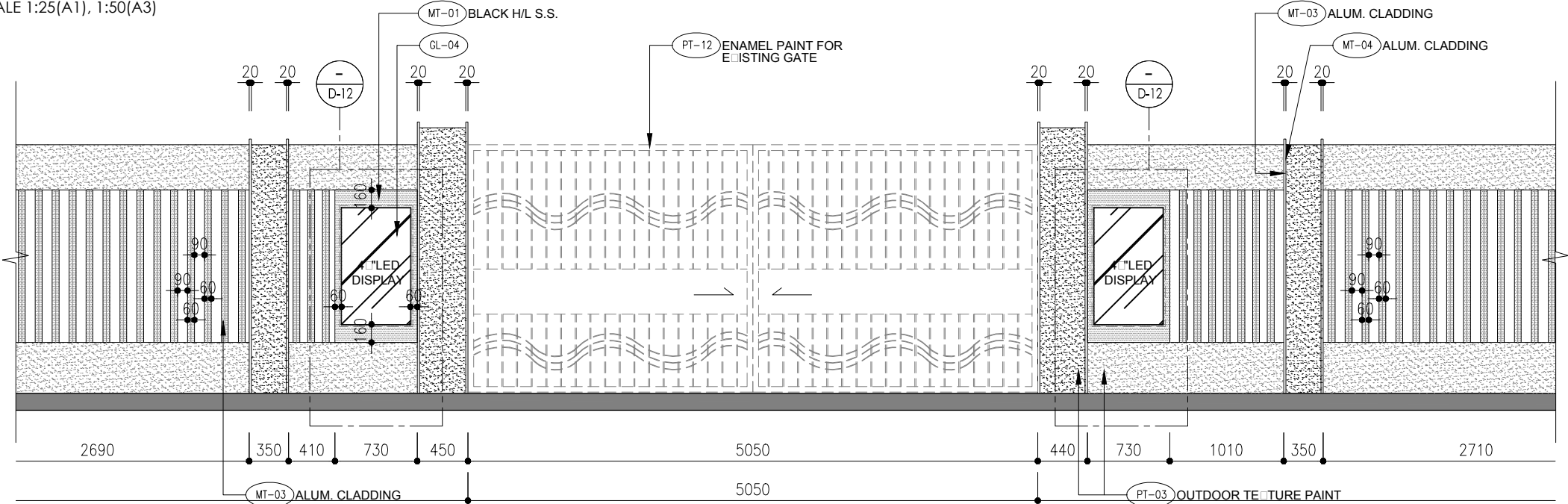


1

ENTRANCE ELEVATION

EL-01

SCALE 1:25(A1), 1:50(A3)



2

ENTRANCE ELEVATION

EL-01

SCALE 1:25(A1), 1:50(A3)

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-OUTDOOR AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017

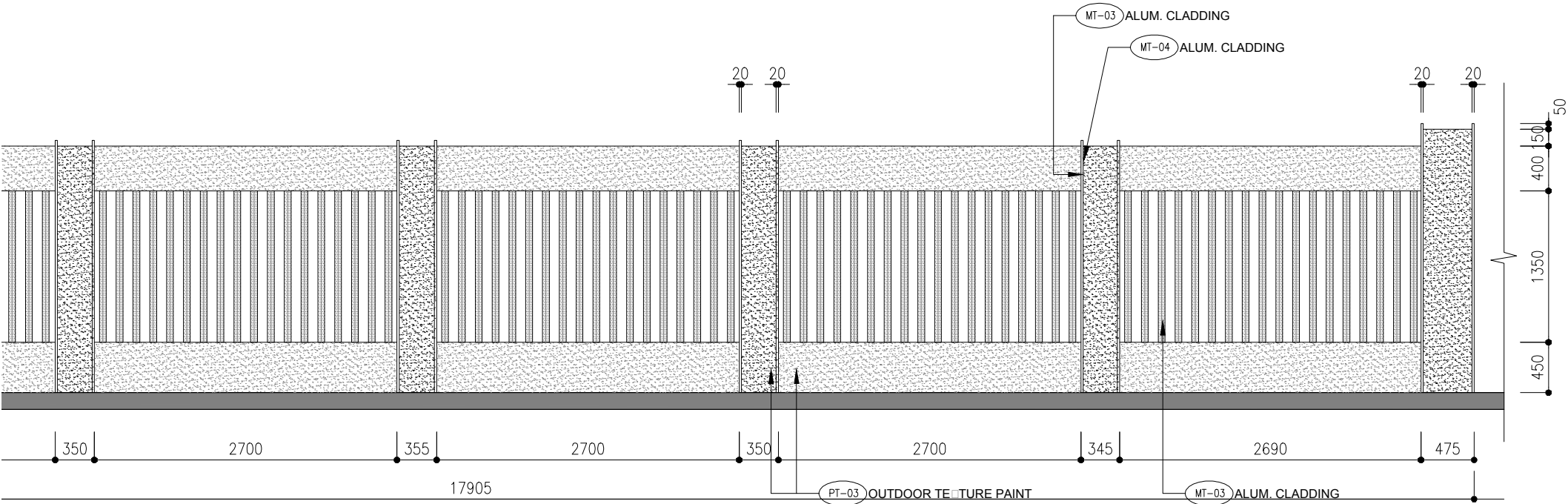
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JH/ SC	AY

APPROVED BY

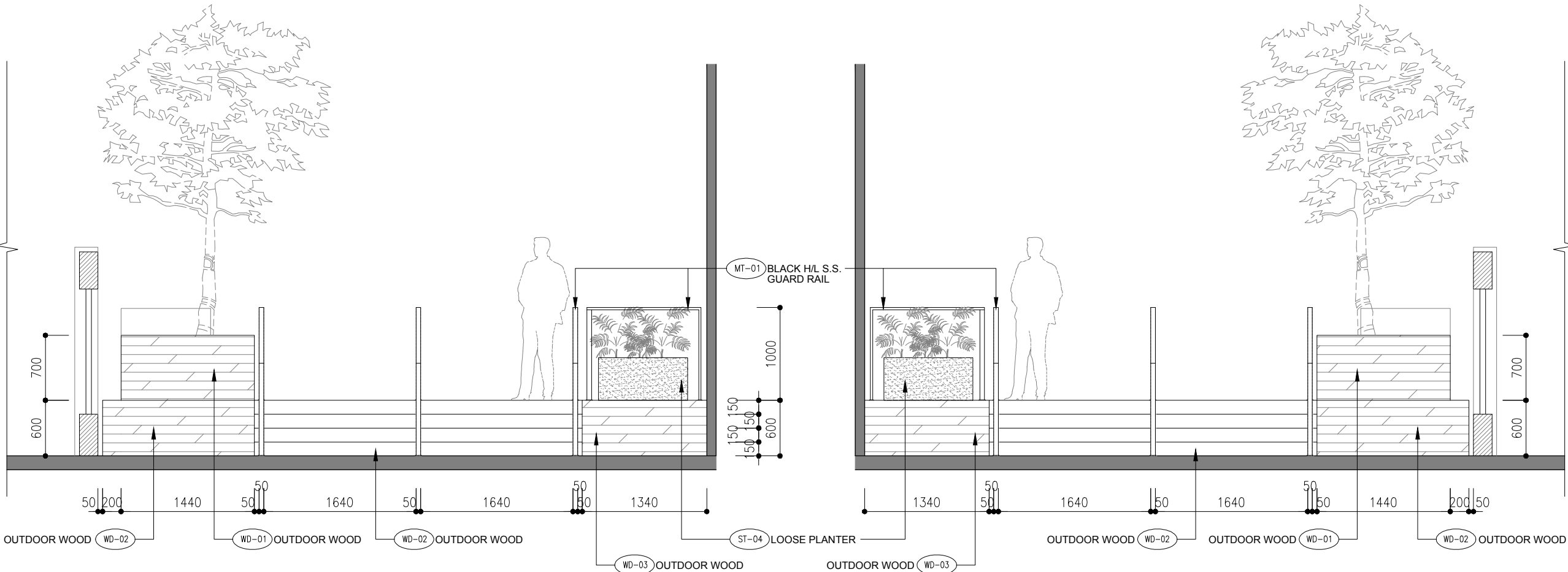
DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-02

CAD FILE REF  
Elevation (Current).dwg

TENDER DRAWING



3 ENTRANCE ELEVATION  
EL-02 SCALE 1:25(A1), 1:50(A3)



D ENTRANCE ELEVATION  
EL-02 SCALE 1:25(A1), 1:50(A3)

E ENTRANCE ELEVATION  
EL-02 SCALE 1:25(A1), 1:50(A3)



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REV.	DESCRIPTION	DATE
A	CLIENT COMMENT	11.05.2017

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CIC Innovation Center (IC)
PROJECT

G/F, 44 Tai Yip Street Kowloon Bay, Hong Kong
DRAWING TITLE

DRAWING TITLE
ELEVATION
OUTDOOR AREA

AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY

JH/ SC	AY
APPROVED BY	

APPROVED BY

DATE

PROJECT NO

DWG NO

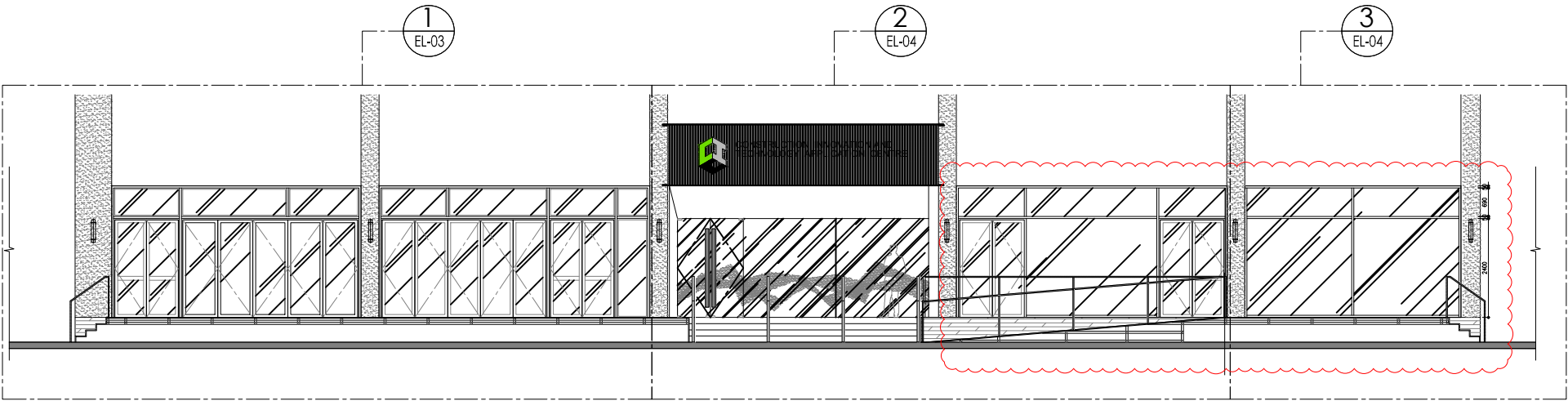
APQ-17-0117

EL-03

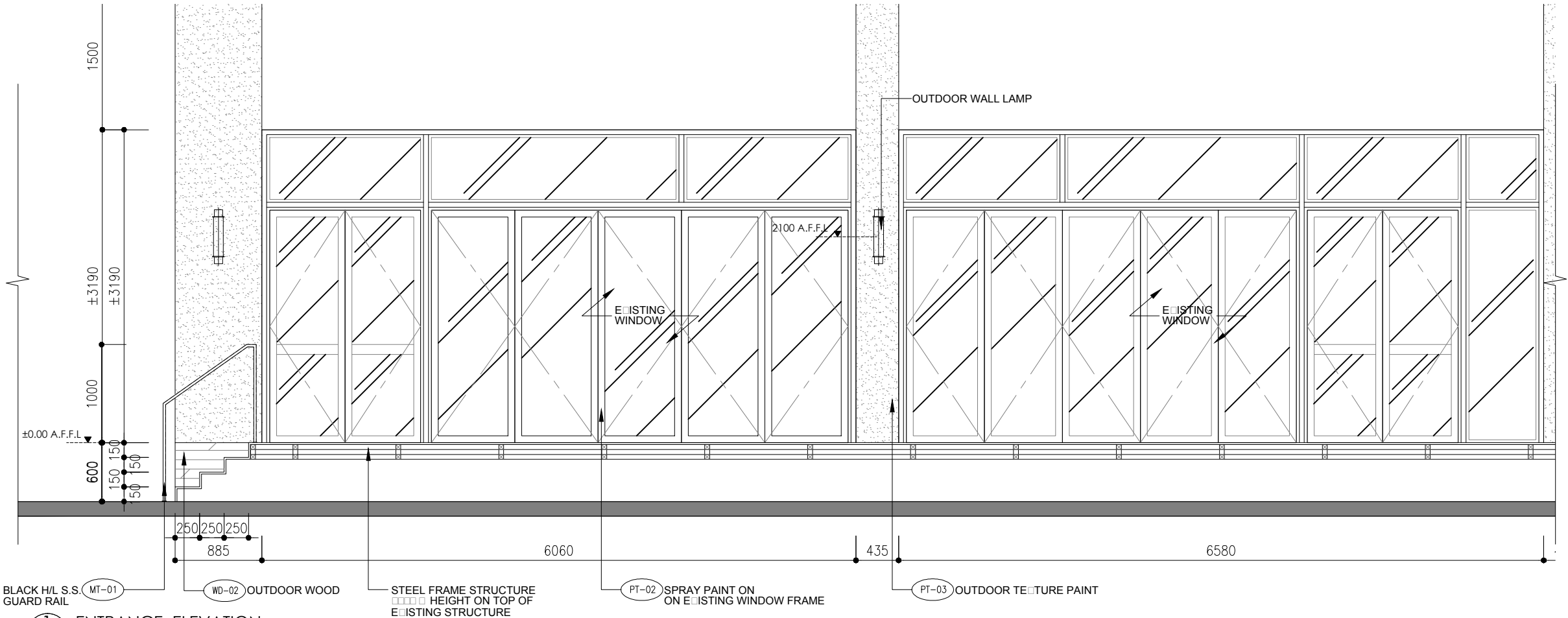
CAD FILE REF

Elevation (Current).dwg

TENDER DRAWING



**B** ENTRANCE ELEVATION  
SCALE 1:75(A1), 1:150(A3)



**1** ENTRANCE ELEVATION  
SCALE 1:25(A1), 1:50(A3)





REVISION

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-OUTDOOR AREA

SCALE DATE

AS SHOWN 26 . 04 . 2017

DRAWN BY DESIGNED BY

JH/ SC AY

APPROVED BY

DATE

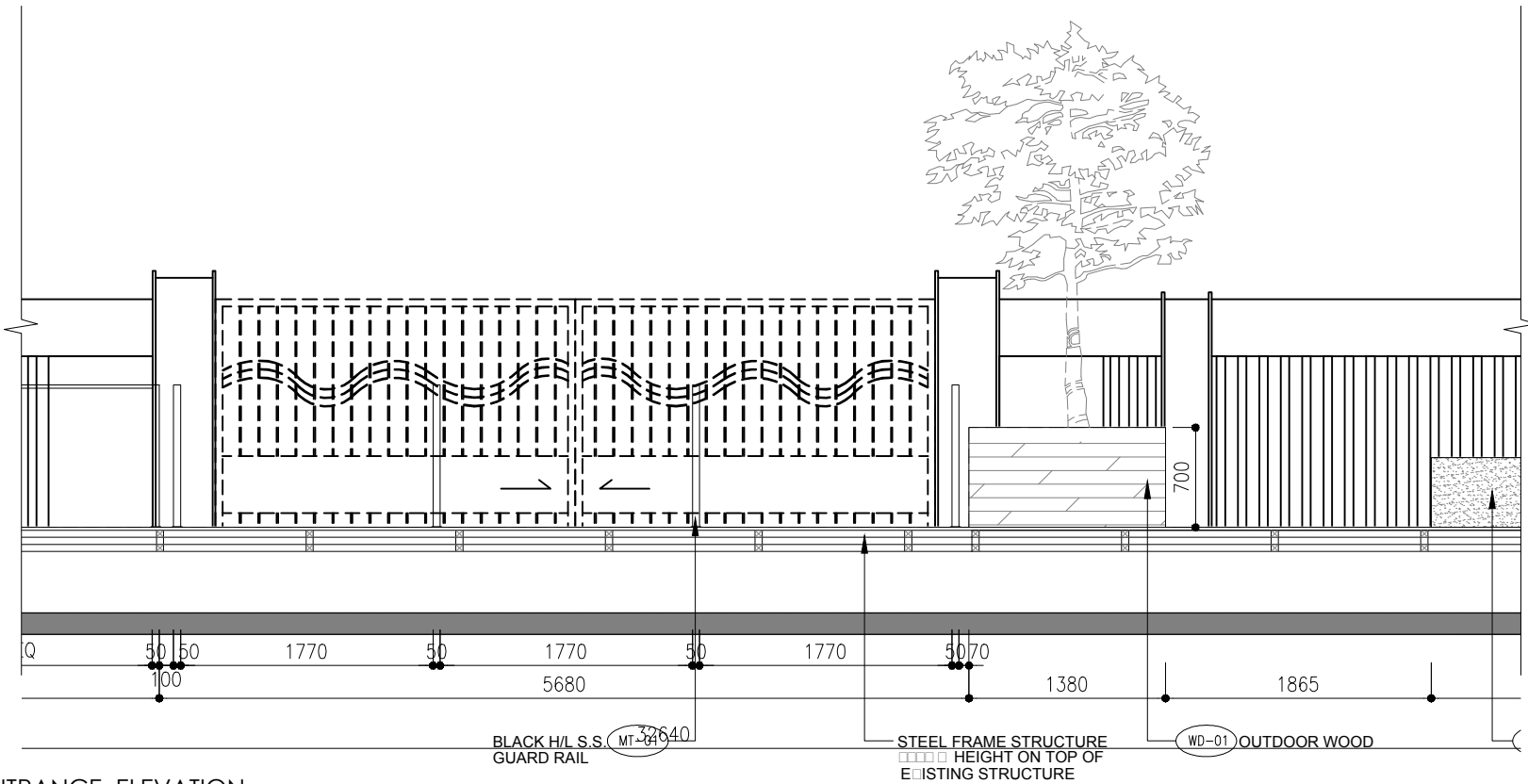
PROJECT NO DWG NO

APQ-17-0117 EL-06

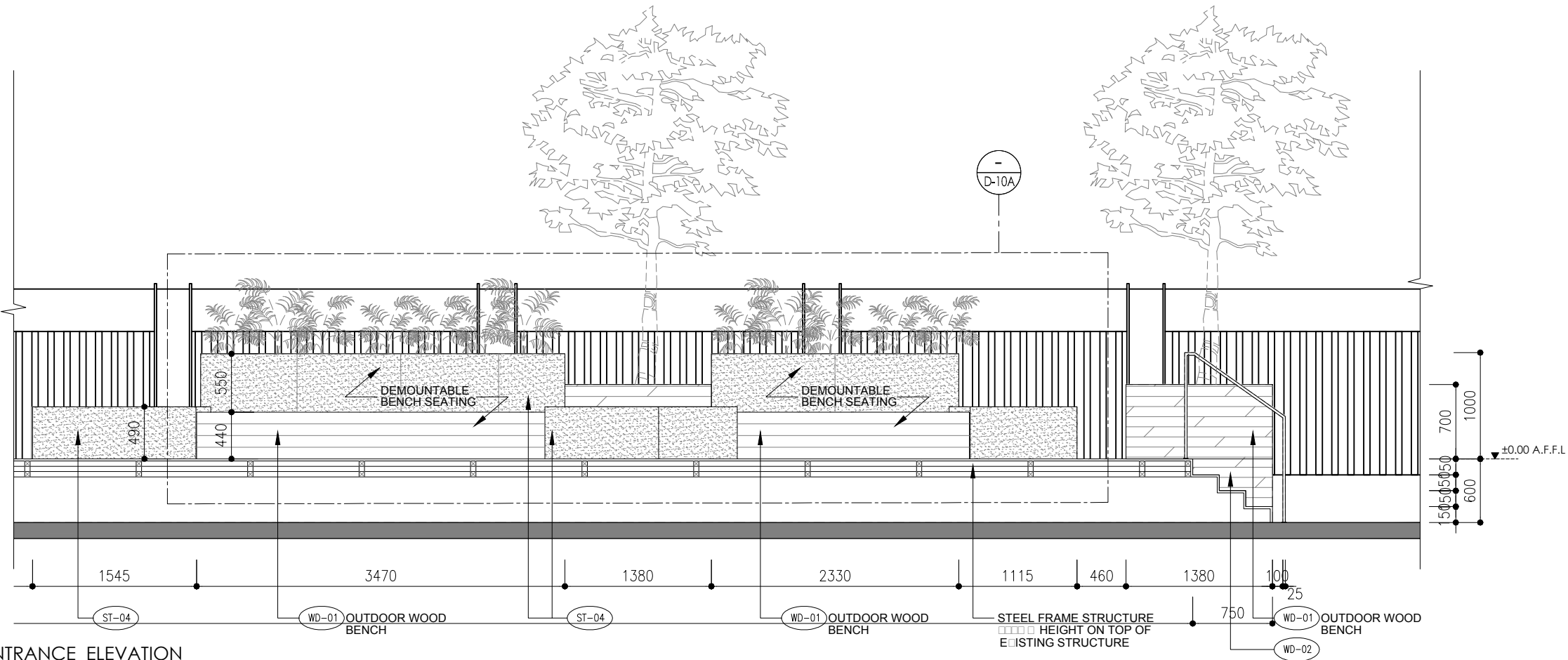
CAD FILE REF

Elevation (Current).dwg

TENDER DRAWING



2 ENTRANCE ELEVATION  
EL-06 SCALE 1:25(A1), 1:50(A3)



3 ENTRANCE ELEVATION  
EL-06 SCALE 1:25(A1), 1:50(A3)







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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-RECEPTION AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

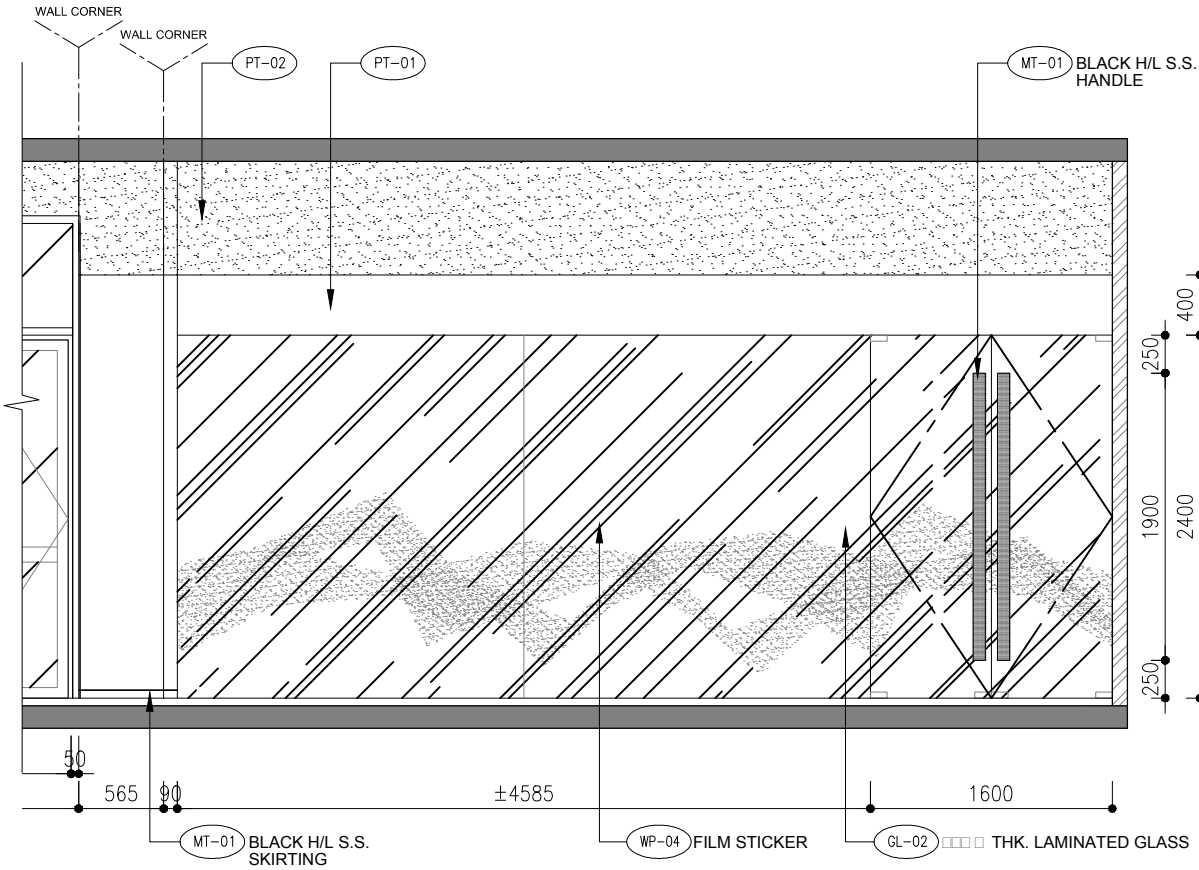
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PROJECT NO	DWG NO
APQ-17-0117	EL-08

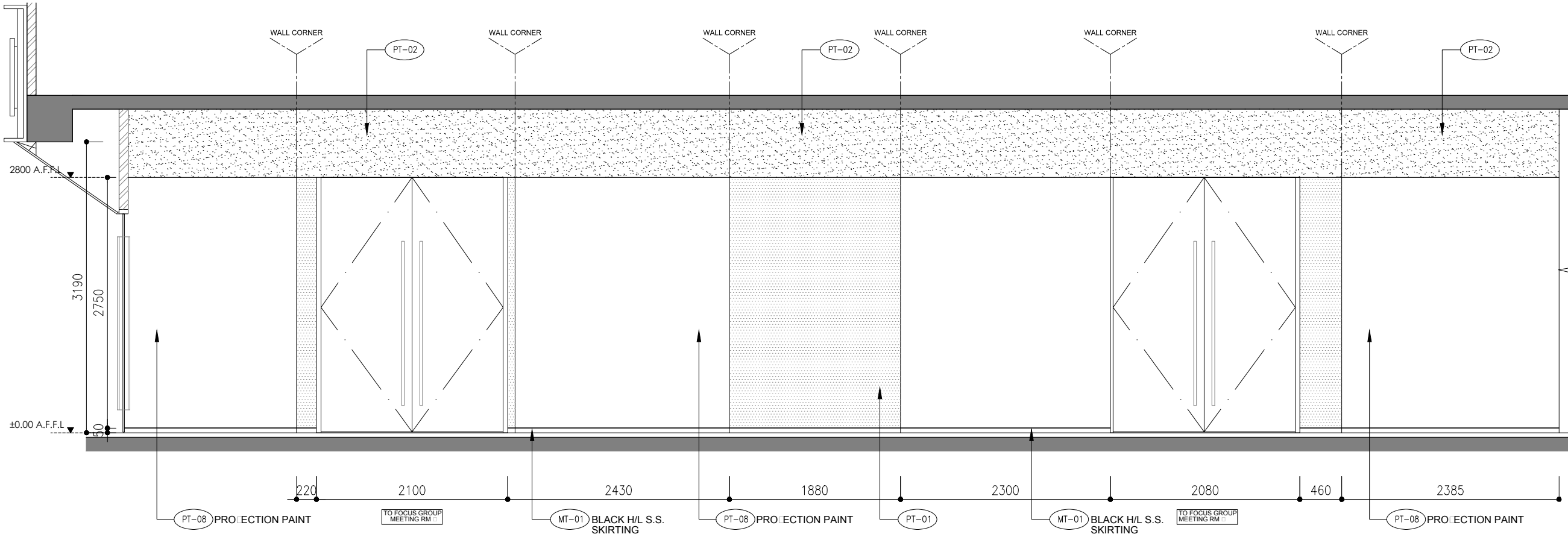
CAD FILE REF

Elevation (Current).dwg

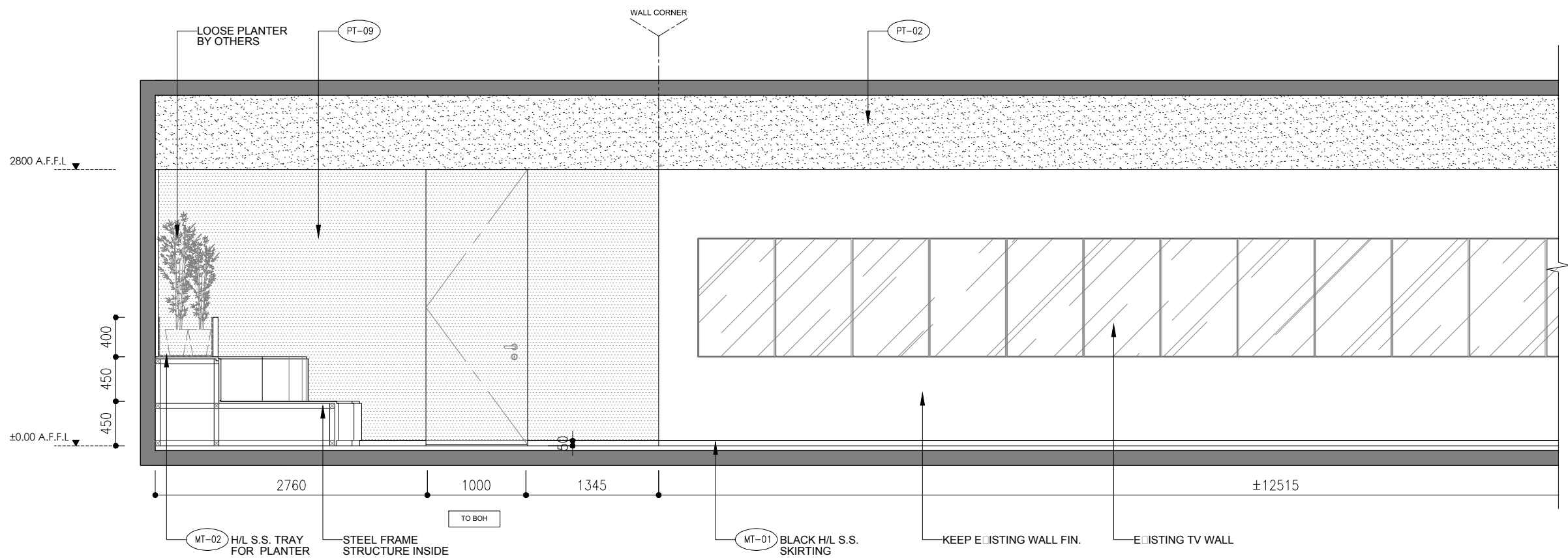
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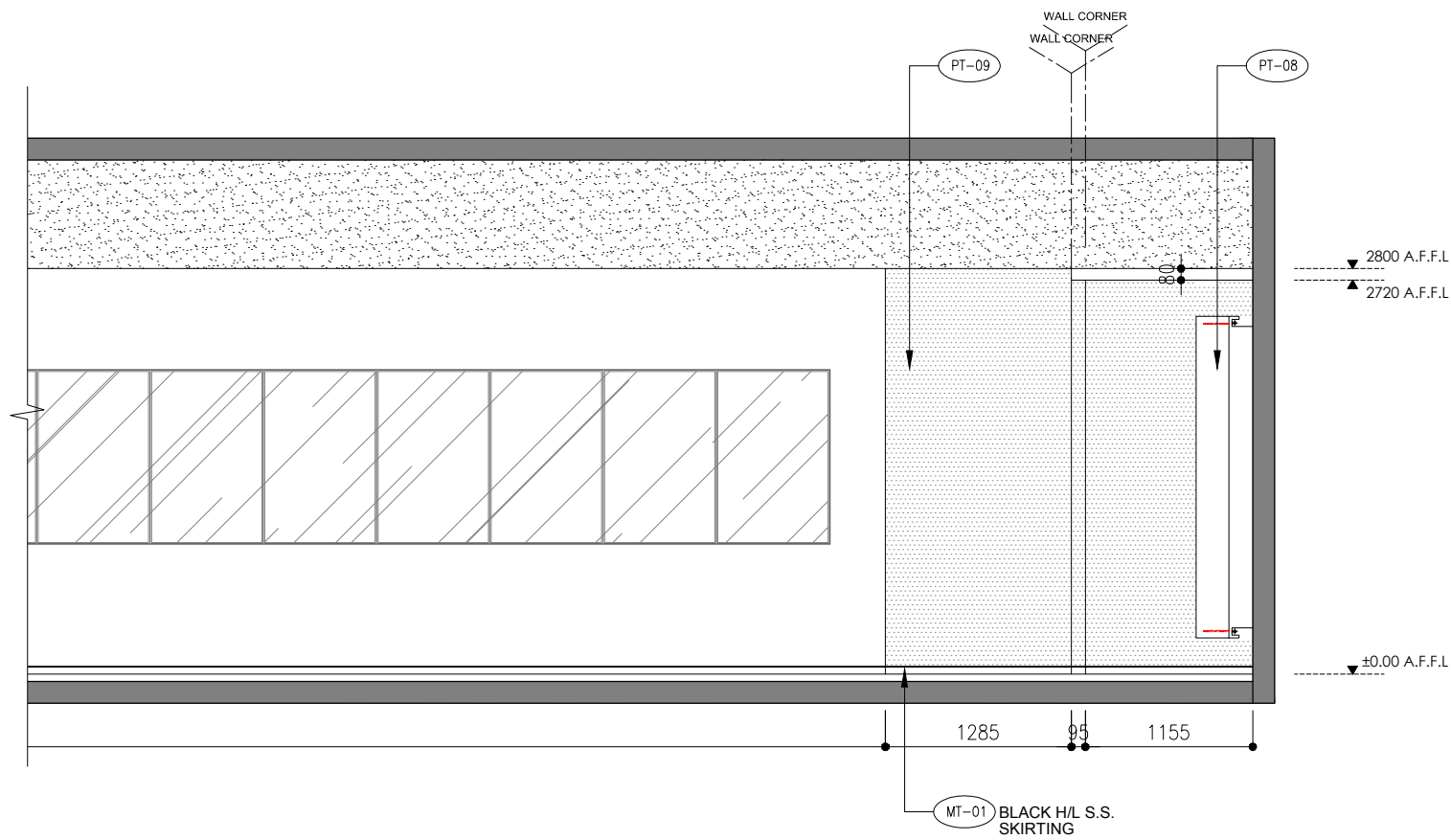
**B** RECEPTION AREA ELEVATION  
EL-08 SCALE 1:25(A1), 1:50(A3)



**C** RECEPTION AREA ELEVATION  
EL-08 SCALE 1:25(A1), 1:50(A3)



**A** EXHIBITION AREA ELEVATION  
EL-09 SCALE 1:25(A1), 1:50(A3)



**B** EXHIBITION AREA ELEVATION  
EL-09 SCALE 1:25(A1), 1:50(A3)



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-EXHIBITION AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017
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DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-09

CAD FILE REF

Elevation (Current).dwg

TENDER DRAWING



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CLIENT

CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

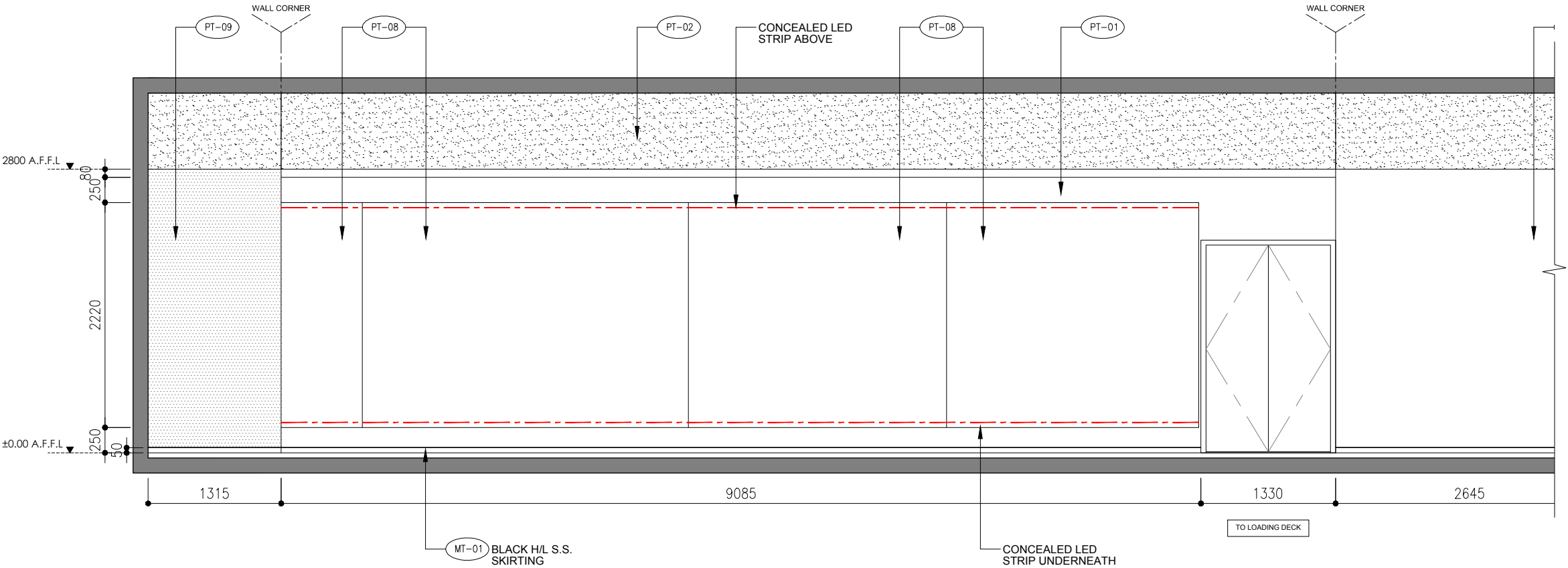
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ELEVATION  
-EXHIBITION AREA

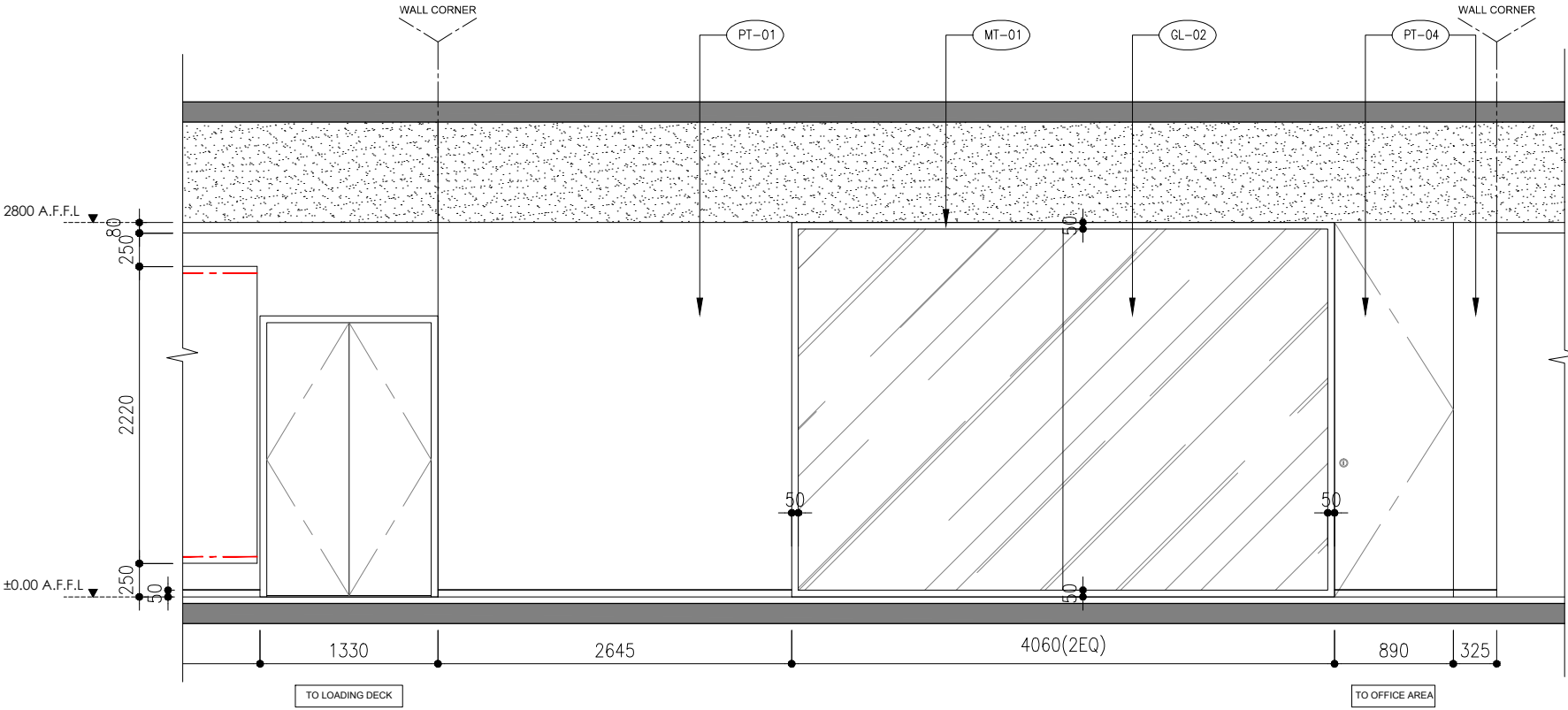
SCALE	DATE
AS SHOWN	26 . 04 . 2017
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DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-10
CAD FILE REF		
Elevation (Current).dwg		
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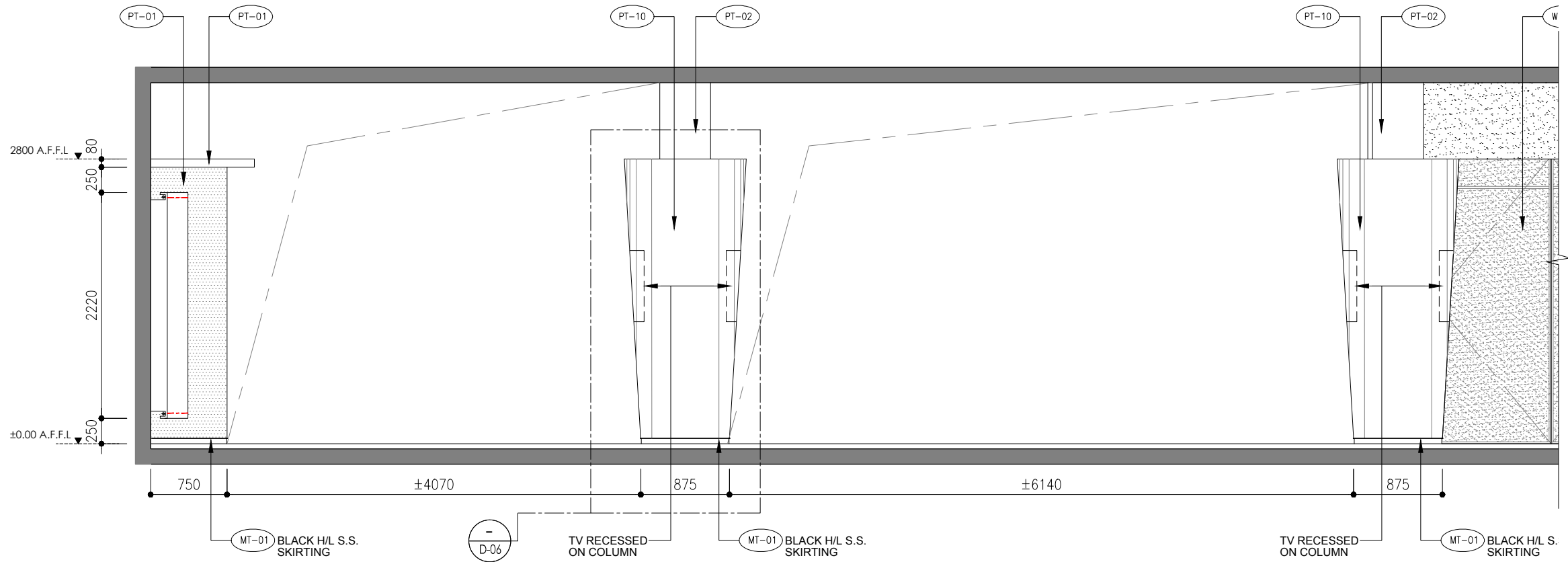


B EXHIBITION AREA ELEVATION  
EL-10 SCALE 1:25(A1), 1:50(A3)

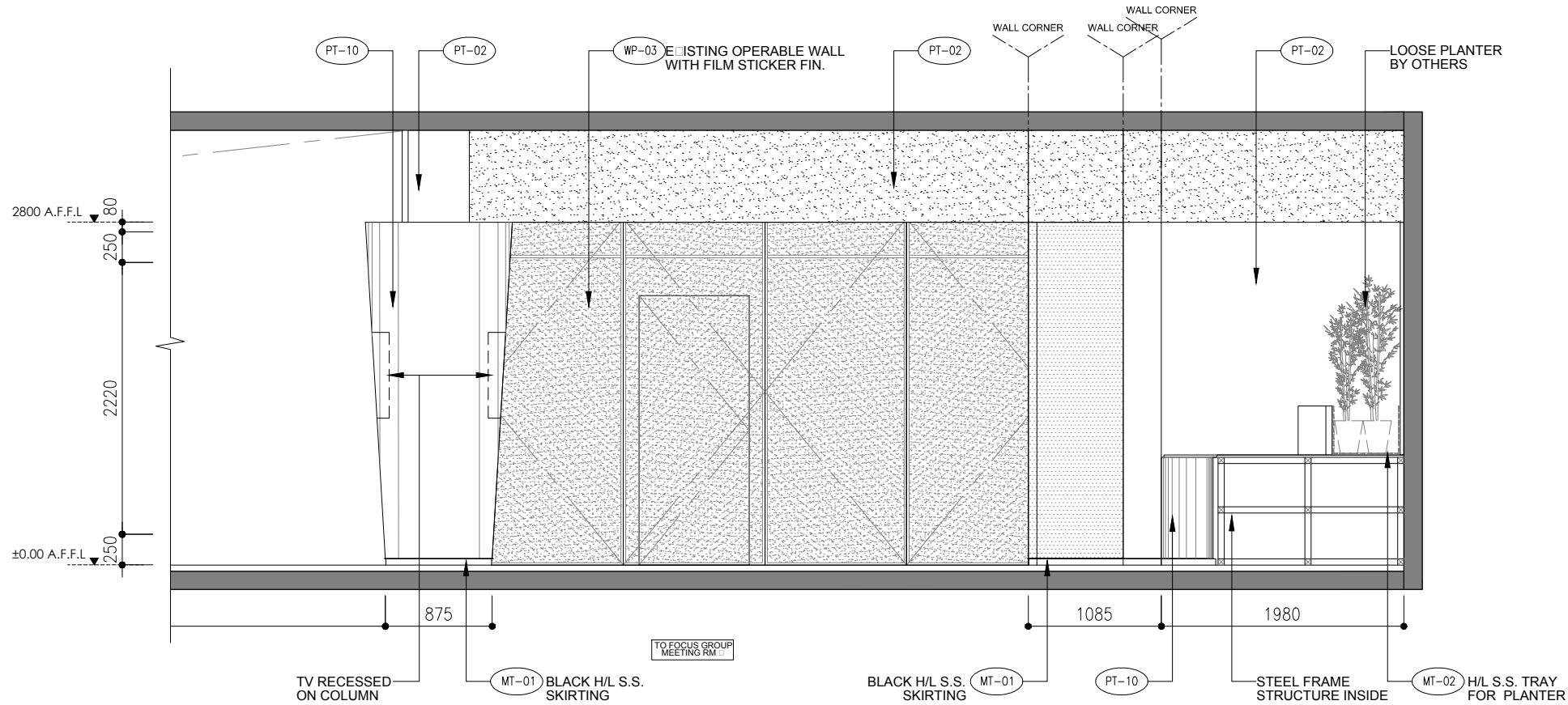


- EXHIBITION AREA ELEVATION  
EL-10 SCALE 1:25(A1), 1:50(A3)

ALL THE SITE NEED TO VERIFY ON SITE



**C** EXHIBITION AREA ELEVATION  
EL-11 SCALE 1:25(A1), 1:50(A3)



**-** EXHIBITION AREA ELEVATION  
EL-11 SCALE 1:25(A1), 1:50(A3)

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-EXHIBITION AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
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DATE	
PROJECT NO	DWG NO

APQ-17-0117 EL-11

CAD FILE REF

Elevation (Current).dwg

TENDER DRAWING



REVISION		
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-EXHIBITION AREA

SCALE	DATE
AS SHOWN	26 . 04 . 2017
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IP/ SC	AY

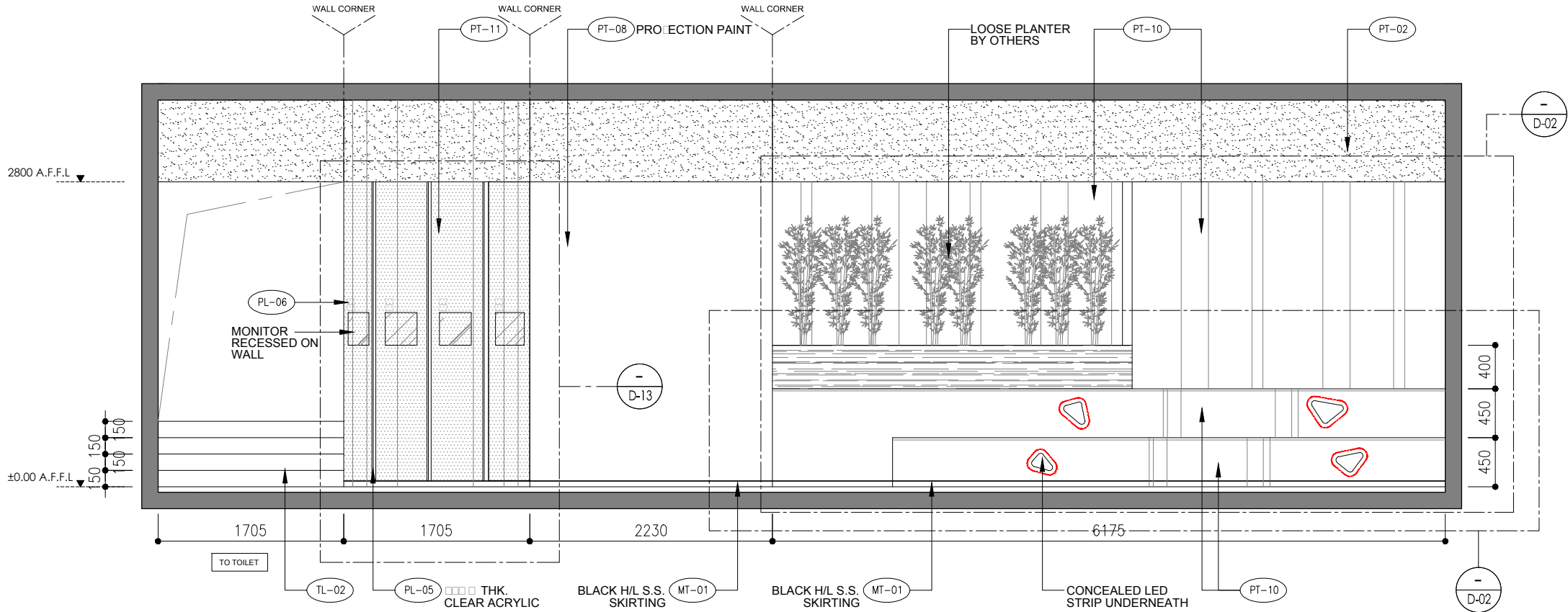
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PROJECT NO	DWG NO
APQ-17-0117	EL-12

CAD FILE REF

Elevation (Current).dwg

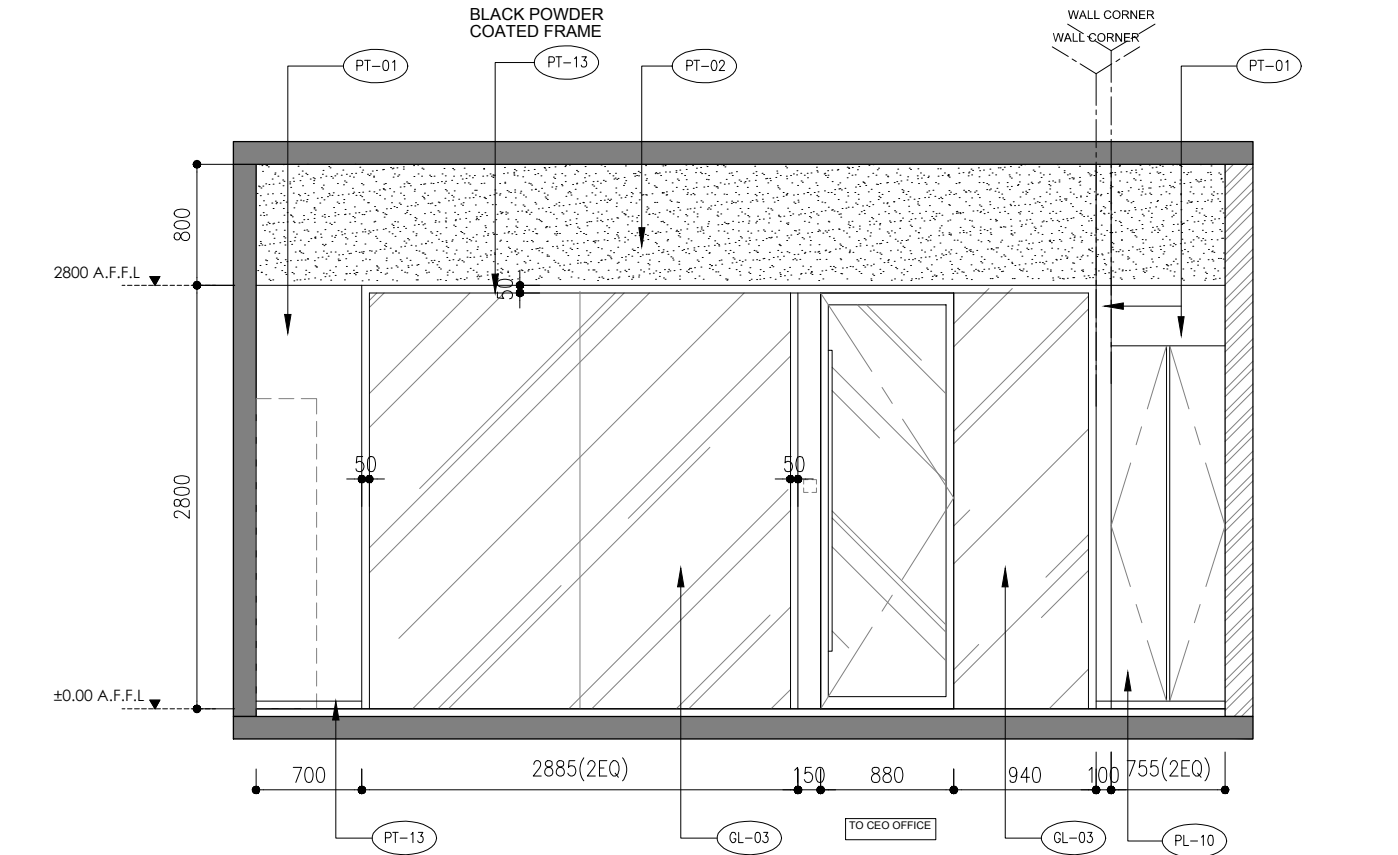
TENDER DRAWING



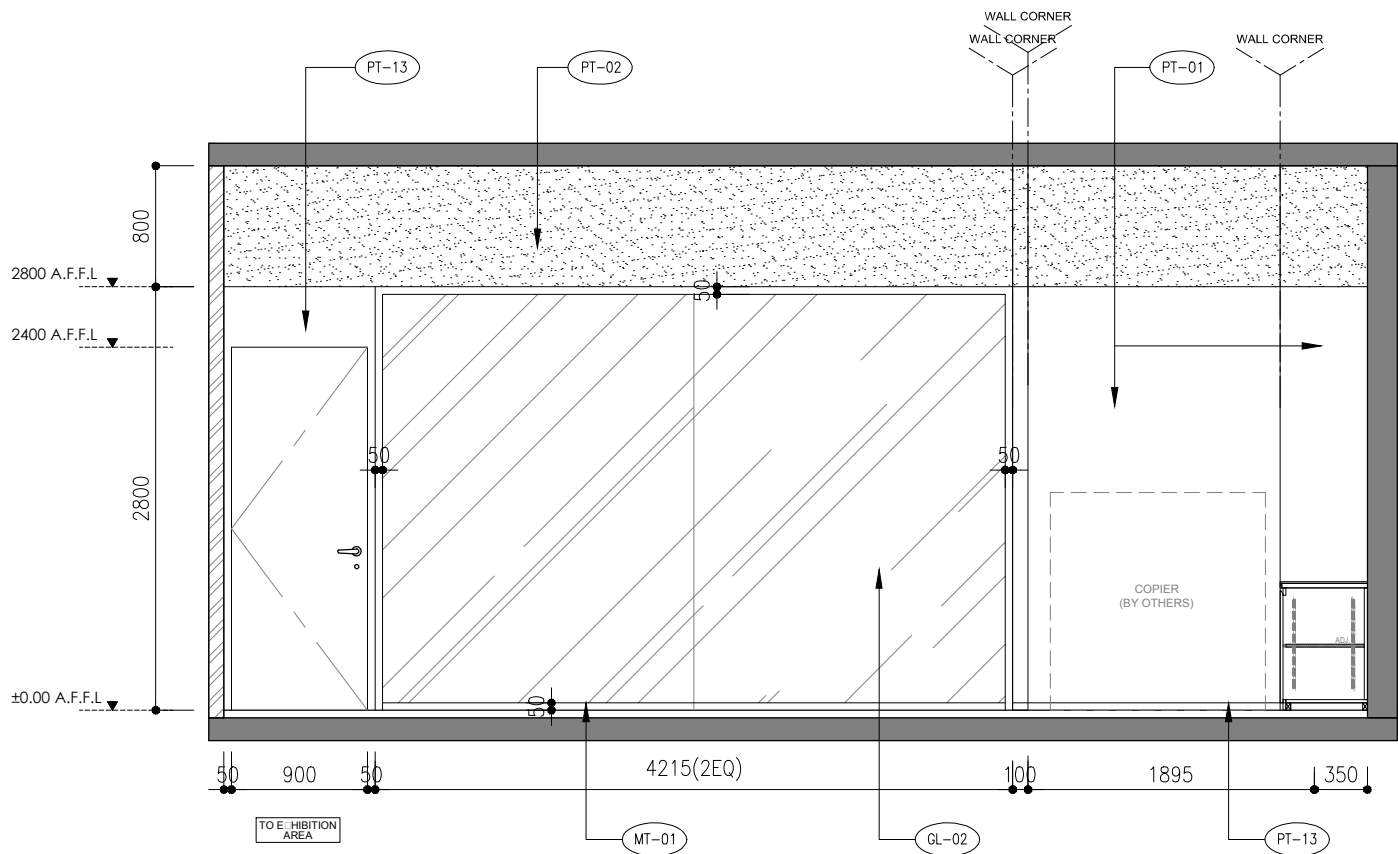
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SCALE 1:25(A1), 1:50(A3)







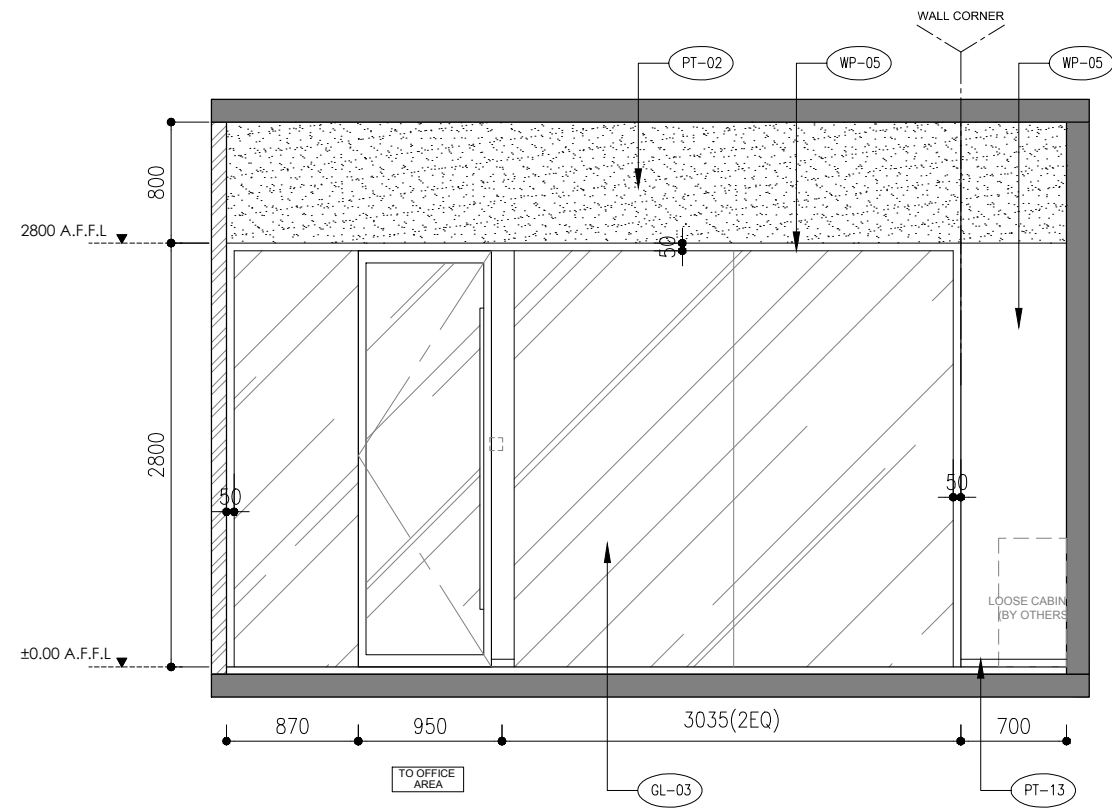
C OFFICE AREA ELEVATION  
EL-14 SCALE 1:50(A3)



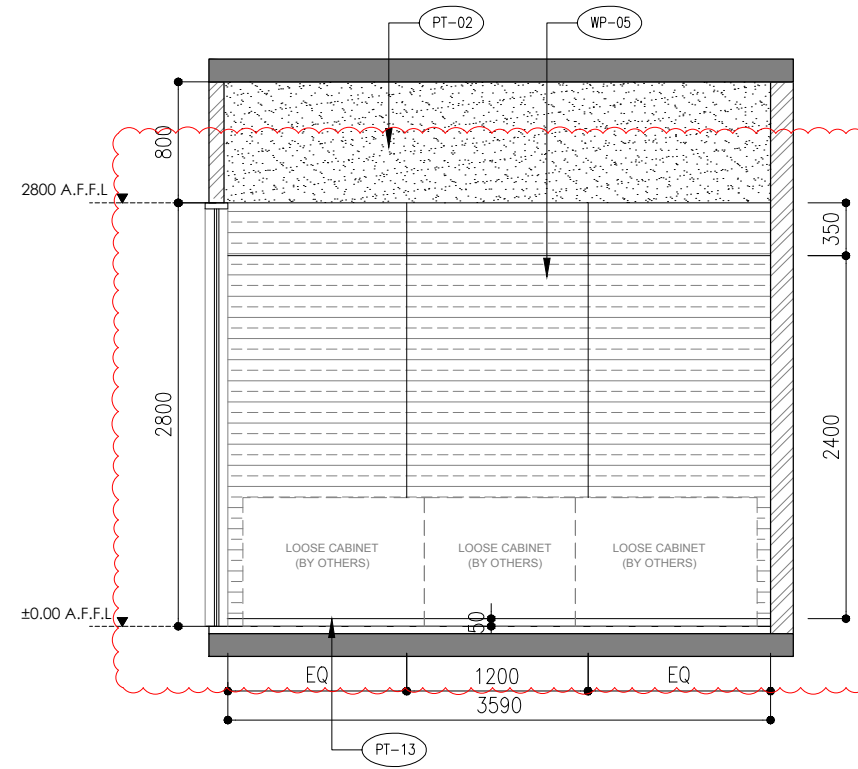
D OFFICE AREA ELEVATION  
EL-14 SCALE 1:50(A3)

ALL THE SITE NEED TO VERIFY ON SITE

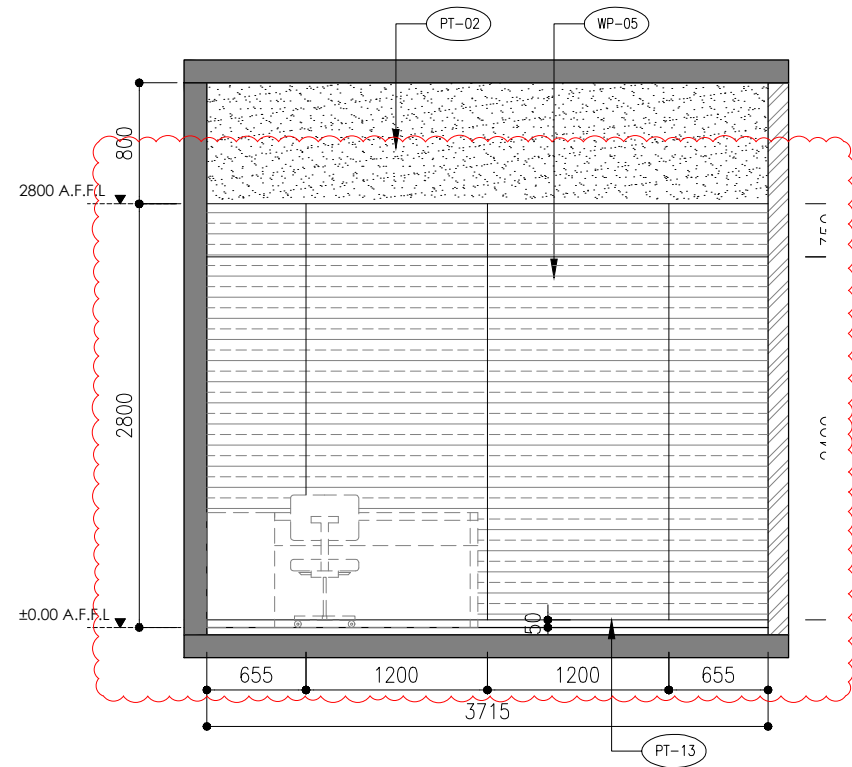
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CLIENT		
CIC Innovation Center (IC)		
PROJECT		
G/F, 44 Tai Yip Street Kowloon Bay, Hong Kong		
DRAWING TITLE		
ELEVATION -OFFICE AREA		
SCALE	DATE	
AS SHOWN	26 . 04 . 2017	
DRAWN BY	DESIGNED BY	
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APPROVED BY		
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PROJECT NO	DWG NO	
APQ-17-0117	EL-14	
CAD FILE REF		
Elevation - office area.dwg		
TENDER DRAWING		



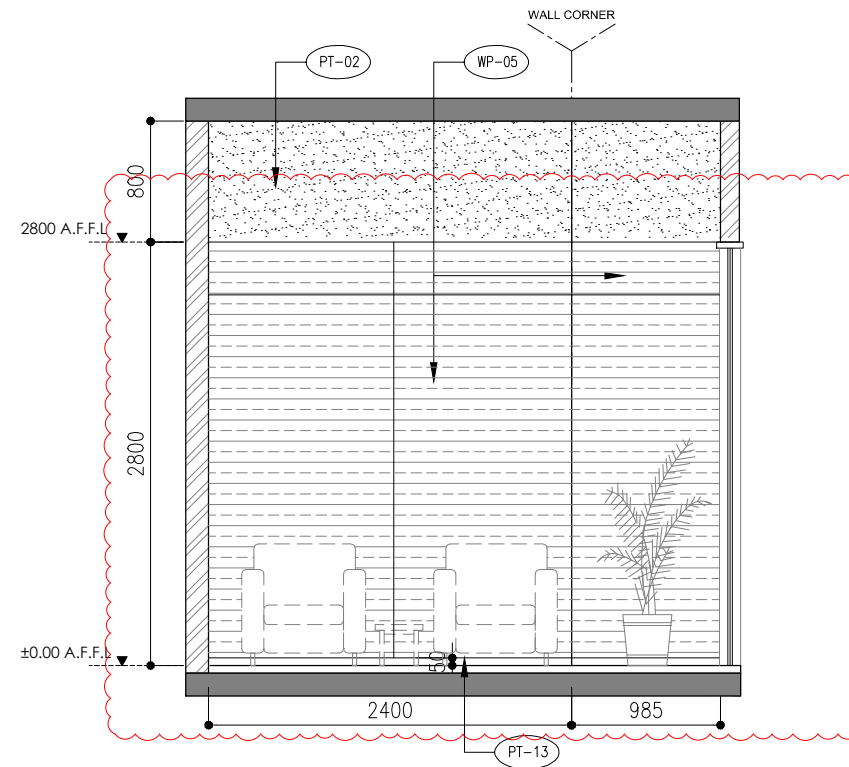
A CEO OFFICE ELEVATION  
EL-15 SCALE 1:50(A3)



B CEO OFFICE ELEVATION  
EL-15 SCALE 1:50(A3)



C CEO OFFICE ELEVATION  
EL-15 SCALE 1:50(A3)



D CEO OFFICE ELEVATION  
EL-15 SCALE 1:50(A3)

REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

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PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
CEO OFFICE

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-15

CAD FILE REF

Elevation - o i e area.dwg

TENDER DRAWING



REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

NOTES		

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FROM FAILURE TO DO SO.

CLIENT

CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-MEETING ROOM

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

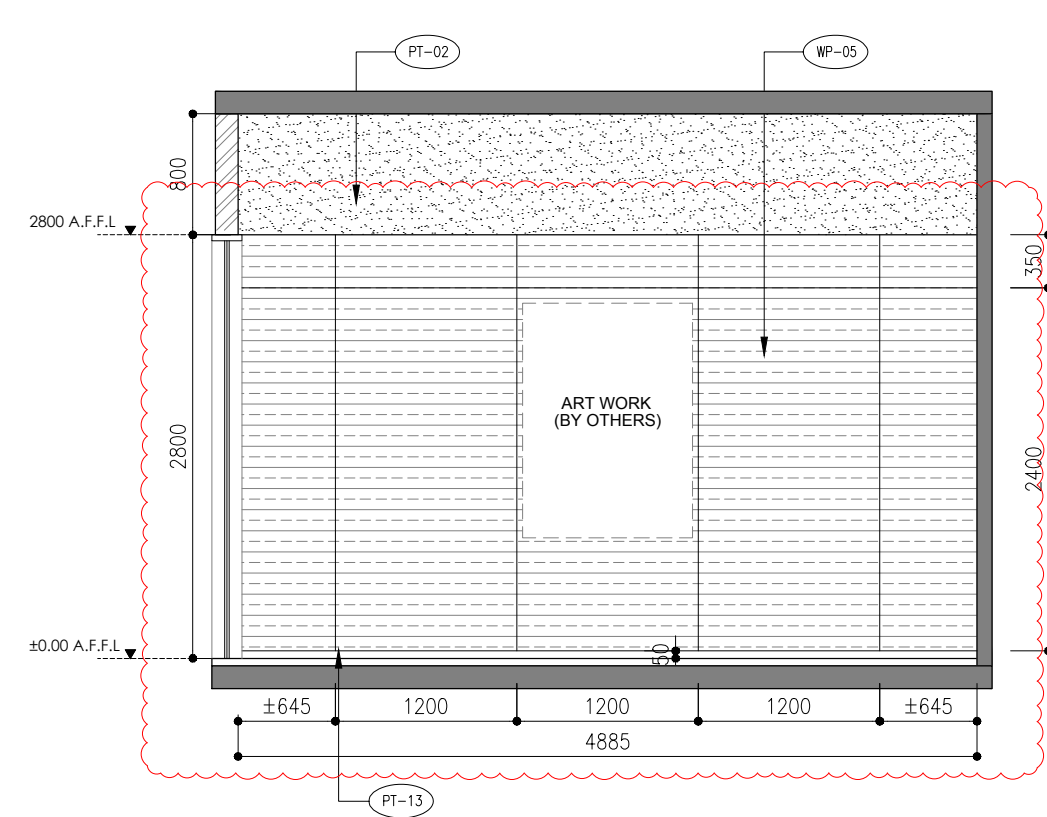
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-16

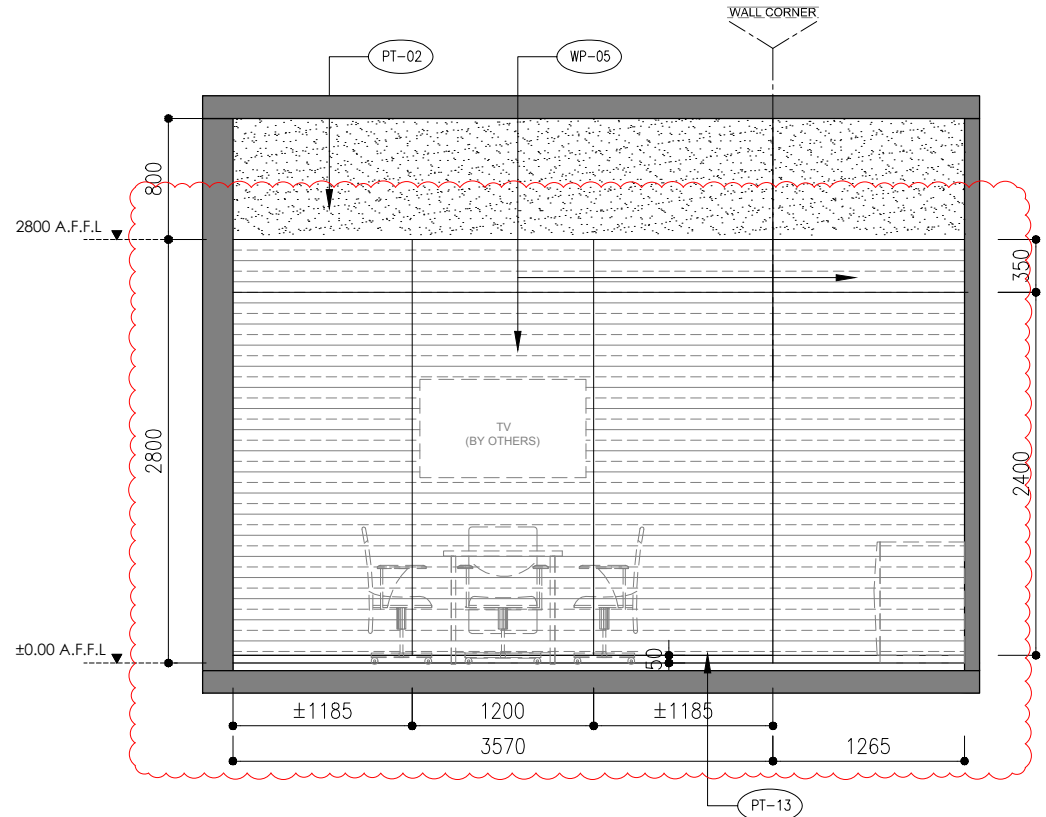
CAD FILE REF

Elevation - o i e area.dwg

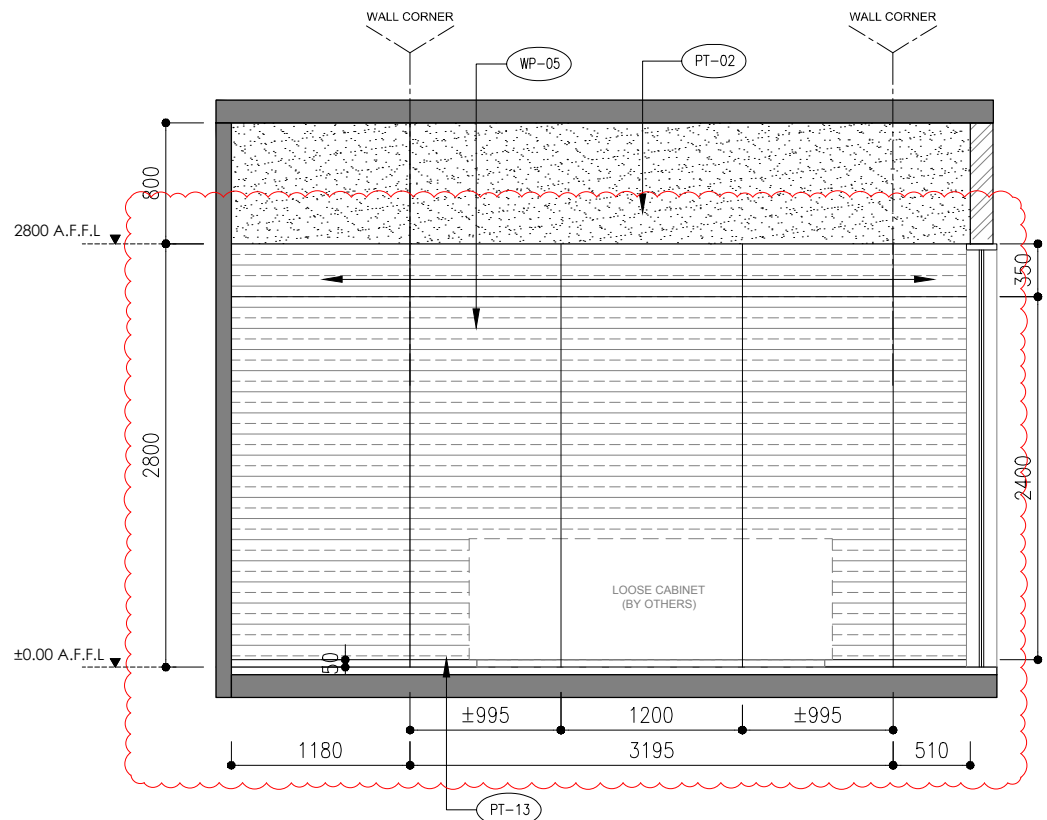
TENDER DRAWING



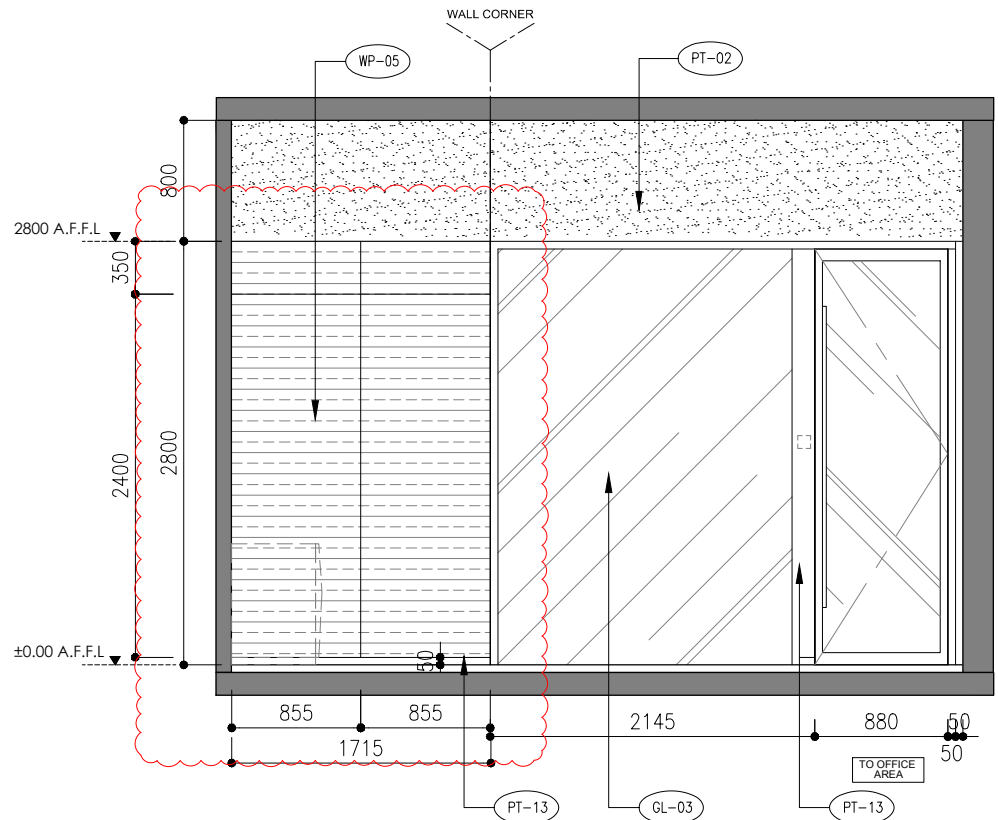
A MEETING ROOM ELEVATION  
EL-16 SCALE 1:50 (A3)



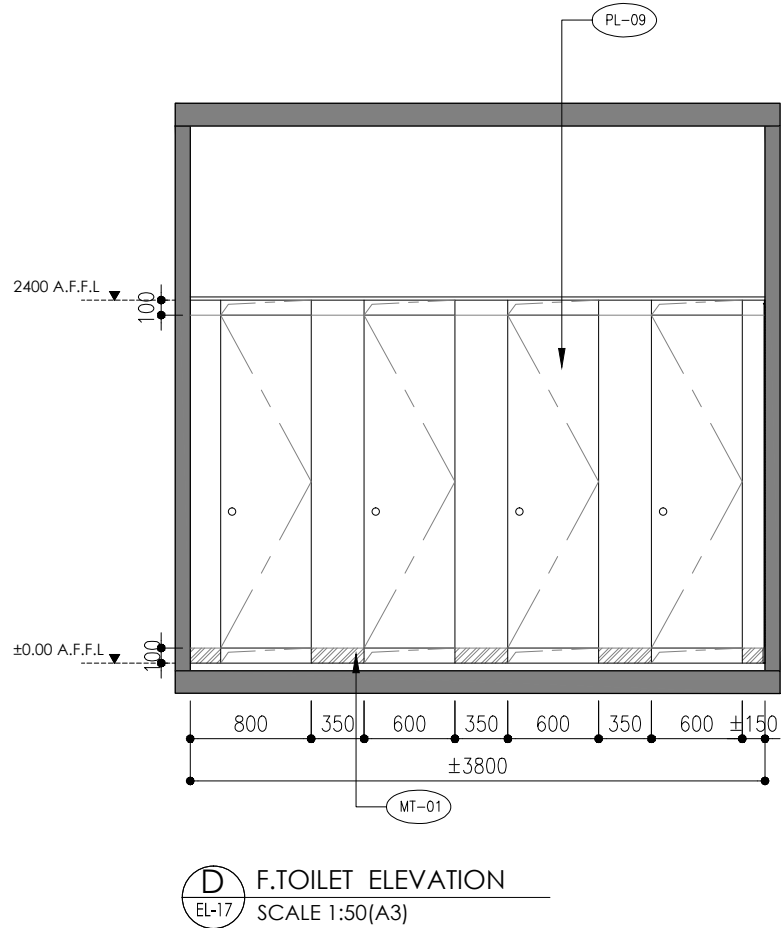
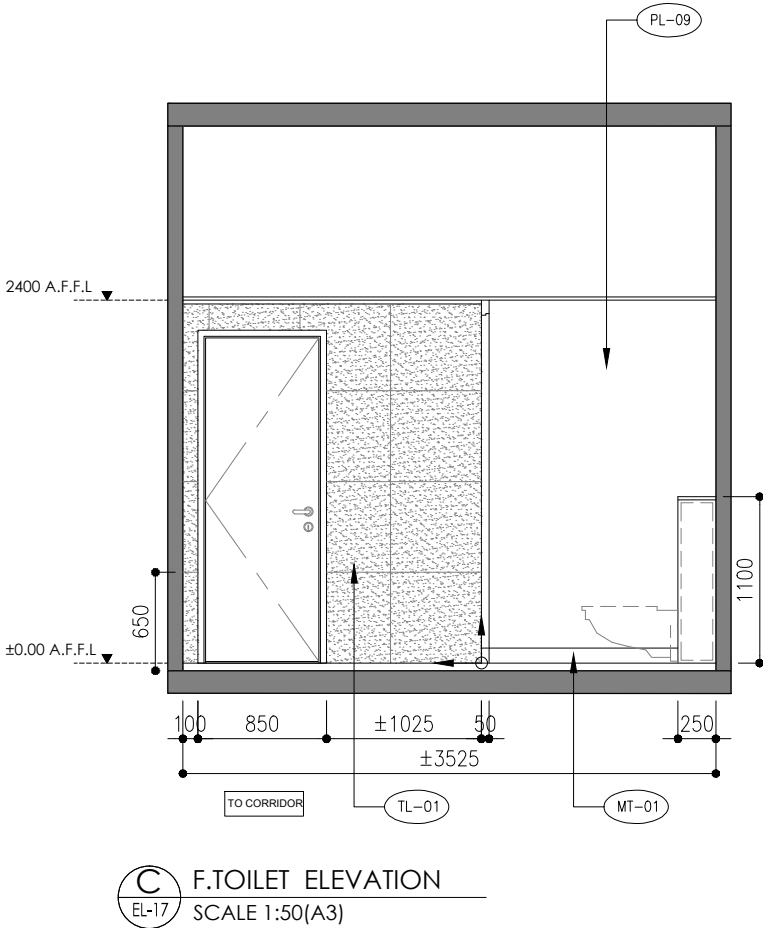
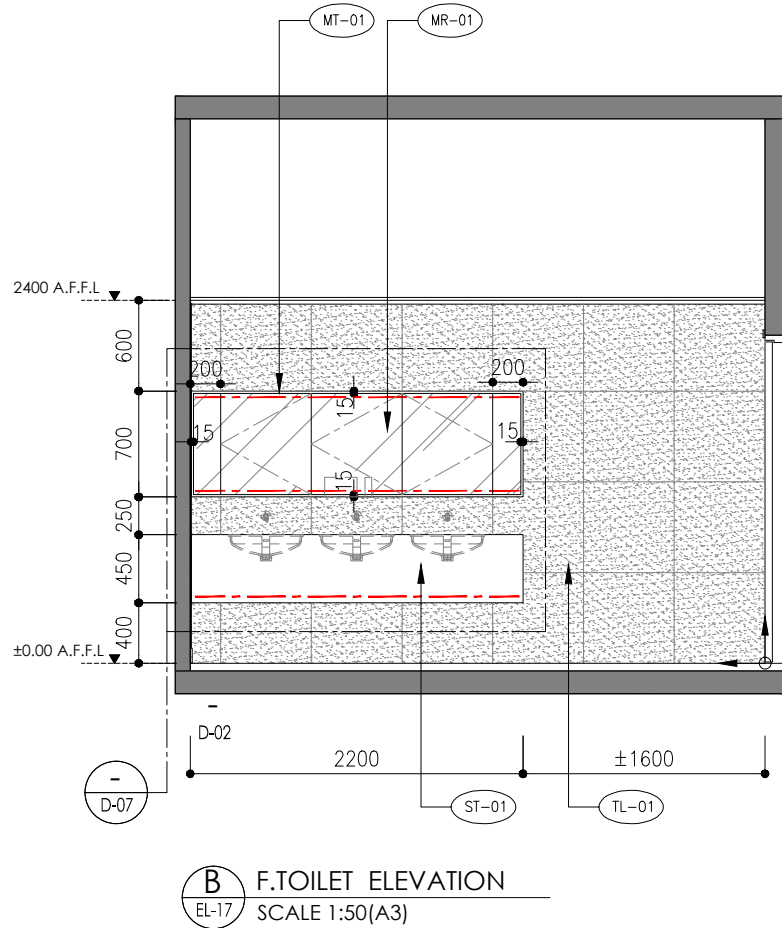
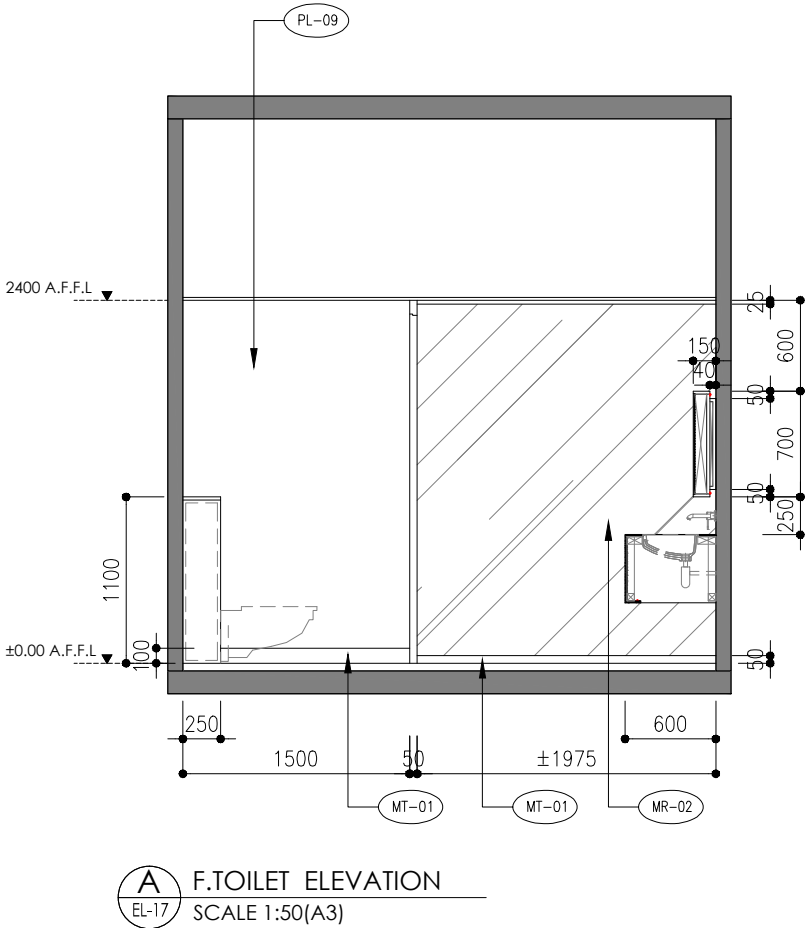
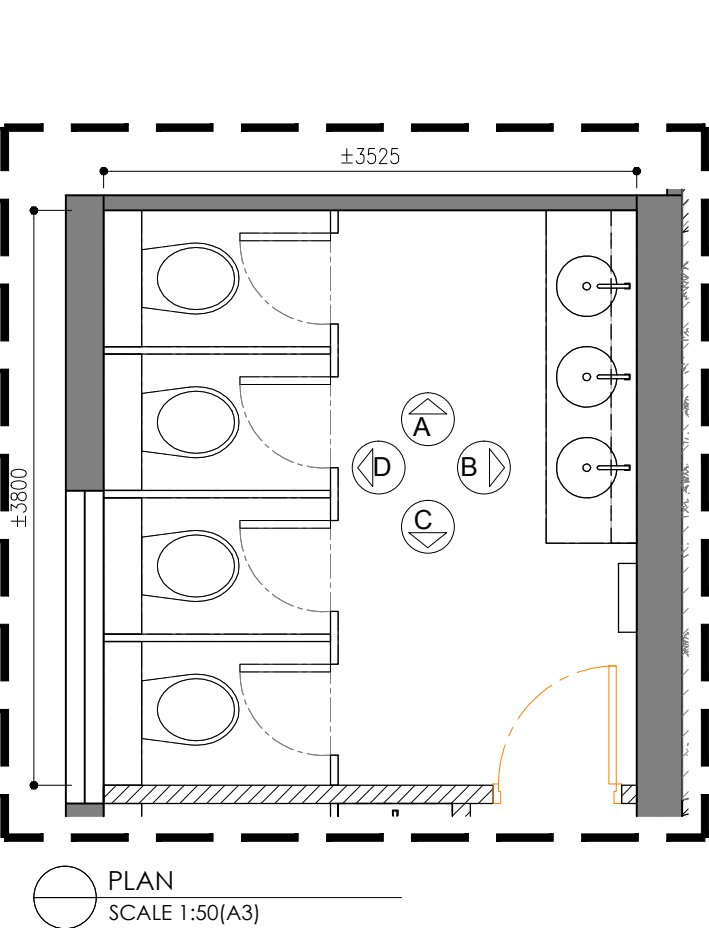
B MEETING ROOM ELEVATION  
EL-16 SCALE 1:50 (A3)



C MEETING ROOM ELEVATION  
EL-16 SCALE 1:50 (A3)



D MEETING ROOM ELEVATION  
EL-16 SCALE 1:50 (A3)



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-F. TOILET

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
IP/ SC	AY

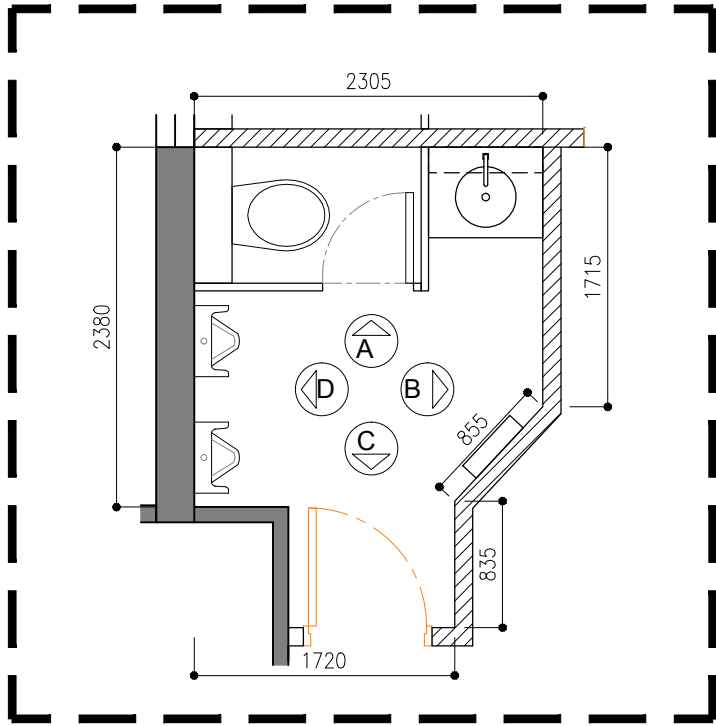
APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	EL-17

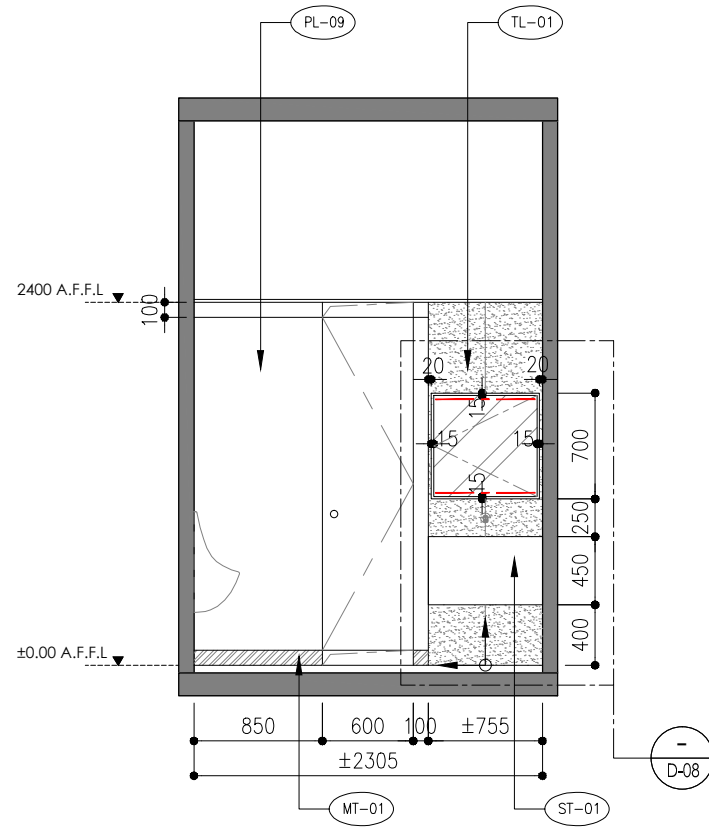
CAD FILE REF

Elevation (Current)-toilet-elevation.dwg

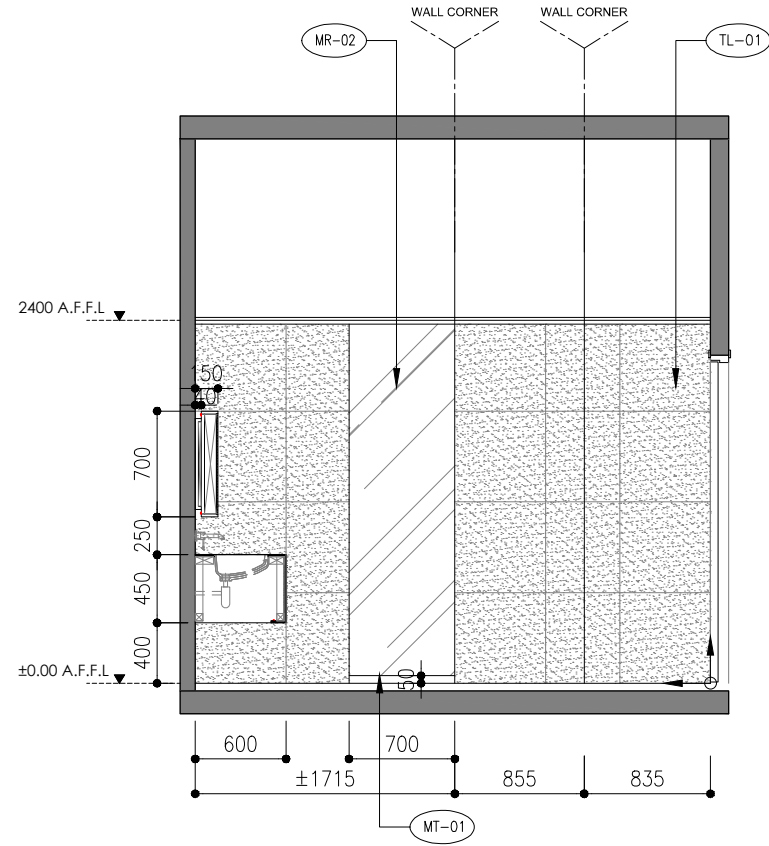
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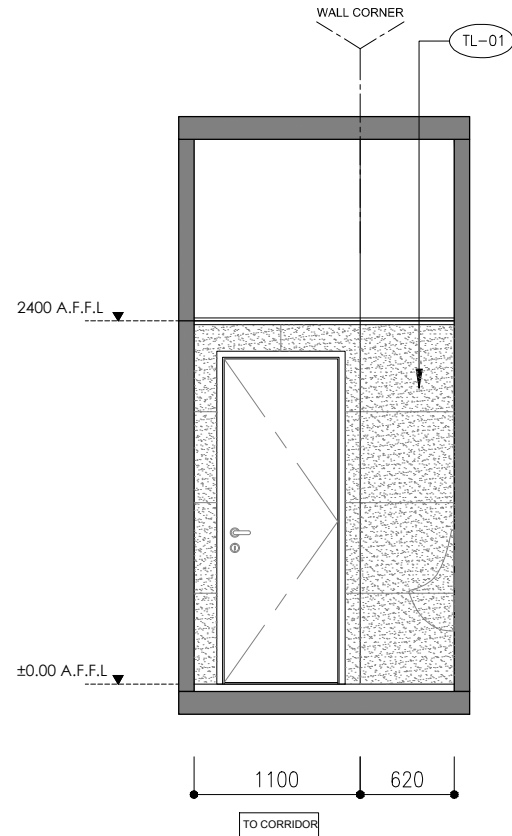
PLAN  
SCALE 1:50(A3)



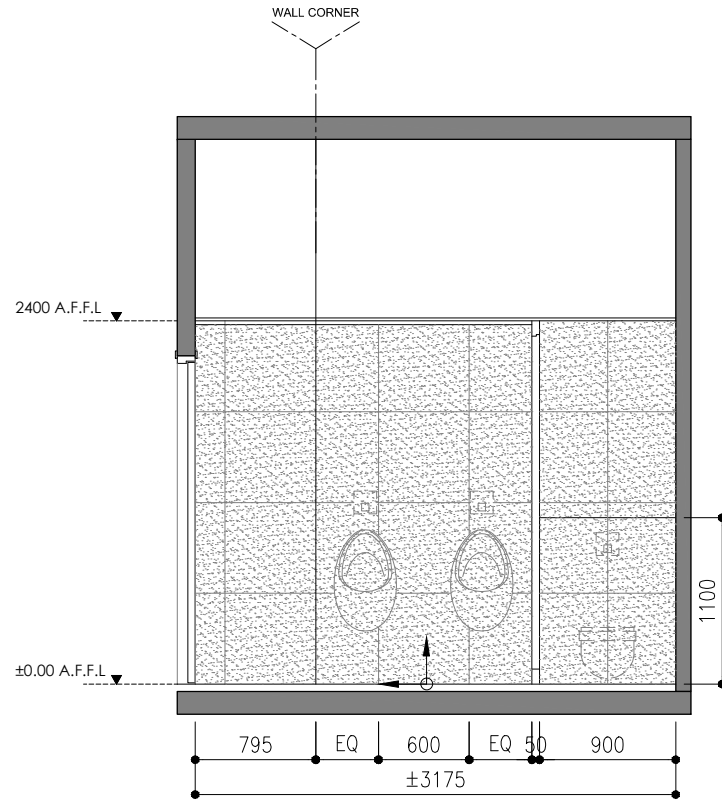
A M. TOILET ELEVATION  
SCALE 1:50(A3)



B M. TOILET ELEVATION  
SCALE 1:50(A3)



C M. TOILET ELEVATION  
SCALE 1:50(A3)



D M. TOILET ELEVATION  
SCALE 1:50(A3)



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-M. TOILET

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
IP/ SC	AY

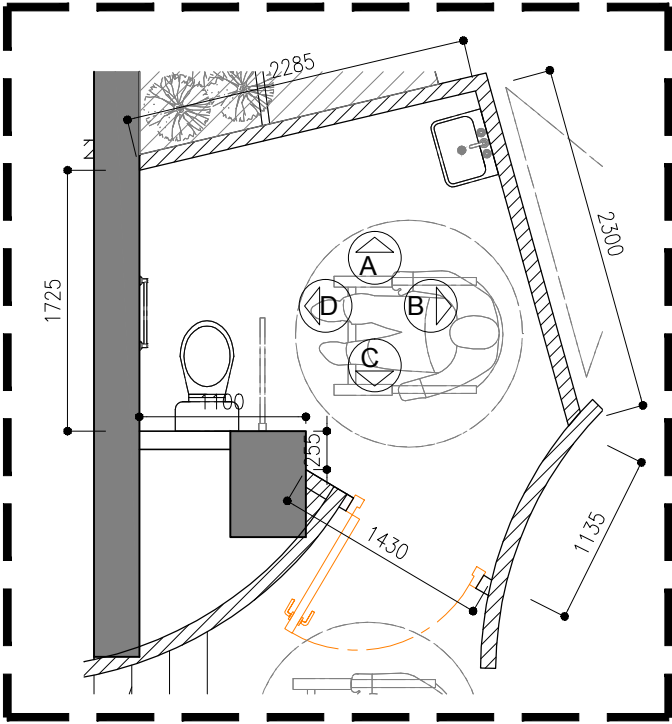
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-18

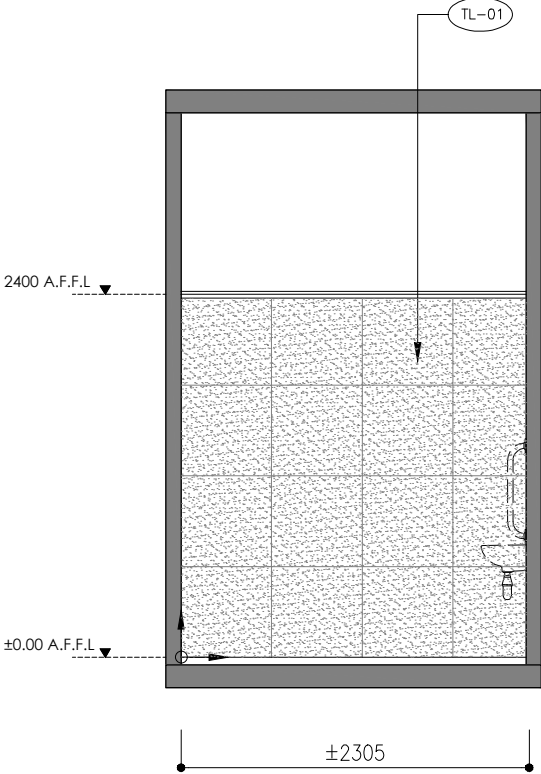
CAD FILE REF

Elevation (current)-toilet-elevation.dwg

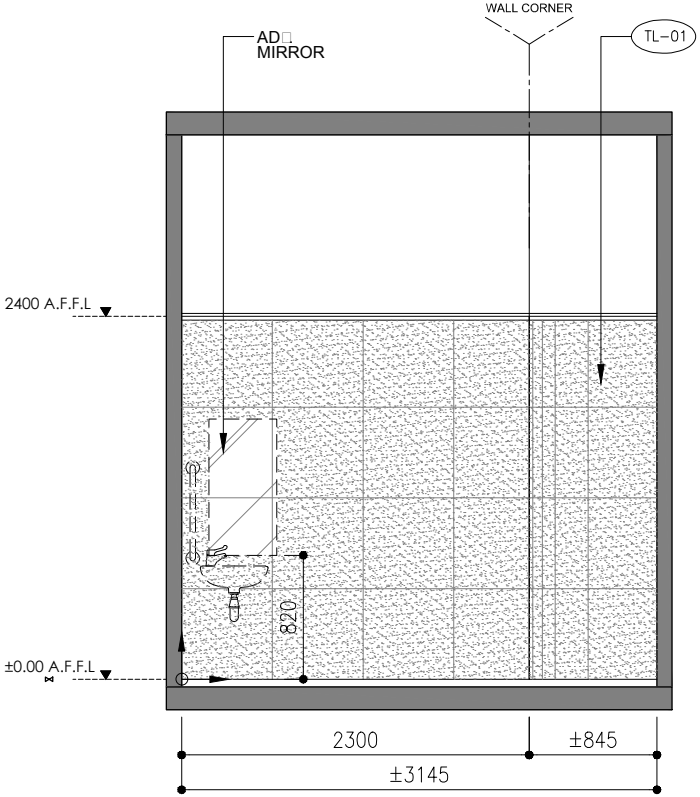
TENDER DRAWING



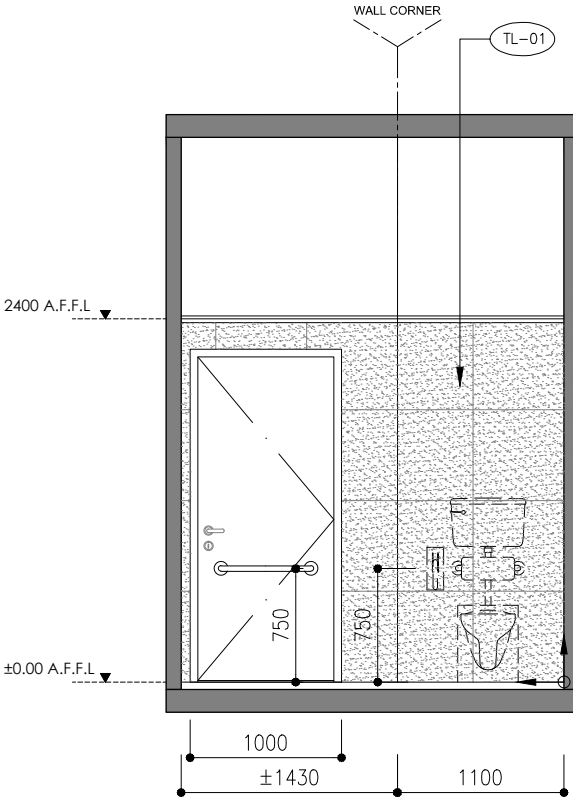
PLAN  
SCALE 1:50(A3)



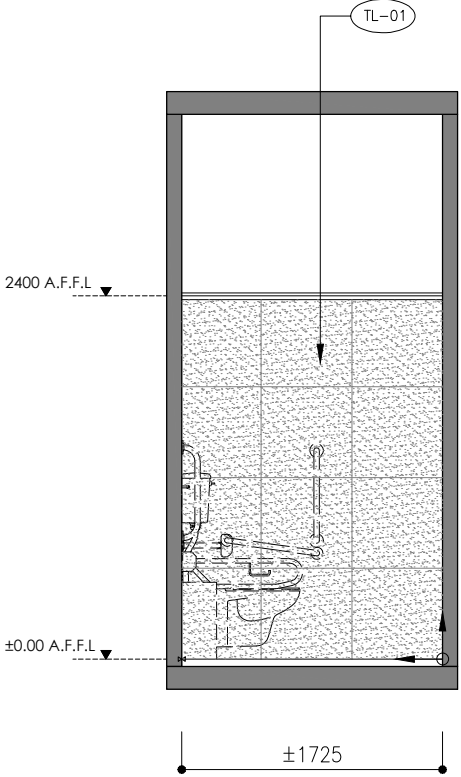
A D. TOILET ELEVATION  
SCALE 1:50(A3)



B D. TOILET ELEVATION  
SCALE 1:50(A3)



C D. TOILET ELEVATION  
SCALE 1:50(A3)



D D. TOILET ELEVATION  
SCALE 1:50(A3)



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-DISABLE TOILET

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
IP/ SC	AY

APPROVED BY

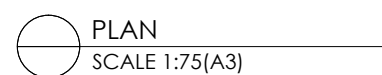
DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-19

CAD FILE REF

Elevation (Current)-toilet setting room.dwg

TENDER DRAWING



[illegible]

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CIC Innovation Center (IC)

PROJECT

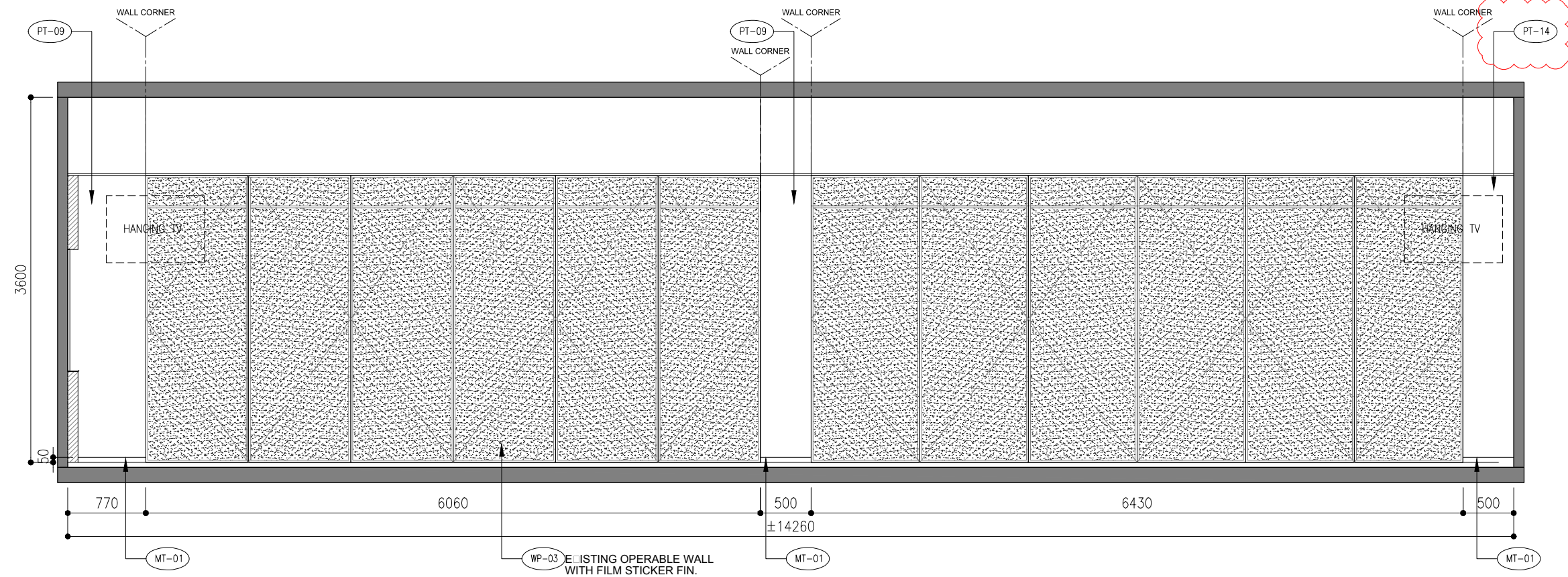
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

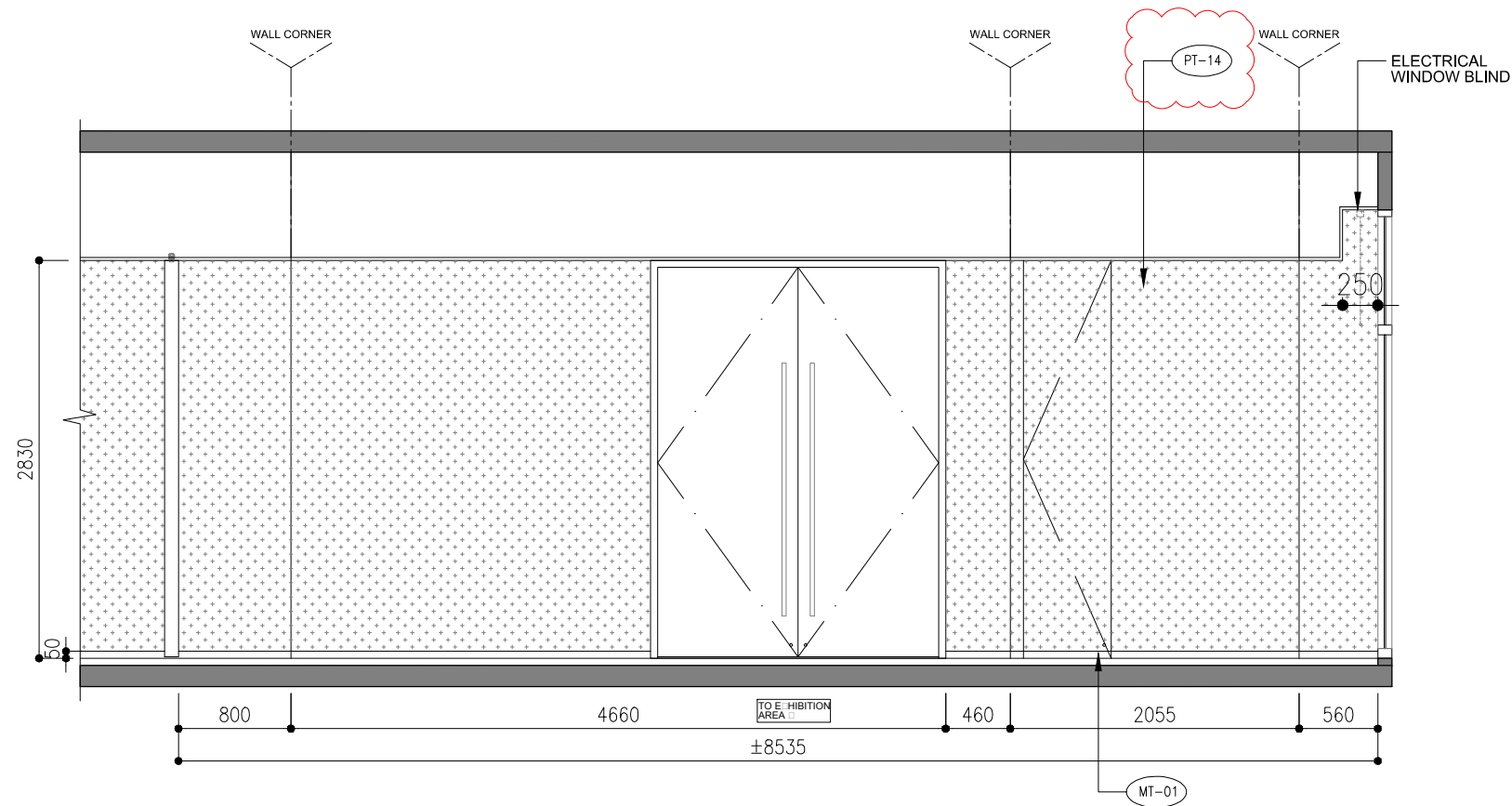
ELEVATION  
- CORRIDOR

SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
IP/ SC	AY
APPROVED BY	

DATE  
PROJECT NO DWG NO  
APQ-17-0117 EL-20  
CAD FILE REF  
Elevation ( )rent-toilet eeting roo .dwg  
TENDER DRAWING



**A** FOCUS GROUP MEETING RM1 ELEVATION  
EL-21 SCALE 1:50(A3)



**B** FOCUS GROUP MEETING RM1 ELEVATION  
EL-21 SCALE 1:50(A3)



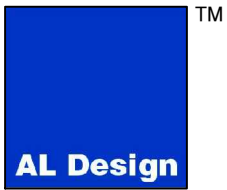
REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

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CLIENT	
CIC Innovation Center (IC)	
PROJECT	
G/F, 44 Tai Yip Street Kowloon Bay, Hong Kong	
DRAWING TITLE	
ELEVATION -FOCUS GROUP MEETING RM. □	
SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
IP/ SC	AY
APPROVED BY	
DATE	
PROJECT NO	DWG NO
APQ-17-0117	EL-21
CAD FILE REF	
Elevation (□rent)-toilet□eeting room□.dwg	
TENDER DRAWING	



REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-FOCUS GROUP MEETING RM. □

SCALE	DATE
AS SHOWN	26 . 04 . 2017

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IP/ SC	AY

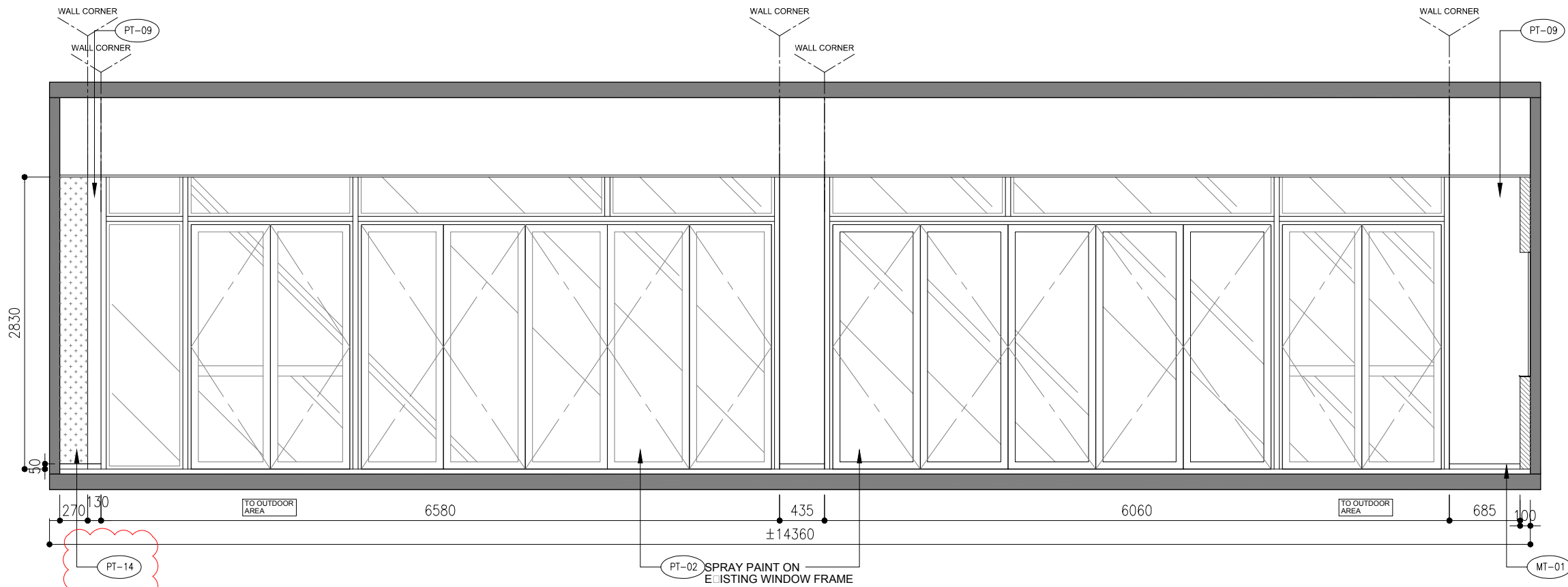
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-22

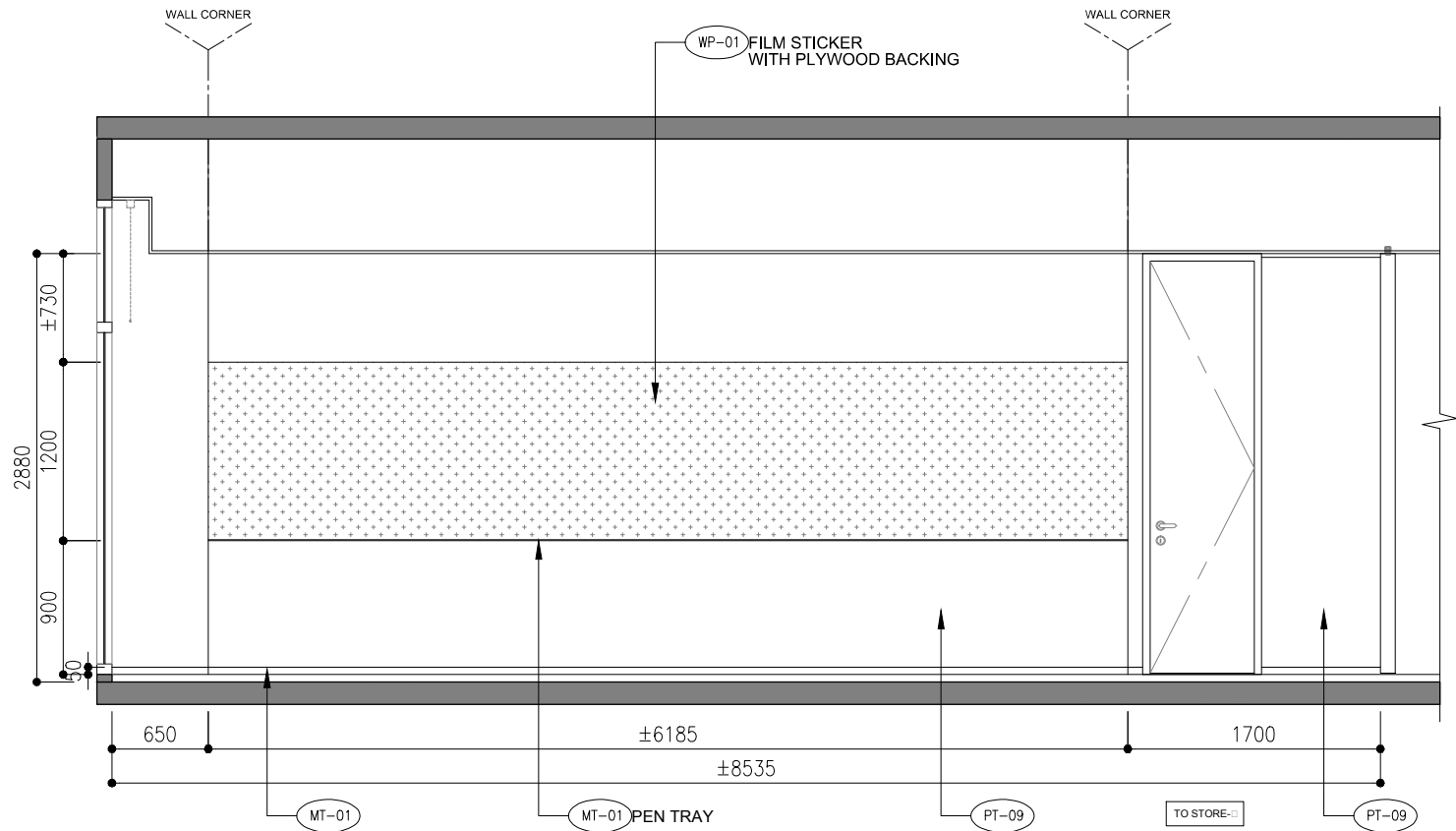
CAD FILE REF

Elevation (□rent)-toilet□eeting room□.dwg

TENDER DRAWING



C FOCUS GROUP MEETING RM1 ELEVATION  
EL-22 SCALE 1:50(A3)



D FOCUS GROUP MEETING RM1 ELEVATION  
EL-22 SCALE 1:50(A3)



REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
-FOCUS GROUP MEETING RM □

SCALE	DATE
AS SHOWN	26 . 04 . 2017

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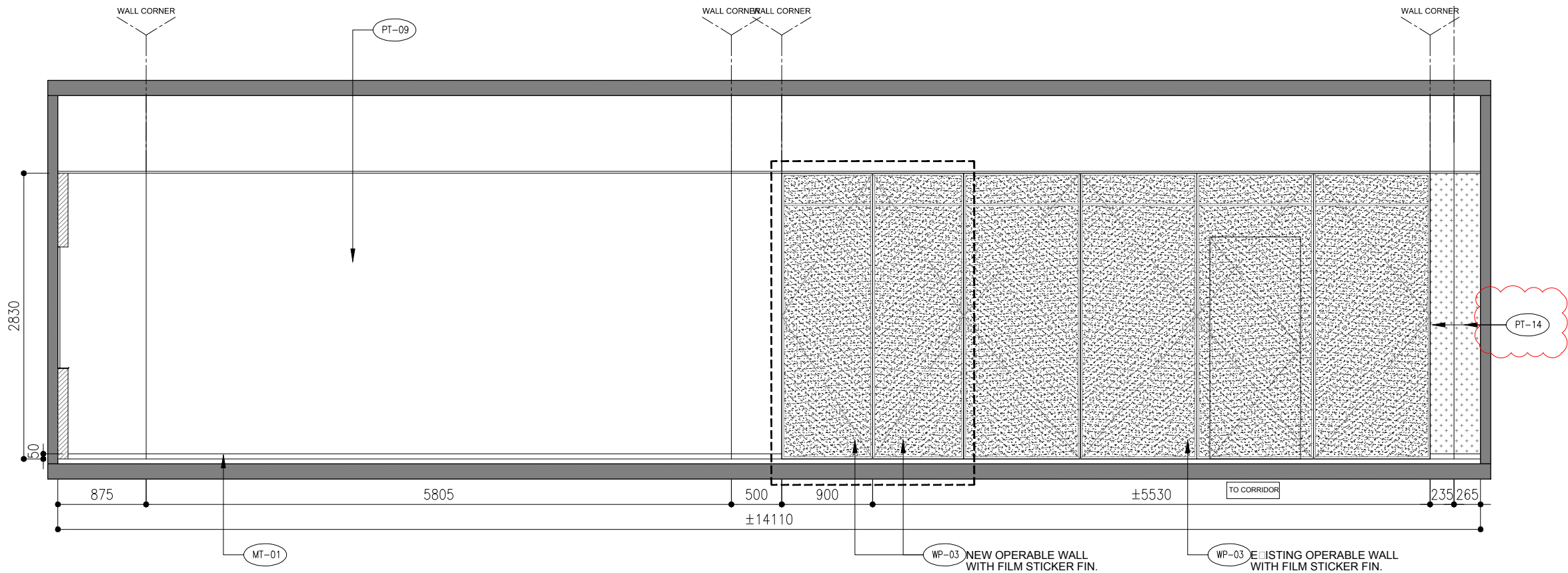
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-23

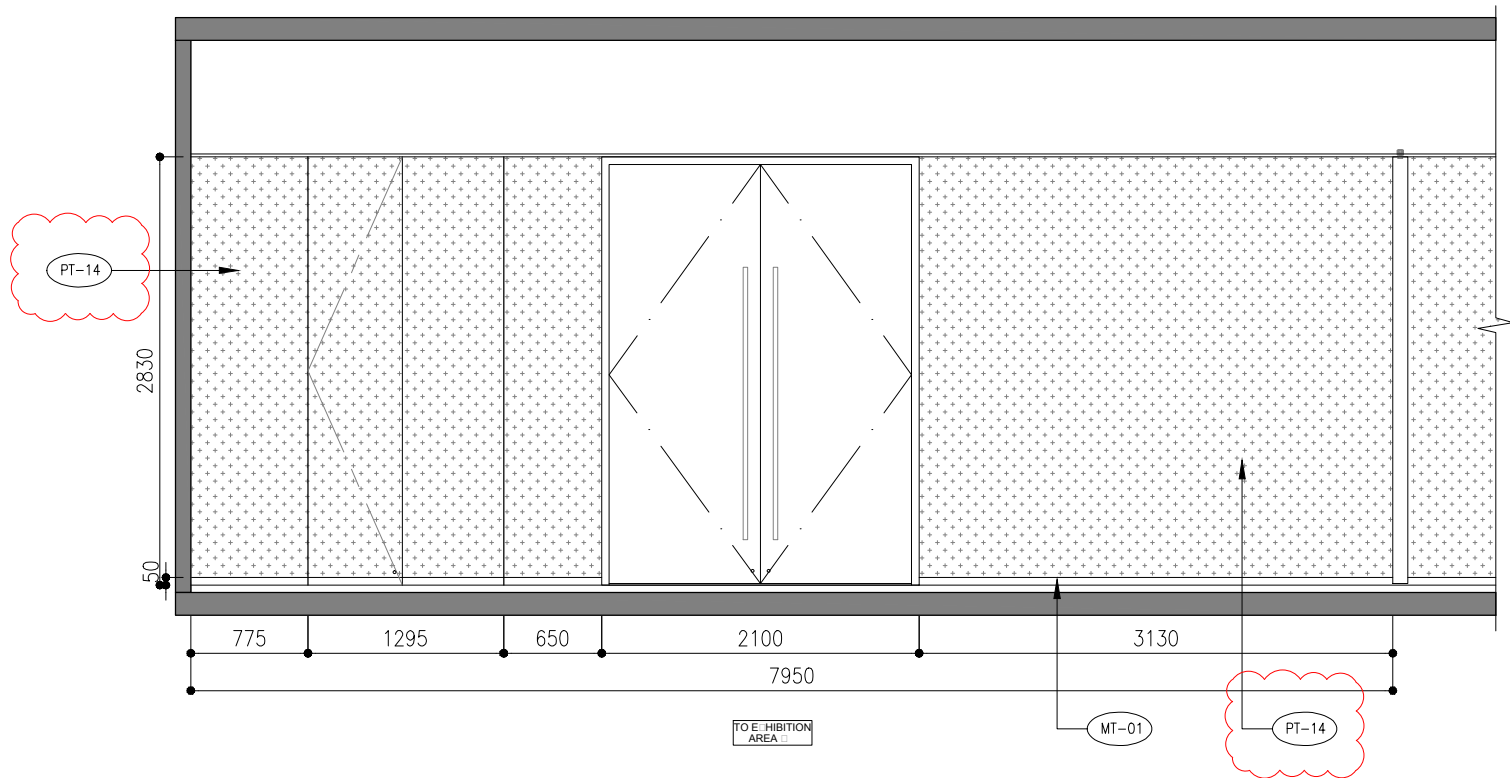
CAD FILE REF

Elevation (□rent)-toilet□eeting room□.dwg

TENDER DRAWING

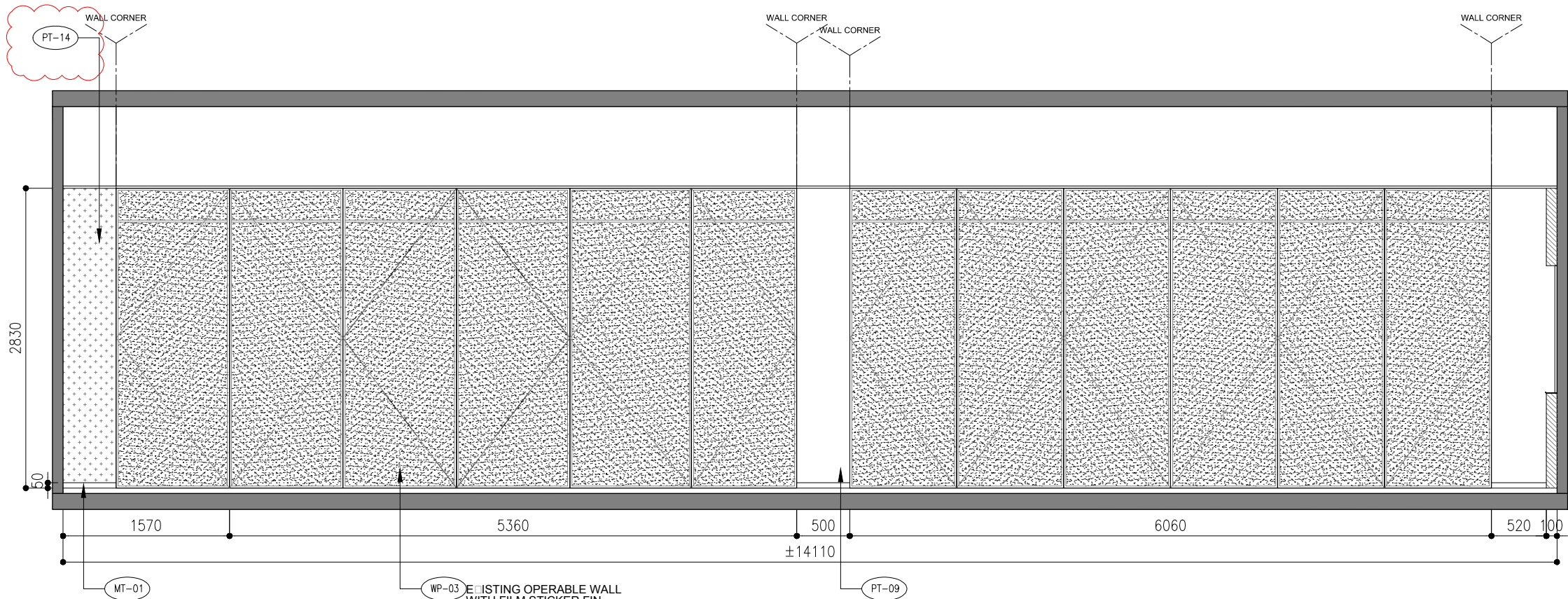


**A** FOCUS GROUP MEETING RM2 ELEVATION  
EL-23  
SCALE 1:50(A3)

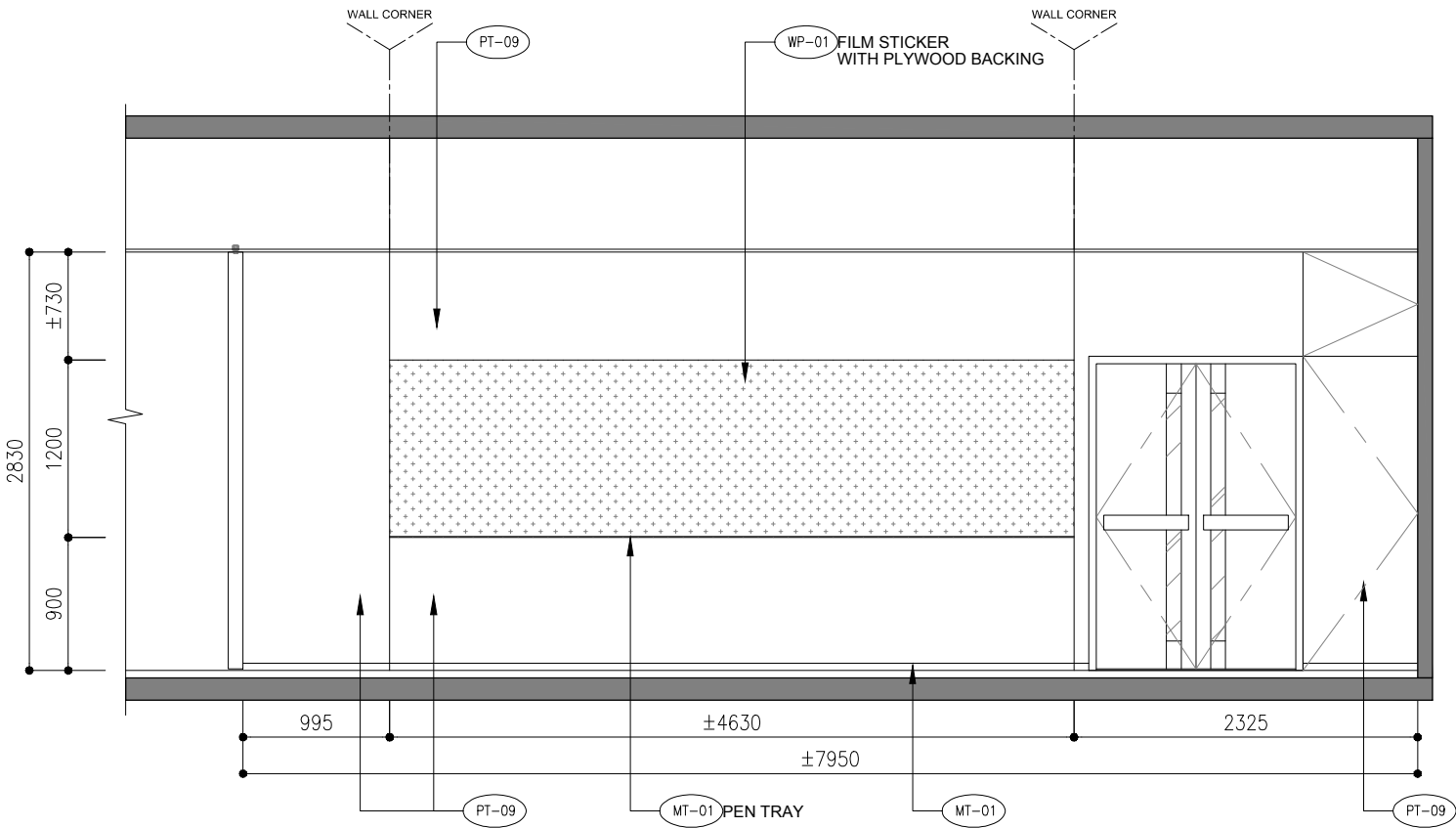


**B** FOCUS GROUP MEETING RM2 ELEVATION  
EL-23  
SCALE 1:50(A3)





**C** FOCUS GROUP MEETING RM2 ELEVATION  
EL-25 SCALE 1:50(A3)



**D** FOCUS GROUP MEETING RM2 ELEVATION  
EL-25 SCALE 1:50(A3)



REVISION		
REV.	DESCRIPTION	DATE
1	CLIENT COMMENT	11-05-2017

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CIC Innovation Center (IC)

PROJECT

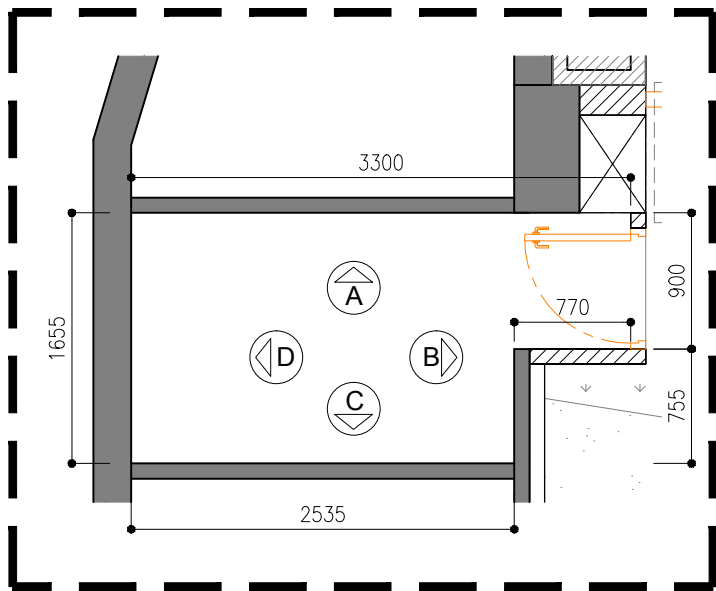
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

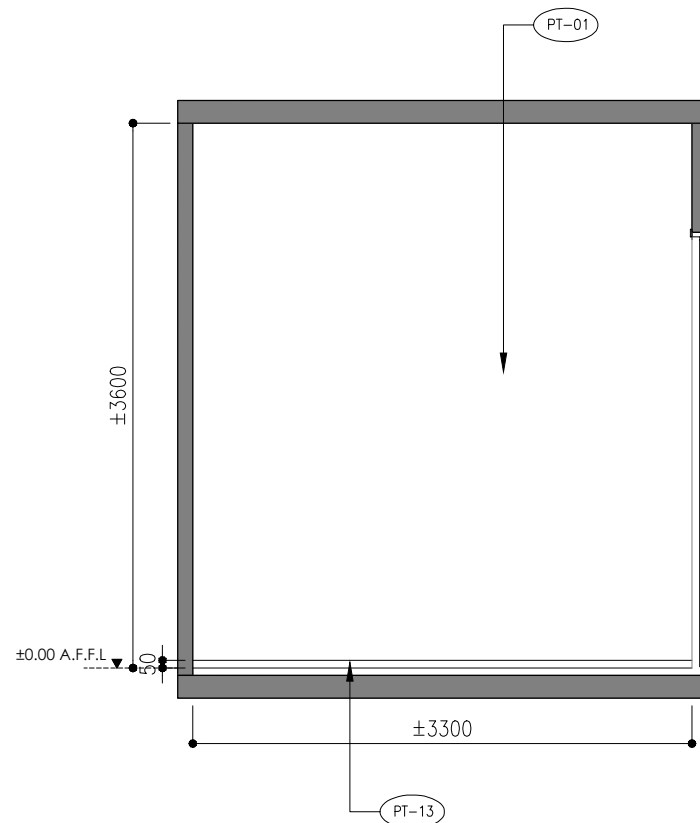
ELEVATION  
-FOCUS GROUP MEETING RM

SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
IP/ SC	AY
APPROVED BY	

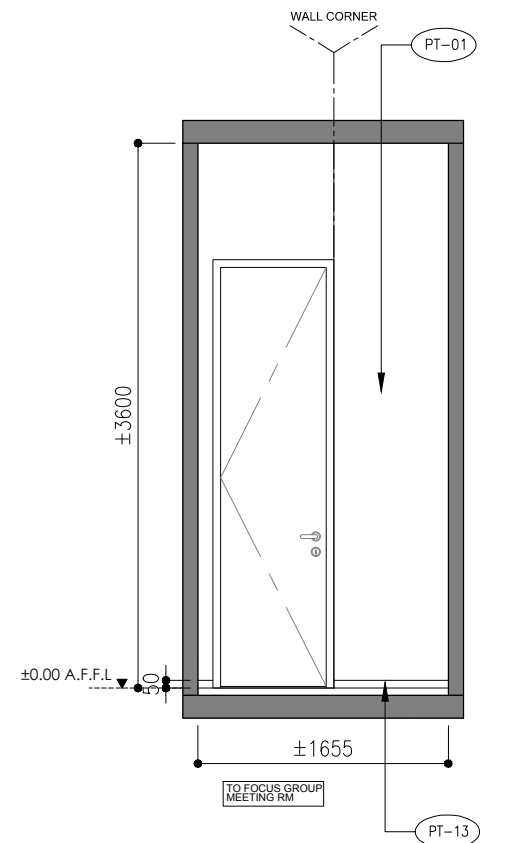
DATE	PROJECT NO	DWG NO
	APQ-17-0117	EL-24
CAD FILE REF		
Elevation (urrent)-toilet eeting room.dwg		
TENDER DRAWING		



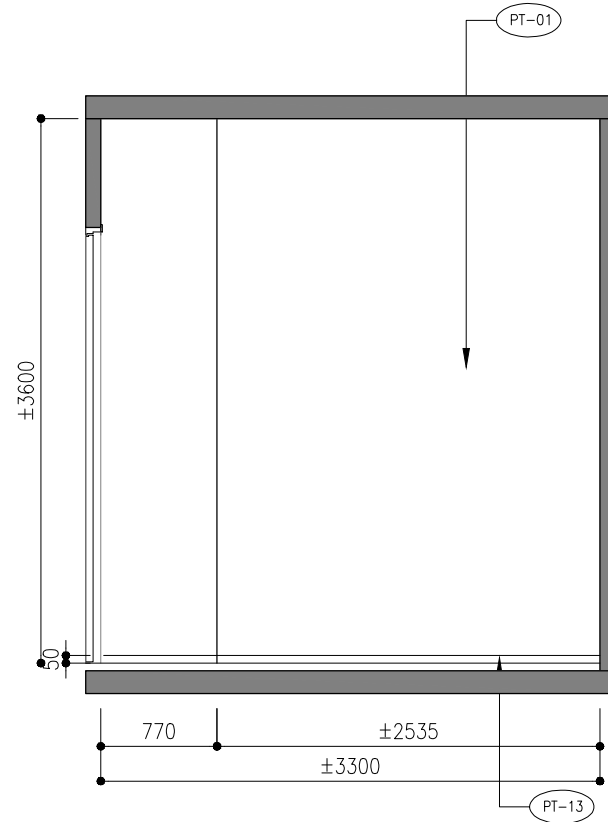
PLAN  
SCALE 1:50(A3)



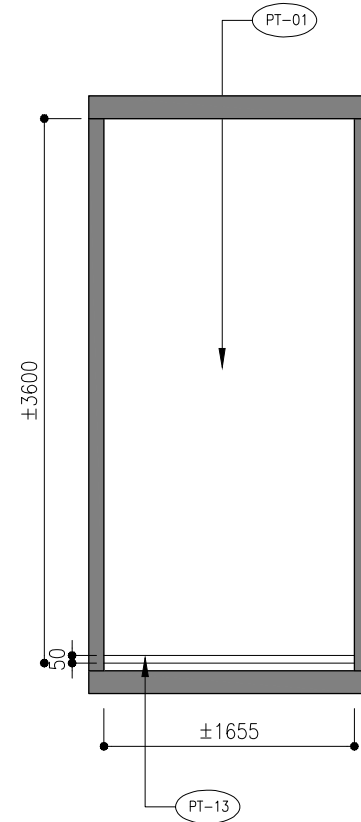
A STORE-2 ELEVATION  
SCALE 1:50(A3)



B STORE-2 ELEVATION  
SCALE 1:50(A3)



C STORE-2 ELEVATION  
SCALE 1:50(A3)



D STORE-2 ELEVATION  
SCALE 1:50(A3)



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

ELEVATION  
- STORE-□

SCALE	DATE
AS SHOWN	26 . 04 . 2017

DRAWN BY	DESIGNED BY
IP/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO

APQ-17-0117 EL-25

CAD FILE REF

Elevation (□□rent)-toilet□□eeting room□.dwg

TENDER DRAWING

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

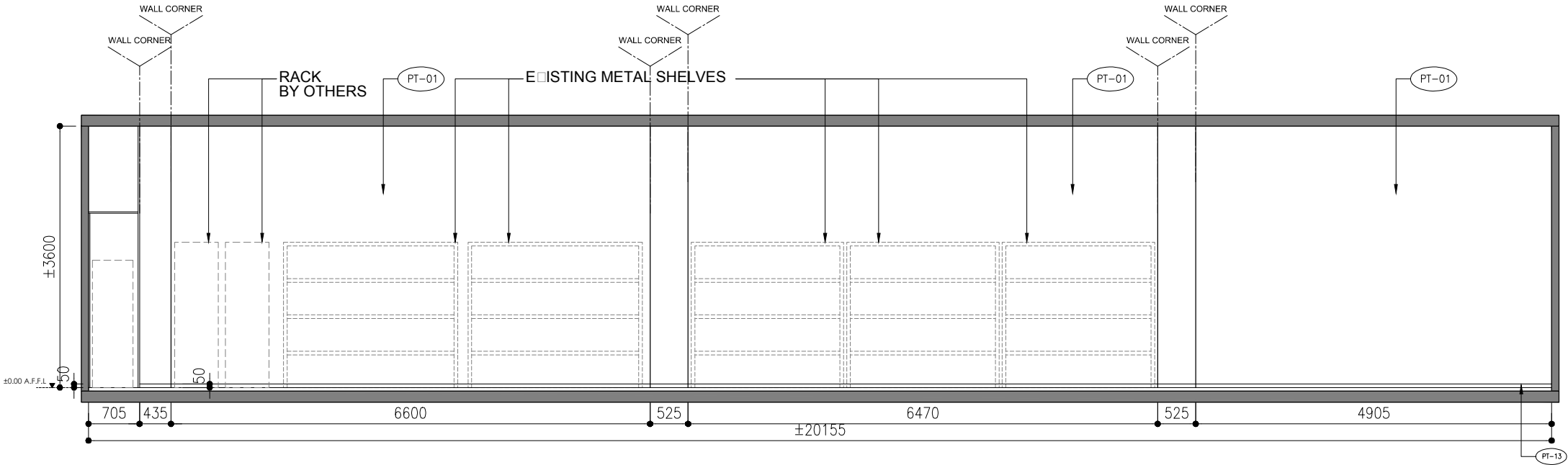
DRAWING TITLE

ELEVATION  
-BOH

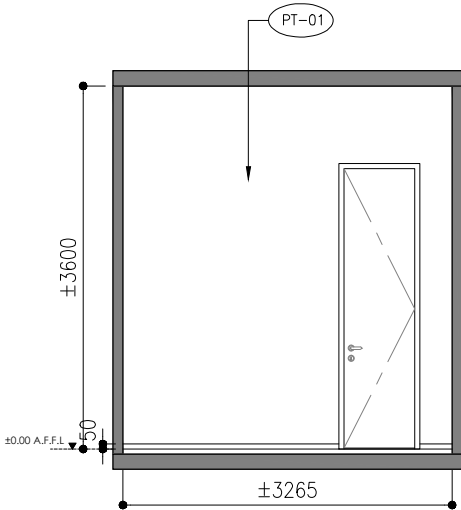
SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
IP/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	EL-26
CAD FILE REF	
Elevation (Current)-toilet meeting room.dwg	
TENDER DRAWING	



**A** BOH ELEVATION  
EL-26 SCALE 1:75(A3)



**B** BOH ELEVATION  
EL-26 SCALE 1:75(A3)



REVISION		
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

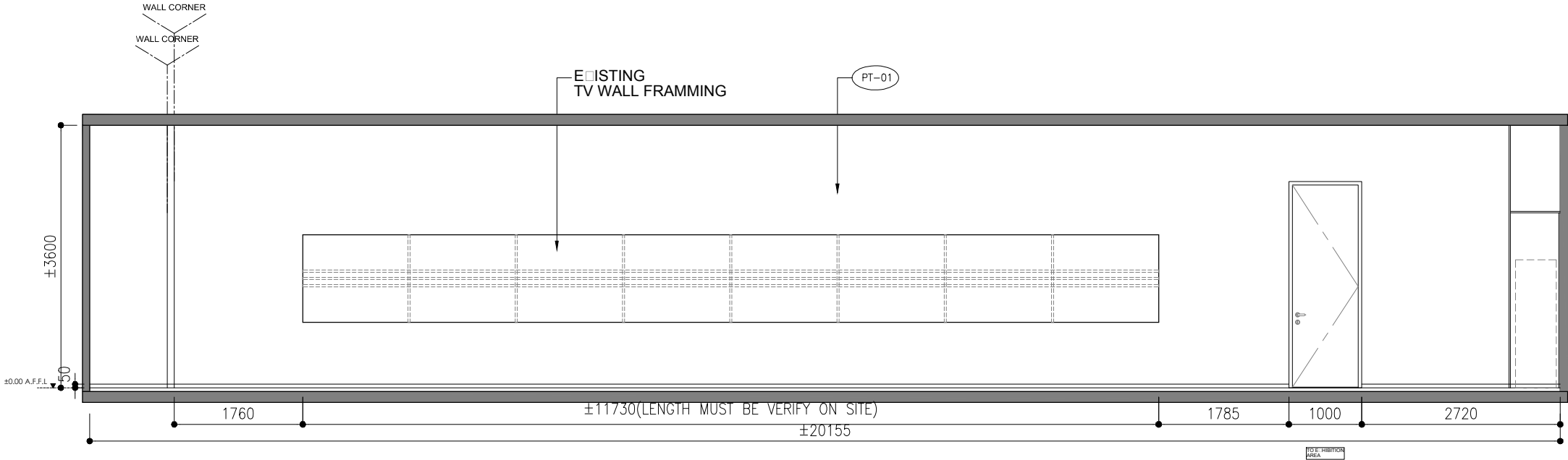
DRAWING TITLE

ELEVATION  
-BOH

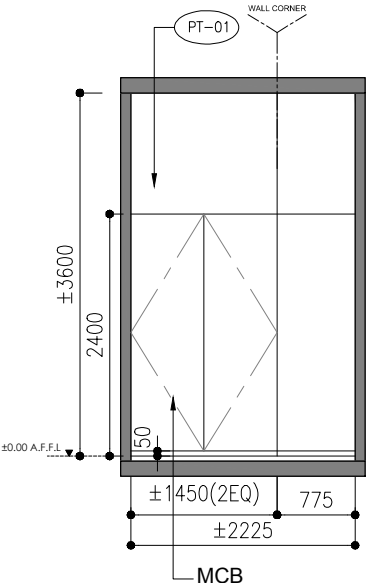
SCALE	DATE
AS SHOWN	26 . 04 . 2017
DRAWN BY	DESIGNED BY
IP/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	EL-27
CAD FILE REF	
Elevation (Current)-toilet meeting room.dwg	
TENDER DRAWING	



C BOH ELEVATION  
SCALE 1:75(A3)



D BOH ELEVATION  
SCALE 1:75(A3)

REVISION		
REV.	DESCRIPTION	DATE
1	GENERAL REVISION	11-05-2017

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PROJECT

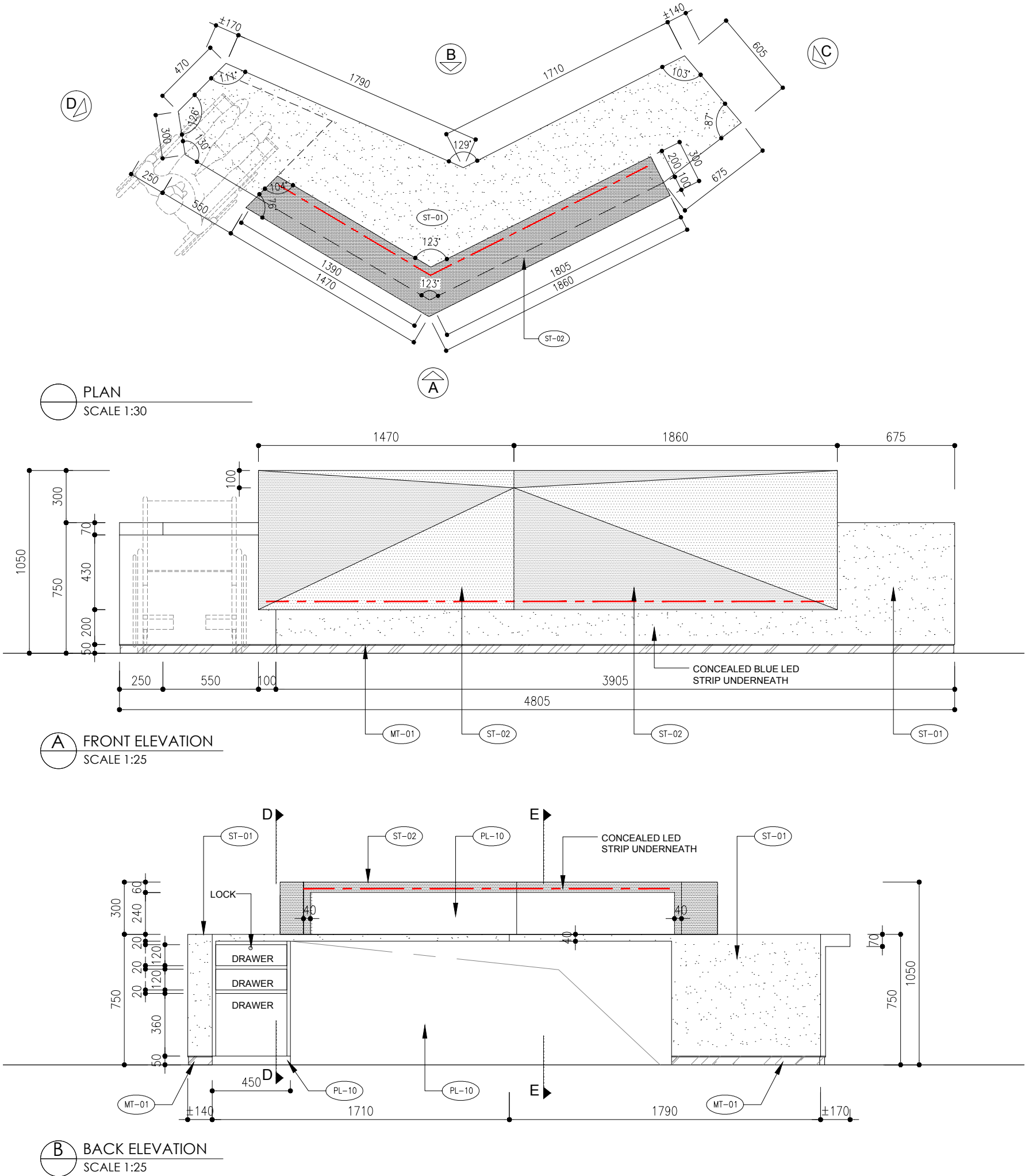
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
-RECEPTION COUNTER

SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-01A
CAD FILE REF	Detail (Current).dwg
TENDER DRAWING	



ALL THE SIDE NEED TO VERIFY ON SITE

REVISION		
REV.	DESCRIPTION	DATE
1	GENERAL REVISION	11-05-2017

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FROM FAILURE TO DO SO.

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

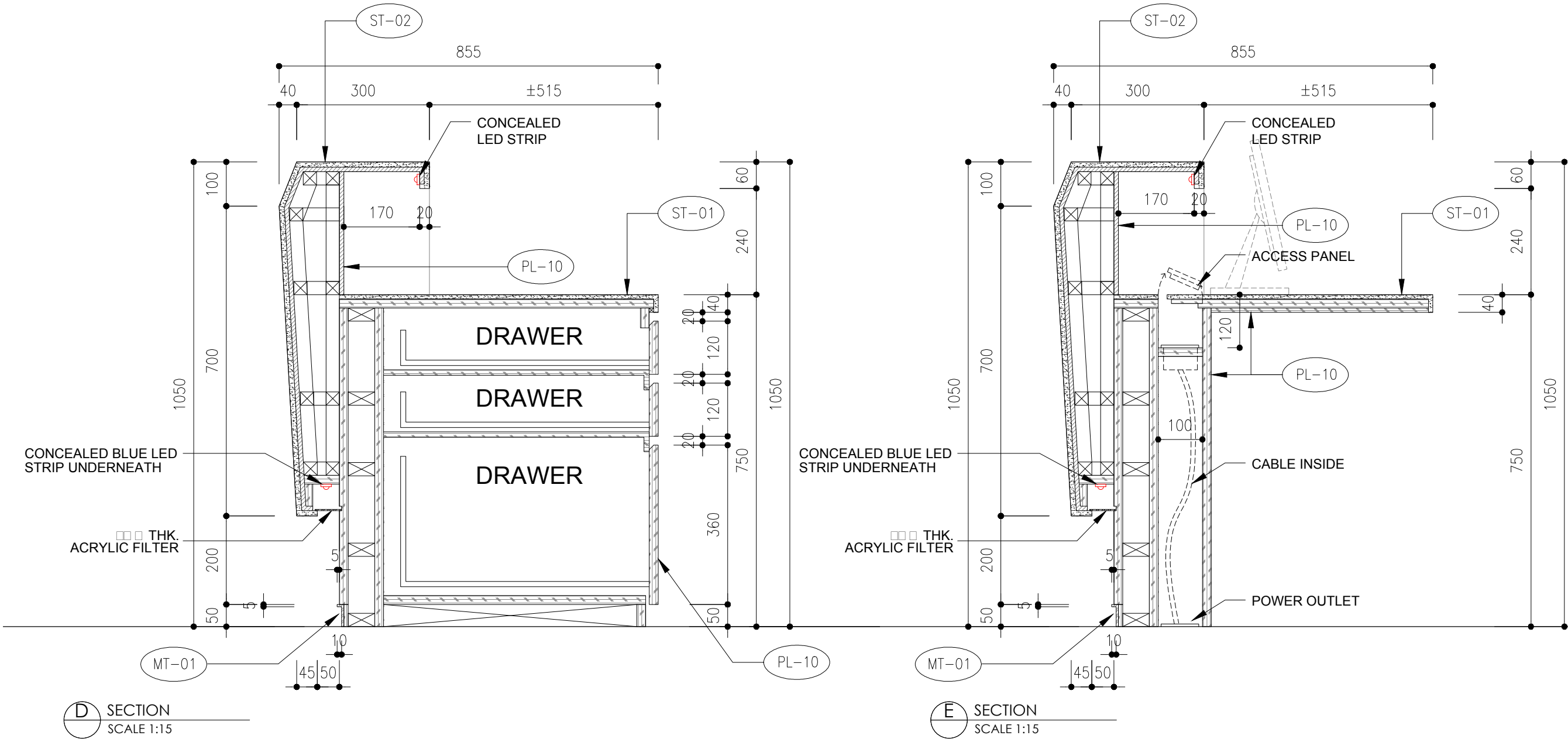
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DETAILS  
-RECEPTION COUNTER

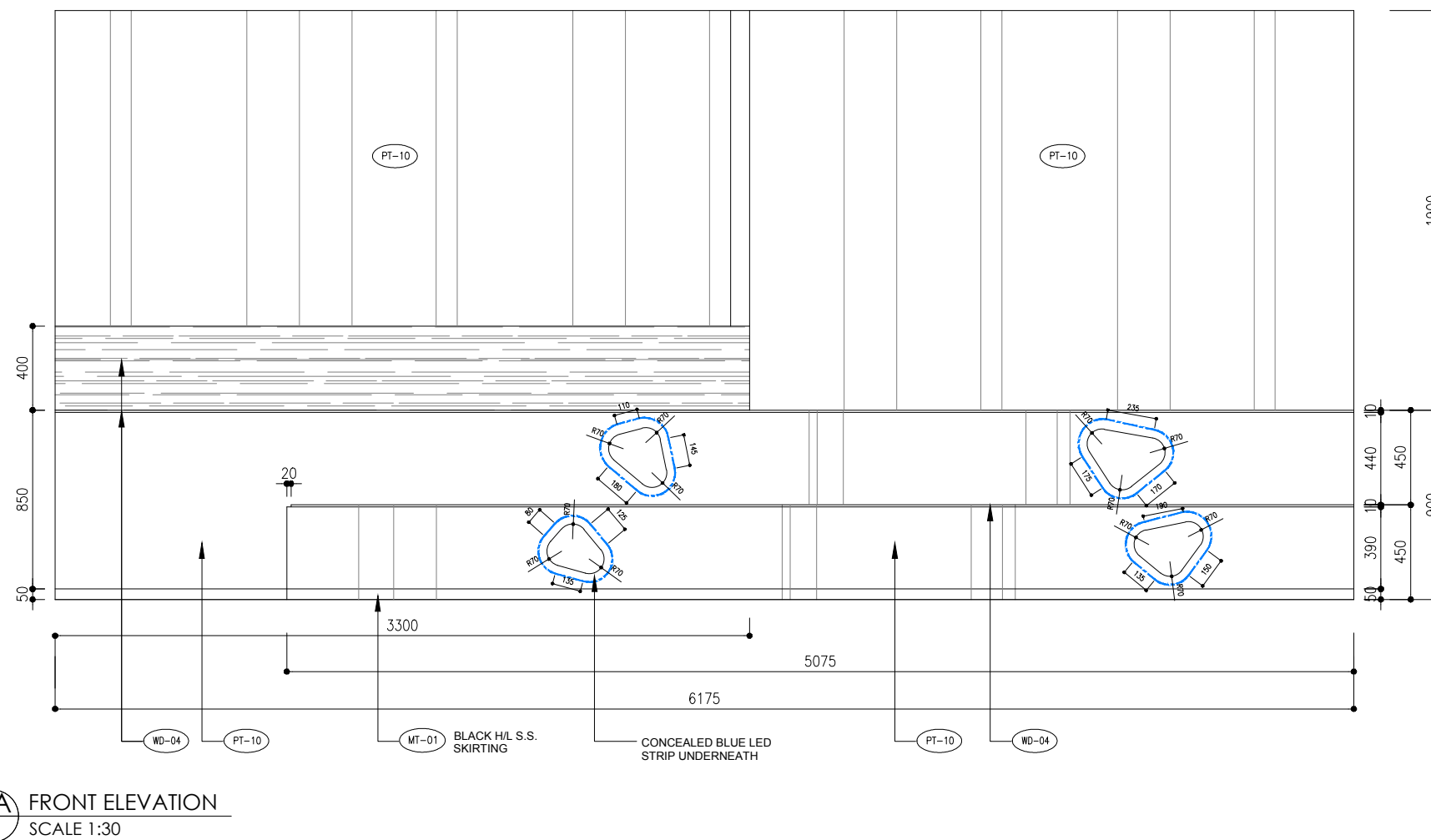
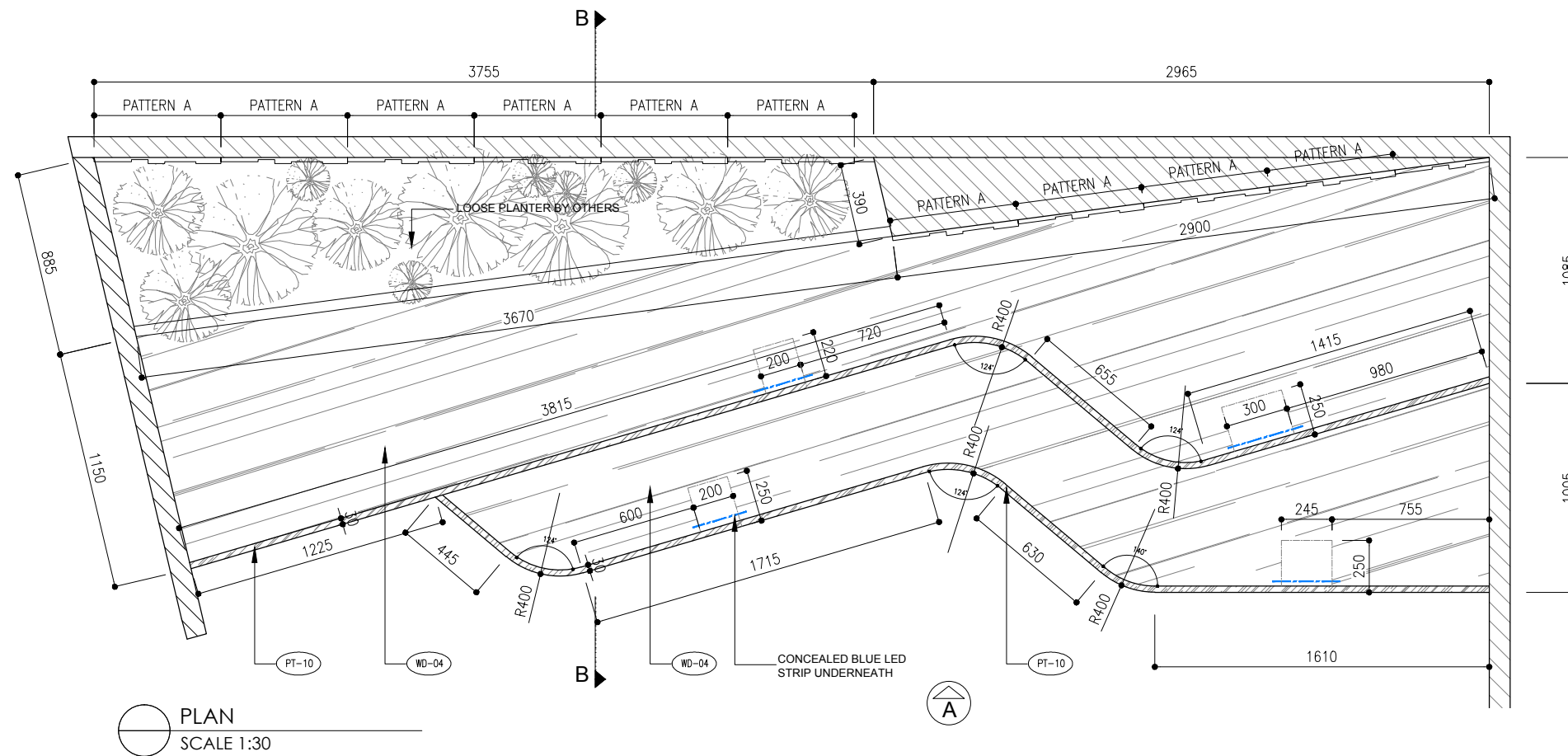
SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	
JH/ SC	AY
DESIGNED BY	

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-01B
CAD FILE REF	
Detail (Current).dwg	
TENDER DRAWING	







☐ ALL THE SIDE NEED TO ☐ VERIFY ON SITE

AB-157\*

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

## DETAILS

### - PLATFORM

SCALE	DATE
AS SHOWN	02 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

PROJECT NO \_\_\_\_\_ DWG NO \_\_\_\_\_

APQ-17-0117 D-02A

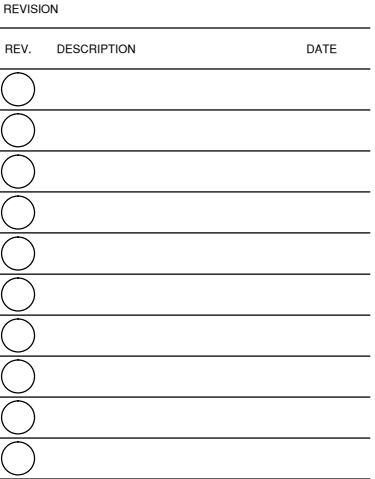
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CAD FILE REF

Detail□(□□rrent).dwg

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TENDER DRAWING



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AL DESIGN & ASSOCIATES LTD.

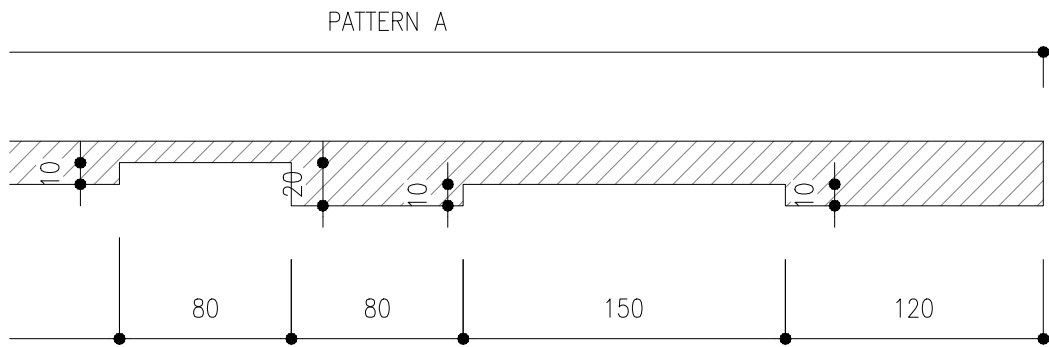
WILL NOT BE RESPONSIBLE FOR ANY ERRORS  
SHOULD THE CONTRACTOR FAIL TO OBSERVE  
THIS PROCEDURE. THE CONTRACTOR SHALL BE  
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FROM FAILURE TO DO SO.

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-02B
CAD FILE REF	
Detail□(□□rent).dwg	
TENDER DRAWING	



 PATTERN A DEALS  
SCALE 1:5

**B** SECTION  
SCALE 1:15

AB-158\*





REVISION		
REV.	DESCRIPTION	DATE
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FROM FAILURE TO DO SO.

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CIC Innovation Center (IC)

PROJECT

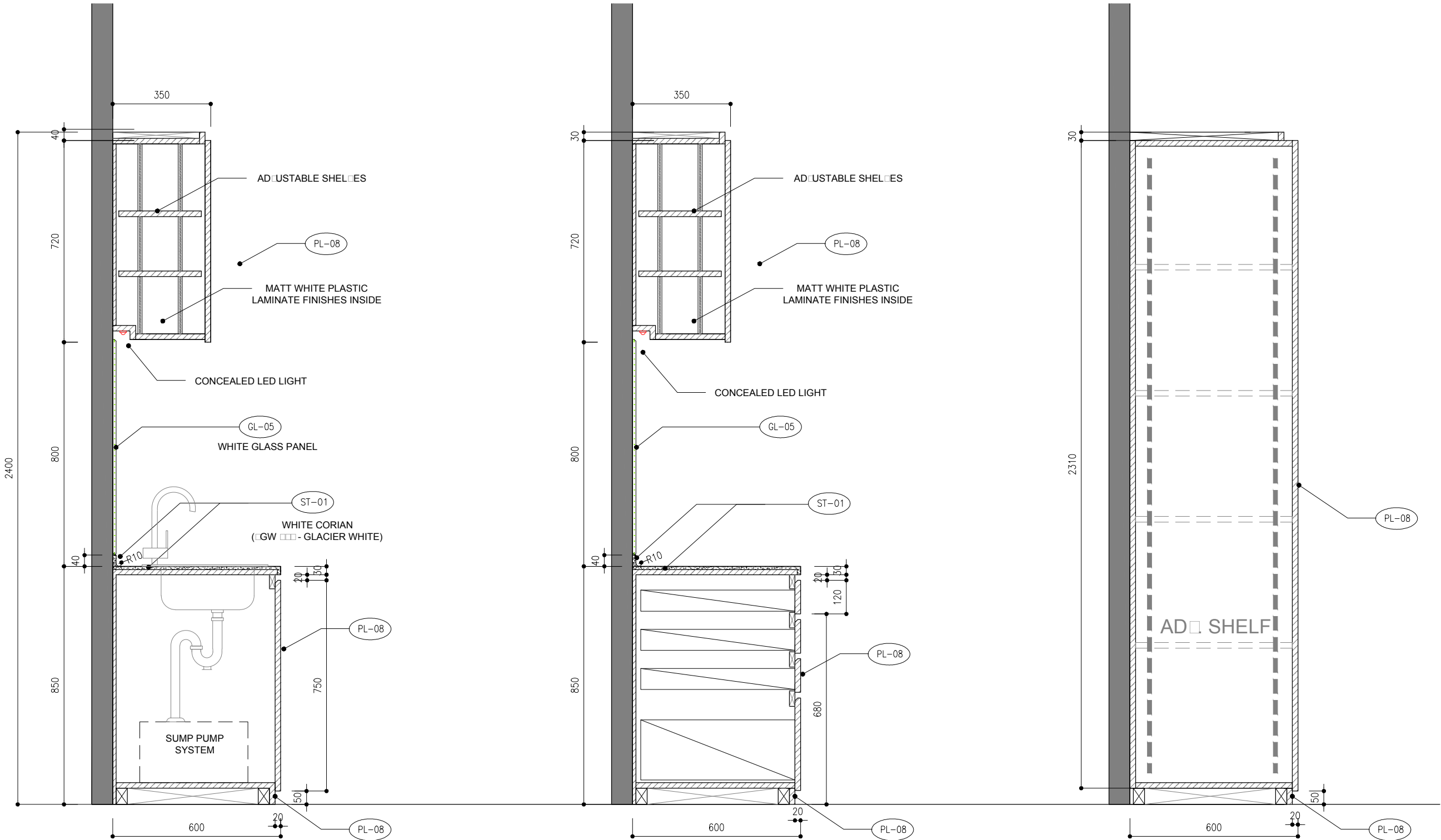
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
- PANTRY

SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-03B
CAD FILE REF		
Detail (Current).dwg		
TENDER DRAWING		



C SECTION  
SCALE 1:15

D SECTION  
SCALE 1:15

E SECTION  
SCALE 1:15

ALL THE SIZE NEED TO VERIFY ON SITE

REVISION		
REV.	DESCRIPTION	DATE
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CIC Innovation Center (IC)

PROJECT

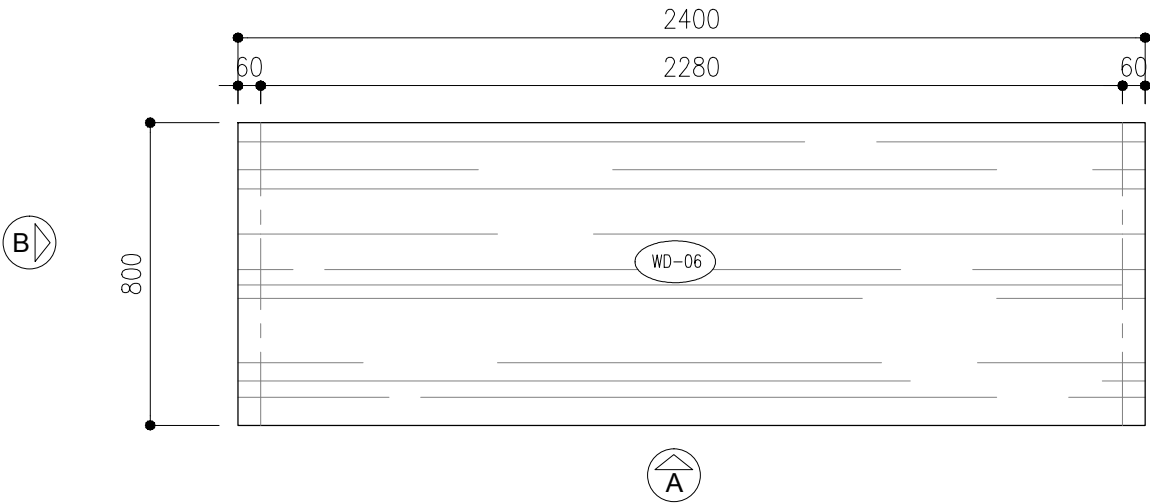
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

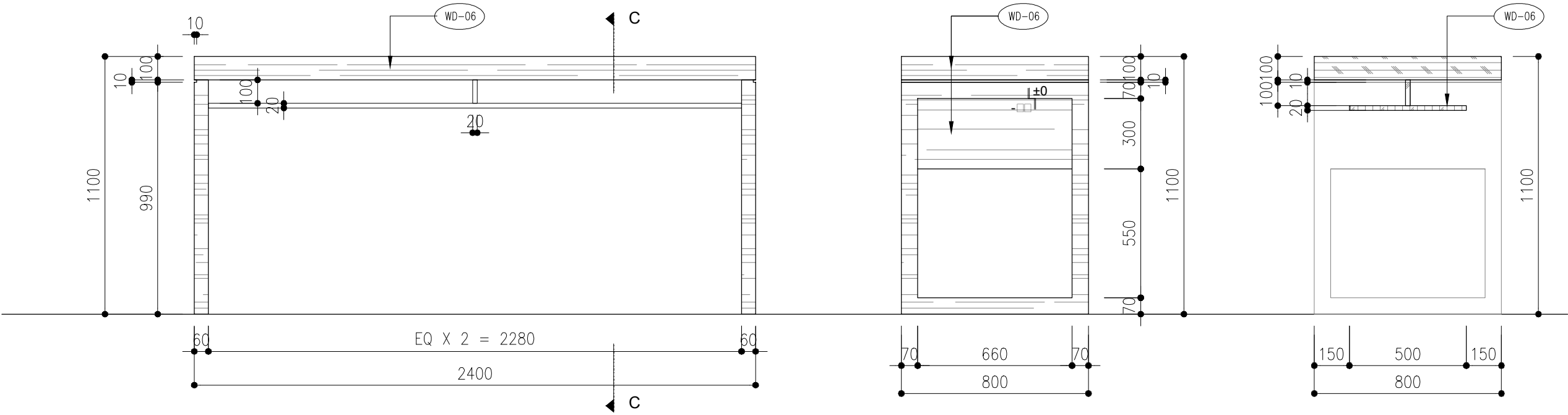
DETAILS  
- BAR TABLE

SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-04
CAD FILE REF	
Detail (Current).dwg	
TENDER DRAWING	



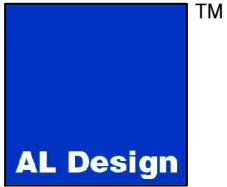
PLAN  
SCALE 1: 20



FRONT ELEVATION  
SCALE 1:20

SIDE ELEVATION  
SCALE 1:20

SECTION  
SCALE 1:20



REVISION		
REV.	DESCRIPTION	DATE
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

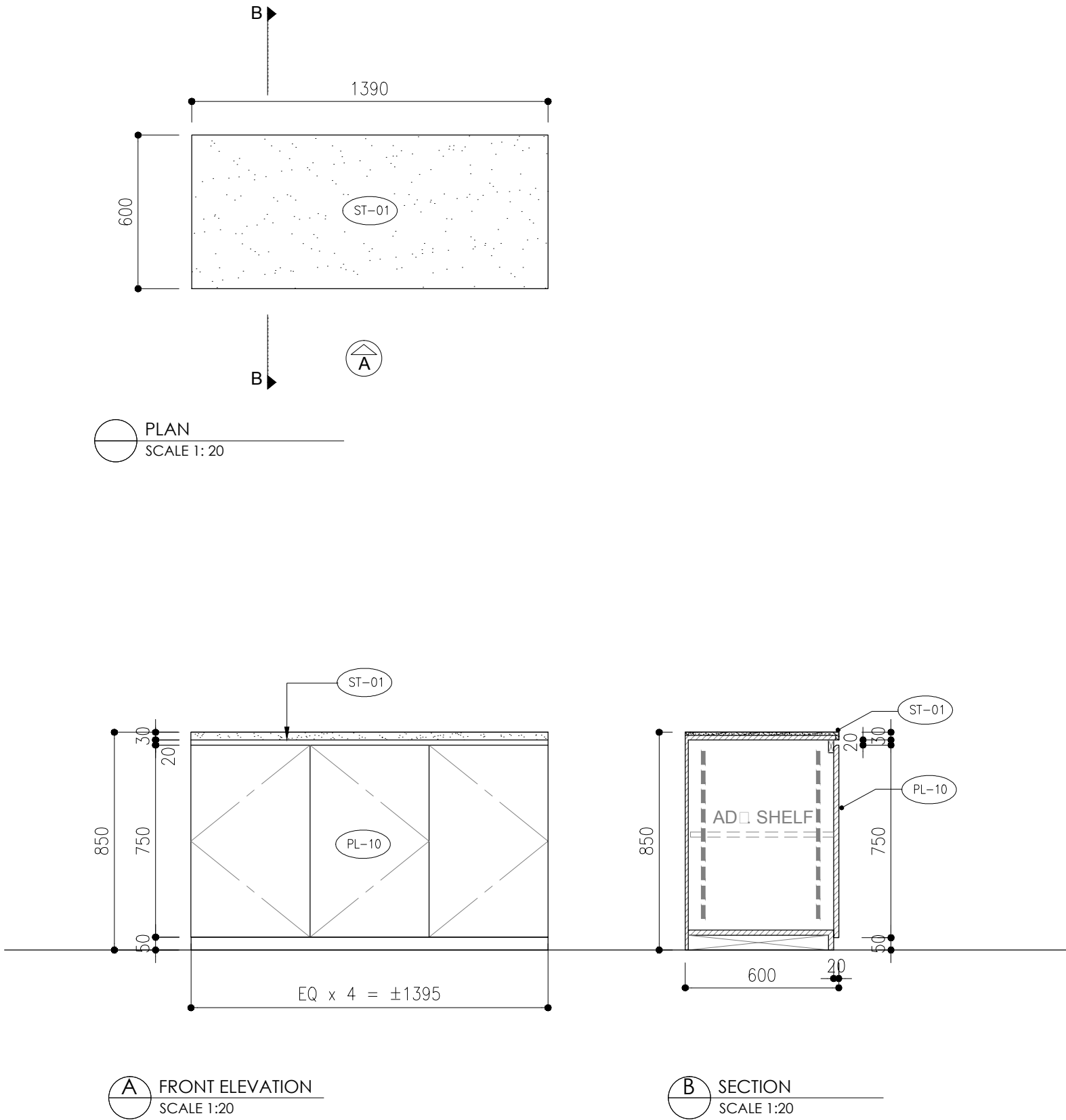
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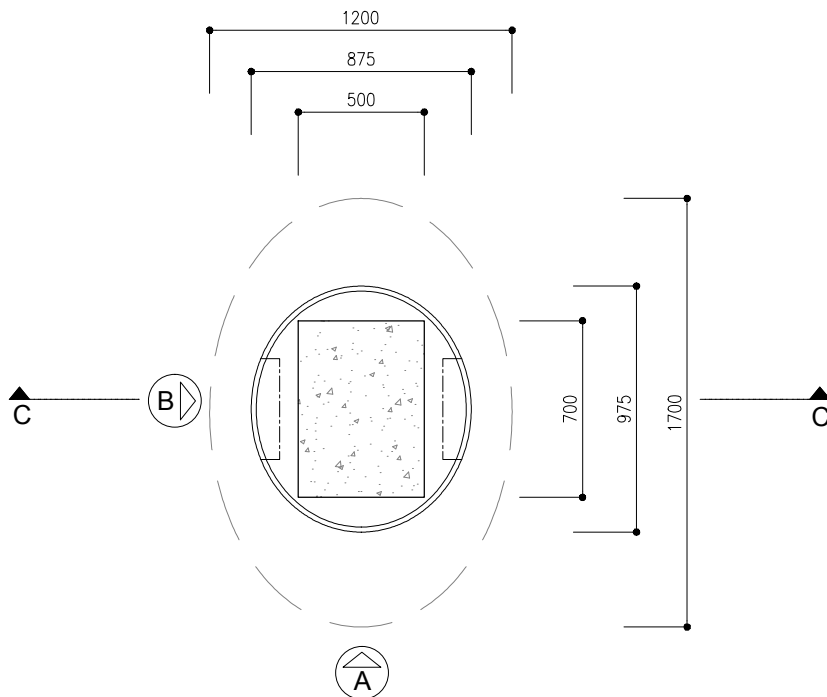
DETAILS  
- PRINTING AREA CABINET

SCALE	DATE
AS SHOWN	02 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY

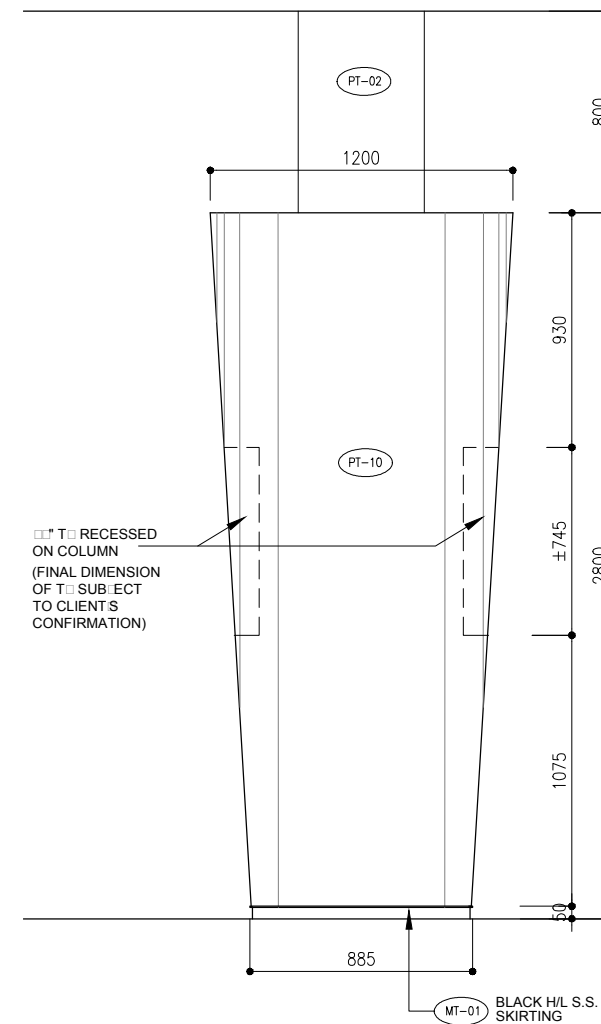
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DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-05
CAD FILE REF	
Detail□(□rrent).dwg	
TENDER DRAWING	

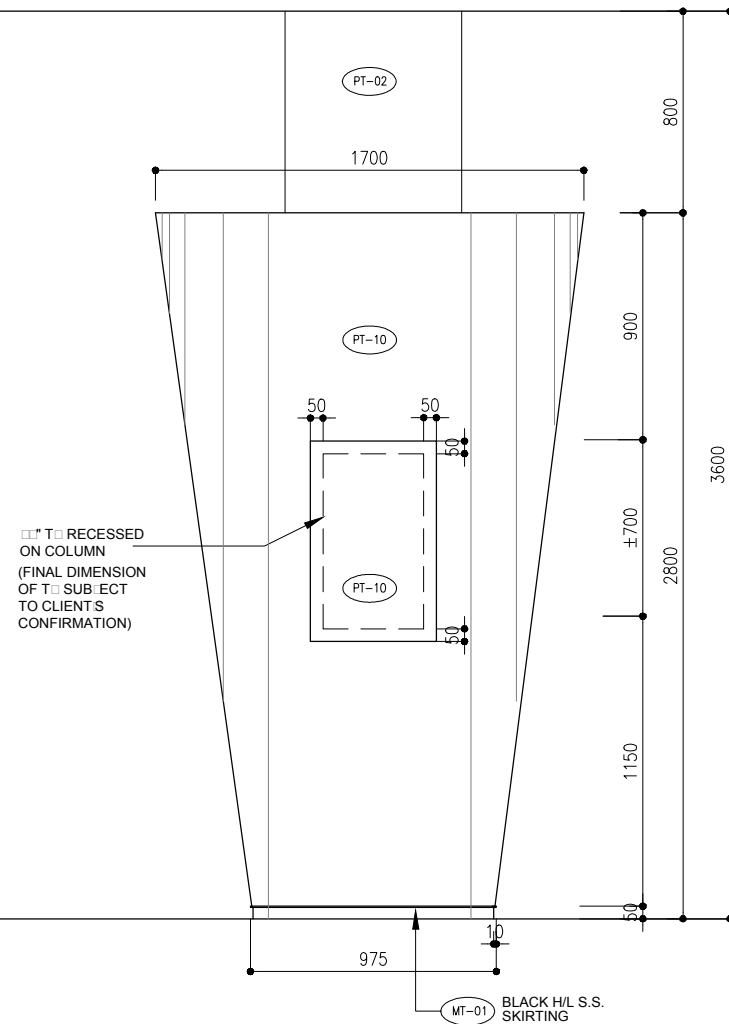




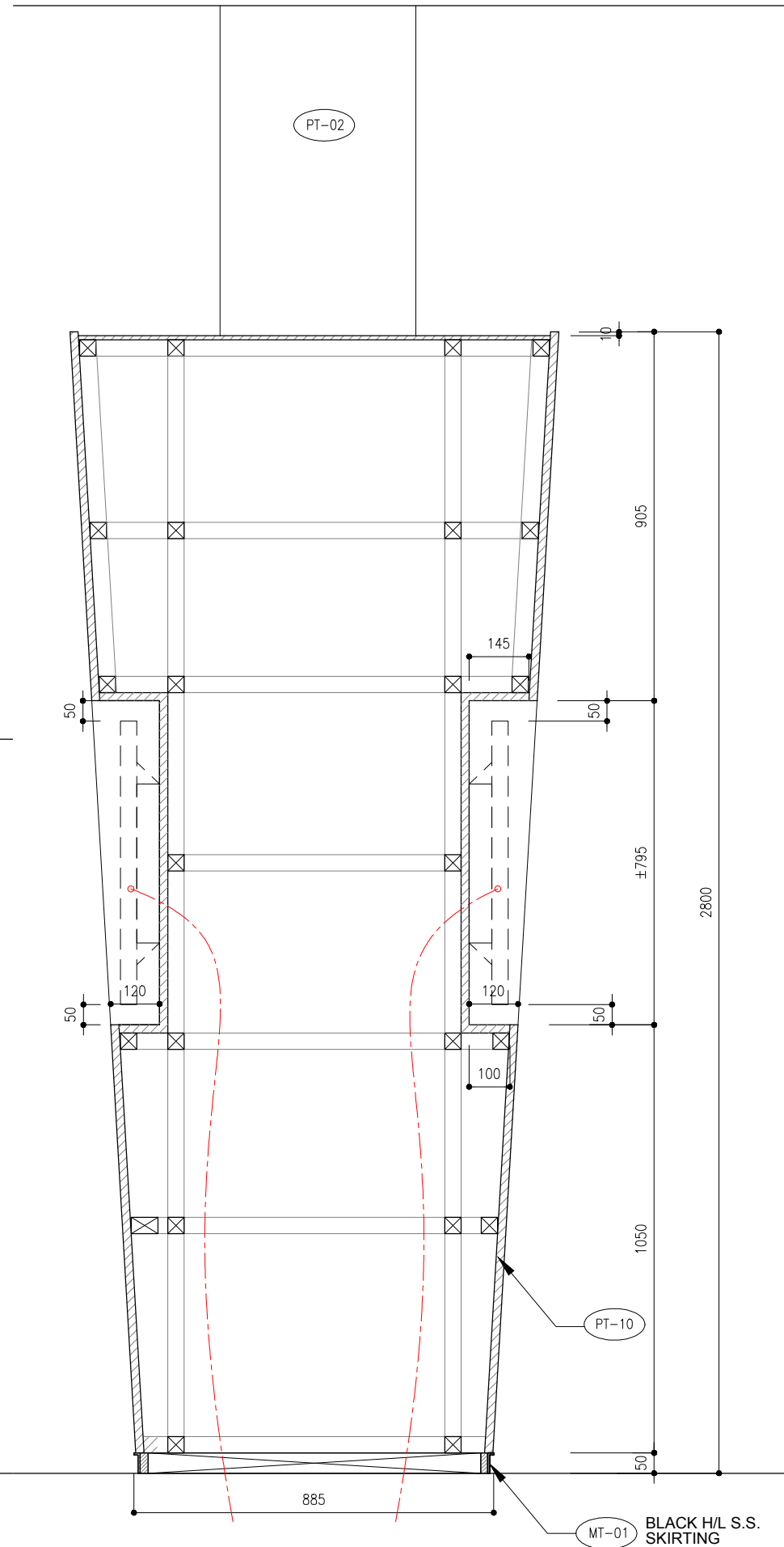
PLAN  
SCALE 1: 30



A ELEVATION  
SCALE 1:30



B ELEVATION  
SCALE 1:30



C SECTION  
SCALE 1:15

ALL THE SIZE NEED TO VERIFY ON SITE

AB-163\*



REVISION		
REV.	DESCRIPTION	DATE

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
- CURVED COLUMN

SCALE	DATE
AS SHOWN	02 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

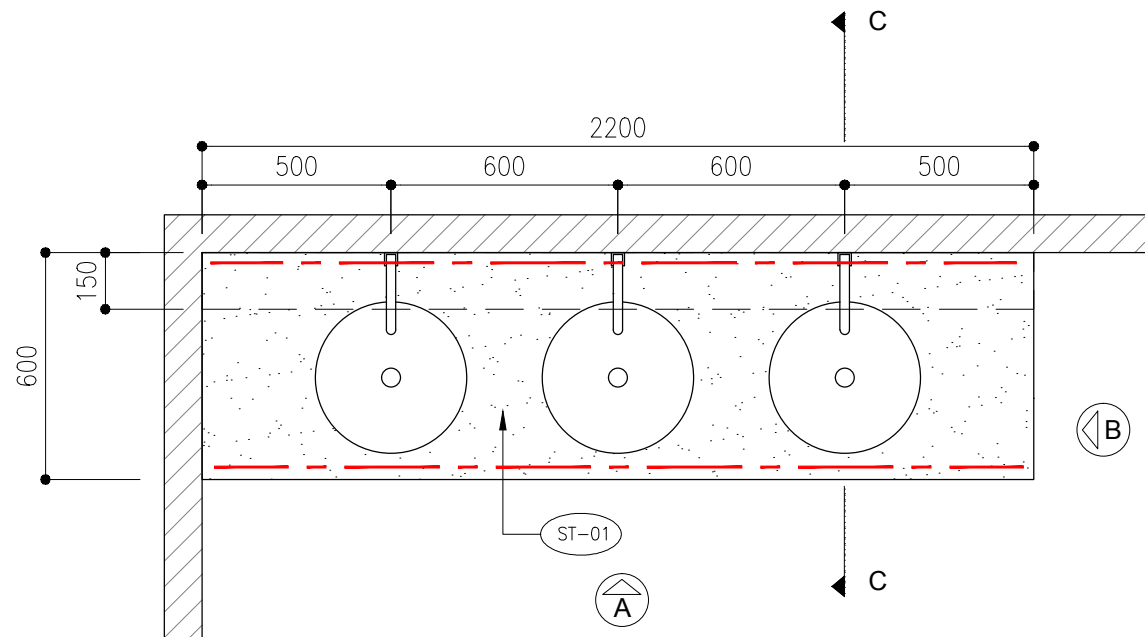
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-06

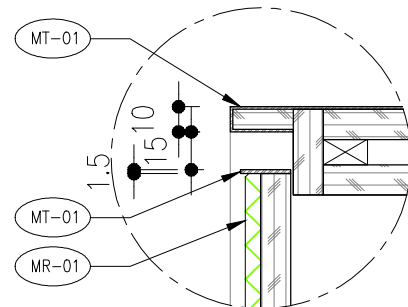
CAD FILE REF

Detail (Current).dwg

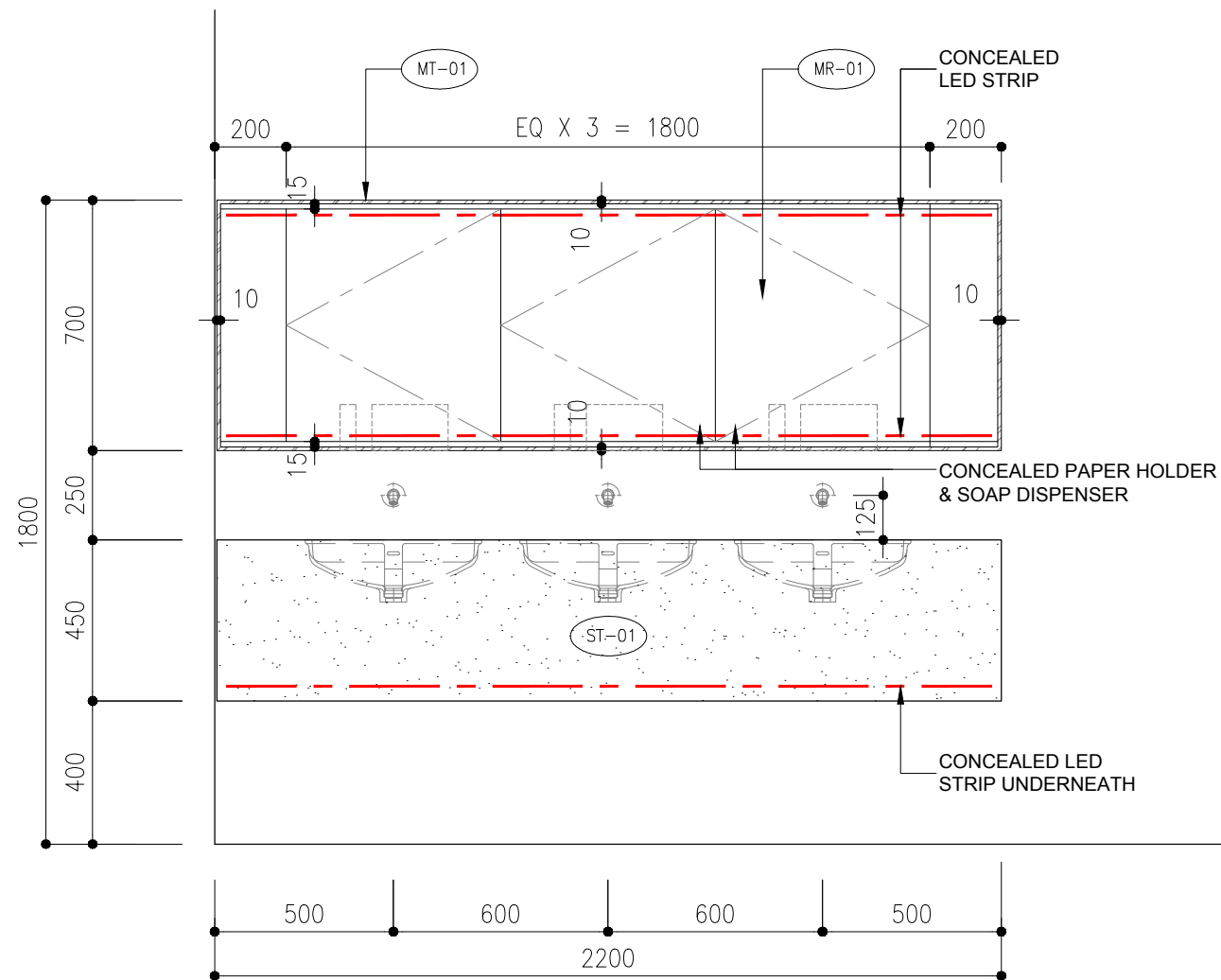
TENDER DRAWING



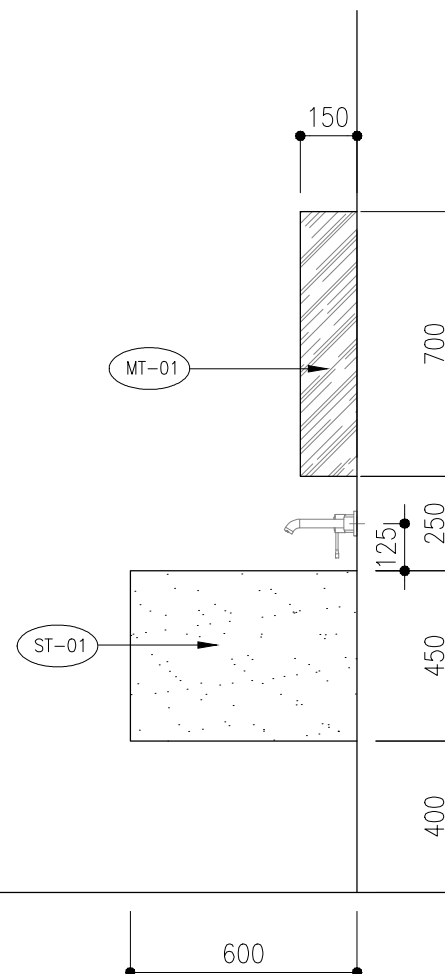
PLAN  
SCALE 1: 20



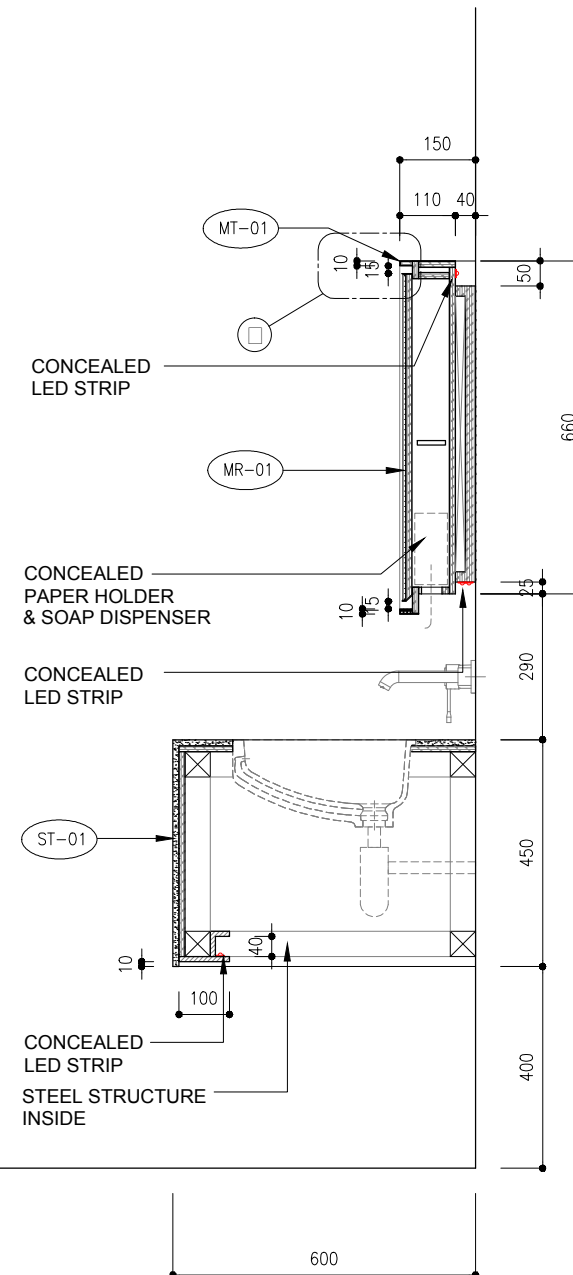
DETAIL  
SCALE 1: 3



FRONT ELEVATION  
SCALE 1:20



SIDE ELEVATION  
SCALE 1:20



SECTION  
SCALE 1:15

REVISION		
REV.	DESCRIPTION	DATE
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
- FEMALE TOILET BASIN CABINET

SCALE	DATE
AS SHOWN	02 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-07

CAD FILE REF

Detail (current).dwg

TENDER DRAWING

REVISION		
REV.	DESCRIPTION	DATE
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FROM FAILURE TO DO SO.

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
- MALE TOILET BASIN CABINET

SCALE	DATE
AS SHOWN	02 . 05 . 2017

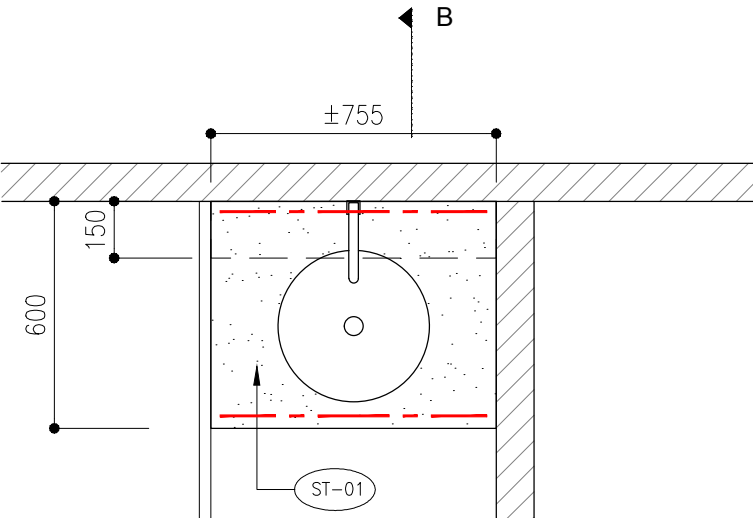
DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

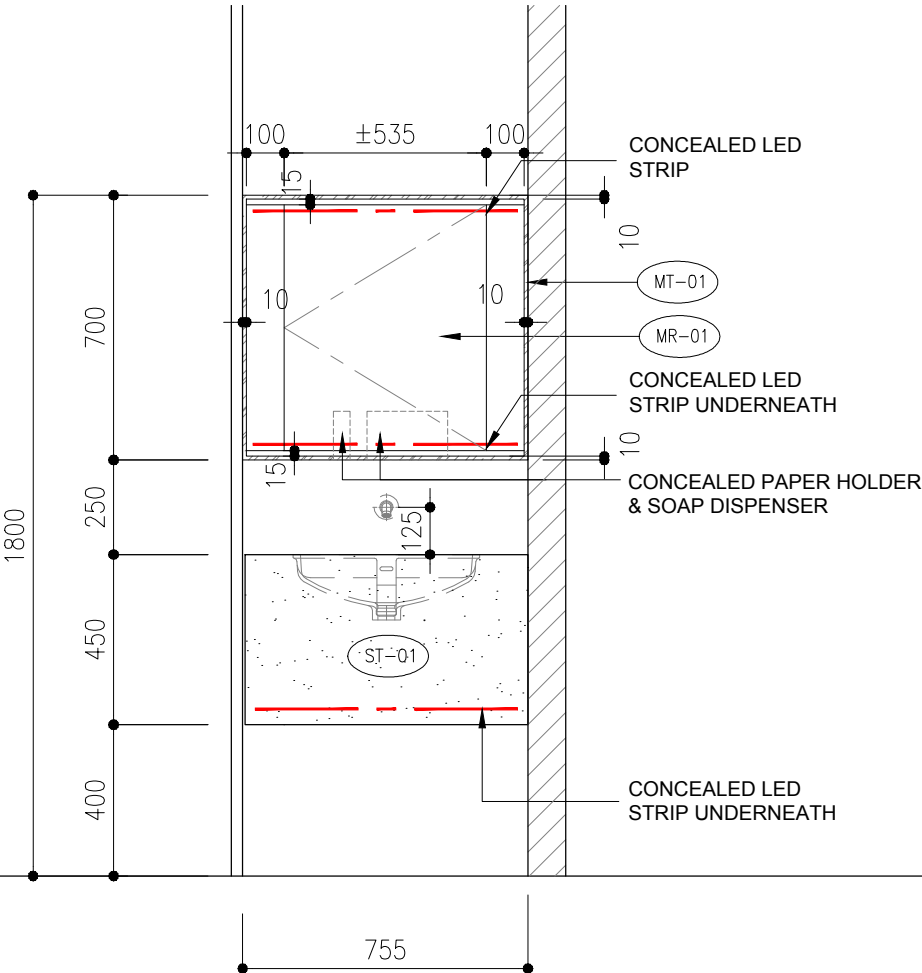
DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-08

CAD FILE REF  
Detail□(□rrent).dwg

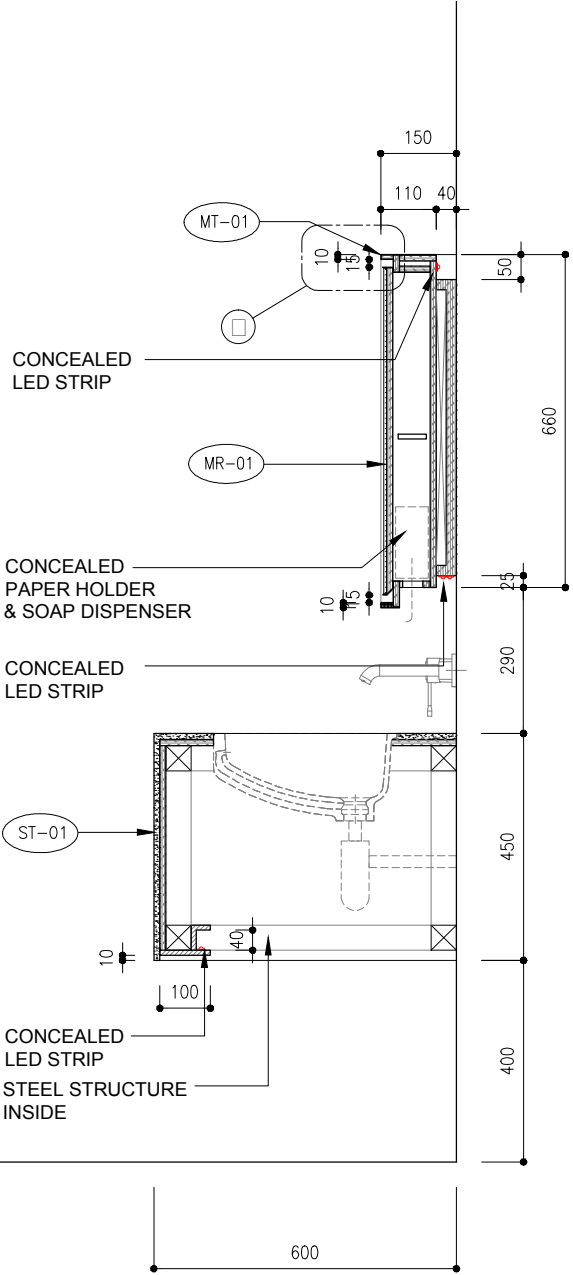
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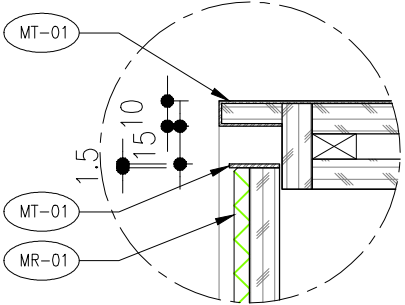
PLAN  
SCALE 1: 20



A FRONT ELEVATION  
SCALE 1:20

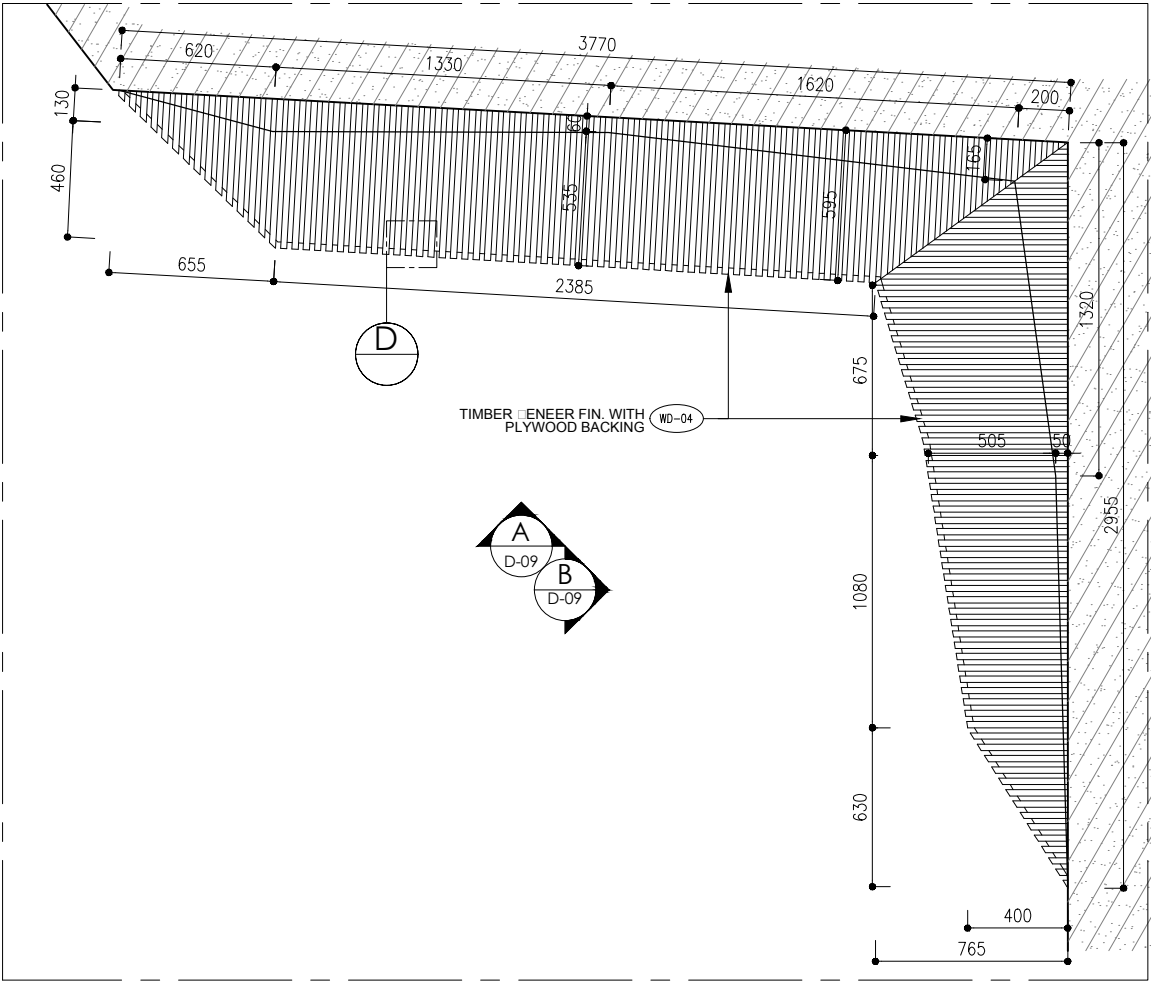


B SECTION  
SCALE 1:15

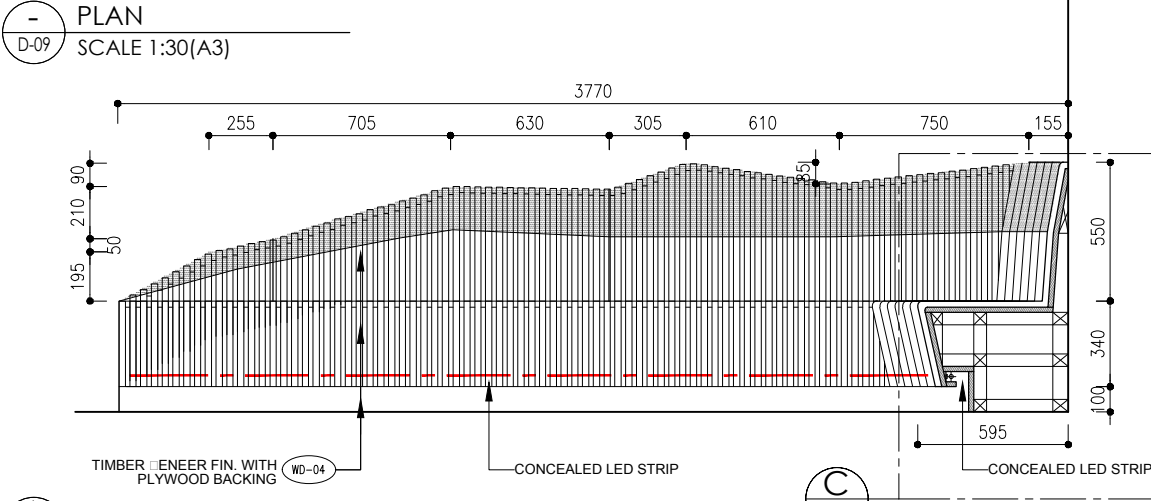


X DETAIL  
SCALE 1: 3

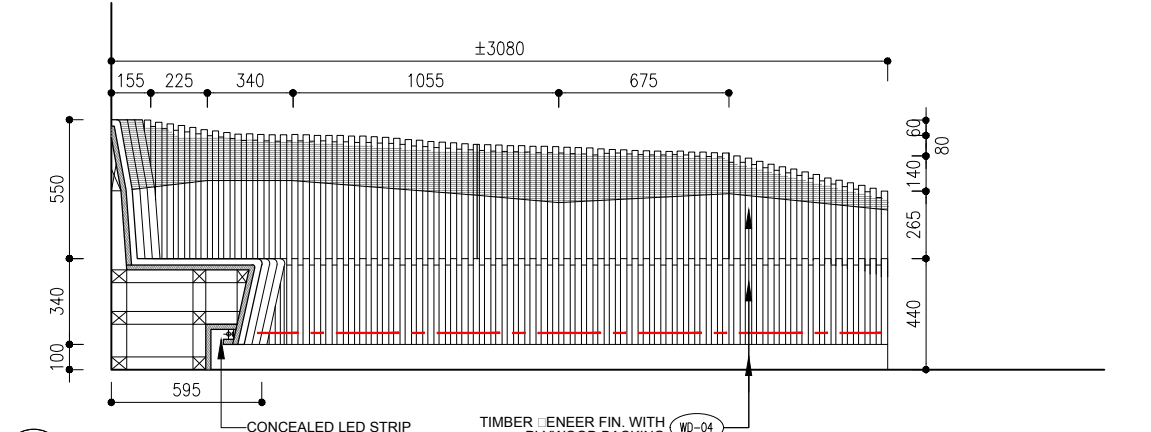




PLAN  
D-09 SCALE 1:30(A3)



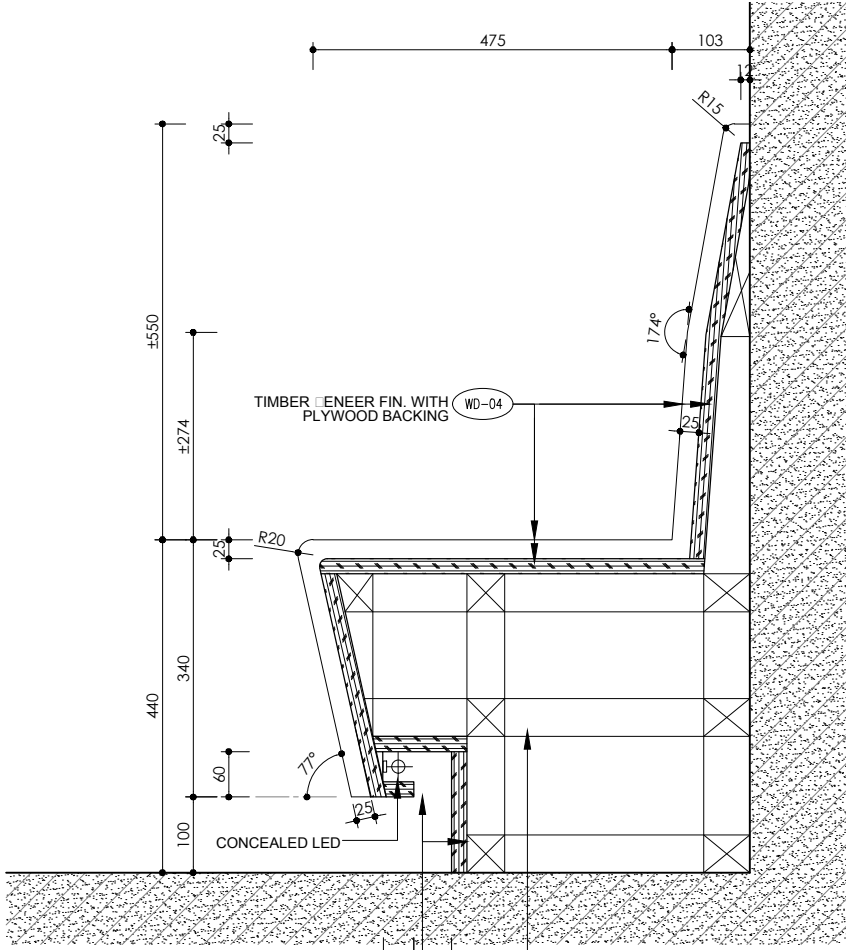
ELEVATION  
D-09 SCALE 1:30(A3)



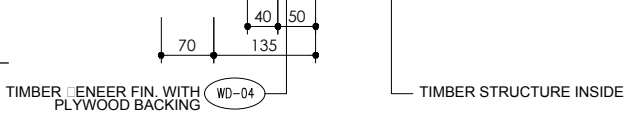
ELEVATION  
D-09 SCALE 1:30(A3)



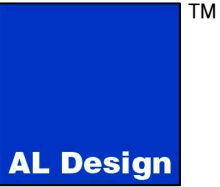
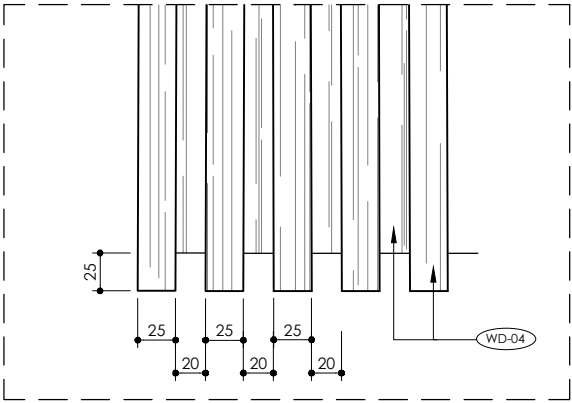
REFERENCE IMAGE



DETAIL  
D-09 SCALE 1:10(A3)



DETAIL  
D-09 SCALE 1:5(A3)



REVISION

REV.	DESCRIPTION	DATE
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
-LOUNGE BENCH

SCALE	DATE
AS SHOWN	02 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

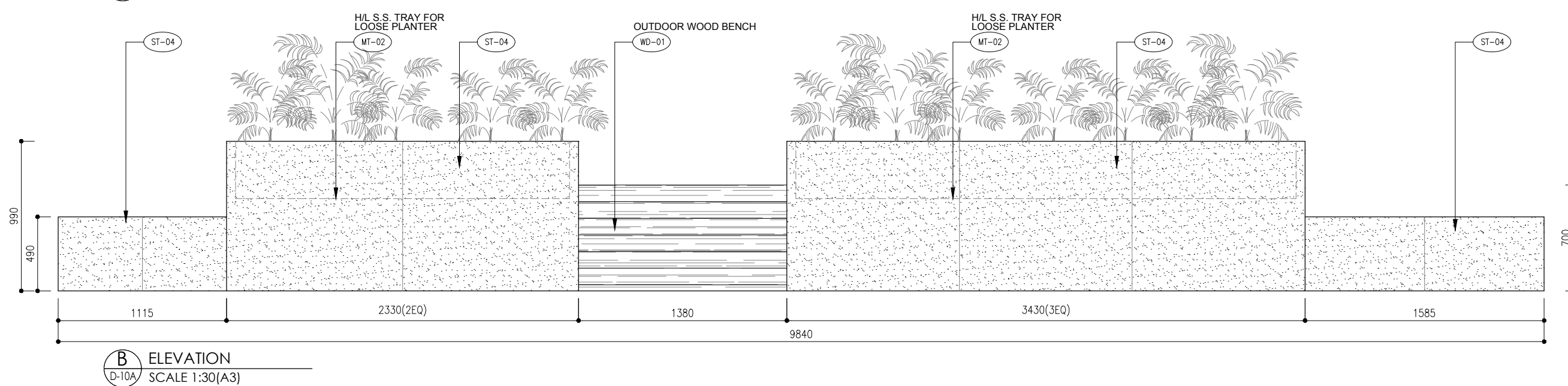
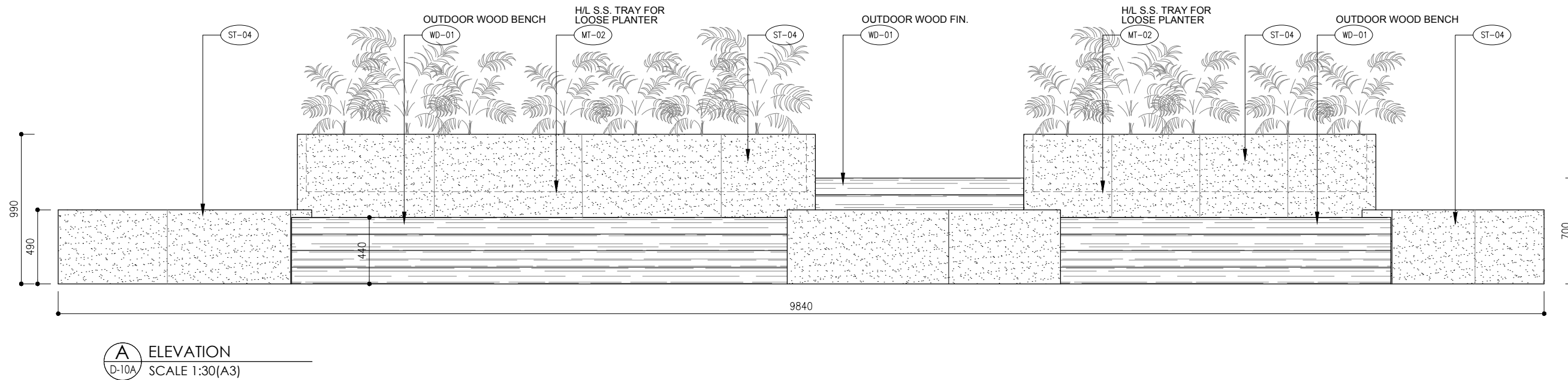
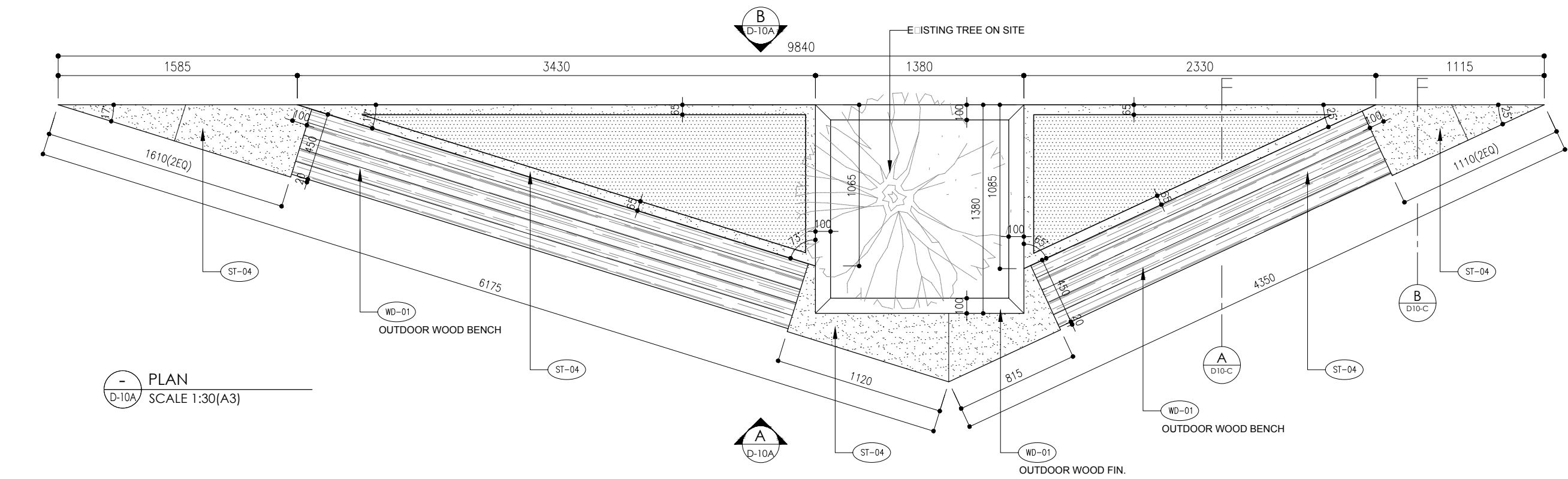
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-09

CAD FILE REF
D09.dwg

TENDER DRAWING





\* ALL THE SIZE NEED TO VERIFY ON SITE

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CLC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

## DETAILS

### -OUTDOOR BENCH

SCALE	DATE
AS SHOWN	11 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE \_\_\_\_\_

PROJECT NO \_\_\_\_\_ DWG NO \_\_\_\_\_

APQ-17-0117                      D-10A

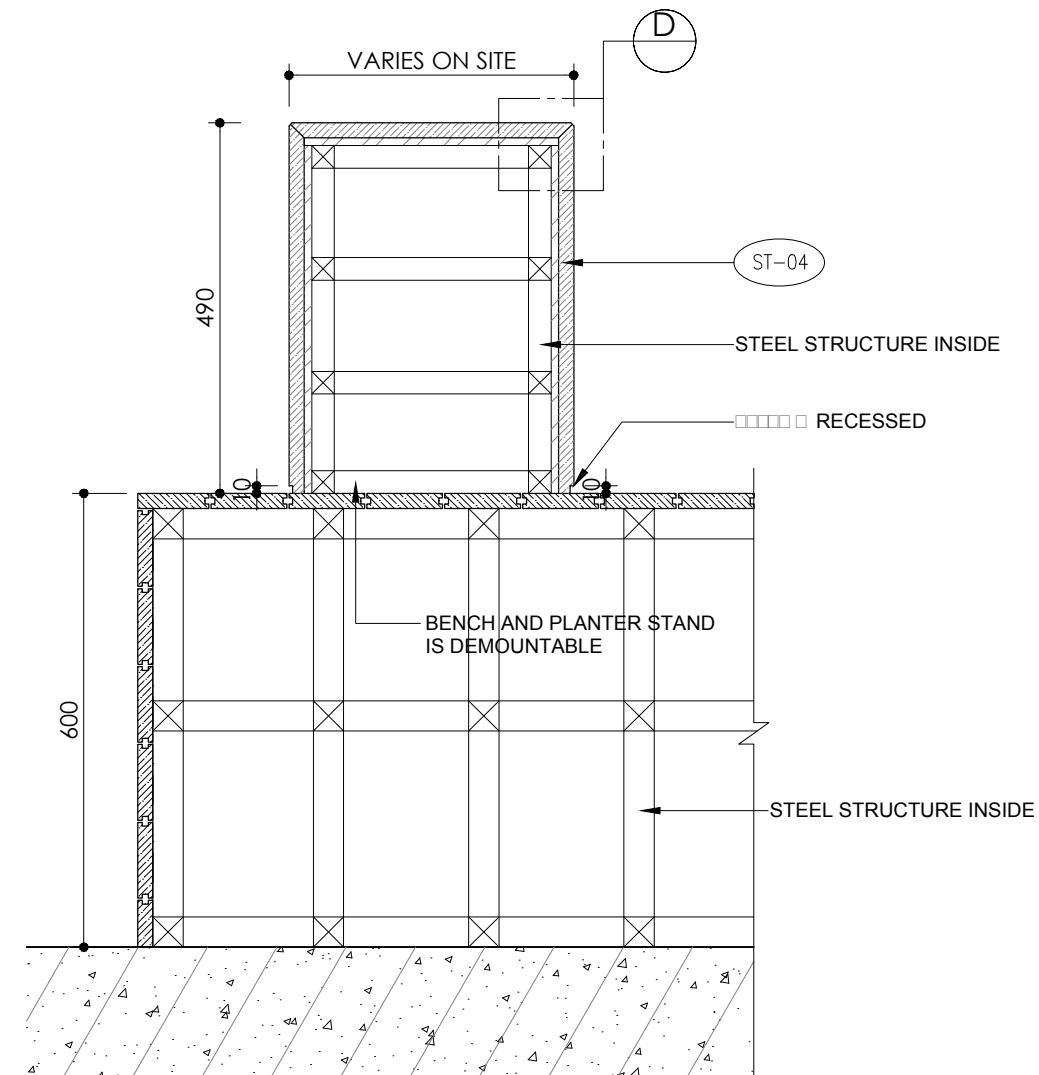
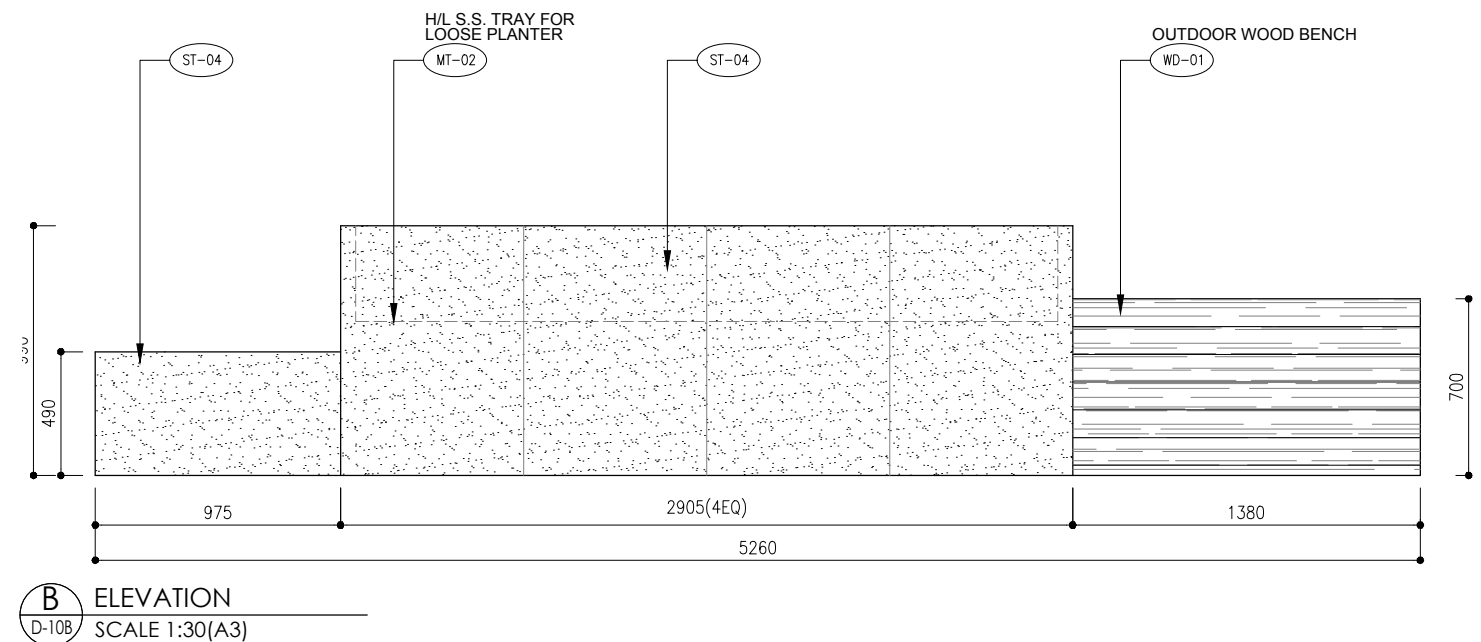
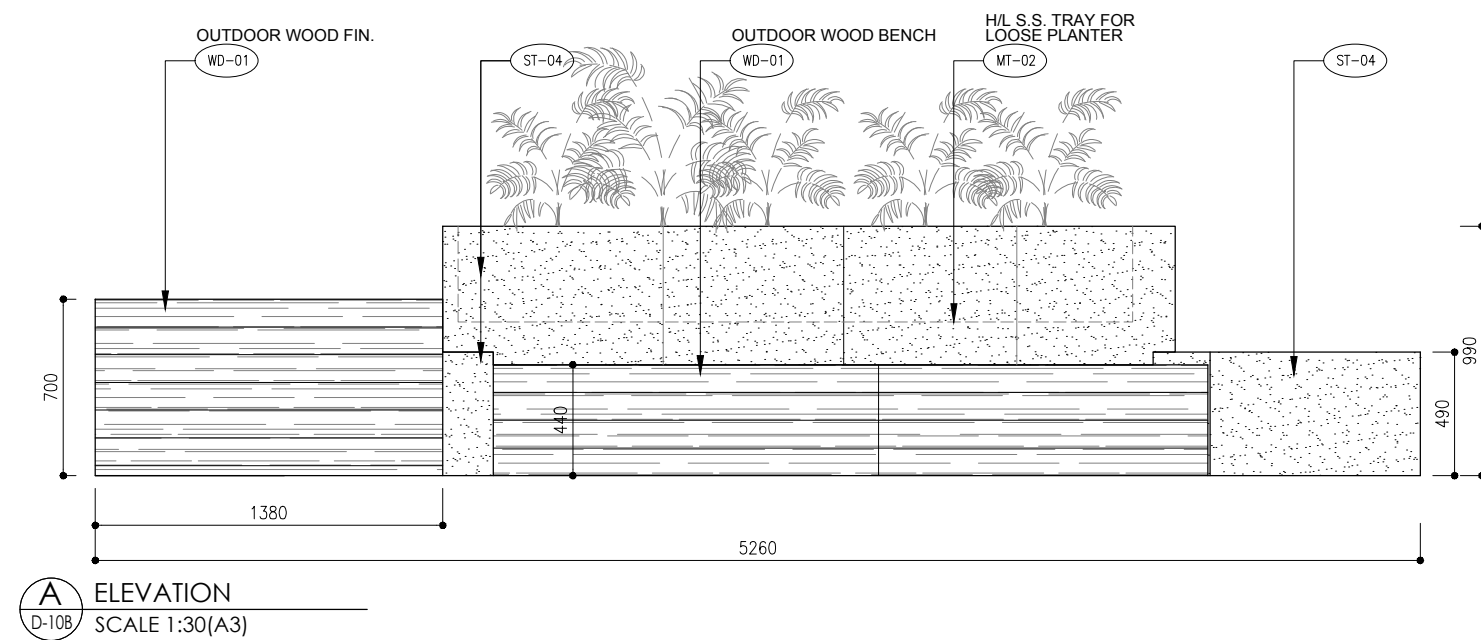
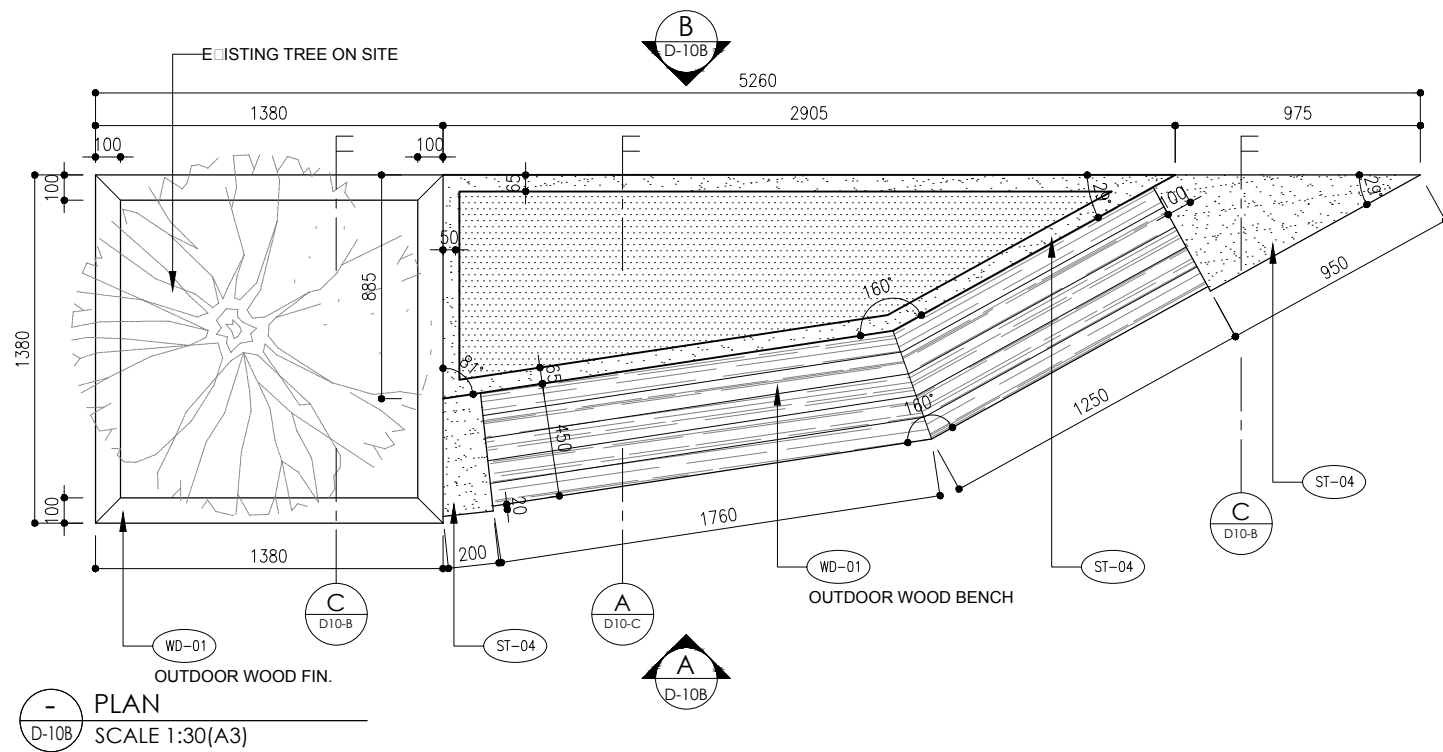
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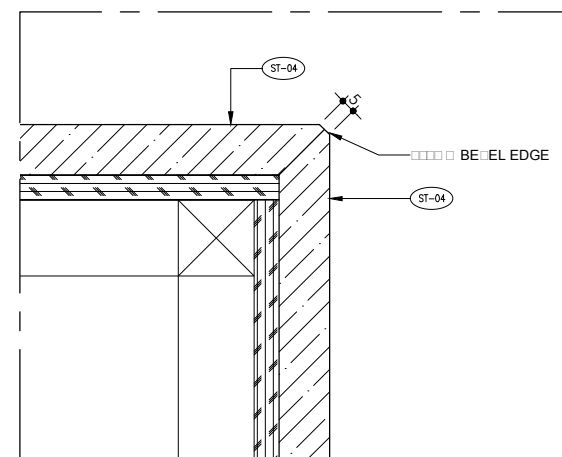
D09.dwg

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TENDER DRAWING



**C SECTION**  
D-10B SCALE 1:10(A3)



**D DETAIL**  
D-10B SCALE 1:3(A3)



REVISION		
REV.	DESCRIPTION	DATE

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

**DETAILS  
-OUTDOOR BENCH**

SCALE	DATE
AS SHOWN	11 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

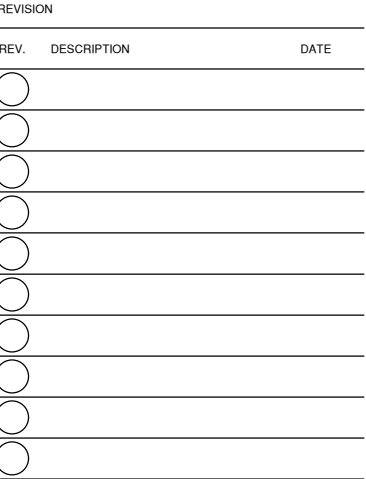
APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-10B

CAD FILE REF

D09.dwg

TENDER DRAWING

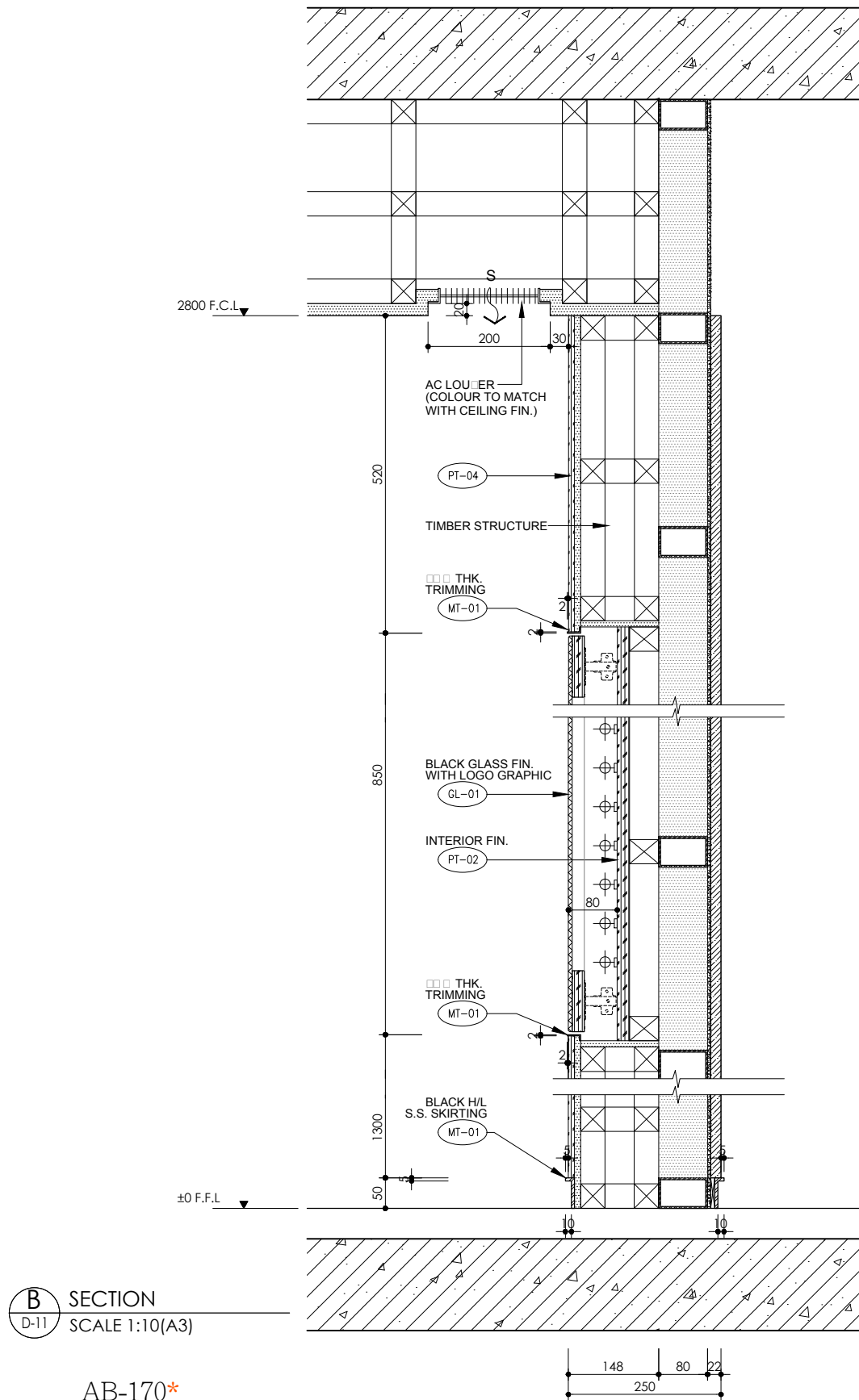
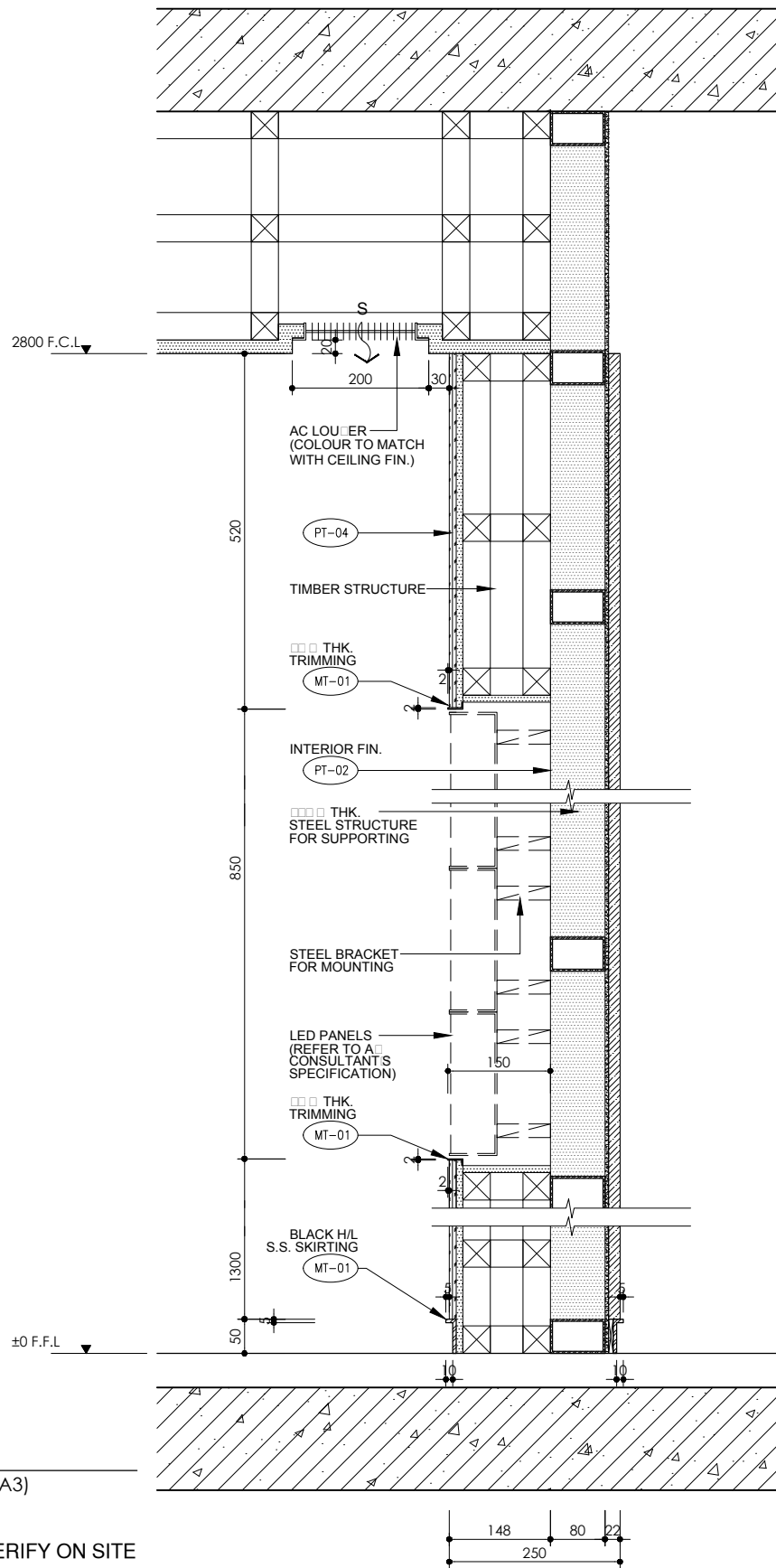
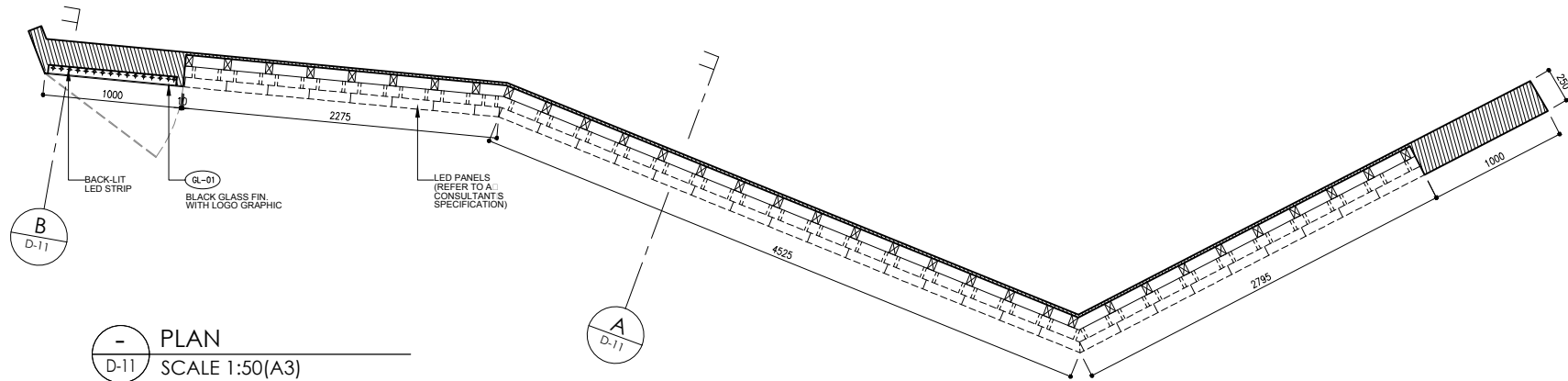


TENDER DRAWING

A SECTION  
D-10C SCALE 1:15(A3)

B SECTION  
D-10C SCALE 1:15(A3)





AB-170\*



REVISION		
REV.	DESCRIPTION	DATE
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G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

**DETAILS  
-RECEPTION LED WALL**

SCALE	DATE
AS SHOWN	11 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	D-11

CAD FILE REF  
D09.dwg

TENDER DRAWING

\* ALL THE SIZE NEED TO VERIFY ON SITE



REVISION		
REV.	DESCRIPTION	DATE
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PROJECT

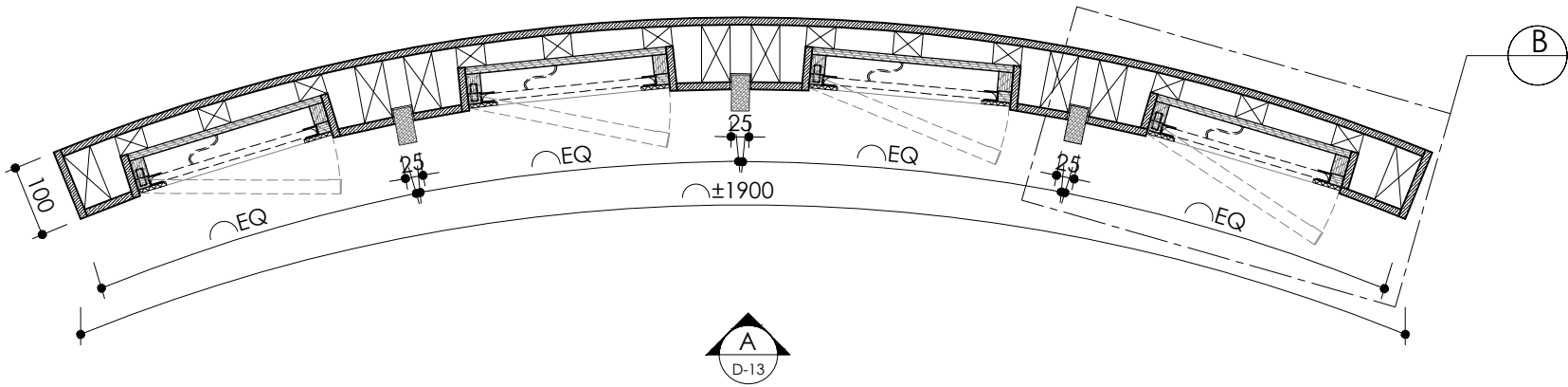
G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

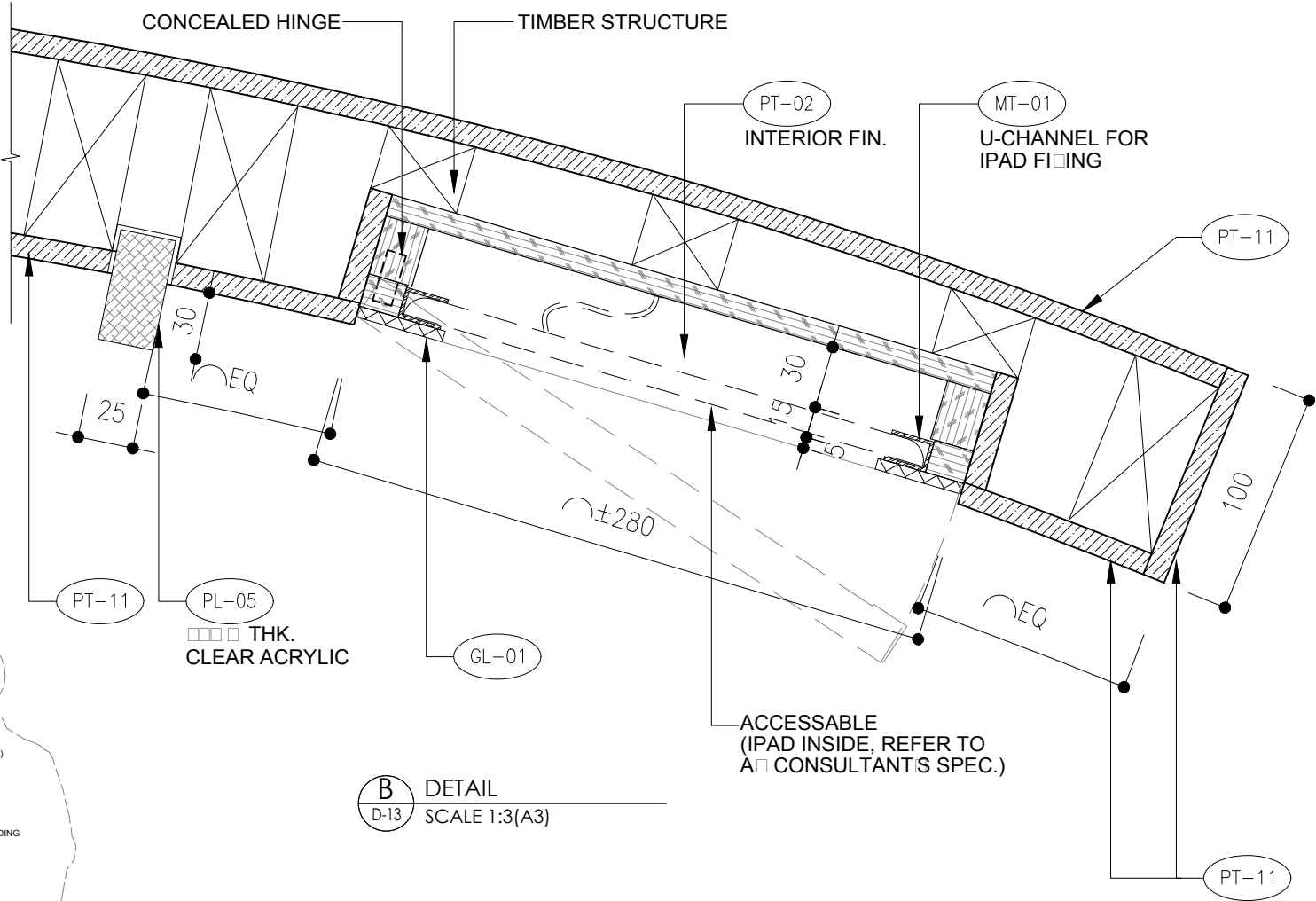
DETAILS  
-CURIE WALL

SCALE	DATE
AS SHOWN	11 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

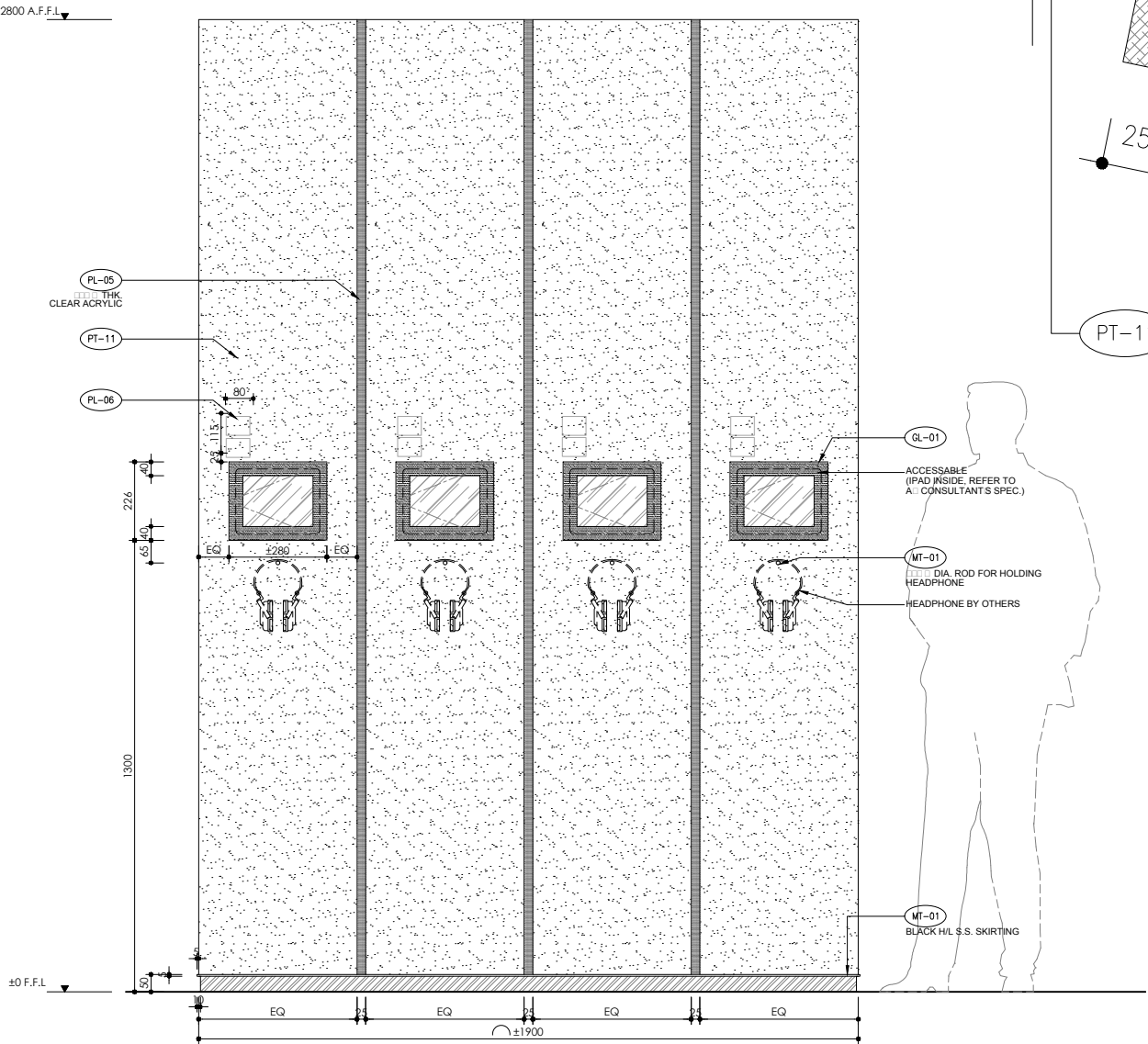
DATE	PROJECT NO	DWG NO
	APQ-17-0117	D-13
CAD FILE REF		
D09.dwg		
TENDER DRAWING		



**A** PLAN  
D-13 SCALE 1:10(A3)



**B** DETAIL  
D-13 SCALE 1:3(A3)



**A** ELEVATION  
D-13 SCALE 1:20(A3)

\* ALL THE SIZE NEED TO VERIFY ON SITE





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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DETAILS  
-HANDRAILS

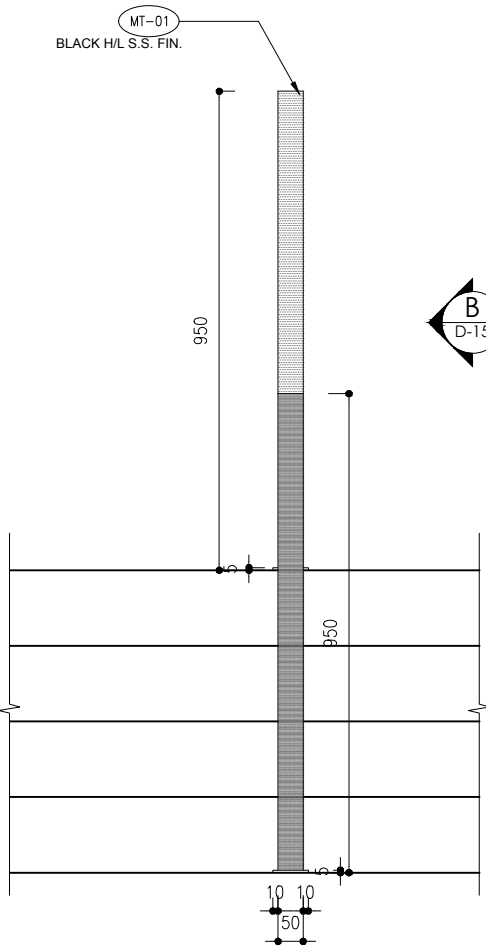
SCALE	DATE
AS SHOWN	11 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

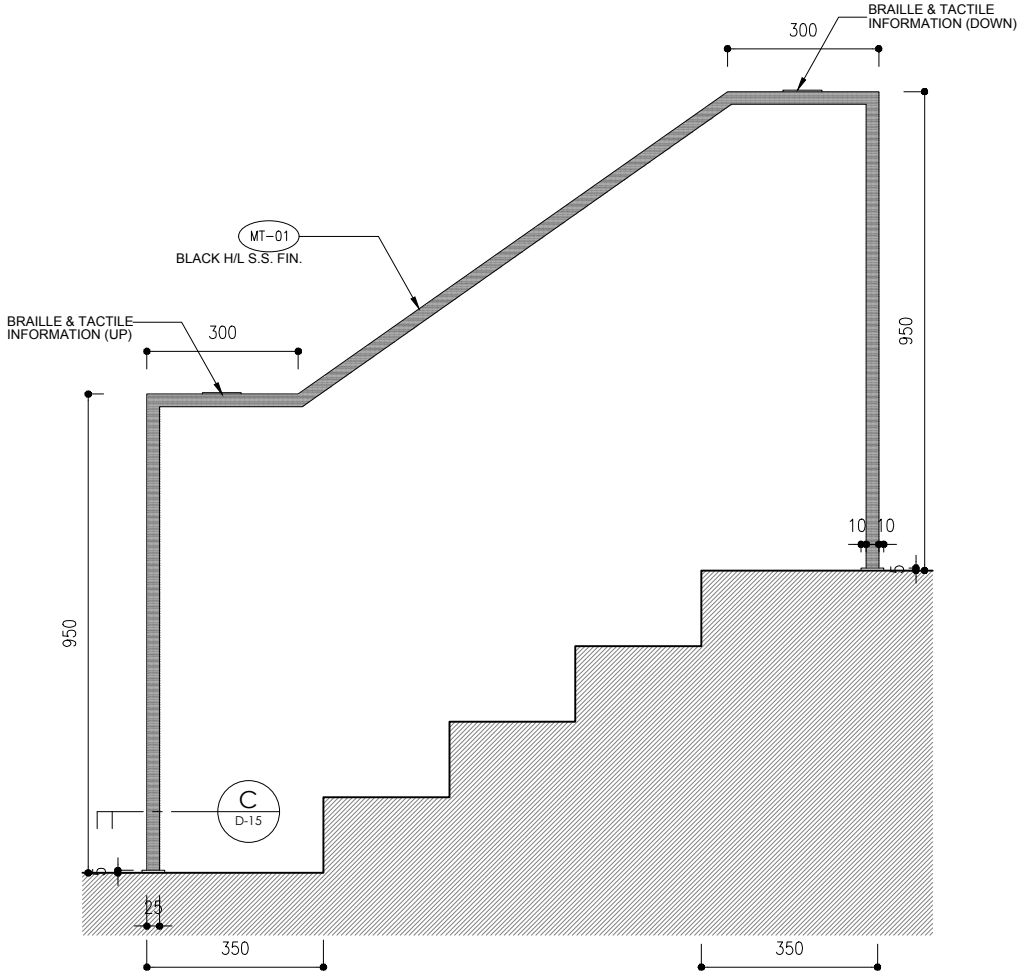
APPROVED BY

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PROJECT NO	DWG NO
APQ-17-0117	D-15
CAD FILE REF	
D09.dwg	

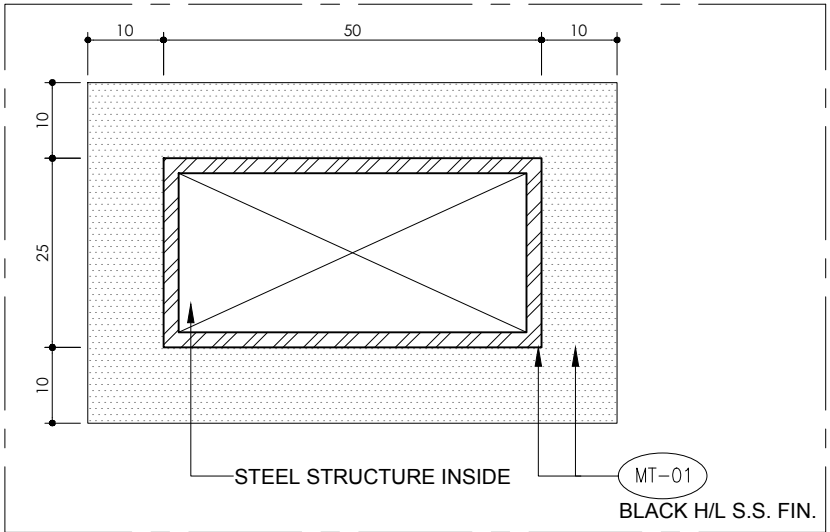
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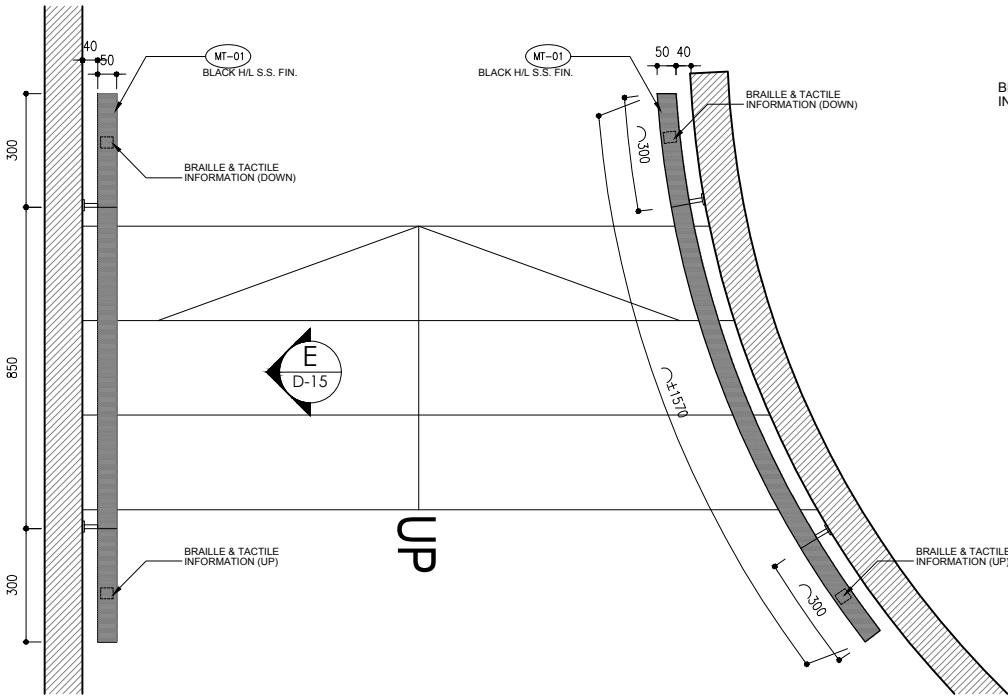
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D-15 SCALE 1:15(A3)



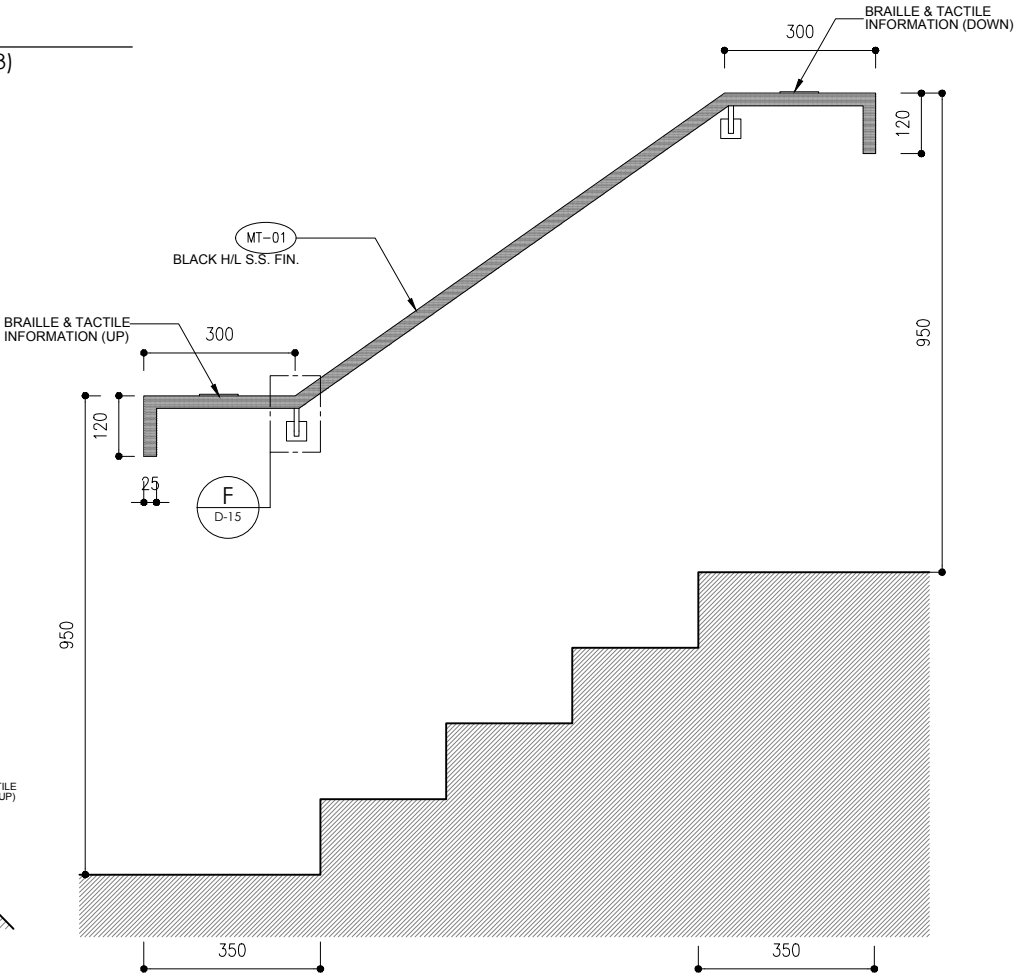
**B** ELEVATION  
D-15 SCALE 1:15(A3)



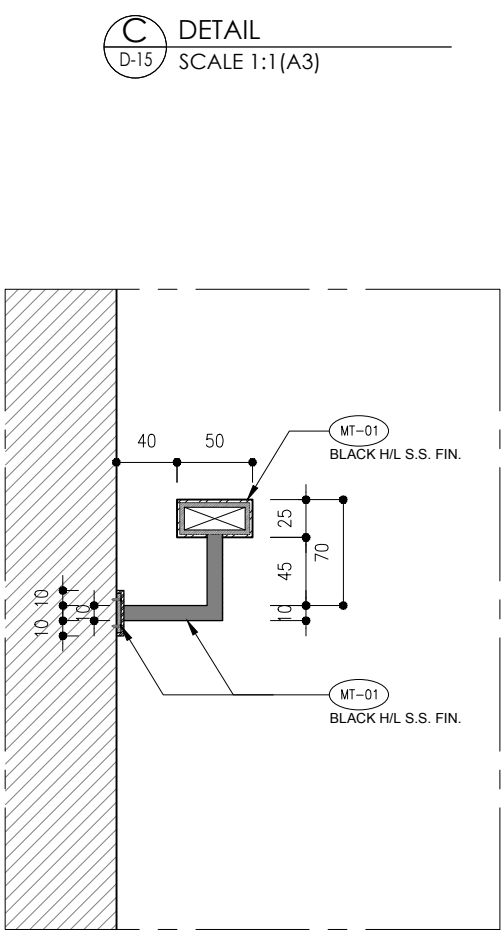
**C** DETAIL  
D-15 SCALE 1:1(A3)



**D** PLAN (CORRIDOR TO TOILET)  
D-15 SCALE 1:20(A3)



**E** ELEVATION  
D-15 SCALE 1:15(A3)



**F** DETAIL  
D-15 SCALE 1:5(A3)

\* ALL THE SIZE NEED TO VERIFY ON SITE



REVISION		
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DOOR SCHEDULE

SCALE	DATE
1 : 40 (A3)	11 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO

APQ-17-0117DR-01

CAD FILE REF	
Detail□(□rrent).dwg	

TENDER DRAWING

ELEVATION			
DOOR CODE	DR01	DR02	DR03
DESCRIPTION	DOUBLE SWING GLASS DOOR	DOUBLE SWING GLASS DOOR	DOUBLE SWING WOODEN DOOR
QUANTITY	1	2	2
LOCATION	ENTRANCE	ENTRANCE	FOCUS GROUP MEETING ROOMS
CONSTRUCTION	DOOR LEAF	16mm THK CLEAR TEMPERED GLASS DOOR	50mm THK HOLLOW DOOR W/.WOOD VENEER FINISHES
	DOOR FRAME	-	SOLID WOOD IN WOOD VENEER FINISHES
IRONMONGERY	HINGE	IR-06	IR-03
	CLOSER	IR-05	IR-04
	HANDLE	IR-16	IR-17
	LOCK	BOTH DROP BOLT & STANDARD MANUAL LOCKSET IR-13	IR-13
	DOOR STOP	IR-21	IR-21
NOTES			SOUND SEAL IR-22 IR-23
REMARKS	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION

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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DOOR SCHEDULE

SCALE	DATE
1 : 40 (A3)	11 . 05 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	
PROJECT NO	DWG NO
APQ-17-0117	DR-02
CAD FILE REF	
Detail□(□rent).dwg	
TENDER DRAWING	

ELEVATION				
DOOR CODE		DR04	DR05	DR06
DESCROPTION		CONCEALED SINGLE SWING WOODEN DOOR	SINGLE SWING GLASS DOOR	DOUBLE SWING WOODEN DOOR
QUANTITY		1	2	1
LOCATION		OFFICE	MEETING ROOM & CEO ROOM	LOADING DECK
CONSTRUCTION	DOOR LEAF	50mm THK HOLLOW DOOR W/ HIGH GLOSS WHITE PAINT FINISHES	12mm THK CLEAR TEMPERED GLASS DOOR	50mm THK HOLLOW DOOR W/. PAINT FINISHES
	DOOR FRAME	SOLID WOOD IN HIGH GLOSS WHITE PAINT FINISHES	SOLID WOOD IN BLACK POWDER COATED FINISHES	SOLID WOOD IN PAINT FINISHES
IRONMONGERY	HINGE	IR-02	IR-02	IR-01
	CLOSER	IR-05	IR-05	IR-08
	HANDLE	IR-18 OFFICE SIDE	CUSTOM MADE HANDLE	IR-18
	LOCK	BOTH DROP BOLT & STANDARD MANUAL LOCKSET IR-10	STANDARD MANUAL LOCKSET FOR MEETING ROOM BOTH DROP BOLT & STANDARD MANUAL LOCKSET FOR CEO ROOM	STANDARD MANUAL LOCKSET IR-10
	DOOR STOP	IR-21	IR-21	IR-21
NOTES				
REMARKS		ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION

REVISION		
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PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DOOR SCHEDULE

SCALE	DATE
1 : 40 (A3)	11 . 05 . 2017

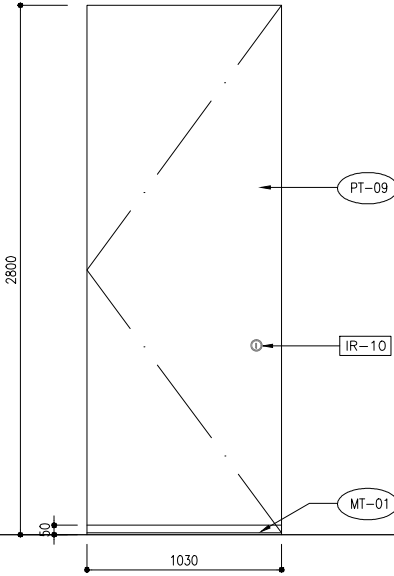
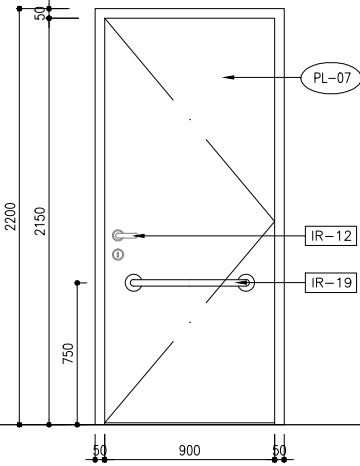
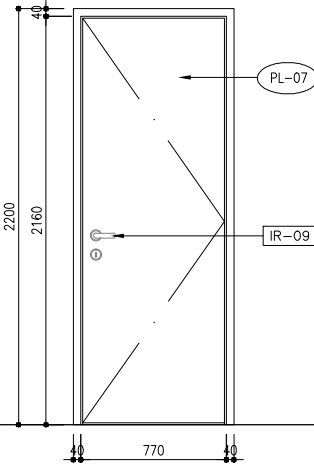
DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	PROJECT NO	DWG NO
	APQ-17-0117	DR-03

CAD FILE REF
Detail□(□rrent).dwg

TENDER DRAWING

ELEVATION			
			
DOOR CODE	DR07	DR08	DR09
DESCRIPTION	CONCEALED SINGLE SWING WOODEN DOOR	SINGLE SWING WOODEN DOOR	SINGLE SWING WOODEN DOOR
QUANTITY	1	1	2
LOCATION	BOH	DISABLE TOILET	MALE & FEMALE TOILET
CONSTRUCTION	DOOR LEAF	50mm THK HOLLOW DOOR W/. PAINT FINISHES	50mm THK HOLLOW DOOR W/. PLASTIC LAMINATED FINISHES
	DOOR FRAME	SOLID WOOD IN PAINT FINISHES	SOLID WOOD IN PAINT FINISHES (COLOR MATCH W/ (PL-07) )
IRONMONGERY	HINGE	IR-02	IR-01
	CLOSER	IR-07	IR-08
	HANDLE	IR-18 BOH SIDE	IR-09
	LOCK	BOTH DROP BOLT & STANDARD MANUAL LOCKSET IR-10	IR-09
	DOOR STOP	IR-21	IR-21
NOTES			
REMARKS	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION

REVISION		
REV.	DESCRIPTION	DATE
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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DOOR SCHEDULE

SCALE	DATE
1 : 40 (A3)	11 . 05 . 2017

DRAWN BY	DESIGNED BY
JH/ SC	AY

APPROVED BY

DATE	
PROJECT NO	DWG NO
APQ-17-0117	DR-04

CAD FILE REF	
Detail (Current).dwg	

TENDER DRAWING

ELEVATION			
DOOR CODE	DR10	DR11	DR12
DESCRIPTION	CONCEALED SINGLE SWING WOODEN DOOR	1 HR FIRE RATED DOUBLE SWING WOODEN DOOR	SINGLE SWING WOODEN DOOR
QUANTITY	1	1	1
LOCATION	AC BALCONY	FOCUS GROUP MEETING ROOM	STORE 2
CONSTRUCTION	DOOR LEAF	50mm THK HOLLOW DOOR W/. PLASTIC LAMINATED FINISHES	50mm THK HOLLOW DOOR W/. PAINT FINISHES
	DOOR FRAME	SOLID WOOD IN PAINT FINISHES	SOLID WOOD IN PAINT FINISHES
IRONMONGERY	HINGE	IR-01	IR-02
	CLOSER	IR-08	IR-08
	HANDLE	IR-18 AC BALCONY SIDE	IR-10
	LOCK	IR-11	IR-10
	DOOR STOP	IR-21	IR-21
NOTES		1 HR FIRE RATED DOOR WITH VIEWING WINDOW	
REMARKS	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION	ALL DOOR SIZE SUBJECT TO SITE CONDITION



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CIC Innovation Center (IC)

PROJECT

G/F, 44 Tai Yip Street  
Kowloon Bay, Hong Kong

DRAWING TITLE

DOOR SCHEDULE

SCALE	DATE
1 : 40 (A3)	02 . 06 . 2017
DRAWN BY	DESIGNED BY
JH/ SC	AY
APPROVED BY	

DATE	PROJECT NO	DWG NO
	APQ-17-0117	DR-05
CAD FILE REF		
Detail (Current).dwg		
TENDER DRAWING		

ELEVATION			
DOOR CODE	DR13		
DESCRIPTION	CONCEALED SINGLE SWING WOODEN DOOR		
QUANTITY	2		
LOCATION	FOCUS GROUP MEETING ROOM STORAGE		
CONSTRUCTION	DOOR LEAF	50mm THK HOLLOW DOOR W/. PAINT FINISHES	
	DOOR FRAME	SOLID WOOD IN PAINT FINISHES	
IRONMONGERY	HINGE	IR-02	
	CLOSER	IR-08	
	HANDLE	CUSTOM MADE	
	LOCK	IR-13	
	DOOR STOP		
NOTES			
REMARKS	ALL DOOR SIZE SUBJECT TO SITE CONDITION		

APQ17-0117

CIC Innovation Center (IC)

## **MATERIAL SPECIFICATION**




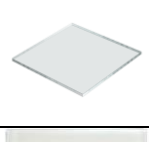

LATEST REVISION DATE: 11-05-2017  
ISSUE NO.: 2


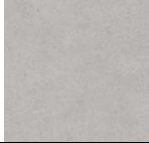



## MATERIAL SPECIFICATION

PROJECT: CIC Innovation Center (IC)

JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
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GL-01	Black Glass	6mm THK. Black Glass Panel	Wall at Reception	By contractor		(or equivalent) Sample to be submitted for designer's approval
GL-02	Clear Laminated Glass	16mm THK. Laminated Glass Panel	Façade, Partition for Office	By contractor		(or equivalent) Sample to be submitted for designer's approval
GL-03	Clear Glass	12mm THK. Clear Tempered Glass	Partition for Meeting room & CEO room	By contractor		(or equivalent) Sample to be submitted for designer's approval
GL-04	Clear Glass	8mm THK. Clear Tempered Glass	Cover for Outdoor LED TV	By contractor		(or equivalent) Sample to be submitted for designer's approval
GL-05	White Glass	6mm THK. White Back Painted Glass	Wet Pantry	By contractor		(or equivalent) Sample to be submitted for designer's approval

PL-01	Light Grey Vinyl Sheet	Tarkett Concrete/ Chalk 25025 002	Reception & Exhibition Area 1 & 2	Signalplus Mr Chris Pang T: (852) 3918 5510 M: (852) 6179 5088		(or equivalent) Sample to be submitted for designer's approval
PL-02	Grey Vinyl Sheet	Tarkett Concrete/ Cool Grey 25025 000	Reception & Exhibition Area 1 & 2	Signalplus Mr Chris Pang T: (852) 3918 5510 M: (852) 6179 5088		(or equivalent) Sample to be submitted for designer's approval
PL-03	Dark Grey Vinyl Sheet	Tarkett Concrete/ Dark Grey 25025 001	Reception & Exhibition Area 1 & 2	Signalplus Mr Chris Pang T: (852) 3918 5510 M: (852) 6179 5088		(or equivalent) Sample to be submitted for designer's approval
PL-04	Wood-like Vinyl Flooring	Green-Flor Oak contemporary indium grey PE70059	Wet Pantry & Printing Area	Signalplus Mr Chris Pang T: (852) 3918 5510 M: (852) 6179 5088		(or equivalent) Sample to be submitted for designer's approval
PL-05	Clear Acrylic	25mm THK. Clear Acrylic	Exhibition Area 1	By contractor		(or equivalent) Sample to be submitted for designer's approval

## MATERIAL SPECIFICATION

**PROJECT: CIC Innovation Center (IC)**

JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

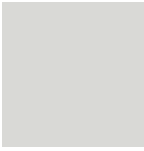
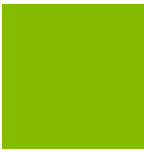


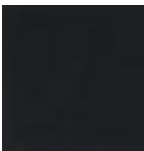




Code	Material	Description	Location	Supplier	Remarks	Approved
<b>PL-06</b>	Grey Acrylic	5mm THK. Grey Acrylic Pantone: Cool Grey 1C	Exhibition Area 1	By contractor		(or equivalent) Sample to be submitted for designer's approval
<b>PL-07</b>	Grey Plastic Laminate	Formica 928 Mouse	Corridor	Formica(Asia) Ltd. Mr Leo Lee T: (852) 2169 8111 F: (852) 2185 7367 M: (852) 6222 3322 Leo.Lee@formica.com		Sample to be submitted for designer's approval
<b>PL-08</b>	Black Plastic Laminate	Formica 0909 Black	Cabinet at Wet Pantry	Formica(Asia) Ltd. Mr Leo Lee T: (852) 2169 8111 F: (852) 2185 7367 M: (852) 6222 3322 Leo.Lee@formica.com		Sample to be submitted for designer's approval
<b>PL-09</b>	Light Grey Plastic Laminate	Formica 0927 Folkstone	Toilet Cubicle	Formica(Asia) Ltd. Mr Leo Lee T: (852) 2169 8111 F: (852) 2185 7367 M: (852) 6222 3322 Leo.Lee@formica.com		Sample to be submitted for designer's approval
<b>PL-10</b>	White Plastic Laminate	Formica 3200 Ultra White	Cabinet at Office	Formica(Asia) Ltd. Mr Leo Lee T: (852) 2169 8111 F: (852) 2185 7367 M: (852) 6222 3322 Leo.Lee@formica.com		Sample to be submitted for designer's approval
<b>MR-01</b>	Clear Mirror	6mm THK. Clear Mirror	Female, Male & Disable Toilet	By Contractor		(or equivalent) Sample to be submitted for designer's approval
<b>MR-02</b>	Black Mirror	6mm thick Black Mirror	Female & Male Toilet	By Contractor		(or equivalent) Sample to be submitted for designer's approval
<b>MT-01</b>	Black Hairline Stainless Steel Plate	316 Black Stainless Steel in Hairline Finish	Railing, General Skirting	By Contractor		(or equivalent) Sample to be submitted for designer's approval
<b>MT-02</b>	Silver Hairline Stainless Steel Plate	316 Silver Stainless Steel in Hairline Finish (Detail dimension refer to drawing)	General Divider	By Contractor		(or equivalent) Sample to be submitted for designer's approval



## MATERIAL SPECIFICATION

PROJECT: CIC Innovation Center (IC)









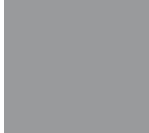
JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
MT-03	Light Grey Cladding	Light Grey Cladding Pantone: Cool Grey 1C	Façade Column	By Contractor		(or equivalent) Sample to be submitted for designer's approval
MT-04	Green Cladding	Green Cladding Pantone: 376C	Façade Column	By Contractor		(or equivalent) Sample to be submitted for designer's approval
MT-05	Dark Grey Cladding	Dark Grey Cladding Pantone: Cool Grey 10C	Façade Logo Wall	By Contractor		(or equivalent) Sample to be submitted for designer's approval
MT-06	Black Cladding	Black Cladding Pantone: 425 C	Entrance	By Contractor		(or equivalent) Sample to be submitted for designer's approval
MT-07	Black Aluminum Window Frame	Black Aluminum Window Frame Pantone: 425 C	Facade	By Contractor		(or equivalent) Sample to be submitted for designer's approval
MT-08	White Aluminum Ceiling Tile	White Aluminum Ceiling Tile (Matt Finish) Finish – White on White (Dulux 30GY 88/014)	Female, Male & Disable Toilet	By Contractor		(or equivalent) Sample to be submitted for designer's approval
WD-01	Outdoor Wood	PVC Recycled Plastic Composite Timber Model: PG-DK10025 PVC Color: Walnut Texture: Sanding	Planter & Seating Area	GPM & CO Limited Mr Benny Wong T: (852) 2789 1887 F: (852) 2789 1889 M: (852) 9866 2275 info@gpm.com.hk		(or equivalent) Sample to be submitted for designer's approval
WD-02	Outdoor Wood	PVC Recycled Plastic Composite Timber Model: PG-DK10025 PVC Color: Teak Texture: Sanding	Outdoor Decking	GPM & CO Limited Mr Benny Wong T: (852) 2789 1887 F: (852) 2789 1889 M: (852) 9866 2275 info@gpm.com.hk		(or equivalent) Sample to be submitted for designer's approval
WD-03	Outdoor Wood	PVC Recycled Plastic Composite Timber Model: DK10025 PVC Color: Brown Texture: Sanding	Outdoor Decking	GPM & CO Limited Mr Benny Wong T: (852) 2789 1887 F: (852) 2789 1889 M: (852) 9866 2275 info@gpm.com.hk		(or equivalent) Sample to be submitted for designer's approval

## MATERIAL SPECIFICATION

PROJECT: CIC Innovation Center (IC)


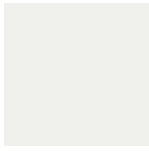



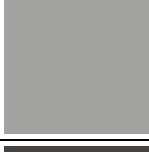



JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
WD-04	Wood Veneer Finishes	K 6129AA White Oak **FSC Certified**	Wooden Chair at Lounge	Keding (HK) Enterprises Limited Mr Derek Zhao T: (852) 3689 0417 F: (852) 3689 0418 M: (852) 5616 6367 hk@twkd.com		(or equivalent) Sample to be submitted for designer's approval
WD-05	Wood Veneer Finishes	K 6309 Dyed Oak **FSC Certified**	Door at Exhibition Area 2	Keding (HK) Enterprises Limited Mr Derek Zhao T: (852) 3689 0417 F: (852) 3689 0418 M: (852) 5616 6367 hk@twkd.com		(or equivalent) Sample to be submitted for designer's approval
WD-06	Wood Veneer Finishes	K 6160AN Eucalyptus **FSC Certified**	High Bar Table	Keding (HK) Enterprises Limited Mr Derek Zhao T: (852) 3689 0417 F: (852) 3689 0418 M: (852) 5616 6367 hk@twkd.com		(or equivalent) Sample to be submitted for designer's approval
PT-01	White Paint	ECO Flesh Clean Paint Matt Finish White on White (Color match with Dulux 30GY 88/ 014)	General Wall Finishes	SSK (Hong Kong) Co., Ltd Ms Kara Kam T: (852) 2529 3968 M: (852) 6892 0961		(or equivalent) Sample to be submitted for designer's approval
PT-02	Charcoal Grey Paint	ECO Flesh Clean Paint Manor House (Color match with Dulux 50YR 08/ 038)	General Ceiling	SSK (Hong Kong) Co., Ltd Ms Kara Kam T: (852) 2529 3968 M: (852) 6892 0961		(or equivalent) Sample to be submitted for designer's approval
PT-03	Exterior Paint	Grey Exterior Paint (Dulux Pro Weathershield Dolphin 20278)	Facade	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-04	High Gloss White Paint	ECO Flesh Clean Paint High Gloss White Paint Finishes (Color match with Dulux 30GY 88/ 014)	Wall at Reception	SSK (Hong Kong) Co., Ltd Ms Kara Kam T: (852) 2529 3968 M: (852) 6892 0961		(or equivalent) Sample to be submitted for designer's approval
PT-05	Green Paint	Green Spray Paint Pantone: 376C	Logo Wall	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-06	Grey Paint	Grey Spray Paint Pantone: Cool Gray 7C	Logo Wall	By Contractor		(or equivalent) Sample to be submitted for designer's approval

## MATERIAL SPECIFICATION

**PROJECT: CIC Innovation Center (IC)**




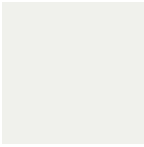
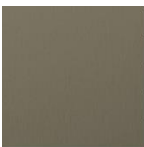


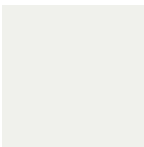
JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
PT-07	Dark Grey Spray Paint	Dark Grey Spray Paint Pantone: Cool Grey 10C	Logo Wall	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-08	Projection Paint	Screen Goo High Contrast Finish Coat	Exhibition Area 1 & 2	Pacific DataCom (Hong Kong) Limited Mr Eddie Choy T: (852) 2303 0018 F: (852) 2303 1633 M: (852) 9255 7173 eddie@pdcl.com		(or equivalent) Sample to be submitted for designer's approval
PT-09	Charcoal Grey Paint	ECO Flesh Clean Paint Manor House (Color match with Dulux 50YR 08/ 038)	General Wall	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-10	White Powder Coated Paint	ECO Flesh Clean Paint White Powder Coated Paint Finishes (30%) White on White (Color match with Dulux 30GY 88/ 014)	Feature Wall at Exhibition Area 1	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-11	Special Paint	Rasato Fine #M6007	Exhibition Area 1 & Corridor	Paintech Building Materials Co. Limited Mr Felix Ho T: (852) 2865 0777 F: (852) 2865 0198 M: (852) 6335 3061 felix@paintech.asia		(or equivalent) Sample to be submitted for designer's approval
PT-12	Grey Enamel Paint	Grey Enamel Paint Granite Grey (Dulux 00NN 37/000)	Entrance Gate	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-13	Black Powder Coated Paint	Black Powder Coated Paint Finishes Deep Onyx (Dulux 00NN 07/000)	Door & Window Frame at Office	By Contractor		(or equivalent) Sample to be submitted for designer's approval
PT-14	Beige Paint	ECO Flesh Clean Paint (Color match with Dulux 30YY 44/ 114)	Focus Group Meeting Rooms	SSK (Hong Kong) Co., Ltd Ms Kara Kam T: (852) 2529 3968 M: (852) 6892 0961		(or equivalent) Sample to be submitted for designer's approval
ST-01	Corian	White Corian GW101 (Glacier White)	Reception Counter, Basin Counter at Toilet & Counter top at Wet Pantry	Cambridge Ms Doris Chuang T: (852) 2392 6631 F: (852) 3743 6142 M: (852) 9415 3180		(or equivalent) Sample to be submitted for designer's approval

# MATERIAL SPECIFICATION

PROJECT: CIC Innovation Center (IC)

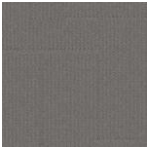




JOB NO. : APQ17-0117  
 ISSUE DATE : 11-05-2017  
 REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
ST-02	Corian	Black Corian DN 902 (Nocturne)	Reception Counter	Cambridge Ms Doris Chuang T: (852) 2392 6631 F: (852) 3743 6142 M: (852)9415 3180		(or equivalent) Sample to be submitted for designer's approval
ST-03	Concrete Floor	Match with the Pavement	Entrance	By Contractor		(or equivalent) Sample to be submitted for designer's approval
ST-04	Light Grey Granite		Seat Bench	By Contractor		(or equivalent) Sample to be submitted for designer's approval
WP-01	White Board Sticker	Magwall Screen	Focus Group Meeting Room 1 & 2	Tak Lee Decoration Material Ltd. Mr Kevin Lee T: (852) 2399 0898 F: (852) 2399 0547 M: (852)9665 1176 sales@takleewallpaper.com		(or equivalent) Sample to be submitted for designer's approval
WP-02	Beige Wall- paper	AF-1346	Focus Group Meeting Room- 1 & 2			
WP-03	Charcoal Grey Sticker	Metallic Hairline AR - 1726	Focus Group Meeting Room 1 & 2	Cobelco Industrial Supplies Ltd. Mr. Christopher Ko T: (852) 3702 6206 F: (852) 3705 1010 M: (852)6016 3056 chris@cobelco.com.hk		(or equivalent) Sample to be submitted for designer's approval
WP-04	Film Sticker		Entrance	By Contractor		(or equivalent) Sample to be submitted for designer's approval
WP-05	Acoustic Panel	ECHO PANEL 101 (FREQUENCY)	CEO room & Meeting room	Infinity Finishes Ltd. Mr. Chris Yip T: (852) 3765 0902 M: (852)6339 7571		(or equivalent) Sample to be submitted for designer's approval
WP-06	3M™ Projection Screen	Whiteboard Film PWF-500	Exhibition Area 1	Pacific DataCom (Hong Kong) Limited Mr Eddie Choy T: (852) 2303 0018 F: (852) 2303 1633 M: (852) 9255 7173 eddie@pdcl.com		(or equivalent) Sample to be submitted for designer's approval

## MATERIAL SPECIFICATION

PROJECT: CIC Innovation Center (IC)

JOB NO. : APQ17-0117  
ISSUE DATE : 11-05-2017  
REVISION : A

Code	Material	Description	Location	Supplier	Remarks	Approved
CP-01	Light Grey Carpet	Interface Colour me 24oz - Smoke 1681-007-000	Focus Group Meeting Room 1 & 2 Office Area	Modular Space Ltd Mr Romeo Cheung T: (852) 2239 0716 F: (852) 2893 3881 M: (852)6344 3216 romeocheng@modularspace.com.hk		(or equivalent) Sample to be submitted for designer's approval
CP-02	Grey Carpet	Interface Colour me 24oz - Pebble 1681-005-000	Focus Group Meeting Room 1 & 2 Office Area	Modular Space Ltd Mr Romeo Cheung T: (852) 2239 0716 F: (852) 2893 3881 M: (852)6344 3216 romeocheng@modularspace.com.hk		(or equivalent) Sample to be submitted for designer's approval
CP-03	Dark Grey Carpet	Interface Colour me 24oz - Graphite 1681-002-000	Focus Group Meeting Room 1 & 2 Office Area	Modular Space Ltd Mr Romeo Cheung T: (852) 2239 0716 F: (852) 2893 3881 M: (852)6344 3216 romeocheng@modularspace.com.hk		(or equivalent) Sample to be submitted for designer's approval
TL-01	Grey Tile	DAUGRES Fusion – Grigio R11 600 x 600	Female, Male & Disable Toilet	BENTA(Global) Co., Ltd. Mr Alex Lee T: (852) 3620 3281 M: (852) 6176 2079 leealex@benta-global.com		(or equivalent) Sample to be submitted for designer's approval
TL-02	Dark Grey Tile	DAUGRES Ancientstone Antracite STR R12 600 x 600	Corridor	BENTA(Global) Co., Ltd. Mr Alex Lee T: (852) 3620 3281 M: (852) 6176 2079 leealex@benta-global.com		(or equivalent) Sample to be submitted for designer's approval

APQ17-0117

**CIC Innovation Center (IC)**

**IRONMONGERY SPECIFICATION**

LATEST REVISION DATE: 01-05-2017

ISSUE NO.: 1

AB-187\*

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
Latest Rev. Date : 01-05-2017  
Issue No. : 1

Code	Ironmongery Type	First Issue Date	Rev. Date	Rev.
IR-01	Hinge	01-05-2017	-	-
IR-02	Concealed Hinge	01-05-2017	-	-
IR-03	Concealed Hinge	01-05-2017	-	-
IR-04	Concealed Closer	01-05-2017	-	-
IR-05	Concealed Closer	01-05-2017	-	-
IR-06	Floor Spring	01-05-2017	-	-
IR-07	Closer	01-05-2017	-	-
IR-08	Closer	01-05-2017	-	-
IR-09	Lockset	01-05-2017	-	-
IR-10	Lockset	01-05-2017	-	-
IR-11	Lockset	01-05-2017	-	-
IR-12	Lockset	01-05-2017	-	-
IR-13	Lockset	01-05-2017	-	-
IR-14	Concealed Mortise Deadbolt Lock	01-05-2017	-	-
IR-15	Alarm Exit Control Lock	01-05-2017	-	-
IR-16	Pull Handle	01-05-2017	-	-
IR-17	Pull Handle	01-05-2017	-	-
IR-18	Pull Handle	01-05-2017	-	-
IR-19	Grab Bar	01-05-2017	-	-
IR-20	Folding Safety Grab Bar	01-05-2017	-	-
IR-21	Door Stopper	01-05-2017	-	-
IR-22	Drop Seal	01-05-2017	-	-
IR-23	Batwing Seal	01-05-2017	-	-
IR-24	Flush Bolt	01-05-2017	-	-
IR-25	Flush Bolt	01-05-2017	-	-
IR-26	Door Selector	01-05-2017	-	-
IR-27	Hinge	01-05-2017	-	-
IR-28	Sliding track	01-05-2017	-	-

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

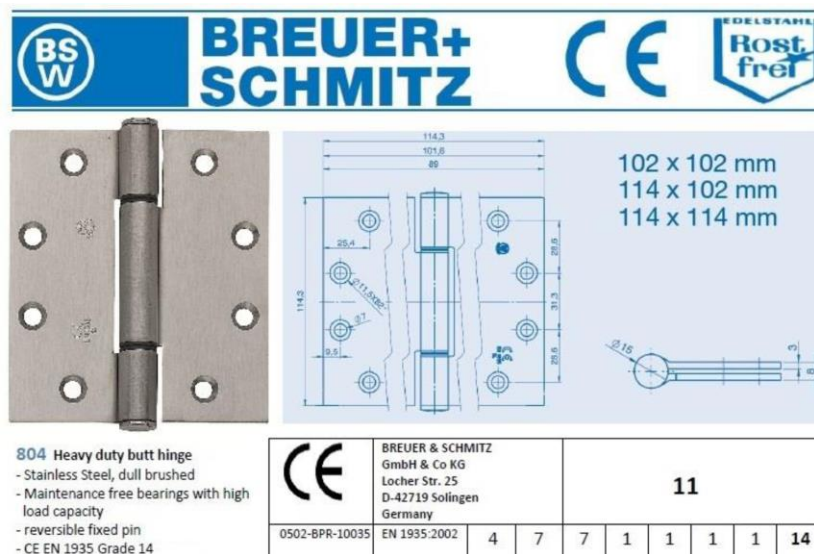
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-01
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Hinge
Model	: "BSW" 804-STD/316
Description	: BSW 804-STD/316 full mortise stainless steel butt hinge, 114x102x3mm, AWS,AISI 316 satin S.S. finish, for door weight up to 160kg, Tested to EN1935:2002Classification 4-7-7-1-1-1-14
Colour	: AISI 316 Satin S.S. finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: 160kg
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbm.com.hk
Remark	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.</li> <li>3. Contractor shall ensure all ironmongery used to comply with local regulations.</li> <li>4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.</li> <li>5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.</li> </ol>





## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

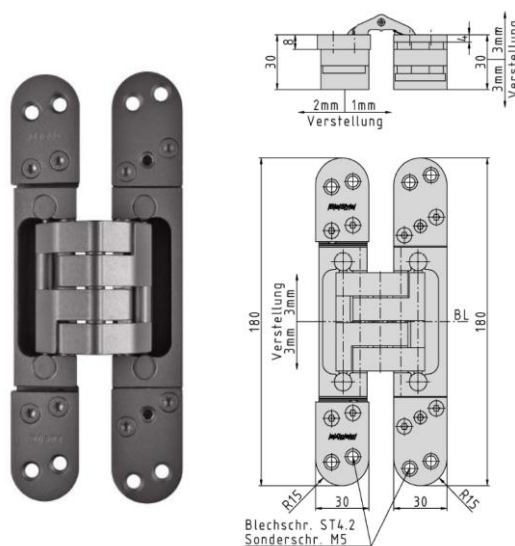
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-02
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Concealed Hinge
Model	: DX 101 3-D
Description	: "BaSys" DX 101 3-D concealed hinge, max loading 100kg / 3 dimensionaladjustable, size:180mm x 30mm X30mm, in satin nickel plated finish. (withscrews, Torx 4.2x50)
Colour	: Satin Nickel Plated finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: N/A
Max. Door Weight	: 100kg
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbml.com.hk
Remark	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.</li> <li>3. Contractor shall ensure all ironmongery used to comply with local regulations.</li> <li>4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.</li> <li>5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.</li> </ol>



## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. \_\_\_\_\_ : -

Rev. Date : -

Code : IR-03

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Concealed Hinge

Model : BaSys DX 101 3-D

Description : "BaSys" DX 180 3-D Concealed hinge, max loading 180kg / 2 hinge, size:235mm x 37mm X 45mm, in satin nickel plated finish. (without screws -usePhilips screw x8, 5.2x50)

Colour : Satin Nickel Plated finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

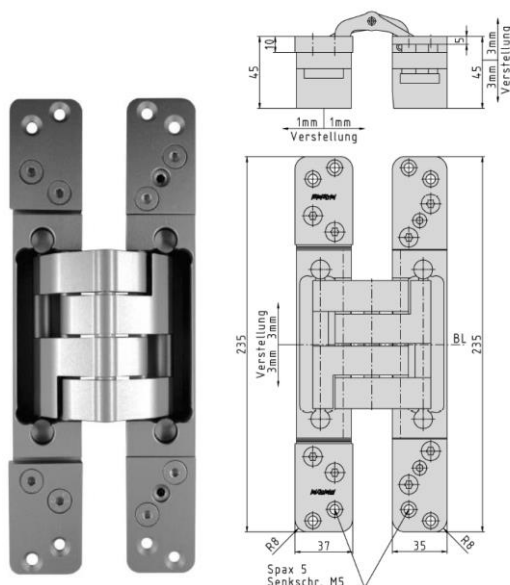
Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : [kevin.lau@tfhbml.com.hk](mailto:kevin.lau@tfhbml.com.hk)

Remark	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.</li> <li>3. Contractor shall ensure all ironmongery used to comply with local regulations.</li> <li>4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.</li> <li>5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.</li> </ol>
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-04

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Concealed Closer

Model : Doma ITS96

Description : "Dorma" ITS96-HO cam action concealed door closer, size EN3-6, w/ hold open device, w/ G96N slide arm & channel assembly, non handed, in silver finish.

Colour : Silver finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

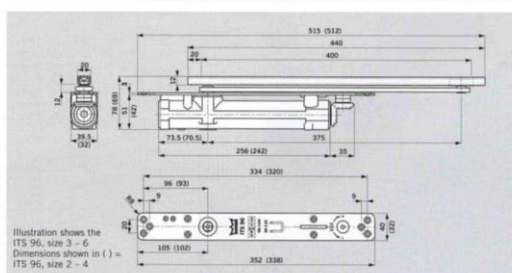
Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : kevin.lau@tfhbm.com.hk

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.  
3. Contractor shall ensure all ironmongery used to comply with local regulations.  
4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.  
5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.



Data and features		ITS 96		ITS 96 FL
Variable	Spring strength	EN 2-4	EN 3-6	EN 3-6
Standard doors <sup>1)</sup>	up to 1100 mm	•	•	•
	up to 1400 mm	•	•	•
External doors, outward opening		—	—	—
Fire and smoke check doors <sup>2)</sup>	up to 1100 mm	•	•	•
	up to 1400 mm	—	•	•
Door leaf thickness	up to 40 mm	•	•	•
	up to 50 mm	•	•	•
Max. door leaf weight in kg		130	180	180
Non-handed design (closer)		•	•	•
Arm	Slide channel	•	•	•

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-05

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Concealed Closer

Model : Dorma ITS96

Description : "Dorma" ITS96-HO cam action concealed door closer, size EN2-4, w/ hold open device, w/ G96N slide arm & channel assembly, non handed, in silver finish.

Colour : Silver Finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : kevin.lau@tfhbm.com.hk

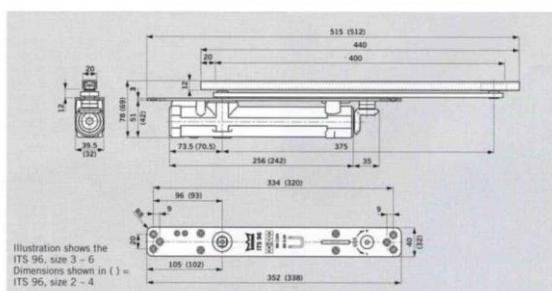
Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.

2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.

3. Contractor shall ensure all ironmongery used to comply with local regulations.

4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.

5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.



Data and features		ITS 96		ITS 96 FL
Variable		EN 2-4	EN 3-6	EN 3-6
closing force	Spring strength			
Standard doors <sup>1)</sup>	up to 1100 mm	•	•	•
	up to 1400 mm	•	•	•
External doors, outward opening		•	•	•
Fire and smoke check doors <sup>2)</sup>	up to 1100 mm	•	•	•
	up to 1400 mm	•	•	•
Door leaf thickness	up to 40 mm	•	•	•
	up to 50 mm	•	•	•
Max. door leaf weight in kg		130	180	180
Non-handed design (closer)		•	•	•
Arm		•	•	•
Slide channel		•	•	•

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-06

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Floor Spring

Model : Dorma BTS75R

Description : "Dorma" BTS75R-EN2-5-90HO-SP0, Double action floor spring, heavy duty, 180 kgs loading, adjustable spring size EN2-5, with backcheck, 90 degree hold open, standard spindle, complete with 7510 s.s. Grade 304 cover plate & screw, w/ 8066 top centre & bottom strap.

Colour : Satin S.S. finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : kevin.lau@tfhbm.com.hk

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 2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.  
 3. Contractor shall ensure all ironmongery used to comply with local regulations.  
 4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.  
 5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.

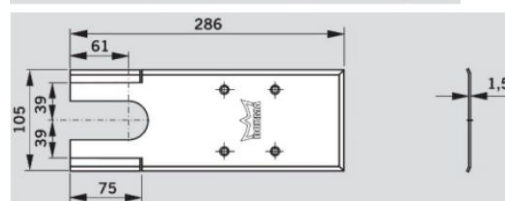
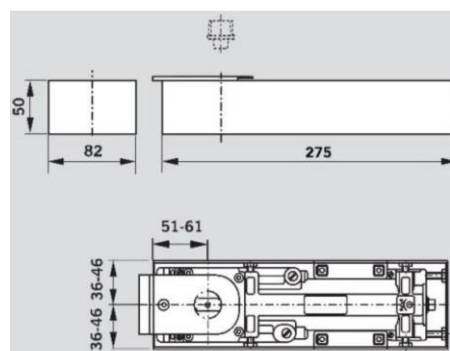
**BTS 75 R**

Universal floor spring conforming to DIN EN 1154, non-handed unit suitable for LH and RH single and double action doors up to 180 kg leaf weight, with adjustable spring strength (size EN 2-5) and closing speed, with closing action operational from approx. 175°. Featuring hydraulically fully controlled closing cycle and backcheck. Adjustable size EN2-5 complies with Barrier Free Access for internal, fire and external doors requirements. Equipped with extra heavy duty steel top pivot 8066 and drop forged steel, zinc plated bottom strap 7421 for centre hung and double action doors and single accessories for single action doors. Cover plate to be 304 stainless steel, 1.5 mm thick. Cement box included.

Data and features	BTS75R
Spring strength (EN)	2-5
Spring strength adjustment	•
Standard	•
External doors	•
For fire and smoke check doors	•
Max. leaf weight (kg)	180
Non-handed, suitable for single and double action doors	•
Closing speed	175° - 0°
Adjustable by valve	175° - 15°
15° - 0°	•
Backcheck, mechanical	•
Hold-open	•
Adjustable	•
Fixed 90°	•
Fixed 105°	•
Coverplate secured to cement box	•
Floor spring	•
Coverplate material	•
SS 304	•
Brass	•
Weight in kg	3.0
Dimensions in mm	•
Length	285
Overall depth	82
Height	50
Tested to EN1154	•
Barrier Free Access 2008	•
Internal door	•
Fire door	•
External door	•

• yes    ◦ option    - not available

For applications involving particularly high or heavy loads, likely to expose to abuse and doors which have to close against wind or draught conditions, please contact our technical department.



## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-07

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Closer

Model : Dorma TS83P

Description : "Dorma" TS83P overhead door closer with regular arm, size EN3-6, non holdopen, with backcheck and delay action, with parallel arm bracket for push side installation, in silver finish.

Colour : Silver Finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : kevin.lau@tfhbm.com.hk

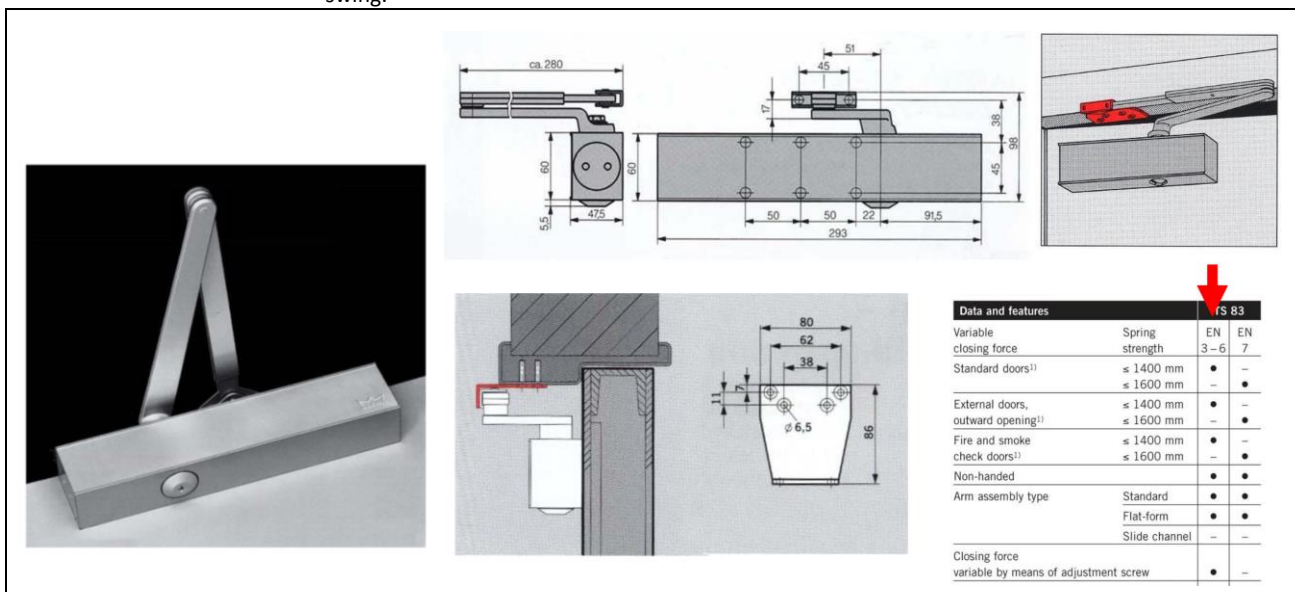
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-08

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Closer

Model : Dorma TS72

Description : "Dorma" TS72 overhead door closer with regular arm, size EN2-4, non holdopen, in silver finish.

Colour : Silver Finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

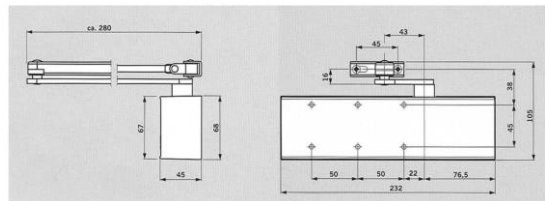
Email : kevin.lau@tfhbm.com.hk

Remark :

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- Contractor shall ensure all ironmongery used to comply with local regulations.
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- Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.



Data and features		TS 72
Spring strength adjustable	Size	EN 2 - 4
Standard doors	≤ 1100 mm <sup>1)</sup>	●
External doors, outward opening		—
Fire doors		—
Non-handed		●
Arm type	Standard	●
	Slide channel	—
Closing speed adjustable at 2 separate valves	180° - 15°	●
	15° - 0°	—
Latching action adjustable (by arm)		●
Backcheck		—
Delayed action		—
Hold-open		○
Weight in kg		1.2
Dimensions in mm	Length	232
	Overall depth	45
	Height	68
Door closer tested and approved to EN 1154		●
● Yes    — No    ○ Option		
<sup>1)</sup> With parallel-arm fixing, the closing force is approx. 20 Nm (for doors up to 950 mm)		





## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

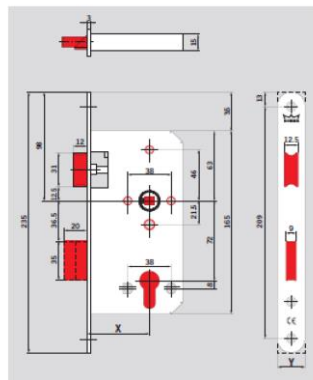
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-09
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Lockset
Model	: "Dorma" + "Valance" 381
Description	: "Dorma" 381-B/S70-SS, 300CE series, euro-profile mortise sash lockcase, backset 70mm, with 24mm width AISI316 square forend, with AISI316 square strike plate and white plastic strike box, in satin s.s. AISI316 finish. + "Dorma" ST6120 lever handle, lever on roses, spring loaded, include escutcheons, satin s.s. 316 finish, in pair. (Art. No. 9385006819626) w/ "Valance" 6PC-ESCY-01-70-SNP, euro-profile cylinder & turn, pins construction, C keyway, 70mm length, in satin nickel plated finish.
Colour	: Satin S.S. 316 finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbm.com.hk
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

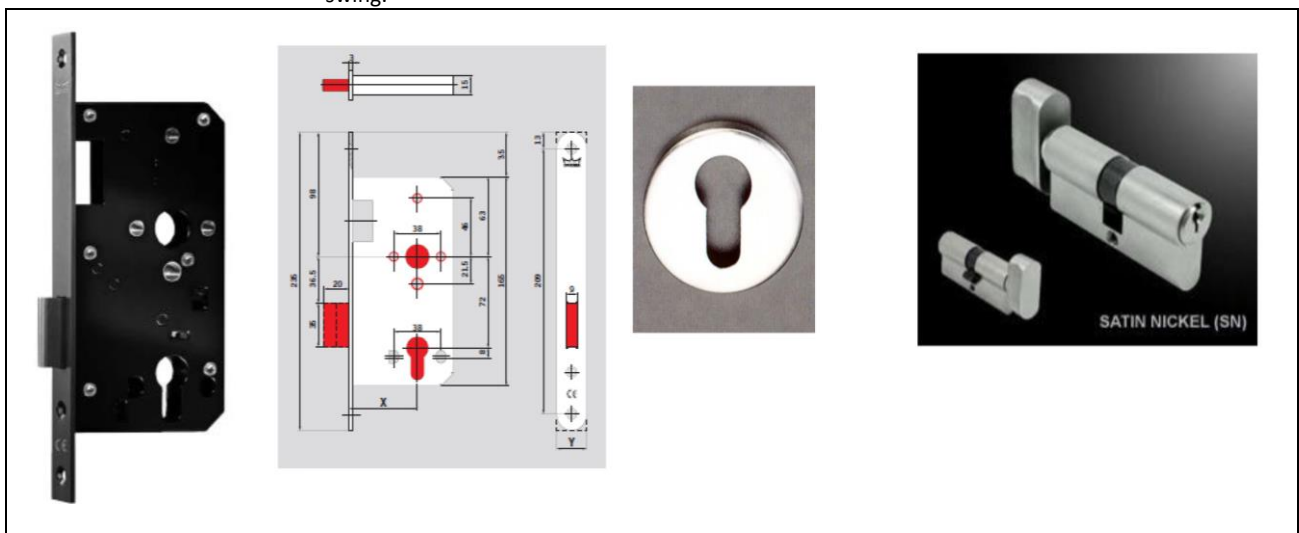
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-10
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Lockset
Model	: Dorma 388
Description	: "Dorma" 388-B/S70-SS, 300CE series, euro-profile mortise deadbolt lockcase, backset 70mm, with 24mm AISI316 square forend, with AISI316 square strike plate and white plastic strike box, in satin s.s. AISI316 finish. w/"Valance" 6PC-ESCY-01-70-SNP, euro-profile cylinder & turn, 6 pins construction, C keyway, 70mm length, in satin nickel plated finish.+ euro-typeround cylinder rose, in satin s.s., in pair.
Colour	: Satin S.S. 316 finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbml.com.hk
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

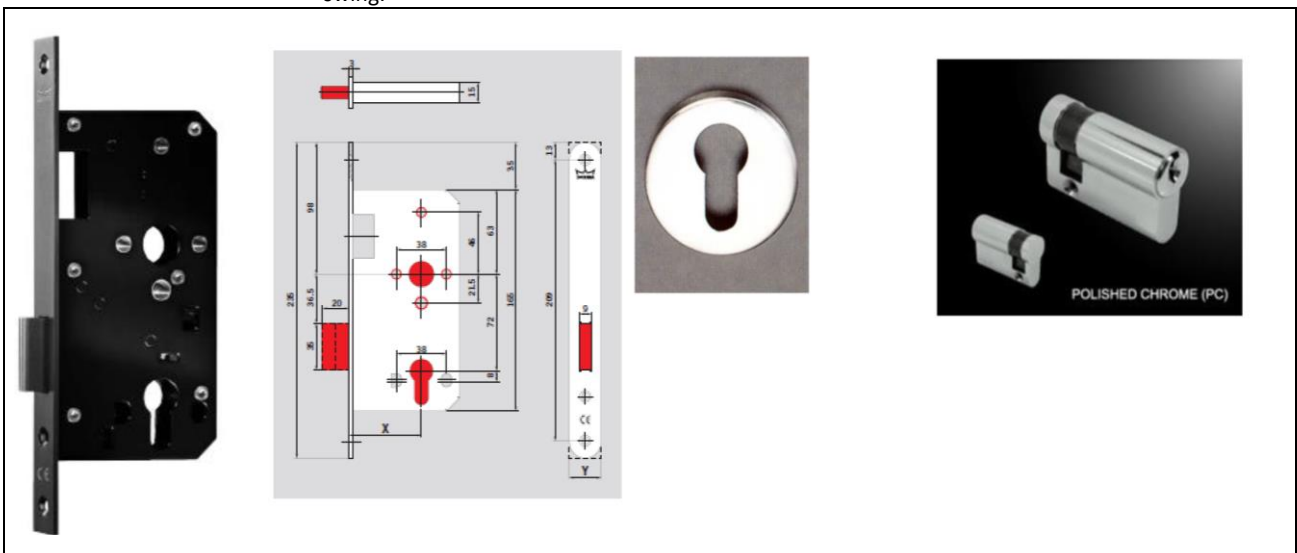
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-11
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Lockset
Model	: Dorma 388
Description	: "Dorma" 388-B/S70-SS, 300CE series, euro-profile mortise deadbolt lockcase, backset 70mm, with 24mm width AISI316 square forend, with AISI316 square strike plate and white plastic strike box, in satin s.s. AISI316 finish. w/"Valance" 6PC-ESCY-02-55-SNP, euro-profile half cylinder 6 pins construction, C keyway, 55mm length, in satin nickel plated finish.+ euro-typeround cylinder rose, in satin s.s., in pair.
Colour	: Satin S.S. 316 finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbml.com.hk
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-12

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Lockset

Model : "Dorma" + "Best"

Description	: "Dorma" 385-B/S70-SS, 300CE series, mortise bathroom / W.C. lockcase,backset 70mm, with 24mm width AISI316 square forend, with AISI316 squarestrike plate and white plastic strike box, in satin s.s. AISI316 finish. + "Dorma"ST6120 lever handle, lever on roses, spring loaded, include escutcheons,satin s.s. 316 finish, in pair. (Art. No. 9385006819626) w/ "Best" 8076-ST,Indicator bolt with emergency release, with thumb turn, with 8mm spindle, ins.s. satin finish.
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Colour : Satin S.S. 316 finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

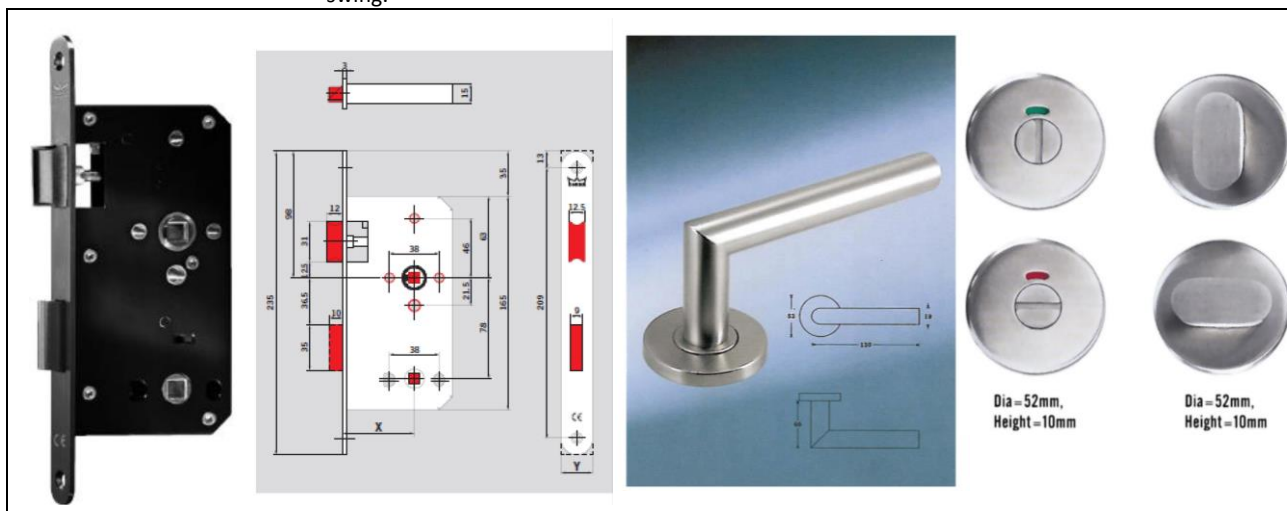
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Fax. : (852) 3580 0718

Email : [kevin.lau@tfhbml.com.hk](mailto:kevin.lau@tfhbml.com.hk)

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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. \_\_\_\_\_ : -

Rev. Date : -

Code : IR-13

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Lockset

Model : Dorma 917

Description : "Dorma" No. 917.0 PZ narrow stile bolt lock for europrofile cylinder, DIN18251-2 Class 3, backset 30mm, with hexsaw protection, square forend in satinbrushed s.s. finish. w/. "Valance" euro-profile cylinder, L-80mm, outsidecylinder, inside turn w/ master key or keyalike system, in satin nickel finish. +euro-type oval cylinder rose, in satin s.s., in pair.

Colour : Satin Brushed 316 S.S. finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

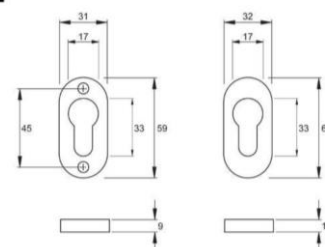
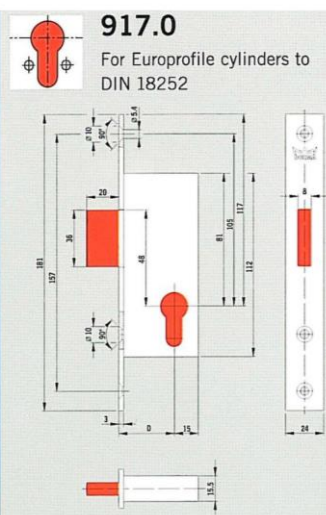
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

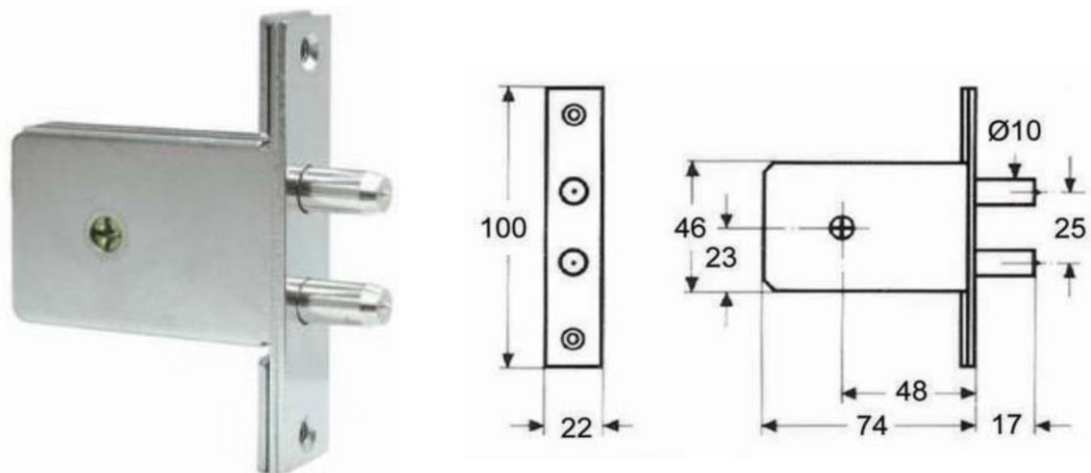
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-14
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Concealed Mortise Deadbolt Lock
Model	: "Best" 3950X
Description	: "Best" 3950X concealed mortise deadbolt lock, w/ key retaining function.
Colour	: Silver finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

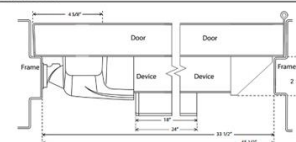
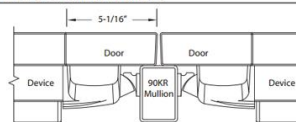
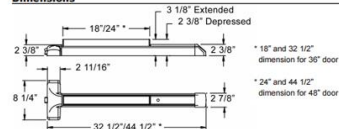
Rev. : -

Rev. Date : -

Code	: IR-15
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Emergency Alarm Push Bar
Model	: Detex Advantex 10 series Rim Exit Device
Description	: Refer to manufacturer's specification
Colour	: 630 / US32D Brushed Stainless Steel
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: By Contractor
Contact	: -
Tel.	: O: (852) - ; M: (852) -
Fax.	: (852) -
Email	:
Remark	: <ol style="list-style-type: none"> <li>Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.</li> <li>Contractor shall ensure all ironmongery used to comply with local regulations.</li> <li>Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.</li> <li>Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.</li> </ol>

**ADVANTEX®**  
**10 SERIES****Rim Exit Device**

The 10 Series rim exit device is super-heavy-duty panic and fire exit hardware for use on all types of single and double doors with mullions. The patented mounting plate and strike locator system ensures the easiest and most accurate installation of panic hardware available.

**Single Door****Double Door with 90KR Mullion****Dimensions****Accessories**

- GB1 - Glass Bead Kit
- SN1 - Sex Nut Kit (2 per package)
- SSK - Security Torx Screw Kit
- Trim Functions (see Outside Trims)
- Electrified Options (see Electrified Options)

**Technical Information**

- Door Types - Wood, Hollow Metal, Fiberglass or Aluminum
- Door Thickness - Fits standard 1-3/4\"/>
- Minimum Stile - 4-5/8\"/>
- Fasteners - Machine and Self-Drilling Screws standard

**Finishes**

- |              |                          |
|--------------|--------------------------|
| 605 / US3    | Polished Brass           |
| 606 / US4    | Brushed Brass            |
| 611 / US9    | Polished Bronze          |
| 612 / US10   | Brushed Bronze           |
| 613 / US10B  | Oil Rubbed Bronze        |
| 628 / US28   | Aluminum Satin           |
| 629 / US32   | Polished Stainless Steel |
| 630 / US32D  | Brushed Stainless Steel  |
| 663 / SPBLK  | Black, Painted           |
| 695 / SP 313 | Dark Bronze, Painted     |

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-16
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Pull Handle
Model	: "Elmes" G1212-22-121-L2000
Description	: Refer to manufacturer's specification
Colour	: Uni-Wood (Antibacterial Compressed Wood) Scotch Color & Aluminum Blast Anodized Black
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbm.com.hk
Remark	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose.</li> <li>3. Contractor shall ensure all ironmongery used to comply with local regulations.</li> <li>4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware.</li> <li>5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.</li> </ol>





## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

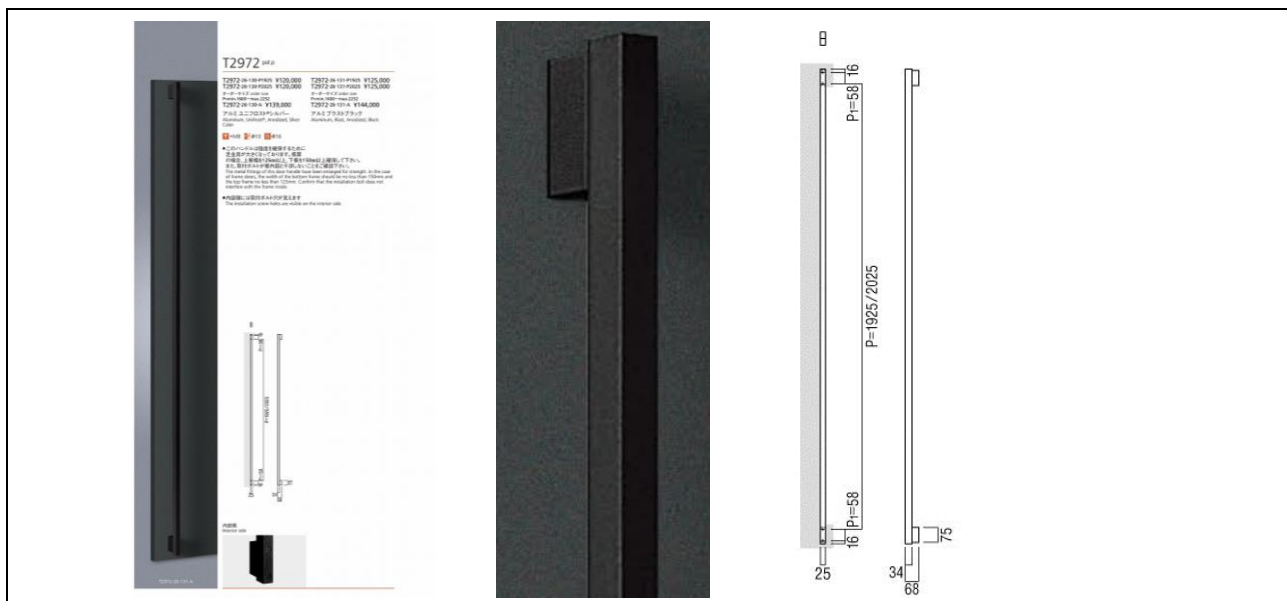
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-17
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Pull Handle
Model	: "Elmes" T2972-26-131-A
Description	: Refer to manufacturer's specification
Colour	: Aluminum Blast Anodized Black
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

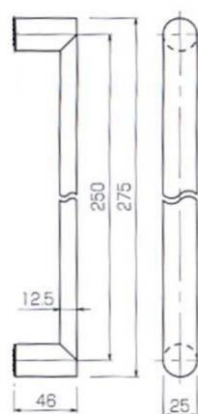
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-18
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Pull Handle
Model	: "Best" H200
Description	: "Valance" BT-H-200 pull handle, Ø25mm, L-275mm, surface fixing on timbermounted, hairline s.s.finish, i single no.
Colour	: Satin S.S. finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
Contact	: Mr. Kevin Lau
Tel.	: O: (852) 3620 2781 ; M: (852) -
Fax.	: (852) 3580 0718
Email	: kevin.lau@tfhbml.com.hk
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

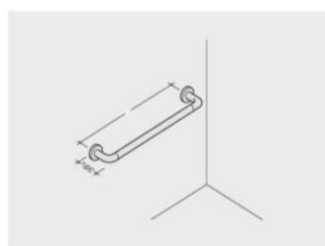
Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-19  
 Location : Refer to Ironmongery Schedule and Drawings  
 Ironmongery Type : Grab Bar  
 Model : "pba" 440-SS/A  
 Description : pba" PROGRAMMA 400-SS ART. 440-SS/A horizontal safety support, Ø32mm, max. overall dimension 650mm, centre-to-centre A=570mm, in satin s.s.AISI 316L finish.  
 Colour : Satin S.S. AISI 316L finish  
 Opening Angle : -  
 Self Closing : N/A  
 Hold Open : N/A  
 Closing Force : N/A  
 Door Thickness : 50mm  
 Max. Door Weight : N/A  
 /Load Bearing :  
 Max. Door Width : N/A  
 Sound Proofing Level : N/A  
 Fire Rated : N/A  
 Master Key : N/A  
 Break : N/A  
 Country of Origin : -  
 Supplier : Tung Fat Ho Building Material Ltd.  
 Contact : Mr. Kevin Lau  
 Tel. : O: (852) 3620 2781 ; M: (852) -  
 Fax. : (852) 3580 0718  
 Email : kevin.lau@tfhbm.com.hk  
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 5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.

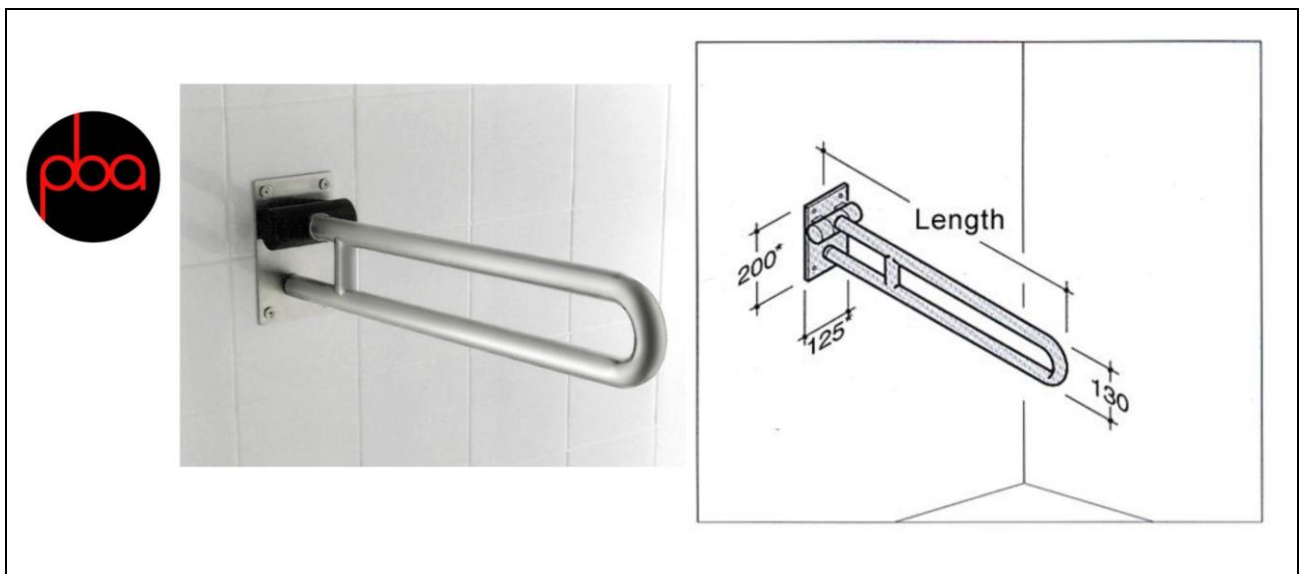


CE Sostegno di sicurezza orizzontale  
 Horizontal safety support  
 Barre d'appui horizontale  
 Haltegriff horizontal  
 Asidero horizontal  
 Horizontale veiligheidssteun

ART.	A
440-SS	370 (450)*
440-SS/A	570 (650)*
440-SS/B	770 (850)*
440-SS/C	970 (1050)*
440-SS/D	1170 (1250)*

## IRONMONGERY SPECIFICATION

Project:	CIC Innovation Center (IC)	Project No.	: APQ17-0117
		First Issue Date	: 01-05-2017
		Rev.	: -
		Rev. Date	: -
Code	: IR-20		
Location	: Refer to Ironmongery Schedule and Drawings		
Ironmongery Type	: Folding Safety Grab Bar		
Model	: "pba" 445S		
Description	"PBA" 445S horizontal upswing folding safety grab handrail, 32mmØ x overall 750mm long, in AISI 316L satin finish.		
Colour	: Satin S.S. AISI 316L finish		
Opening Angle	: -		
Self Closing	: N/A		
Hold Open	: N/A		
Closing Force	: N/A		
Door Thickness	: 50mm		
Max. Door Weight / Load Bearing	: N/A		
Max. Door Width	: N/A		
Sound Proofing Level	: N/A		
Fire Rated	: N/A		
Master Key	: N/A		
Break	: N/A		
Country of Origin	: -		
Supplier	: Tung Fat Ho Building Material Ltd.		
Contact	: Mr. Kevin Lau		
Tel.	: O: (852) 3620 2781 ; M: (852) -		
Fax.	: (852) 3580 0718		
Email	: kevin.lau@tfhbm.com.hk		
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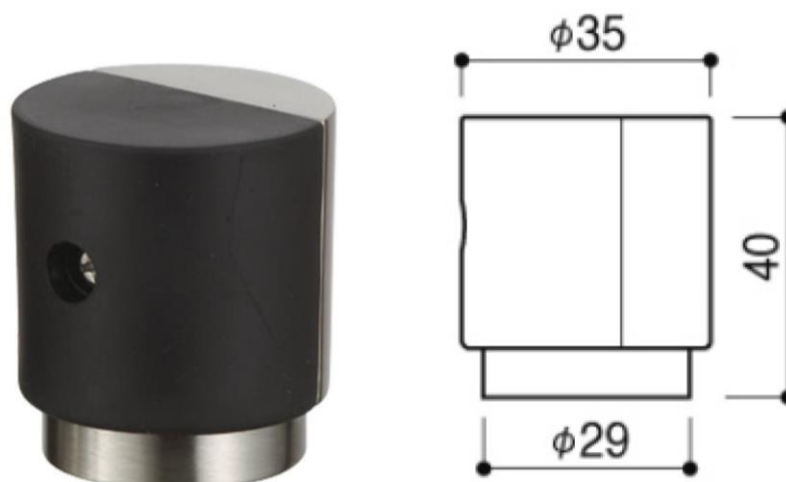


## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

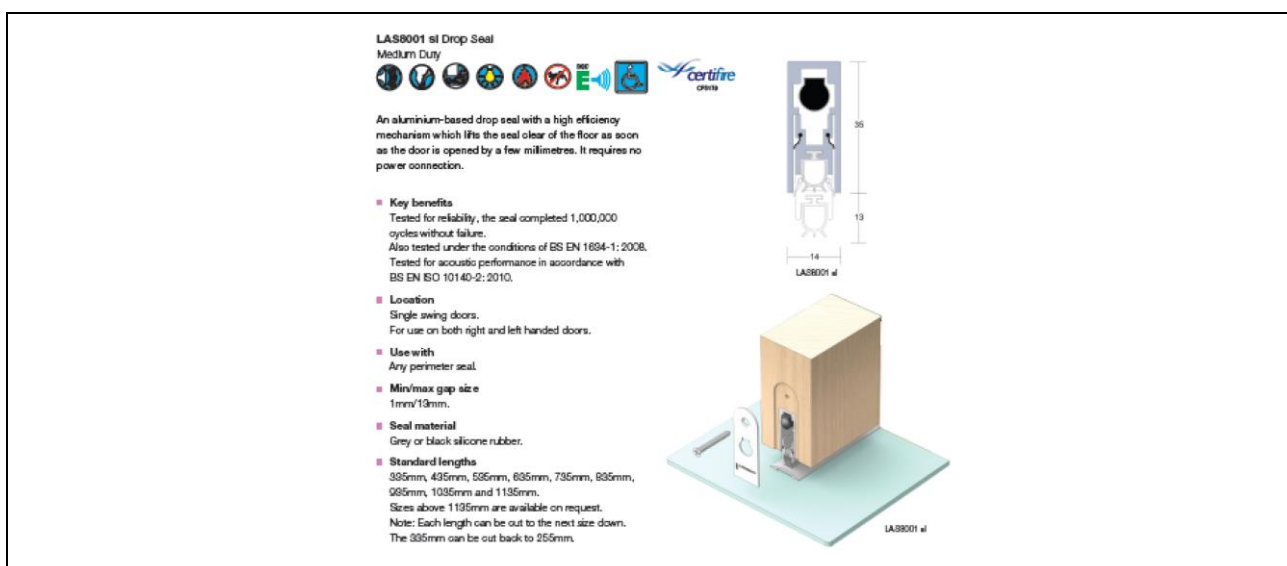
Project No. : APQ17-0117  
First Issue Date : 01-05-2017  
Rev. : -  
Rev. Date : -

Code : IR-21  
Location : Refer to Ironmongery Schedule and Drawings  
Ironmongery Type : Door Stopper  
Model : Kawajun AC-777-XNK  
Description : "Kawajun" AC-777-XNK door stopper, Ø35mm, H-40mm, in satin nickel finish and black elastomer.  
Colour : Satin Nickel finish and Black Elastomer  
Opening Angle : -  
Self Closing : N/A  
Hold Open : N/A  
Closing Force : N/A  
Door Thickness : 50mm  
Max. Door Weight : N/A  
/Load Bearing  
Max. Door Width : N/A  
Sound Proofing Level : N/A  
Fire Rated : N/A  
Master Key : N/A  
Break : N/A  
Country of Origin : -  
Supplier : Tung Fat Ho Building Material Ltd.  
Contact : Mr. Kevin Lau  
Tel. : O: (852) 3620 2781 ; M: (852) -  
Fax. : (852) 3580 0718  
Email : kevin.lau@tfhbm.com.hk  
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5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.



## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 01-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: IR-22	
Location	: Refer to Ironmongery Schedule and Drawings	
Ironmongery Type	: Drop Seal	
Model	: "Lorient" LAS8001	
Description	: Lorient" LAS8001SI-L935-SV-G-RD, 935mm length automatic Drop Seal, 1Mcycles, BS EN1634-1:2008, BS EN1634-3:2008, BS EN ISO 10140-2:2010 & Certifire, in silver anodized aluminum with silver radius end plates, and greysilicone rubber gasket. (Size to be confirm)	
Colour	: Silver anodized aluminium with silver radius end plates	
Opening Angle	: -	
Self Closing	: N/A	
Hold Open	: N/A	
Closing Force	: N/A	
Door Thickness	: 50mm	
Max. Door Weight /Load Bearing	: N/A	
Max. Door Width	: N/A	
Sound Proofing Level	: N/A	
Fire Rated	: N/A	
Master Key	: N/A	
Break	: N/A	
Country of Origin	: -	
Supplier	: Tung Fat Ho Building Material Ltd.	
Contact	: Mr. Kevin Lau	
Tel.	: O: (852) 3620 2781 ; M: (852) -	
Fax.	: (852) 3580 0718	
Email	: kevin.lau@tfhbm.com.hk	
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## IRONMONGERY SPECIFICATION

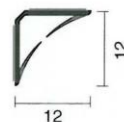
Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 01-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: IR-23	
Location	: Refer to Ironmongery Schedule and Drawings	
Ironmongery Type	: Batwing Seal	
Model	: "Lorient" LAS1212	
Description	: "Lorient-Integrity" LAS1212-L2100-BROWN, Batwing seal, medium duty, self-adhesive type, 2,100mm long, in brown colour.	
Colour	: Brown Colour	
Opening Angle	: -	
Self Closing	: N/A	
Hold Open	: N/A	
Closing Force	: N/A	
Door Thickness	: 50mm	
Max. Door Weight /Load Bearing	: N/A	
Max. Door Width	: N/A	
Sound Proofing Level	: N/A	
Fire Rated	: N/A	
Master Key	: N/A	
Break	: N/A	
Country of Origin	: -	
Supplier	: Tung Fat Ho Building Material Ltd.	
Contact	: Mr. Kevin Lau	
Tel.	: O: (852) 3620 2781 ; M: (852) -	
Fax.	: (852) 3580 0718	
Email	: kevin.lau@tfhbm.com.hk	
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Medium Duty

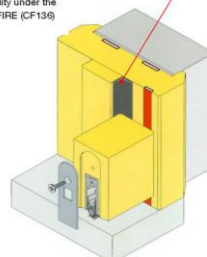
Primarily designed for upgrading existing fire resistant doors to provide additional protection against smoke up to 200°C. Can be fitted with minimal disruption to the door assembly. The Batwing® seal is also a highly effective acoustic seal when tested in accordance with BS EN ISO 140-3:1995. See separate manual for further details.

**Key Benefits**

- Curved fin shape minimises open/closing resistance.
- Flexible elastomeric fins ensure the original shape is maintained, providing ongoing performance and durability in service.
- Symmetrical design ensures fins are always in contact with two surfaces of door leaf, creating an air chamber to provide excellent acoustic performance.
- Tested in accordance with BS EN ISO 140-3: 1995.
- Effective smoke seal up to 200°C.
- Variety of standard colours to blend with door designs.
- Fully tested for performance and durability under the third party certification schemes CERTIFIRE (CF136) and British Board of Agrément.

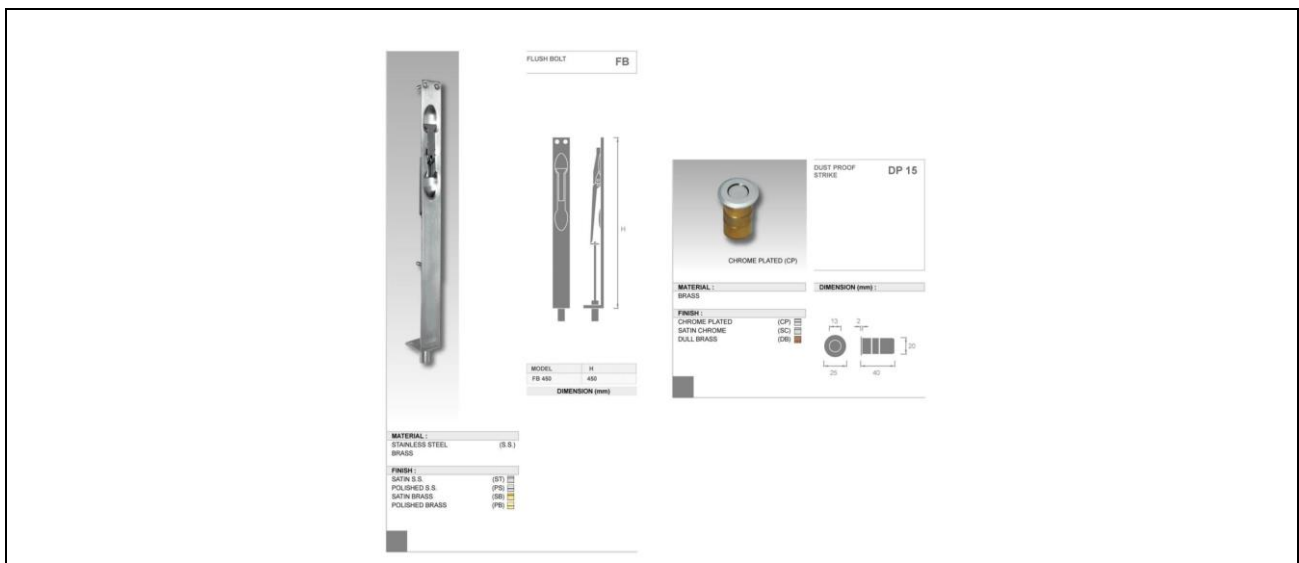


IS1212 Batwing®



## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 01-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: IR-24	
Location	: Refer to Ironmongery Schedule and Drawings	
Ironmongery Type	: Flush Bolt	
Model	: "Best" FB-450-ST+FB-300-ST+DP-15-SC	
Description	"Lorient-Integrity" LAS1212-L2100-BROWN, Batwing seal, medium duty, self-adhesive type, 2,100mm long, in brown colour.	
Colour	: Satin S.S. finish	
Opening Angle	: -	
Self Closing	: N/A	
Hold Open	: N/A	
Closing Force	: N/A	
Door Thickness	: 50mm	
Max. Door Weight /Load Bearing	: N/A	
Max. Door Width	: N/A	
Sound Proofing Level	: N/A	
Fire Rated	: N/A	
Master Key	: N/A	
Break	: N/A	
Country of Origin	: -	
Supplier	: Tung Fat Ho Building Material Ltd.	
Contact	: Mr. Kevin Lau	
Tel.	: O: (852) 3620 2781 ; M: (852) -	
Fax.	: (852) 3580 0718	
Email	: kevin.lau@tfhbm.com.hk	
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## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code : IR-25

Location : Refer to Ironmongery Schedule and Drawings

Ironmongery Type : Flush Bolt

Model : "Best" FB-300-ST+FB-150-ST+DP-15-SC

Description : "BEST" FB-300-ST 300mm length flush bolt in s.s. satin finish. + "BEST" FB-150-ST 150mm length bottom flush bolt in s.s. satin finish. + "Best" DP-15-SC dust proof easy clean socket in satin chrome finish.

Colour : Satin S.S. finish

Opening Angle : -

Self Closing : N/A

Hold Open : N/A

Closing Force : N/A

Door Thickness : 50mm

Max. Door Weight : N/A

/Load Bearing

Max. Door Width : N/A

Sound Proofing Level : N/A

Fire Rated : N/A

Master Key : N/A

Break : N/A

Country of Origin : -

Supplier : Tung Fat Ho Building Material Ltd.

Contact : Mr. Kevin Lau

Tel. : O: (852) 3620 2781 ; M: (852) -

Fax. : (852) 3580 0718

Email : kevin.lau@tfhbm.com.hk

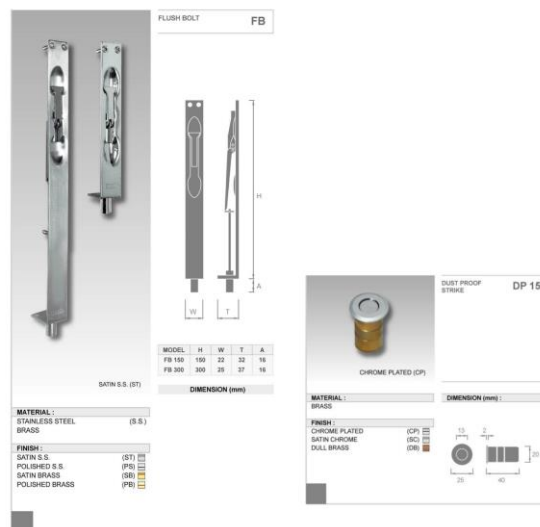
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5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.





## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

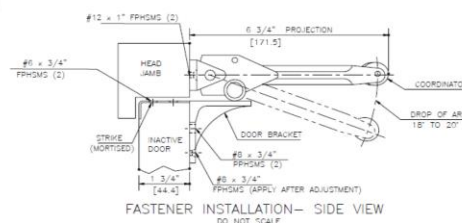
Code	: IR-26
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Door Selector
Model	: "Hager" 298D-US26D
Description	: "Hager" 298D-US26D surface mounted gravity type door selector, adjustable angle, ANSI A156.3 Type #21B, in satin. Finish
Colour	: Satin S.S. finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: 50mm
Max. Door Weight /Load Bearing	: N/A
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Tung Fat Ho Building Material Ltd.
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**298D**  
Gravity Coordinator

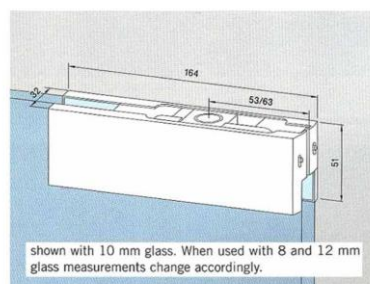


CERTIFICATIONS:  
- ANSI A156.3 Type #21B

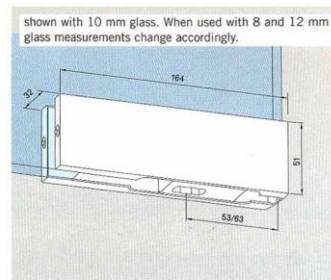


## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 01-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: IR-27	
Location	: Refer to Ironmongery Schedule and Drawings	
Ironmongery Type	: Hinge	
Model	: "Dorma" PT10-ST, PT20	
Description	: "Dorma" PT10 bottom patch fitting, PT20 top patch fitting, max loading 130kg, for 15mm glass thickness, in satin s.s. finish.	
Colour	: Satin S.S. finish	
Opening Angle	: -	
Self Closing	: N/A	
Hold Open	: N/A	
Closing Force	: N/A	
Door Thickness	: 15mm	
Max. Door Weight /Load Bearing	: N/A	
Max. Door Width	: N/A	
Sound Proofing Level	: N/A	
Fire Rated	: N/A	
Master Key	: N/A	
Break	: N/A	
Country of Origin	: -	
Supplier	: Tung Fat Ho Building Material Ltd.	
Contact	: Mr. Kevin Lau	
Tel.	: O: (852) 3620 2781 ; M: (852) -	
Fax.	: (852) 3580 0718	
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**PT 20 top patch**  
with plastic socket for top pivot 15 mm Ø  
**Art. No. 03.110**  
For 15 and 19 mm glass thickness. Please specify with order.  
(not illustrated)  
**Art. No. 03.281**  
Also available with 70 mm (2 3/4") pivot point (USA type). Please specify with order.  
Weight in kg:  
aluminium 0.477  
brass 0.593  
stainless steel 0.575



**PT 10 bottom patch**  
with insert for DORMA floor spring spindle, or round pivot 14 mm Ø  
**Art. No. 03.100**  
For 15 and 19 mm glass thickness. Please specify with order.  
(not illustrated)  
**Art. No. 03.280**  
Also available with 70 mm (2 3/4") pivot point (USA type). Please specify with order.  
Weight in kg:  
aluminium 0.564  
brass 0.680  
stainless steel 0.662

## IRONMONGERY SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

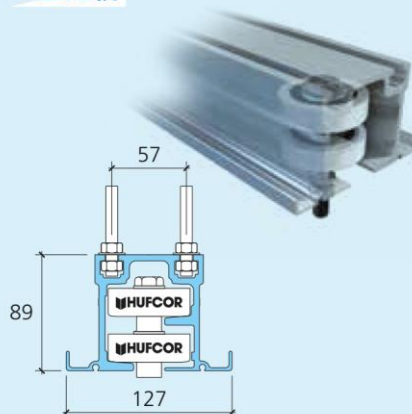
First Issue Date : 01-05-2017

Rev. : -

Rev. Date : -

Code	: IR-28
Location	: Refer to Ironmongery Schedule and Drawings
Ironmongery Type	: Sliding Track
Model	: "Hufcor" Type 36
Description	: Refer to manufacturer's specification
Colour	: Satin S.S. finish
Opening Angle	: -
Self Closing	: N/A
Hold Open	: N/A
Closing Force	: N/A
Door Thickness	: N/A
Max. Door Weight	: N/A
/Load Bearing	
Max. Door Width	: N/A
Sound Proofing Level	: N/A
Fire Rated	: N/A
Master Key	: N/A
Break	: N/A
Country of Origin	: -
Supplier	: Hufcor Asia Pacific Ltd.
Contact	: Mr. Tony Li
Tel.	: O: (852) 2173 1225 ; M: (852) 6461 1790
Fax.	: (852) 2688 0896
Email	: tonyli@hufcor.com.hk
Remark	: 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. 2. Contractor shall verify and ensure all door ironmongery to be suitable and sufficient to perform their required function and to have adequate strength for their purpose. 3. Contractor shall ensure all ironmongery used to comply with local regulations. 4. Pictorial dimension are for reference only. Contractor is required to verify suitable dimension of hardware. 5. Contractor shall verify the left / right hand of the ironmongery if necessary according to the door swing.

**TYPE 36**  
**36型路軌**



Weights up to 1000lbs (455kg) per panel  
每片屏風最大懸吊重量可達455公斤

APQ17-0117

**CIC Innovation Center (IC)**

**SANITARY WARE & FITTING SPECIFICATION**

LATEST REVISION DATE: 11-05-2017  
ISSUE NO.: 2

## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
Latest Rev. Date : 02-05-2017  
Issue No. : 1

Code	Sanitary Type	First Issue Date	Rev. Date	Rev.
SA-01	Faucet	25-04-2017		
SA-02	Basin	25-04-2017		
SA-03	Urinal	25-04-2017	08-05-2017	A
SA-04	Toilet closet	25-04-2017		
SA-05	Disable toilet	25-04-2017		
SA-06	Disable accessories	25-04-2017		
SA-07	Disable basin	25-04-2017		
SA-08A	Sink	25-04-2017		
SA-08B	Faucet	25-04-2017		
SA-09	Rolled Paper Rack	25-04-2017		
SA-10	Hanger	25-04-2017		
SA-11	Paper holder	25-04-2017		
SA-12	Soap dispenser	25-04-2017		
SA-13	Hand Dryer	25-04-2017		
SA-14	Fridge	25-04-2017		
SA-15	Toilet Cubicle	11-05-2017		A

## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code	: SA-01
Item	: Faucet
Location	: Male & Female Toilet
Model	: EFX-275-XOX-OXXX
Description	: Refer to Manufacturer's specification
Colour	: White
Country of Origin	: -
Supplier	: Delta Force
Contact	: Mr. Joe Luk
Tel.	: (852) 28987400 / 90268752
Fax.	: (852) 3747 6492
Email	: joeluk@deltaforce.com.hk
Remark	: 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval. 2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings. 3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.

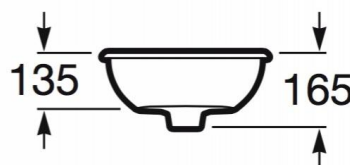
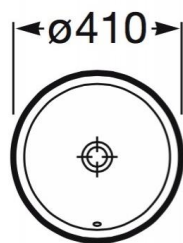


## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

<p>Code : SA-02          Item : Basin          Location : Male &amp; Female Toilet          Model : Roca-FORO-32788N          Description : Refer to Manufacturer's specification          Colour : White          Country of Origin : Spain          Supplier : Galaxy Bathroom Co Ltd          Contact : Stephen          Tel. : (852) 2802 3009          Fax. : (852) 2802 3128          Email : galaxybcstephen@gmail.com          Remark :</p>	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.</li> <li>2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.</li> <li>3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.</li> </ol>
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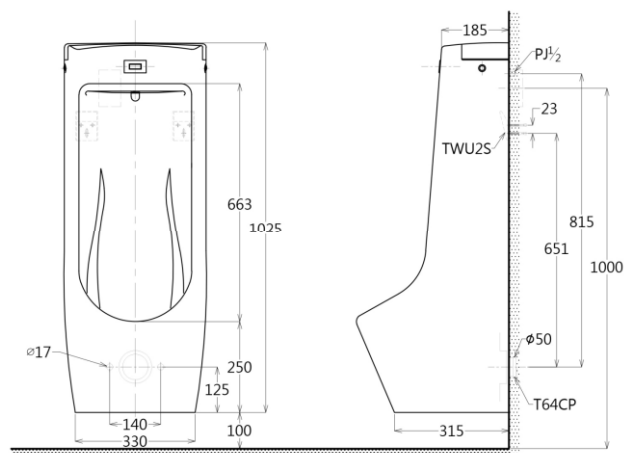


## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : **A**  
 Rev. Date : **11-05-2017**

<p>Code : SA-03          Item : Urinal          Location : Male Toilet          Model : US800CKTH          Description : Refer to Manufacturer's specification          Colour : White          Country of Origin : -          Supplier : VSC Building Products Co. Ltd.          Contact : Mr. Patrick Wong          Tel. : (852) 2238 2628 / (852) 9106 4075          Fax. : -          Email : -          Remark :</p>	<p>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.          2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.          3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.</p>
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## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-04  
 Item : Toilet Closet  
 Location : Male & Female Toilet  
 Model : TOTO-CW868NPJ  
 Description : Refer to Manufacturer's specification  
 Colour : White  
 Country of Origin : Indonesia  
 Supplier : Galaxy Bathroom Co Ltd  
 Contact : Stephen  
 Tel. : (852) 2802 3009  
 Fax. : (852) 2802 3128  
 Email : galaxybcstephen@gmail.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
 2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
 3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE &amp; FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

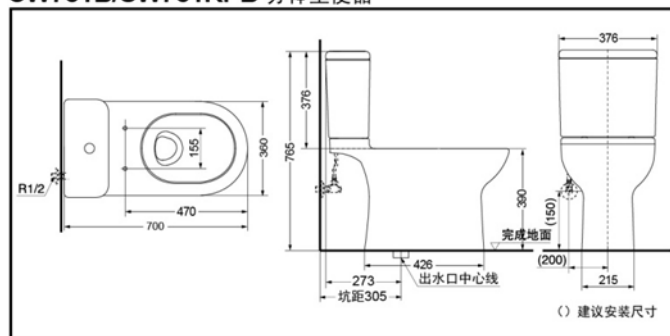
Rev. : -

Rev. Date : -

Code : SA-05  
 Item : Disable Toilet  
 Location : Disable Toilet  
 Model : TOTO-CW781PB  
 Description : Refer to Manufacturer's specification  
 Colour : White  
 Country of Origin : -  
 Supplier : Galaxy Bathroom Co Ltd  
 Contact : Stephen  
 Tel. : (852) 2802 3009  
 Fax. : (852) 2802 3128  
 Email : galaxybcstephen@gmail.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
 2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
 3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



CW781B/SW781RPB 分体坐便器



\*TOTO公司保留对其产品规格和尺寸更改的权利。届时，恕不另行通知。

## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code	:	SA-06
Item	:	Disable Accessories
Location	:	Disable Toilet
Model	:	By contractor
Description	:	Refer to Manufacturer's specification
Colour	:	Silver
Country of Origin	:	
Supplier	:	By Contractor
Contact	:	
Tel.	:	
Fax.	:	
Email	:	
Remark	:	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.</li> <li>2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.</li> <li>3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.</li> </ol>



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-07

Item : Disable Basin

Location : Disable Toilet

Model : TOTO-L34

Description : Refer to Manufacturer's specification

Colour : White

Country of Origin :

Supplier : By Contractor

Contact :

Tel. :

Fax. :

Email :

- Remark :
1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.
  2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.
  3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-08A

Item : Sink

Location : Pantry

Model : Roca-X-tra 61

Description : Refer to Manufacturer's specification

Colour : Silver

Country of Origin :

Supplier : Luen Hing Hong Building Materials Ltd

Contact : Mandy

Tel. : (852) 2836 5183 / 2836 5083

Fax. : (852) 2836 5616

Email : laufen@luenhinghong.com.hk

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.

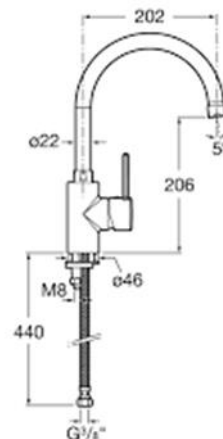


## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

<p>Code : SA-08B          Item : Faucet          Location : Pantry          Model : Roca-5A8460C00          Description : Refer to Manufacturer's specification          Colour : Silver          Country of Origin :          Supplier : Luen Hing Hong Building Materials Ltd          Contact : Mandy          Tel. : (852) 2836 5183 / 2836 5083          Fax. : (852) 2836 5616          Email : laufen@luenhinghong.com.hk          Remark :</p>	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.</li> <li>2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.</li> <li>3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.</li> </ol>
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## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-09

Item : Rolled Paper Rack

Location : Male & Female Toilet

Model : Aquarius-70260

Description : Refer to Manufacturer's specification

Colour : White

Country of Origin :

Supplier : H.S.Chan co. Ltd

Contact : May Lee

Tel. : 9285 1548

Fax. :

Email :

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-10  
 Item : Hanger  
 Location : Male & Female Toilet  
 Model : TOTO-YKH21  
 Description : Refer to Manufacturer's specification  
 Colour : Silver  
 Country of Origin :  
 Supplier : Galaxy Bathroom Co Ltd  
 Contact : Stephen  
 Tel. : (852) 2802 3009  
 Fax. : (852) 2802 3128  
 Email : galaxybcstephen@gmail.com  
 Remark :

1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.
2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.
3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.





## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code	: SA-11
Item	: Paper Holder (inside hanging cabinet)
Location	: Male & Female Toilet
Model	: Simple Human KT1161
Description	: Refer to Manufacturer's specification
Colour	: White
Country of Origin	:
Supplier	: Life Kan
Contact	:
Tel.	: 2872 8738
Fax.	:
Email	:
Remark	: <ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.</li> <li>2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.</li> <li>3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.</li> </ol>



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-12

Item : Soap Dispenser

Location : Male & Female Toilet

Model : Kimberley Clark-92147

Description : Refer to Manufacturer's specification

Colour : White

Country of Origin :

Supplier : H.S.Chan co. Ltd

Contact : May Lee

Tel. : 9285 1548

Fax. :

Email :

- Remark :
1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.
  2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.
  3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-13  
Item : Hand Dryer  
Location : Male & Female Toilet  
Model : Dyson-Airblade AB 14  
Description : Refer to Manufacturer's specification  
Colour : White  
Country of Origin :  
Supplier : Jibpool International Ltd  
Contact : Carrie Tsui  
Tel. : (852) 2102 5503 / 2512 8806  
Fax. :  
Email : carrie@jibpool.com.hk / mail@jibpool.com  
Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : SA-14

Item : Mini Fridge

Location : Pantry

Model : Whirlpool – W07RX

Description : 440W x 510D x 640mmH

Colour : Black

Supplier : By Contractor

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval.  
2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings.  
3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.



## SANITARY WARE & FITTING SPECIFICATION

Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 11-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: SA-15	
Item	: Toilet Cubicle	
Location	: Male & Female Toilet	
Model	: Formica "Coolinear" Floor to Ceiling Cubicle System	
Description	: Protec+ Silver (Ag+) antimicrobial compact grade laminate Phenolic resin board, blackcore, decopaper or double sides in matte finish, 12mm thick for partition, pilaster and door. Flush door design	
Colour	: Formica 0927 - Folkstone	
Supplier	: Formica (Asia) Ltd	
Contact	: Mr. Leo Lee	
Tel.	: (852) 2169 8111 / (852) 6222 3322	
Email	: leo.lee@formica.com	
Remark	: 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. Contractor should submit samples for designer's approval. 2. All Sanitary wares and fittings must comply with local statutory requirements. Contractor is required to provide water certificates of the sanitary wares and fittings. 3. All sanitary wares and fittings should be supplied with all necessary fixture and fittings.	



### International Standard & Certifications:

Greenguard Gold Certification; Carbon Reduction Label; BS476 Part 6 and 7;  
EN-438-2005; ISO9001, ISO14001, ISO4586-2, OHSAS18001, ISO 22196:2011;  
Antifungal ASTM G21:2013 test report, with 0 (None);  
Antibacterial JIS Z2801:2012 prevent growth of bacterial up to 99% within 24 hours.

Stainless steel hardware includes self-closing / opening gravity hinge, indicator lock set. with emergency opening, 100mm(H) pilaster base cover, handle, angle bracket and coat hook (Flush Door).

Recommended Dimension:

800-900mm(W) x 1500-1800mm(D) x 2400mm(H)

(Overall height from finish floor level to false ceiling)



APQ17-0117

**CIC Innovation Center (IC)**

**SOCKETS & SWITCHES SCHEDULE**






LATEST REVISION DATE: 02-05-2017  
ISSUE NO.:1

AB-235\*




**SOCKETS & SWITCHES SCHEDULE**

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
Latest Rev. Date : 02-05-2017  
Issue No. : 1

Item	Image	Description	Supplier
SS-01		Schneider ZENcelo E8431/1 16AX 1 Gang 1 Way Full-Flat Switch with Ondicator  Color: White	By Contractor
SS-02		Schneider ZENcelo E8432/1 16AX 2 Gang 1 Way Full-Flat Switch with Ondicator  Color: White	By Contractor
SS-03		Schneider ZENcelo E8432/1 16AX 3 Gang 1 Way Full-Flat Switch with Ondicator  Color: White	By Contractor
SS-04		Schneider ZENcelo E84426 13A 1 Gang Socket  Color: White	By Contractor
SS-05		Schneider ZENcelo E84T426 2 Gang 13A Power Socket  Color: White	By Contractor

**SOCKETS & SWITCHES SCHEDULE**

SS-06		Schneider ZENcelo E8431RJS4 1 Gang Telephone Socket on Shuttered Wallplate  Color: White	By Contractor
SS-07		Schneider ZENcelo E8431RJS/5 1 Gang Data Outlet Category 5e on Shuttered Wallplate  Color: White	By Contractor
SS-08		Schneider ZENcelo E8432TDRJS/5 2 Gang Telephone + Data Outlet Category 5e on Shuttered Wallplate  Color: White	By Contractor
SS-09		Schneider ZENcelo Entertainment-Socket- ST84UHAVWE_grande  Color: White	By Contractor



APQ17-0117

**CIC Innovation Center (IC)**

**LOOSE FURNITURE SPECIFICATION**

LATEST REVISION DATE: 02-05-2017  
ISSUE NO.: 1



**AB-238\***

## LOOSE FURNITURE DETAIL LIST

CODE	DESCRIPTION	LOCATION	QTY	SUPPLIER	CONTACT
F-01	BAR TABLE	LOUNGE	2	Maum	Ms. Creamy Yeung T: 2308 1931
F-02	BAR STOOL	LOUNGE	4	Maum	Ms. Creamy Yeung T: 2308 1931
F-03	OUTDOOR STOOL	OUTDOOR AREA	5	Maum	Ms. Creamy Yeung T: 2308 1931
F-04	SIDE TABLE	LOUNGE	1	Maum	Ms. Creamy Yeung T: 2308 1931
F-05	CEO WORKSTATION	CEO ROOM	1	Lamex	Mr. Raymond Tse T: 2828 6862
F-06	LEISURE CHAIR	CEO ROOM	2	Maum	Ms. Creamy Yeung T: 2308 1931
F-07	COFFEE TABLE	CEO ROOM	1	Maum	Ms. Creamy Yeung T: 2308 1931
F-08	BAR STOOL	WET PANTRY	4	Maum	Ms. Creamy Yeung T: 2308 1931
F-09	STAFF WORKSTATION	OFFICE AREA	9	Lamex	Mr. Raymond Tse T: 2828 6862
F-10	STAFF CHAIR	OFFICE AREA CEO ROOM, RECEPTION	13	Lamex	Mr. Raymond Tse T: 2828 6862
F-11	MEETING TABLE	MEETING ROOM	1	Lamex	Mr. Raymond Tse T: 2828 6862
F-12	MEETING CHAIR	MEETING ROOM	7	Maum	Ms. Creamy Yeung T: 2308 1931
F-13	LOW CABINET	MEETING ROOM	1	Maum	Ms. Creamy Yeung T: 2308 1931
F-14	CEO CHAIR	CEO ROOM	1	HWSPACES	Mr. Mike Leung T: 2832 0288
F-15	Roller shutter door cabinet	OFFICE	2	Lamex	Mr. Raymond Tse T: 2828 6862
F-16	CEO CHAIR	OFFICE	3	Lamex	Mr. Raymond Tse T: 2828 6862

## Lounge Area



### **Bar Table**

*Supplier : Maum*

*Code : F-01*

*Model: DTC-H2*

*Size: Dia600 x H1050mm*

*Finishes:*

*Top: MDF*

*Base: Steel*



### **Bar Stool**

*Supplier : Maum*

*Code : F-02*

*Model: BSW-26*

*Size: W460 x D470 x H860mm*

*Finishes:*

*Seat: polypropylene*

*Base: wood*



### **Side Table**

*Supplier : Maum*

*Code : F-04*

*Model: STC-66A*

*Size: Dia480 x H550mm*

*Finishes:*

*Top: white sand grain beveled edge*

*Base: steel powder coated in white*

## Outdoor Area



### **Outdoor Stool**

*Supplier :* Maum

*Code:* F-03

*Model:* Small River Stone (imported from Italy)

*Size:* W490 x D490 x H440mm

*Finishes:* integral polyurethane foam (soft touch plus)

## CEO Office



### **CEO workstation**

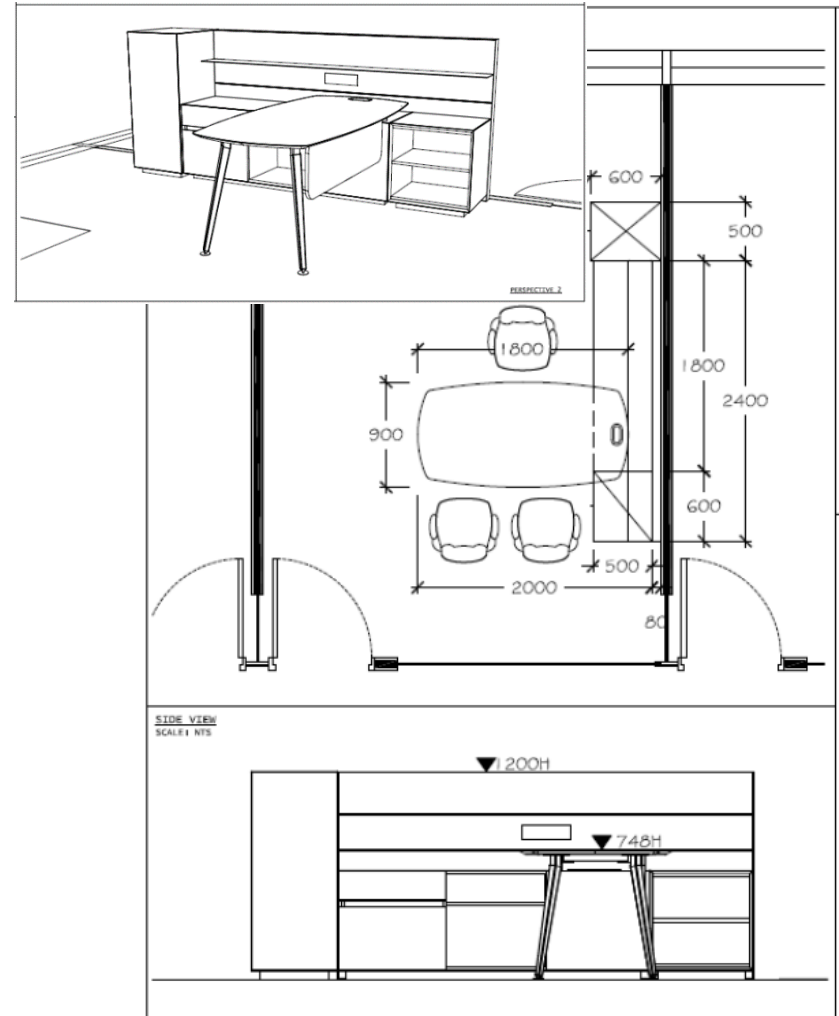
*Supplier :* Lamex

*Code :* F-05

*Size:*

- Whole set: 2000W x 2900D x 745Hmm
- Spec: refer to diagram

*Finishes:* veneer



## CEO Office



### **Leisure chair**

*Supplier : Maum*

*Code : F-06*

*Model: LCC-115A*

*Size: W750 x D750 x H780mm*

*Finishes:*

- Seat: fabric
- Base: steel



### **Coffee table**

*Supplier : Maum*

*Code : F-07*

*Model: STC-68A/68B*

*Size: Dia 600 x H450mm*

*Finishes:*

- Top: white sand grain bevelled edge
- Base: steel

## CEO Office



### **CEO chair**

*Supplier :* Haworth

*Code :* F-14

*Model:* Zody Executive Chair

*Finishes:*

- Back & Seat: full leather
- Base: aluminum



### **Guest chair**

*Supplier :* Lamex

*Code :* F-10

*Model:* VT-HMWD4B-LU-B-B-BK-S1-800

*Size:* 400W x 500D x 605Hmm

*Finishes:*

- Back: mesh
- Seat: fabric

## Reception Area



### **Reception chair**

*Supplier :* Lamex

*Code :* F-10

*Model:* VT-HMWD4B-LU-B-B-BK-S1-800

*Size:* 400W x 500D x 605Hmm

*Finishes:*

- Back: mesh
- Seat: fabric



## Wet Pantry



### **Bar Stool**

*Supplier :* Maum

*Code :* F-08

*Model:* BSC-38

*Size:* W480 x D490 x H1000mm

*Finishes:*

- Seat: polypropylene
- Base: steel

## Office Area



### **Staff workstation**

*Supplier :* Lamex

*Code :* F-09

*Size:*

- Table: 1100W x 1100D x 745Hmm
- Partition: 355H

*Finishes:*

- Partition: fabric
- Table top: MFC
- Leg: metal



### **Staff chair**

*Supplier :* Lamex

*Code :* F-10

*Model:*

VT-HMWD4B-LU-B-B-BK-S1-800

*Size:* 400W x 500D x 605Hmm

*Finishes:*

- Back: mesh
- Seat: fabric



### **Roller shutter door cabinet**

*Supplier :* Lamex

*Size:*

- Low: 1200W x 450 x 900Hmm ( Code : F-15)
- High: 1200W x 450D x ~~2100~~ **1980**Hmm ( Code : F-16)

*Finishes:* metal



### **Mobile pedestal**

*Supplier:* Lamex

*Code:* F-09

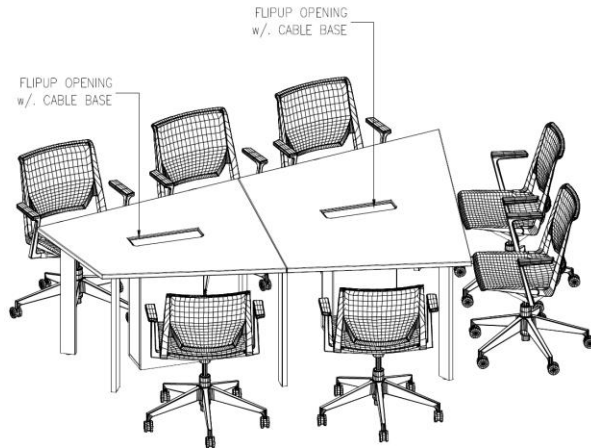
*Model:* UBE-H-MPC-3DS-KR-H

*Size:* 400W x 500D x 605Hmm

*Finishes:* metal

AB-247\*

## Meeting Room



### **Meeting Table w/ flipper**

*Brand:* By contractor

*Code :* F-11

*Size:* W2500/2000 x D1700/700mm

*Finishes:*

- Top: corian
- Base: aluminum



### **Cabinet**

*Supplier :* Maum

*Code :* F-13

*Model:* Credenza-01

*Size:* W2060 x D730 x H500mm

*Finishes:* matt lacquered wood



### **Meeting Chair**

*Supplier :* Maum

*Code :* F-12

*Model:* BSC-38

*Size:* W480 x D490 x H1000 mm

*Finishes:*

- Shell: vinyl
- Base: steel

APQ17-0117

**CIC Innovation Center (IC)**

**ARCHITECTURAL LIGHTING SPECIFICATION**

LATEST REVISION DATE: 11-05-2017  
ISSUE NO.:2

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
Latest Rev. Date : 11-05-2017  
Issue No. : 2

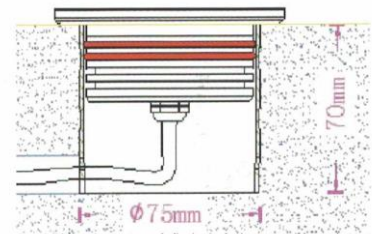
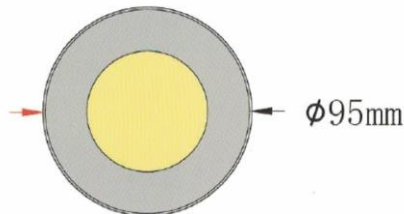
Code	Lighting Type	First Issue Date	Rev. Date	Rev.
L-01	Outdoor Floor Lamp	02-05-2017	-	-
L-02	Outdoor Tree light	02-05-2017	-	-
L-03	LED Panel (Dimmable)	02-05-2017	-	-
<b>L-04A&amp;b</b>	<b>LED Recessed Downlight (L-04A Dimmable; L-04b Non Dimmable)</b>	<b>02-05-2017</b>	-	-
L-05A	LED Twin Spotlight (Dimmable)	02-05-2017	-	-
L-05B	LED Twin Spotlight	02-05-2017	-	-
<b>L-06</b>	<b>LED Recessed Downlight (Dimmable)</b>	02-05-2017	<b>11-05-2017</b>	<b>A</b>
L-07	LED Track Light	02-05-2017	-	-
L-08	LED Pendant	02-05-2017	-	-
L-09	LED Spotlight	02-05-2017	-	-
L-10	Outdoor Wall Lamp	02-05-2017	-	-
L-11	Pendant Lamp	02-05-2017	-	-
L-12	Pendant Lamp	02-05-2017	-	-
L-13	LED Single Spotlight	02-05-2017	-	-
<b>L-14</b>	<b>Pendant Lamp</b>	02-05-2017	<b>11-05-2017</b>	<b>A</b>
L-15	LED Strip	02-05-2017	-	-
L-16	Blue LED Strip	02-05-2017	-	-
<b>L-17</b>	<b>LED Desk Lamp</b>	<b>11-05-2017</b>		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

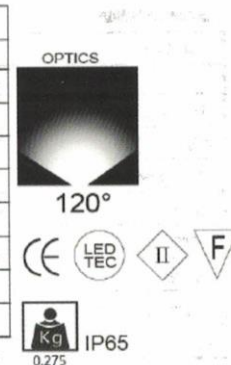
Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-01  
 Location : Outdoor area  
 Light Fitting Type : Outdoor Floor Lamp  
 Model : SP-003  
 Description : Refer to manufacturer's specification  
 Colour : Matte White  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 3000K  
 Country of Origin : PRC  
 Supplier : Metropolis  
 Contact : Ms Eva Lam  
 Tel. : (852) 2893 8686  
 Fax. : (852) 2893 0606  
 Email : metro@lighting.asia  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



### Specification:

Housing:	Anodized extruded aluminium 6063 ; CNC machined for high precision
	lamp casing in dark grey passivated.
Waterproof connector	PG7 IP67
Glass:	Tempered glass, super-painted in milky-white
Waterproof connector	IP65
Gasket:	Silicone O-ring seal.
LED:	18 PCS 2835
Driver:	Constant current
Working temperature	-20°C -70°C
Mounting sleeve	Anti-corrosion PVC



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-02  
 Location : Outdoor area  
 Light Fitting Type : Outdoor Tree light  
 Model : MN-130-10W  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 3000K  
 Country of Origin : PRC  
 Supplier : Metropolis  
 Contact : Ms Eva Lam  
 Tel. : (852) 2893 8686  
 Fax. : (852) 2893 0606  
 Email : metro@elighting.asia  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



### MN-130-10W

Power: Bridgelux COB 10W  
 Color Temp.: 3000K  
 Dimension: ø80 x 105 x H185mm  
 Beam Angle: 25°  
 Base: 插地 or 座地  
 IP Level: IP65  
 Color: Silver or Black

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-03 (Dimmable))  
 Location : Focus Group Meeting Rooms  
 Light Fitting Type : LED Panel  
 Model : EW-PL60120  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : 1200 x 600mm  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



Height	E Avg.	E Max.	Diameter
1.0M	541 Lx	1147 Lx	302 cm
2.0M	173 Lx	350 Lx	604 cm
3.0M	71 Lx	154 Lx	907 cm
4.0M	39 Lx	85 Lx	1209 cm
5.0M	25 Lx	55 Lx	1511 cm

Model:	EW-PL30120-44		
Rated Power:	44W		
AC Voltage IN:	200-240V AC 50/60Hz		
DC Voltage Out:	42v (1.0A)		
Color Temp:	3000k	4000k	5000k
Lumen Output	3250lm	3300lm	3500lm
Beam Angle:	140°		
Dimenison:	295 x 1195 x 12mm		
Cut-out:			
Operation Temp:	-10 ~ 40℃		
CRI:	> 80		
Dimming Options:	AD = 0 - 10v Dimming		
Emergency Battery Kit			
Life time:	35,000hours		



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-04A (Dimmable)  
 Location : Focus Group Meeting Rooms  
 Light Fitting Type : LED Recessed Downlight  
 Model : CG-DL06-15  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



<b>Model:</b>	<b>CG-DL06-15W</b>		
<b>Rated Power:</b>	<b>15W</b>		
<b>Voltage:</b>	200-240V AC 50/60Hz		
<b>Color Temp:</b>	3000k	4000k	5000k
<b>Lumen Output</b>	1150lm	1200lm	1250lm
<b>Beam Angle:</b>	90°		
<b>Dimension:</b>	Ø193mm x 75.5mm		
<b>Cut-out:</b>	Ø170mm		
<b>Operation Temp:</b>	-10 ~ 40°C		
<b>CRI:</b>	> 80		
<b>Dimming Options:</b>	TD = TRIAC Dimming AD = 0 - 10v Dimming		
<b>Emergency Battery Kit</b>	2hrs Ni-Cd Battery w/external Power Gear Box Model No.: WT400(LED) PGB Dimension: L430 x W150 x H50mm		
<b>Life time:</b>	35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-04B  
 Location : Toilet  
 Light Fitting Type : LED Recessed Downlight  
 Model : CG-DL06-15  
 Description : Refer to manufacturer's specification  
 Colour : White  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 4. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 5. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 6. The numbers, locations and connection details of remote transformers to be responsible by contractor.



<b>Model:</b>	<b>CG-DL06-15W</b>		
<b>Rated Power:</b>	<b>15W</b>		
<b>Voltage:</b>	200-240V AC 50/60Hz		
<b>Color Temp:</b>	3000k	4000k	5000k
<b>Lumen Output</b>	1150lm	1200lm	1250lm
<b>Beam Angle:</b>	90°		
<b>Dimension:</b>	Ø193mm x 75.5mm		
<b>Cut-out:</b>	Ø170mm		
<b>Operation Temp:</b>	-10 ~ 40℃		
<b>CRI:</b>	> 80		
<b>Dimming Options:</b>	TD = TRIAC Dimming AD = 0 - 10v Dimming		
<b>Emergency Battery Kit</b>	2hrs Ni-Cd Battery w/external Power Gear Box Model No.: WT400(LED) PGB Dimension: L430 x W150 x H50mm		
<b>Life time:</b>	35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-05A (Dimmable)  
 Location : Reception  
 Light Fitting Type : LED Twin Spotlight  
 Model : CG-DL06-15  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



<b>Model:</b>	<b>CG-COB111-18</b>		
<b>Rated Power:</b>	18w		
<b>Voltage:</b>	200-240V AC	50/60Hz	500mA
<b>Beam Angle:</b>	25°	40°	60°
<b>Color Temp:</b>	3000k	4000k	5000k
<b>Lumen Output:</b>	1560lm	1600lm	1820lm
<b>Dimension:</b>	Ø111mm x H60mm		
<b>Surface Color:</b>	White / Black		
<b>Operation Temp:</b>	-10 ~ 40℃		
<b>CRI:</b>	> 80		
<b>Housing</b>	L152 x W152 x H122mm (Trimless recessed)		
<b>Emergency Battery Kit</b>	<b>2hrs Ni-Cd Battery w/external Power Gear Box</b> <b>Model No.: WT400(LED)</b> <b>PGB Dimension: L430 x W150 x H50mm</b>		
<b>Life time:</b>	35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : L-05B

Location : Exhibition Area 1 & 2

Light Fitting Type : LED Twin Spotlight

Model : CG-DL06-15

Description : Refer to manufacturer's specification

Colour : Matte Black

Size : Refer to dwg

Cut-Out : Refer to dwg

Light Source : LED

Colour Temperature : 4000K

Country of Origin : PRC

Supplier : ELWIN Lighting & Electrical Co. Ltd

Contact : Mr Andrew Pun

Tel. : (852) 3698 2989; M: (852) 9097 9152

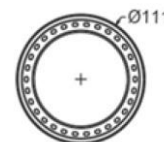
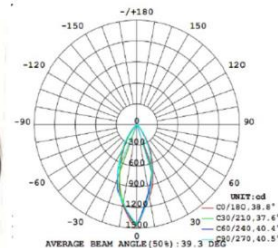
Fax. : (852) 3003 3076

Email : mercury02@netvigator.com

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.

2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.

3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



<b>Model:</b>	<b>CG-COB111-18</b>		
<b>Rated Power:</b>	18w		
<b>Voltage:</b>	200-240V AC 50/60Hz 500mA		
<b>Beam Angle:</b>	25° 40° 60°		
<b>Color Temp:</b>	3000k	4000k	5000k
<b>Lumen Output:</b>	1560lm	1600lm	1820lm
<b>Dimension:</b>	Ø111mm x H60mm		
<b>Surface Color:</b>	White / Black		
<b>Operation Temp:</b>	-10 ~ 40°C		
<b>CRI:</b>	> 80		
<b>Housing</b>	L152 x W152 x H122mm (Trimless recessed)		
<b>Emergency Battery Kit</b>	2hrs Ni-Cd Battery w/external Power Gear Box Model No.: WT400(LED) PGB Dimension: L430 x W150 x H50mm		
<b>Life time:</b>	35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : A

Rev. Date : 11-05-2017

Code : L-06  
 Location : Reception  
 Light Fitting Type : **LED Recessed Downlight (Dimmable)**  
 Model : Mini Trim 2 XCA  
 Description : Refer to manufacturer's specification  
 Colour : Matte White  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : Zodiac  
 Contact : Mr Blaze Chow  
 Tel. : (852) 2898 7615 / (852) 9751 5730  
 Fax. : (852) 2558 3114  
 Email : blaze.chow@zodiaclighting.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.

## Mini Trim 2 XCA

- Recessed downlight for LED module
- Polycarbonate reflector
- Die cast aluminium body available in 3 colors
- Separate order of remote LED driver available



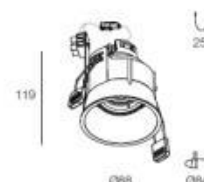
New

## Downlight Version

MX 7489 - 13CA

Code	Series	Code	CCT	Code	Beam Angle	Code	Color
8	Standard 8.2W	27	2700K	24	24°	00	White
9	Artist 10.9W	30	3000K	50	50°	10	Black
		35	3500K				
		40	4000K				

Xicato XCA Standard 500mA, 8.2W 965lm LED Module

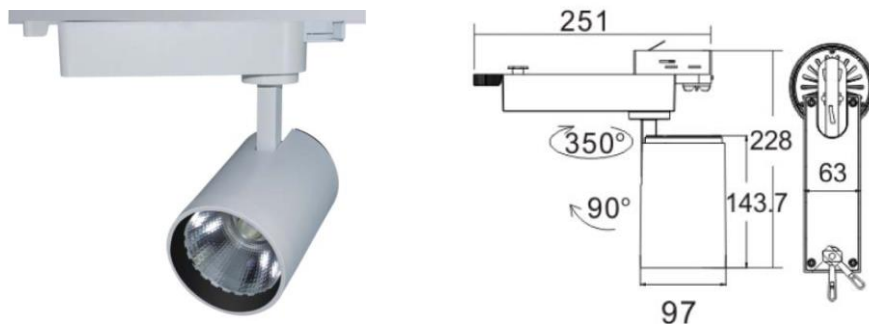


## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-07  
 Location : Exhibition Area 2  
 Light Fitting Type : LED Track light  
 Model : CG-CT004  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



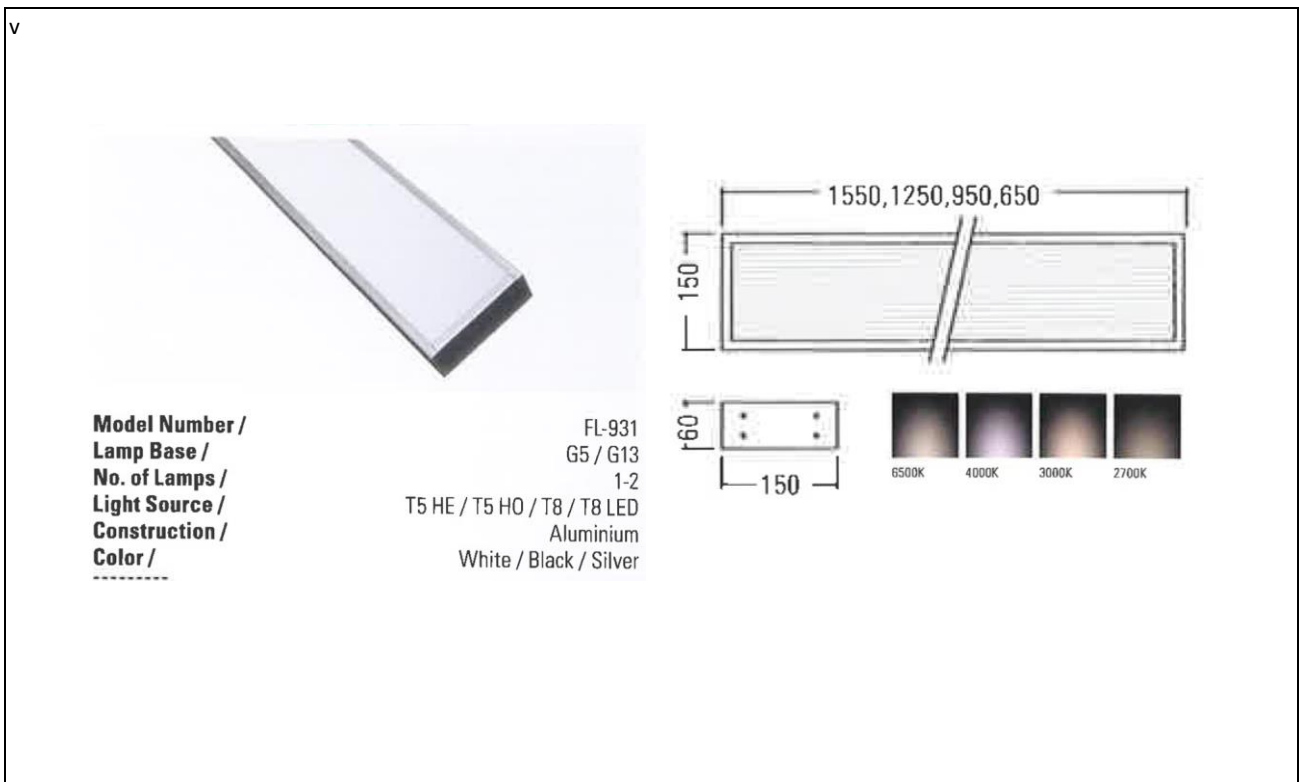
Model:		CG-CT004		
Rated Power:		20w		30w
Voltage:		200-240V AC 50/60Hz DC800 / 900mA		
Beam Angle:		24° 38° 60°		
Color Temp:		3000k	4000k	5000k
Lumen Output@38°	20w	1650lm	1700lm	1750lm
	30w	2500lm	2550lm	2600lm
Dimension:		Please refer to Dimension Chart		
Housing Color:		White / Black		
Operation Temp:		-10 ~ 40℃		
CRI:		> 80 or 90		
Life time:		35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

<p>Code : L-08          Location : Office          Light Fitting Type : LED Panel          Model : FL-913          Description : Refer to manufacturer's specification          Colour : White          Size : 1550 x 150mm          Cut-Out : Refer to dwg          Light Source : LED          Colour Temperature : 4000K          Country of Origin : PRC          Supplier : Future Lighting Collection Limited          Contact : Ms Ceci Wong          Tel. : (852) 3104 0698 / (852 6998 3878)          Fax. :          Email : project@flcl.com.hk          Remark :</p>	<p>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.          2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.          3. The numbers, locations and connection details of remote transformers to be responsible by contractor.</p>
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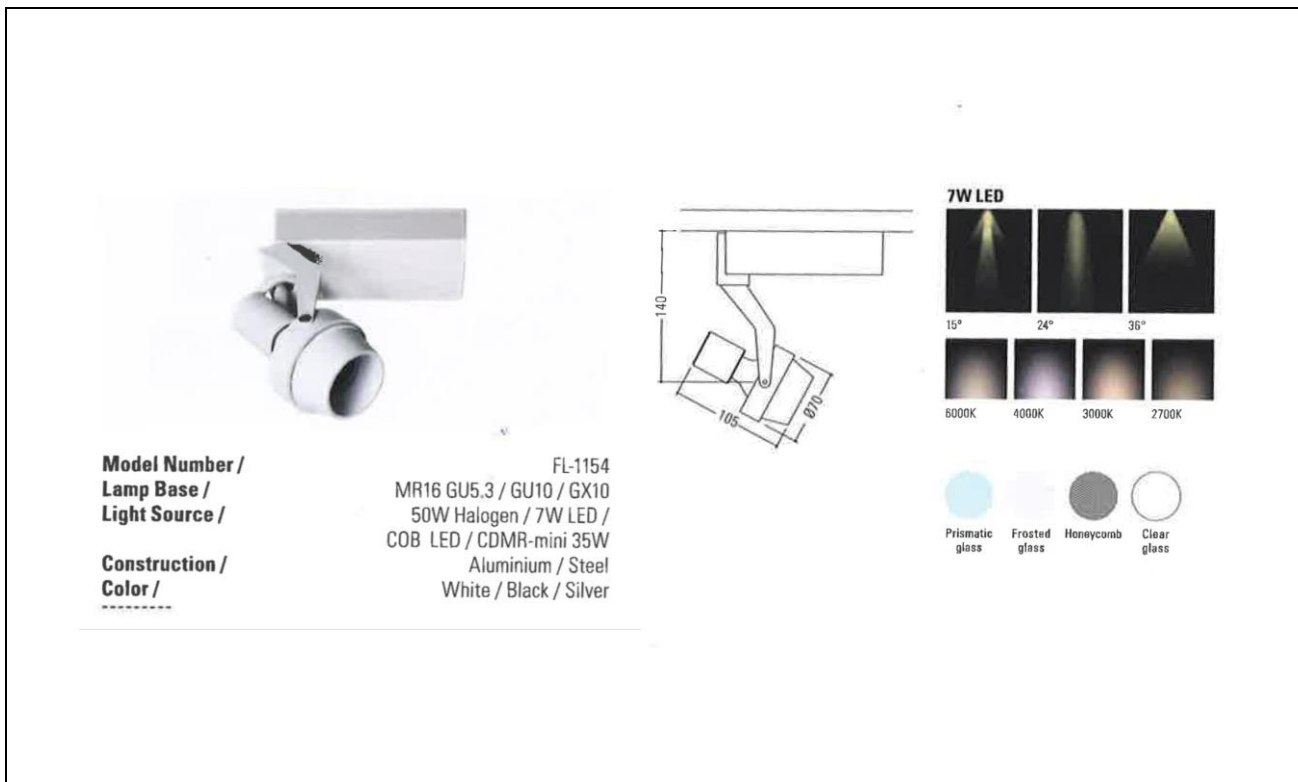


## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-09  
 Location : Exhibition Area 1  
 Light Fitting Type : LED Spotlight  
 Model : FL-1154  
 Description : Refer to manufacturer's specification  
 Colour : Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : Future Lighting Collection Limited  
 Contact : Ms Ceci Wong  
 Tel. : (852) 3104 0698 / (852 6998 3878)  
 Fax. :  
 Email : project@flcl.com.hk  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.





## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

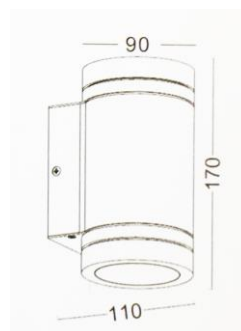
Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code	: L-10
Location	: Outdoor
Light Fitting Type	: Outdoor Wall Lamp
Model	: MP174A
Description	: Refer to manufacturer's specification
Colour	: Black
Size	: Refer to dwg
Cut-Out	: Refer to dwg
Light Source	: LED
Colour Temperature	: 3000K
Country of Origin	: PRC
Supplier	: Metropolis
Contact	: Ms Eva Lam
Tel.	: (852) 2893 8686
Fax.	: (852) 2893 0606
Email	: metro@lighting.asia
Remark	<ol style="list-style-type: none"> <li>1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.</li> <li>2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.</li> <li>3. The numbers, locations and connection details of remote transformers to be responsible by contractor.</li> </ol>



Lamp:	COB LED 2 x 5W
Color Temp.:	3000K / 4000K / 6000K
Lumen:	1000 lm
CRI:	85
Beam Angle:	38°
Tilt Angle:	Fixed
Dimension:	Φ90 x 170
Material:	Aluminium
IP Level:	IP44
Color:	Anodized Black

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : L-11

Location : Pantry

Light Fitting Type : Pendant Lamp

Colour : White

Colour Temperature : 3000K

Supplier : By Contractor

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : L-12

Location : Meeting Room

Light Fitting Type : Pendant Lamp

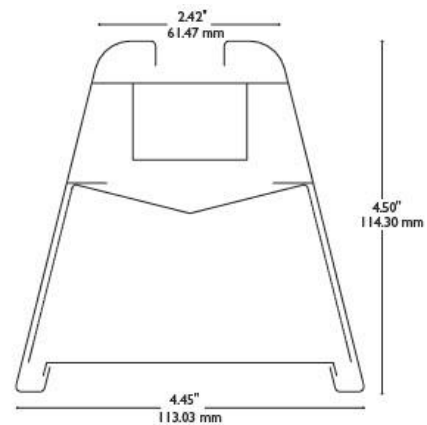
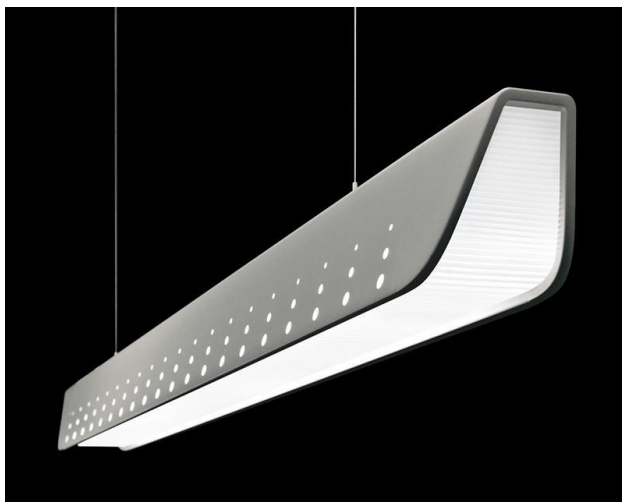
Brand : Philips

Colour : White

Colour Temperature : 3000K

Supplier : By Contractor

Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

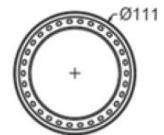
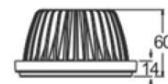
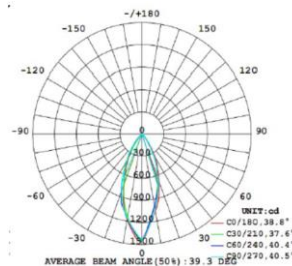
Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

Code : L-13  
 Location : Office  
 Light Fitting Type : LED Single Spotlight  
 Model : CG-DL06-15  
 Description : Refer to manufacturer's specification  
 Colour : Matte Black  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : ELWIN Lighting & Electrical Co. Ltd  
 Contact : Mr Andrew Pun  
 Tel. : (852) 3698 2989; M: (852) 9097 9152  
 Fax. : (852) 3003 3076  
 Email : mercury02@netvigator.com  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



<b>Model:</b>	<b>CG-COB111-18</b>		
<b>Rated Power:</b>	18w		
<b>Voltage:</b>	200-240V AC	50/60Hz	500mA
<b>Beam Angle:</b>	25°	40°	60°
<b>Color Temp:</b>	3000k	4000k	5000k
<b>Lumen Output:</b>	1560lm	1600lm	1820lm
<b>Dimension:</b>	Ø111mm x H60mm		
<b>Surface Color:</b>	White / Black		
<b>Operation Temp:</b>	-10 ~ 40°C		
<b>CRI:</b>	> 80		
<b>Housing</b>	L152 x W152 x H122mm (Trimless recessed)		
<b>Emergency Battery Kit</b>	2hrs Ni-Cd Battery w/external Power Gear Box Model No.: WT400(LED) PGB Dimension: L430 x W150 x H50mm		
<b>Life time:</b>	35,000hours		

## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : A

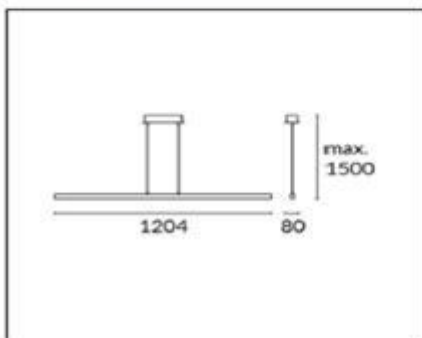
Rev. Date : 11-05-2017

Code : L-14  
 Location : Reception  
 Light Fitting Type : Pendant Lamp  
 Model : ROAD 00-3251-14-M1  
 Description : Refer to manufacturer's specification  
 Colour : White  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : Zodiac  
 Contact : Mr Blaze Chow  
 Tel. : (852) 2898 7615 / (852) 9751 5730  
 Fax. : (852) 2558 3114  
 Email : blaze.chow@zodiaclighting.com  
 Remark : 4. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 5. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 6. The numbers, locations and connection details of remote transformers to be responsible by contractor.

IN



The photograph may not match the reference exactly. Please read the product description to identify the finish.



## ROAD 00-3251-14-M1

### TECHNICAL CHARACTERISTICS

Type:	Pendant
IP Protection degrees:	IP20
Light source 1:	120 x LED Samsung
Bulb specified at the product label	32.4W Warm White - 3000K 3860 lm <sup>m</sup> CRI 80
Voltage / Frequency:	100-240V/50-60Hz
Warranty:	2
Option to extend the guarantee:	5
Units per box:	4
Net Weight (Kg):	1.380
EAN Code:	8435381413026



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117  
 First Issue Date : 02-05-2017  
 Rev. : -  
 Rev. Date : -

Code : L-15  
 Light Fitting Type : LED Strip  
 Model : Flexible LED strip  
 Description : Refer to manufacturer's specification  
 Colour : Transparent  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Colour Temperature : 4000K  
 Country of Origin : PRC  
 Supplier : By Contractor  
 Remark : 1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.  
 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.  
 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.

**DESCRIPTION:** FLEXIBLE LED STRIP, 14.4W PER METER  
**FINISH:** TRANSPARENT  
**DIMENSIONS:** W:13MM X H:4MM X L:5000MM  
**CUTTING UNIT:** EVERY 100MM  
**LAMP TYPE:** 60 X SMD5050 0.24W 3000K LED, CRI80  
**NOTES:** 24V DC LED POWER SUPPLY  
**ILLUSTRATION:**



## ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)

Project No. : APQ17-0117

First Issue Date : 02-05-2017

Rev. : -

Rev. Date : -

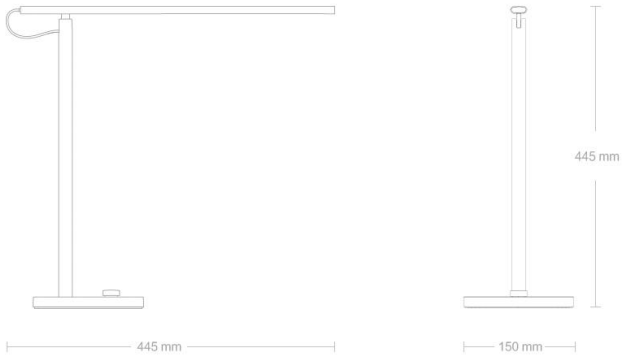
Code : L-16  
 Light Fitting Type : Blue LED Strip  
 Model : Flexible LED strip  
 Description : Refer to manufacturer's specification  
 Colour : Ice Blue  
 Size : Refer to dwg  
 Cut-Out : Refer to dwg  
 Light Source : LED  
 Country of Origin : PRC  
 Supplier : By Contractor  
 Remark :

1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable.
2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval.
3. The numbers, locations and connection details of remote transformers to be responsible by contractor.



ARCHITECTURAL LIGHTING SPECIFICATION

Project: CIC Innovation Center (IC)	Project No.	: APQ17-0117
	First Issue Date	: 11-05-2017
	Rev.	: -
	Rev. Date	: -
Code	: L-17	
Light Fitting Type	: LED Desk Lamp	
Model	: MJTD01YL	
Description	: Refer to manufacturer's specification	
Colour	: White	
Size	: Refer to dwg	
Cut-Out	: Refer to dwg	
Light Source	: LED	
Country of Origin	: PRC	
Supplier	: Xiaomi	
Remark	1. Contractor is not bound to the specified supplier. Alternative or equivalent may be acceptable. 2. The decorative lighting specifications are issued for design intent only. For custom made lighting, contractor is required to develop the design and submit shop / fabrication drawings for designer's approval. 3. The numbers, locations and connection details of remote transformers to be responsible by contractor.	



色溫範圍:	2700K-6500K
亮度範圍:	1%-100%
光通量:	300 流明
輸入功率:	6 W
顯色指數:	83
使用壽命:	約 25000 小時
電源供應器額定輸入:	100-240V ~ 50/60Hz 0.2A
無線連接:	Wi-Fi IEEE 802.11 b/g/n 2.4GHz

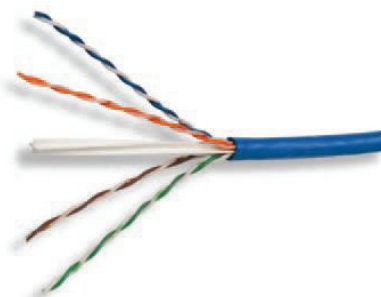
產品型號:	MJTD01YL
產品顏色:	白色
外包裝尺寸:	159 mm * 159 mm * 490 mm
產品總重量:	1450g
產品淨重:	800g



## Category 6 U/UTP Cable

### Product Fact

- Exceeds TIA/EIA-568-B.2-1 Category 6 and ISO 11801 Class E specifications
- X-Web Spacer to maximize NEXT performance
- Exceeds all requirements for Gigabit Ethernet
- AWG 23 solid conductor
- Lead-free jacketing



Fire Rating	Outside Dimensions	Colour	Packing	Part Number
LSZH	6 mm	White	305m Reel-in-Box	219585-2
CMR	6.40 mm	White	1000ft Reel-in-Box	6-1427200-2
CMR	6.40 mm	Blue	1000ft Reel-in-Box	9-1427200-6
CM	6.40 mm	Blue	305m Reel-in-Box	1427254-6

LSZH sheath conform to IEC 60332-1, IEC 60754-1, IEC 60754-2 and IEC 61034-2

## Category 6 UTP Patch Panel

### Product Fact

- Meets or exceeds TIA and ISO Category 6 component performance requirements
- Ports may be individually replaced
- Packaged unloaded with jacks bagged separately for termination with SL Series Jack Termination Tool
- Universal wiring — may be terminated to T568A or T568B
- Replacement labels and clear label covers can be ordered
- 12-Port Mini Patch Panels mount vertically on 89D bracket (included)



Description	Height	Width	Style	Figure	Part Number
12-Port	10.00"	2.3"	Flat	A	1375013-2
24-Port	1U (1.75")	19.0"	Flat	—	1933796-2
24-Port	1U (1.75")	19.0"	Angled	—	1933798-2
48-Port	1U (1.75")	19.0"	Flat	—	1933458-1
48-Port	1U (1.75")	19.0"	Angled	—	1933658-1
48-Port	2U (3.5")	19.0"	Flat	B	1933797-2
96-Port	4U (7")	19.0"	Flat	—	1375016-2

**Memorandum of Agreement**  
**of**  
**Fitting Out Works for the Construction Innovation**  
**and Technology Application Centre (CITAC)**  
**for**  
**the Construction Industry Council**

**May 2017**

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**To be Signed by a Contractor**

**MEMORANDUM OF AGREEMENT**

MEMORANDUM OF AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_  
2017 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of <sup>1</sup> \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called “the Employer”) of the one  
part and <sup>2</sup> \_\_\_\_\_  
of <sup>3</sup> \_\_\_\_\_ (hereinafter called “the  
Contractor”) of the other part WHEREAS the Employer requires the Contractor to  
execute, complete and maintain the whole of the said works in respect of the Fitting Out  
Works for the Construction Innovation and Technology Application Centre for the  
Employer (hereinafter called “the Assignment”) and details of which are set out in the  
Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to complete  
the Works in accordance with the Assignment Brief, Conditions of Employment annexed  
hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by  
the Employer of the fees and other payments set out in the Fee Proposal and the  
Conditions annexed hereto.

**NOW THEREFORE IT IS AGREED AS FOLLOWS :-**

1. This Agreement shall comprise :-
  - (a) Conditions of Tender and Appendices
  - (b) Special Conditions of Tender
  - (c) Form of Tender
  - (d) CIC’s General Conditions of Contract and Guidelines for Works or  
Services(2b-CAR) \*
  - (e) Assignment Brief and its Annexes
  - (f) Technical Proposal and Fee Proposal
  - (g) General Conditions of Employment
  - (h) Any relevant correspondenceall of which are annexed hereto.  
\*Delete where inappropriate
2. The Director for the purposes of this Agreement shall be <sup>4</sup> \_\_\_\_\_  
\_\_\_\_\_

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and severally<sup>5</sup> undertakes to perform and complete the said works subject to and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above written

SIGNED for and on behalf of )  
the Employer by <sup>6</sup> )  
 )  
 )

in the presence of  
Signature, name and address

(a) SIGNED for and on behalf of )  
the Contractor by <sup>7</sup> )  
 )  
 )

in the presence of  
Signature, name and address

**OR**

(b) SIGNED for and on behalf of and as )  
lawful attorney for <sup>2</sup> )  
under power of )  
attorney dated )  
By )

in the presence of  
Signature, name and address

**OR**

(c) SIGNED on behalf of the Contractor by <sup>8</sup>

)  
)  
)  
)

in the presence of

Signature, name and address

**NOTES:** (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

1 Insert the address for service of documents.

2 Insert the name of the Contractor.

3 Insert the address of the Contractor.

4 Insert the post title.

5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.

6 Insert the name and appointment of the officer.

7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.

8 Insert the names of the partners.

**General Conditions of Employment**  
**of**  
**Fitting Out Works for the Construction**  
**Innovation and Technology Application Centre (CITAC)**  
**for**  
**the Construction Industry Council**

**May 2017**

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**General Conditions of Employment for**  
**Fitting Out Works for the Construction**  
**Innovation and Technology Application Centre (CITAC)**  
**for the Construction Industry Council**

## **1 Definitions**

In the Agreement as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, Conditions of Employment for Fitting out works for Construction Innovation and Technology Application Centre (CITAC) for the Construction Industry Council, the Assignment Brief and its Annexes, Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its Annexes.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment.

“Contractor” means the person, firm or company named in the Memorandum of Agreement and includes the Contractor’s permitted assignees.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief and its Annexes which are to be produced by the Contractor under the Assignment.

“Director” means the person designated in the Memorandum of Agreement to act as the Director or such other person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the Director for the purposes of this Agreement and the person so designated or appointed.

“Employer” means the Construction Industry Council.

“Government” means the Government of the Hong Kong Special Administrative Region.

“Project” means the scheme described in the Assignment Brief and its Annexes, of which the Assignment forms a part.

“Services” means duties, work, services, surveys and investigations to be carried out and obligations to be fulfilled by the Contractor under this Agreement.

## **2 Singular and Plural**

Words and expressions in the singular include the plural and words and expressions in the plural include the singular where the context so implies.

## **3 Marginal Headings**

The index, marginal notes or headings in any documents forming part of the Agreement shall not in any way vary, limit or extend the interpretation of the Agreement.

## **4 Laws**

The Agreement shall be governed by and construed according to the laws for the time being in force in HKSAR.

## **5 Interpretation**

The Interpretation and General Clauses Ordinance shall apply to the Agreement.

## **6 Memorandum of Agreement**

The Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

## **7 Documents Mutually Explanatory**

- (A) Save to the extent that any Special Conditions of Employment provides to the contrary the provisions of the Conditions of Employment shall prevail over those of any other document forming part of the Agreement.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Agreement are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be explained and adjusted by the Employer.

## **8 Use of English Language and Metric Units**

All the correspondence in connection with this Agreement shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Assignment Brief or approved by the Employer.

## **9 Confidentiality**

- (A) Save for the performance of the Services the Contractor shall not disclose the terms and conditions of this Agreement or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer in connection therewith, to any person other than a person employed or engaged by the Contractor in carrying out this Assignment or any approved sub-consultants / sub-contractors or the Contractor's legal and insurance advisers.
- (B) Any disclosure to any person, sub-consultants / sub-contractors or advisers permitted under sub-clause (A) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of this Agreement and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (C) The Contractor shall not without the prior written consent of the Director which approval shall not be unreasonably withheld publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to this Agreement.
- (D) If the Contractor has provided the Employer with documents and information which he has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Director within two months of receipt of such information by notice in writing disagrees, then that information will be treated as confidential. The Employer shall not permit the disclosure of such confidential information to third parties without the written consent of the Contractor.

## **10 Information to be supplied by the Employer**

The Employer shall keep the Contractor informed on such matters as may appear to him to affect the performance of the Services and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the performance of the Services.

## **11 Information to be supplied by the Contractors**

The Contractor shall keep the Employer informed on all matters related to the Assignment within the knowledge of the Contractor including details of all staff employed by them in the performance of the Services and shall answer all reasonable enquiries received from the Employer and render reports at reasonable intervals when asked to do so and shall assist the Employer to form an opinion as to the manner in which they are proceeding with the Assignment.

## **12 Retention of Documents and Audit Inspection**

- (A) For a period of 2 years commencing with the completion of any works contract, supervision of which is part of the Services, the Contractor shall retain and provide spaces for that purpose all his records, data, accounts and other information in respect of the services.
- (B) The Contractor shall give assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever and shall answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

## **13 Attendance at Meetings**

The Contractor shall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Director and the Employer on all matters relating to the Services.

## **14 Facilities for Inspection**

The Contractor shall at all time give to the Director, his representatives and any persons duly authorized by him reasonable facilities to inspect or view the documents, records and correspondence in his possession relevant to this Agreement.

## **15 Approval of Documents**

- (A) The Contractor shall, when so requested by the Employer, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as he may specify or require.
- (B) No such approval shall affect the responsibility of the Contractor in connection with the Services.

## **16 Delegation of Employer's Power**

The Contractor shall take instructions and directions and, where appropriate, receive the Employer's decisions and views only through the Employer and, subject to any limitations imposed by the Employer in any letter of authority granted by him, such other person to whom the Employer may delegate his powers.

## **17 Amendments to the Contract Conditions**

- (A) The Employer shall make any changes to the Contract Conditions which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Contract Conditions shall be referred to the Employer for his clarification or instructions regarding further action.

## **18 Written Approval**

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Fee Proposal.

## **19 Consultation**

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, or who may be appointed by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

## **20 Response to Queries**

- (A) The Contractor shall respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief for such queries by the Employer or by any Contractor who may be appointed by the Employer for the subsequent stage of the Project.
- (B) The Contractor shall use his best endeavours to respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief for such queries by the Employer or any person who may be appointed by the Employer or nominated by the Employer.

## **21 Exclusive Ownership**

The Employer shall become the exclusive owner of all Deliverables, save those Deliverables under licence or those Deliverables in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under this Agreement. The liability of the Contractor in respect of the Employer's use of such Deliverables shall be limited to liabilities arising from uses contemplated under this Agreement or expressly agreed to in writing by the Contractor. The Employer hereby:

- (i) Indemnifies the Contractor against all claims, damages, losses or expenses suffered by the Employer; and
- (ii) Agrees to indemnify the Contractor against all claims, made by third parties against the Contractor;

arise out of or in connection with a use by the Employer of any Deliverable which use was not contemplated under this Agreement or not expressly agreed to in writing by the Contractor.

## **22 Care and Diligence**

- (A) The Contractor shall exercise all reasonable professional skill, care and diligence in the performance of all and singular the Services and, in so far as his duties are discretionary, shall act fairly between the Employers and any third party.
- (B) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in the performance of the Services.
- (C) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents, of the Services.
- (D) In the event of any errors or omissions for which the Contractor is responsible and as a result of which the re-execution of the Services is required, the Contractor shall, without relieving any liability and obligation under the Agreement, at his own cost re-execute such Services to the satisfaction of the Employer.

## **23 Instruction and Procedure**

The Contractor shall comply with all reasonable instructions of the Director or the Employer. The Employer shall issue to the Contractor general instructions on procedure and shall supply such additional information as may be required.

## **24 Approval for Variations and Claims**

The Contractor shall obtain prior approval in writing of the Employer to the order of a variation to the contract works or to the commitment otherwise of the Employer to expenditure under the works contract other than in respect of claims, if the value of such order or commitment is estimated to exceed the sum specified in the Assignment Brief, or if not specified in the Assignment Brief, as advised in writing by the Employer. With the exception that in emergencies such prior approval shall not be required, provided that the order or other commitment is essential and that it is impractical to seek the prior approval of the Employer.

## **25 Referral of Variations and Claims**

(A) Notwithstanding the requirements of Clause 24 the Contractor shall:

- (i) refer the details of every variation to the Contract Works under any such Works Contract, including the reasons for it and its estimated value, to the Employer for information as soon as the variation is ordered.
- (ii) as soon as the value of a variation to the Contract Works has been determined, refer the details of the evaluation to the Employer for information.
- (iii) report to the Employer all claims for additional payment made by the Contractor and, except for those solely in respect of agreement of rates, refer the principles underlying their assessment of each claim, to enable the Employer to provide its view of the matter before the Contractor reaches a decision; and
- (iv) report to the Employer all delays to the progress of the Contract Works and, except for those delays solely in respect of inclement weather conditions, refer his assessment of granting of extension of time for completion, if any, to enable the Employer to provide its view of the matter before the Contractor reach a decision.



(B) The foregoing referrals and reporting to the Employer shall be in writing.

## **26 Programme to be Submitted and Agreed**

- (A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause. If any of such proposed changes are agreed by the Employer, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.
- (B) The Contractor shall submit a draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which he shall do.
- (C) If the Employer does not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 23 to the Contractor.
- (D) When the Employer has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the approval of the Employer.

## **27 Payment**

Payments under this Agreement shall be made in accordance with the Fee Proposal.

## **28 Fees to be Inclusive**

Unless provided otherwise, the fees quoted in the Fee Proposal shall be inclusive of all labour, materials and expenses incurred in the performance of the Services.

## **29 Payment in Hong Kong Dollars**

Unless provided otherwise, payments shall be made in Hong Kong dollars.

### **30 Expenses incurred in currencies other than Hong Kong dollars (not used)**

*Not used.*

### **31 Payment of Accounts**

- (A) Except as provided for in sub-clause (B) of this Clause accounts of all money due from the Employer to the Contractor in accordance with this Agreement shall be paid within 30 days after receipt of the Contractor's invoice by the Employer. In the event of failure by the Employer to make payment to the Contractor in compliance with the provisions of this Clause the Employer shall pay to the Contractor interest at the judgment debt rate prescribed from time to time by the Rules of the Supreme Court (Chapter 4 of the Laws of Hong Kong) (interpreted in accordance with the Hong Kong Reunification Ordinance) upon any overdue payment from the date on which the same should have been made.
- (B) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or reasonably subject to question by the Employer, the Employer shall within 14 days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to question. Payment by the Employer of the remainder of that account shall not be withheld on such grounds and the provisions of sub-clause (A) of this Clause shall apply to such remainder.

### **32 Rendering of Accounts**

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal.

### **33 Payment for Additional Services**

The Contractor shall be entitled to payment for the performance of any Services which he could not reasonably have anticipated at the time of entering into this Agreement resulting from:

- (i) explanations of adjustments made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;  
and

- (iv) instructions given under Clause 23.

Provided that such Services are not attributable to default on the part of the Contractor.

### **34 Reduction of Lump Sum Fees**

If there shall be a reduction in the Services resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 17;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 17;  
and
- (iv) instructions given under Clause 23;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

### **35 Notifications and Payment for Delays**

- (A) The Contractor shall not be entitled to payment in respect of any additional costs he incurs as a result of delays arising during the performance of the Services if the causes of delay which are the fault of neither party.
- (B) The Contractor shall notify the Employer when a delay arises and shall detail what in his opinion are the reasons for the delay, the consequences or likely consequences of the delay and any additional costs he has incurred or may incur.
- (C) The Contractor shall keep such contemporary records as may reasonably be necessary to support any claim for payment under this Clause and shall give to the Employer details of the records being kept in respect thereof. Without necessarily admitting the Employer's liability, the Employer may require the Contractor to keep and agree with the Employer any additional contemporary records as are reasonable and may in the opinion of the Employer be material to the claim. The Contractor shall permit the Employer to inspect all records kept pursuant to this Clause and shall supply copies thereof as and when the Employer so requires.

- (D) After the giving of a notice of delay to the Employer under sub-clause (B) of this Clause, the Contractor shall, as soon as is reasonable, send to the Employer a first interim account giving full and detailed particulars of the circumstances giving rise to the delay and any additional costs he incurred. Thereafter at such intervals as the Employer may reasonably require, the Contractor shall send to the Employer further up-to-date accounts giving the accumulated total of the additional costs and any further full and detailed particulars in relation thereto.
- (E) If the Contractor fails to comply with the provisions of sub-clause (B) of this Clause in respect of any claim, such claim shall not be considered.
- (F) If the Contractor fails to comply with the provisions of sub-clauses (C) or (D) of this Clause in respect of any claim, the Employer may consider such claim only to the extent that the Employer is able on the information made available.
- (G) The Contractor shall take all reasonable steps to mitigate the costs which may be incurred as a result of the delays.

### **36 Resident Site Staff (not used)**

*Not used.*

### **37 Non-Assignment**

The Contractor shall not have the right to assign or transfer the benefit and obligations of this Agreement or any part thereof.

### **38 Employment and Replacement of sub-consultants / sub-contractors**

The Consultant / Contractor shall obtain the prior written approval of the Employer to:

- (i) the appointment of sub-consultants / sub-contractors to undertake any part of the Services; and
- (ii) the replacement of any sub-consultants / sub-contractors appointed under sub-clause (i) of this Clause.

### **39 Liability of Contractor for acts and default of sub-consultants / sub-contractors**

The appointment of sub-consultants / sub-contractors to undertake any part of the Services shall not relieve the Consultant / Contractor from any liability or obligation under this Agreement and he shall be responsible for the acts, default and neglects of any sub-consultants / sub-contractors, his agents, servants or workmen as fully as if they were the acts, default and neglects of the Contractor, his agents, servants or workmen.

### **40 Publicity relating to contract works (not used)**

*Not used.*

### **41 Suspension, resumption or termination**

- (A) This Agreement may be suspended or terminated by the Employer at any time, by the Employer giving the Contractor one months' notice in writing.
- (B) On suspension or termination, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and do deliver to the Employer documents in its control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of termination or suspension. The Employer reserves its right to claim for loss and damages against the Contractor as a result of termination of his contract including re-nominating the others to carry out and complete the remaining items. In case the payment balance is insufficient to cover the actual loss being suffered by the Employer, the Contractor has to reimburse the same accordingly.
- (C) In the event of suspension or termination the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with this Agreement prior to the giving of the notice of suspension or termination.
- (D) The payments referred to in sub-clauses (B) and (C) of this Clause shall be deemed in full and final payment for the Services up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default

on the part of the Contractor.

- (E) In the event of suspension and subsequent resumption of this Agreement the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (F) If this Agreement is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the fees payable under this Agreement.
- (G) Should this Agreement continue to be suspended for a period of more than two years then either:
  - (i) it shall be terminated upon the written notice of either party; or
  - (ii) it may be renegotiated with the agreement of both parties.

#### **42 Special Risks (not used)**

*Not used.*

#### **43 Appeal to Director**

The Contractor shall have the right to appeal to the Director against any instruction or decision of the Employer which he considers to be unreasonable.

#### **44 Settlement of Disputes**

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of this Agreement, either party shall be entitled to refer the dispute or difference to the Employer Delegates and the partner or director of the Contractor, who shall meet within 21 days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within 2 months of a meeting under sub-clause (A) of this Clause or upon written agreement that the dispute or difference cannot be resolved, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.
- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either

the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate, or the failure of the mediation.

- (D) The Hong Kong International Arbitration Centre Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

#### **45 Prevention of Bribery**

The Contractor shall inform his employees who are engaged either directly or indirectly on the formulation and implementation of a project of the Construction Industry Council that the soliciting or accepting of an advantage as defined in the Prevention of Bribery Ordinance is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Construction Industry Council.

#### **46 Declaration of Interest**

- (A) On appointment and during the currency of this Agreement, the Contractor must declare any interest if it is considered to be in real or apparent conflict with the Services. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior approval of the Employer which approval shall not be unreasonable withheld.
- (B) In any case, the Contractor or any of his associated companies shall not undertake any services for a Contractor in respect of a contract between that contractor and the Employer for which the Contractor is providing a service to the Employer.

#### **47 Insurance**

- (A) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 22 the Contractor shall, as from the date of commencement of this Agreement, and thereafter, maintain an insurance cover to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his servants and agents of all and singular the Services.

- (B) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (A) of this Clause, the Employer may approve alternative arrangements.
- (C) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Employer. Throughout the period of insurance the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor's insurers stating that the said policy or policies of insurance remain in force.
- (D) The amount of insurance cover as mentioned in sub-clause (A) of this Clause shall be a minimum of HK\$30 million.

#### **48 Safety Precaution**

The Contractor shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the work stipulated under the Assignment in the vicinity of the works at all stages, whether or not they are engaged in the execution of the works.

#### **49 Avoidance of Nuisance and Making Good Working Areas**

- (A) All Contractor's operations shall be carried out in such a manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer against any claim arising from default of the Contractor in this respect.
- (C) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a tidy and considerate manner. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.

#### **50 Disclosure of Information**

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:



- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor; and
- (ii) the fee proposal submitted by the Contractor.

## **51 Code of Conduct for Staff**

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance when providing service in relation to this Assignment.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families may have, or any conflict between their personal interest and their official positions, in relation to this Assignment.
- (C) The Contractor shall prohibit his employees to take up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to this Assignment; and his employees must not disclose to a third party any such information without prior consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Assignment.

## **52 Probity**

The Contractor shall prohibit his employees, agents and sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Contract. Any such offence committed by the Contractor or his employee or agent will render the tender null and void. The Employer may also terminate the contract granted.

## **53 Copyright**

The copyright of all reports, documents, recommendations, Guidelines, Alerts and any other information prepared or collected by the Contractor's team, and their employees and agents in the course of this Agreement shall be with the Employer.

The Contractor shall not disclose any information in relation to this Consultancy to any third party without the written consent of the Employer.

## **54 Contractor's Claims for Extras**

(A) The Contractor shall send to the CIC once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of contract period and / or additional expense to which the Contractor may consider himself entitled and of all extra or additional work contained in Contractor's instructions issued during the preceding month.

(B) No consideration will be given to any claim for extension of contract period and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated.

## **55 Commencement of the Works**

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

## **56 Time for Completion**

(A) The Works and any Section thereof shall be completed within the time or times stated in the Contract calculated from and including the date for commencement notified by the Employer in accordance with Clause 55 or such extended time as may be determined in accordance with Clause 54.

(B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

## **57 Liquidated Damages**

(A) If the Contractor fails to complete the Works or where the Works are divided into Sections any Section within the time for completion prescribed by Clause 56 or such extended time as may be granted in accordance with Clause 54, then the Employer shall be entitled to recover from the Contractor liquidated damages. The payment of such damages shall not relieve the Contractor from his obligations to complete the Works or from any other of his obligations under the Contract.

- (B) The liquidated damages shall be calculated using the rate per day prescribed in the Contract, either for the Works or for the relevant Section, whichever is applicable. Provided that, if the Employer certifies completion under Clause 58 of any part of the Works before completion of the Works or any part of any Section before the completion of the whole thereof, then the rate per day of liquidated damages for the Works or the relevant Section shall from the date of such certification be reduced in the proportion which the value of the part so certified bears to the value of the Works or the relevant Section, as applicable, both values as of the date of such certification shall be determined by the Employer.
- (C) The period for which liquidated damages shall be calculated shall be the number of days from the prescribed date for completion or any extension or revision thereof of the Works or the relevant Section until and including the certified date of completion.
- (D) All monies payable by the Contractor to the Employer pursuant to this Clause shall be paid as liquidated damages for delay and not as a penalty.

## **58 Completion of the Works**

- (A) When the Works have been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may serve notice in writing to that effect to the Employer, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer to issue a certificate of completion in respect of the Works. The Employer shall, within 21 days of the date of receipt of such notice either:
- (i) issue a certificate of completion stating the date on which, in the Employer's opinion, the Works were substantially completed in accordance with the Contract and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate, or
  - (ii) give instructions in writing to the Contractor specifying all the work which, in the Employer's opinion, is required to be done by the Contractor before such certificate can be issued, in which case the Contractor shall not be permitted to make any further request for a certificate of completion and the provisions of sub-clause (B) of this Clause shall apply.

- (B) Notwithstanding the provisions of sub-clause (A) of this Clause, as soon as in the opinion of the Employer the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer shall issue a certificate of completion in respect of the Works and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate.
- (C) The Contractor shall carry out any outstanding work as soon as practicable after the issue of the certificate of completion or as reasonably directed by the Employer and in any event before the expiry of the Defects Liability Period. The Contractor's obligation to provide, service and maintain site offices, latrines and the like, shall continue for as long as may be required by the Employer.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E) (i) The Employer shall give a certificate of completion in respect of any part of the Works which has been completed to the satisfaction of the Employer and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
- (ii) The Employer, following a written request from the Contractor, may give a certificate of completion in respect of any substantial part of the Works which has been completed to the satisfaction of the Employer before the completion of the Works or any Section and is capable of permanent occupation and/or permanent use by the Employer.
- (iii) When a certificate of completion is given in respect of a part of the Works such part shall be considered as completed and the Defects Liability Period for such part shall commence on the day following the date of completion stated in such certificate.
- (F) Any certificate of completion given in accordance with this Clause in respect of any Section or part of the Works shall not be deemed to certify completion of any ground or surface requiring reinstatement unless the certificate shall expressly so state.

## **59 Variations**

- (A) The Employer may order in writing any Variation that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall forthwith carry out such Variation in accordance with the Employer's instruction.
- (B) No Variation ordered by the Employer shall in any way vitiate or invalidate the Contract but all such Variations shall be valued in accordance with Clause 60.
- (B) Any Variation ordered by the Employer may include a requirement for the Contractor to prepare and submit within 14 days of the Contractor receiving the Variation order, a lump sum quotation in writing for complying with the order.
- (D) (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a Variation, the Employer may request the Contractor to submit a lump sum quotation in writing within 14 days of receipt of such request, or within such other time as may be agreed between the Employer and the Contractor.
- (ii) In the event that the Contractor is not subsequently instructed by the Employer to execute the Variation referred to in Clause 59(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer.
- (E) (i) The Contractor may propose a Variation by submitting in writing to the Employer a proposal together with sufficient details and justification to show that:
- (1) the time for construction of the Works can be reduced, and/or
  - (2) the future maintenance cost can be reduced, and/or
  - (3) the quality of design and/or the construction of the Works can be enhanced, and/or
  - (4) the Contract Sum can be reduced by the amount of the lump sum reduction that the Contractor can offer to the Employer, and
  - (5) in any event:
    - (1) the quality of the design or construction of the Works is not prejudiced, or
    - (2) the proposed Variation is in the interests of the Employer.
- (ii) The Employer shall within 14 days of receipt of the Contractor's proposed Variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer, but solely at the discretion of the Employer, confirm

whether or not he agrees to the proposed Variation and, if so, order the Contractor in writing to carry out the proposed Variation under this sub-clause.

- (iii) No adjustment shall be made to the Contract Sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

## **60 Valuation of Variations**

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract Sum as a result of a Variation order given by the Employer under Clause 59 (other than a Variation ordered under sub-clause (E) of Clause 59) in accordance with the following principles:

- (1) by valuation in accordance with sub-clause (D) of this Clause, or
- (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer in accordance with sub-clauses (E) and (F) of this Clause.

- (B) The valuation of any Variation ordered by the Employer in accordance with sub-clause (A) of Clause 59 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.

- (C) In the event of the Employer and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.

- (D) The Employer shall determine the value of a Variation as follows:

- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.
- (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
- (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any Variation ordered in accordance with sub-clause (A) of Clause 59 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer any rate or price contained in the Contract for any item of work is by reason of such Variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer in accordance with sub-clause (C) or (D) of Clause 59 shall indicate how the lump sum was calculated by showing separately full details of:
- (1) the cost of complying with the order,
  - (2) the cost of preparing the lump sum quotation,
  - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
  - (4) such other information as will enable the Employer to evaluate the lump sum quotation.
- (F) The Employer shall notify the Contractor not later than 14 days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.
- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 59 and the lump sum quotation is not accepted by the Employer, then the work ordered under sub-clause (A) of Clause 59 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer with any further information reasonably requested by the Employer within 14 days of the request to enable him to value any Variation ordered under sub-clause (A) of Clause 59.
- (I) The Employer shall within 28 days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

## **61 Rights of Third Parties**

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.





## General Conditions of Contract and Guidelines for Works or Services

### **A. General Conditions of Contract**

1. "Contractor" means the person who enters into the contract with the Construction Industry Council or the person or service provider whose quotation has been accepted.
2. "Contract" means the Contract, purchase order or letter of acceptance herein including the contents of the Schedule and these general conditions.
3. The Works / Services and Variation
  - (a) The works to be undertaken or services to be performed under this Contract shall be as laid down in the Quotation and Special conditions (if any) and shall be carried out to the satisfaction of Construction Industry Council.
  - (b) The Contractor shall not extend the works / services beyond the requirements specified in the Schedule except as directed in writing by Construction Industry Council; but Construction Industry Council may, at any time during the Contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the works / services and/or the contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Schedule.
  - (c) Where a variation has been made to this Contract the amount to be added to or deducted from the Contract price in accordance with that variation shall be determined in accordance with the discounted rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances. In any circumstances, such amount should be subject to the approval of Construction Industry Council.
4. Assignment  
The Contractor shall not, without the written consent of Construction Industry Council, assign or otherwise transfer any part of this Contract, and the performance of this Contract by the Contractor shall be deemed to be personal to him.
5. Quality of Works / Services  
The works / services shall be as specified in the Schedule and shall fulfil all the conditions and terms of any drawings and specifications (if any) supplied to the Contractor.
6. Compliance with the laws of Hong Kong Special Administrative Region and Valid Licences  
The Contractor has to comply with all laws of Hong Kong Special Administrative Region. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of Hong Kong Special Administrative Region or not entitled for whatever reasons to undertake any employment in Hong Kong Special Administrative Region in the execution of this Contract. The Contractor should hold valid licences when performing relevant works if required by law. If there is any breach of this clause, Construction Industry Council may terminate this Contract and the Contractor is not entitled to claim any compensation. The Contractor shall be liable for all financial loss or expenses necessarily incurred by Construction Industry Council as a result of the termination of this Contract.
7. Inspection, Rejection and Acceptance
  - (a) The Works undertaken or Services performed shall be subject to inspection by Construction Industry Council who may at its own discretion terminate this Contract or withhold payment unless the works / services have been undertaken / performed in accordance with the terms and conditions of this Contract and to the satisfaction of Construction Industry Council. Upon breach of any essential terms and conditions of this Contract by the Contractor, including but not limited to failure to comply with the performance requirements in accordance with the Schedule, Construction Industry Council shall have the right to reject unsatisfactory performance of the Works / Services and suspend payment until the defects have been rectified by the Contractor to the satisfaction of Construction Industry Council. Construction Industry Council reserves the right to claim against the Contractor for all related financial loss or expenses necessarily incurred by Construction Industry Council.
  - (b) Being notified in writing of the rejection of any works / services, the Contractor shall take immediate and necessary action to rectify such rejected Works / Services within reasonable time as agreed by Construction Industry Council.

- (c) If the Contractor shall fail to rectify such rejected works / services in accordance with item (b) above, Construction Industry Council may, without prejudice to any other rights and remedies available to Construction Industry Council, carry out and complete such works / services by its own resources or by other contractors. All costs and expenses whatsoever which may be incurred by Construction Industry Council thereof shall be recoverable in full from the Contractor forthwith.
- (d) The works undertaken or services performed in pursuance of this Contract shall not be deemed to have been accepted unless either:-
  - i. Construction Industry Council shall so certify; or
  - ii. The works / services are not rejected as being unsatisfactory within 21 working days after receiving the report of certification upon the execution of the work.

8. Payment for works / services

After the receipt of goods and provision of services or completion of works in accordance with the agreed terms and conditions and to the satisfaction of Construction Industry Council, Construction Industry Council will settle payment within 30 days after receiving and verifying the invoices.

9. Injury to Persons and Property and Indemnity

- (a) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of or caused by the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.
- (b) The Contractor shall be liable for, and shall indemnify Construction Industry Council against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the works under the Contract, save to the extent that the same may be due to any act or neglect of Construction Industry Council or of any person for whom Construction Industry Council is responsible.

10. Employee's Compensation Insurance Policy ("EC policy")

- (a) Without prejudice to the Contractor's obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, the Contractor shall at his own expenses warrant to take out and maintain an EC policy covering against all liabilities arising from any death, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of any tier and Construction Industry Council shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the works including the Maintenance Period or Defects Liability Period (if applicable).
- (b) Before the commencement of works under the Contract, the Contractor shall, whenever required by Construction Industry Council, produce to Construction Industry Council a copy of the EC policy (include Endorsements W338, W348 and W204) which he is required to effect pursuant to item (a) above together with satisfactory proof of payment of the current premiums thereof.
- (c) If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to by item (b), Construction Industry Council may at its own discretion terminate the Contract.
- (d) In the event of any of the Contractor's sub-contractors of any tier or employees or agents or the subcontractors' employees suffering any injury or death in the course of or arising out of this Contract and whether there be a claim for compensation or not, the Contractor shall within 7 working days give notice in writing of such injury or death to Construction Industry Council.

11. Contractors' All Risks Insurance Policy ("CAR")

- (a) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, Construction Industry Council has effected, with insurers of Construction Industry Council's choice, for the benefit inter alia of Construction Industry Council, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR in respect of inter alia:
  - i. Loss and damage to the works under the Contract;
  - ii. Third party liability

Refer to **Section B** for an **insurance synopsis** and reference should be made thereto for its full terms and effect.
- (b) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability is HK\$30,000,000.

- (c) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR as if it has been effected by himself and shall with all due diligence observe and fulfil, and procure that all sub-contractors of any tier observe and fulfil, the terms, provisions and conditions contained therein.
- (d) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR. If, in the Contractor's opinion, the amounts and / or risks insured are insufficient to cover the Contractor's risks, duties, obligations and liabilities under the Contract, at common law or otherwise, the Contractor may effect such further insurance at his own expense as he considers necessary.
- (e) It is acknowledged and understood that the CAR is subject to excesses and exclusions. In the event of a claim under the CAR in respect of a matter for which the Contractor is responsible or liable under the Contract, the full amount of such excesses and exclusions shall be borne by the Contractor. In the event of any default by the Contractor in making good any damage to the works where required by the terms and conditions of the Contract, Construction Industry Council may deduct the applicable policy excess from any sums due or to become due to the Contractor under this Contract or recover the same as a debt due from the Contractor.
- (f) Save for any case in which the relevant loss or injury arises from any act or neglect of Construction Industry Council or any person for whom Construction Industry Council is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal quantified claims under the CAR shall be borne by the Contractor.
- (g) The Contractor shall forward to Construction Industry Council's representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the conditions of the CAR within 24 hours of dispatch of such notice or claim. Upon a written request from Construction Industry Council, Construction Industry Council shall be entitled to take over the conduct of any claim submitted by the Contractor or all sub-contractors of any tier under the CAR, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Construction Industry Council as his or their agent for that purpose.
- (h) All monies to be received under the CAR shall be paid to Construction Industry Council as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize Construction Industry Council to give good discharge to the insurers for such monies.
- (i) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore works damaged, replace or repair any unfixed materials or goods which have been destroyed or injured, remove and dispose any of debris and proceed with the carrying out and completion of the works. All monies received under the CAR (less any amounts to cover professional fees) shall be paid to the Contractor by instalments under the Interim Payment Certificates or Final Payment Certificates issued by Construction Industry Council's representative. The Contractor shall not be entitled to any payment in respect of the restoration of work damaged, the replacement and repair of any unfixed materials or goods, and the removal and disposal of debris other than the monies received under the said CAR.

#### 12. Bankruptcy or Receivership

Construction Industry Council may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation if the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to Construction Industry Council.

#### 13. Corruption

Construction Industry Council prohibits any member of the staff from soliciting or accepting any advantage. Without the approval of Construction Industry Council, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, contract, other services of favour, discount to any staff of Construction Industry Council. Construction Industry Council will terminate the Contract without prior notice and hold the Contractor liable for any loss or damage so caused to Construction Industry Council.

#### 14. Personal Data Submitted by Contractor

All personal data submitted by the Contractor will be used by Construction Industry Council for the purpose of this Contract only. Under the provisions of the Personal Data (Privacy) Ordinance, the Contractor has the right to request access to or correction of personal data. Written requests should be addressed to Construction Industry Council. Construction Industry Council may be unable to process and consider incomplete information submitted.

#### 15. Working Hours

Unless it is specifically allowed in other part of the Contract, the works under this Contract shall be undertaken during normal working hours as specified by Construction Industry Council.

#### 16. Valid Certificates of Intermediate Trade Testing or higher qualifications

Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of Construction Industry

Council, all workers employed by the Contractor to work under this Contract have to hold valid certificates of intermediate trade testing (or higher qualifications) relevant to the trades under which they are working. A list of such workers with their valid and relevant qualifications has to be submitted to Construction Industry Council before the commencement of works.

17. Temporary Work Permit

When carrying out the works under the Contract, all workers have to wear the temporary work permit issued by Construction Industry Council. If the temporary work permit is lost, the Contractor or worker has to report to Construction Industry Council and request a re-issue at \$30.

18. Parking

If the Contractor finds it necessary to park their motor vehicles within the premises of Construction Industry Council, application has to be lodged in advance. If the application is approved, the parking permit issued by Construction Industry Council and the contact telephone number of the driver has to be displayed on the motor vehicles.

19. Refuse Removal

All refuse has to be delivered to the refuse collection warehouse specified by Construction Industry Council at the end of each working day or on any dates specified by Construction Industry Council.

20. Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.

## **B. Insurance Synopsis of Contractors' All Risks / Third Party Liability Insurance**

### 1. Summary

<b>Type</b>	:	Contractors' All Risks – Open Cover
<b>Form</b>	:	To follow the terms, limits and conditions of Asia Insurance Co Ltd Contractors' All Risks policy wordings as agreed.
<b>Insured</b>	:	Construction Industry Council as principal &/or all Main Contractors and its sub-contractors of every tier.
<b>Period of Insurance</b>	:	From 00:00 1 <sup>st</sup> January 2017 to 24:00 31 <sup>st</sup> December 2017 Local Hong Kong Time (both dates inclusive).

**Contract Details** : Scope and Nature  
 Renovation / Restoration / Maintenance / Alteration / Repair Work and/or Installation Work of Building Services including building maintenance work and/or builder's work but excluding construction/erection/demolition of building structure (i.e. structural walls, columns, beams and slabs of a building) and/or Installation/ Maintenance/ Repair Work of Building Services equipment; office equipment; training equipment; and trade test equipment carried out at the premises of the Insured which are covered under the Property Policy but definitely excluding any construction sites.

Contract Value of Each Contract

Contract Value at inception must not exceed HK\$3,000,000.

Period of Insurance for Each Contract

(1) Insured Contract other than Maintenance Contract Work

(a) Contract Period

Follow the original Contract Period of each contract work provided that: -

- the duration of the Contract Period shall not exceed 120 days;
- the Insured Contract must commence within the Period of Insurance specified in the Schedule

(b) Maintenance Period

Follow the original Maintenance Period of each contract work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period.

(2) Maintenance Contract Work only

The Period of Insurance in respect of the Maintenance Work shall follow the original Contract Period of each Maintenance Work provided that:-

- the duration of the Maintenance Work shall not exceed 12 months;
- the Insured Contract must commence within the Period of Insurance specified in the Schedule.

**Coverage** : Section I – Material Damage

To indemnify the Insured in respect of loss of or damage to the Insured Property whilst at the site during the Period of Insurance arising from any cause whatsoever not excluded by the original policy.

Insured Property – Item 1

The permanent and temporary works constructed erected or in the course of construction or erection in performance of the contract and all other property for which the insured contractors are responsible under the contract whilst on the site and subject to its value being included in the sum insured however excluding constructional plant and temporary buildings.

Insured Property – Item 2

Removal of debris : costs and expenses necessarily incurred by the Insured with the consent of the Insurers in dismantling and removing debris of the portion or portions of the property insured under item (1) destroyed or damaged by any peril hereby insured against.

Sum Insured : HK\$100,000 any one contract

: Section II – Liability to Third Parties

To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:

- i) Accident death bodily injury illness or disease suffered by any person
- ii) Accidental loss or damage to physical property arising out of the performance of the contract and in addition the insurers shall be liable for
- iii) All costs and expenses of litigation recovered by any claimant against the insured
- iv) All costs and expenses of litigation incurred by the insured with written consent of the insurers in resisting any claim

Limit of Indemnity : HK\$30,000,000 any one accident and unlimited for the period of insurance (Cost inclusive)

**Geographical Area** : Hong Kong SAR  
**and Jurisdiction**

**Excess** : Section I – Material Damage

	<u>For contract with value of HK\$500,000 or below HK\$</u>	<u>For contract with value exceeding HK\$500,000 upto HK1,500,000 HK\$</u>	<u>For contract with value exceeding HK\$1,500,000 upto HK\$3,000,000 HK\$</u>
Act of God/Fire/Theft:	20,000	25,000	35,000
Others:	20,000	25,000	35,000
Temporary Works:	20,000 min or 50% of loss (*)	25,000 min or 50% of loss (*)	35,000 min or 50% of loss (*)
Water Damage to Work:	20,000 min or 20% of loss (*)	25,000 min or 20% of loss (*)	35,000 min or 20% of loss (*)

Section II – Liability to Third Party

	<u>HK\$</u>
Third Party Property Damage	: 50,000 min or 10% of loss (*)
Vibration	: 50,000 min or 20% of loss (*)
Underground Services	: 50,000 min or 20% of loss (*)
Oil-Filled/Fibre-Optic Cable	: 50,000 min or 40% of loss (*)
Principal Property	: 50,000 min or 20% of loss (*)
Water Damage to Third Party Property	: 50,000 min or 20% of loss (*)
Third Party Bodily Injury	: 50,000

(\*) – whichever is the greater

- Conditions** : 1. Revised Cross Liability Clause/ As per Asia's standard Contractors' All Risk Policy Jacket
- (Inter alia)** 2. B1 – Safety Precaution Clause amended to delete the 24 hours watchman requirement.
3. B2 – Special Conditions for Underground Services Clause
4. A9 – Including the risks of strikes, riots and civil commotion
5. A6 – Extra charges for overtime, night work, work on public holiday and express freight (10% of adjusted loss)
6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit : HK\$30,000,000 any one accident and in aggregate during any one period of insurance)
7. A7 – Extended to cover employer's property under the care, custody or control of the insured contractors under Section II (Limit : HK\$30,000,000 any one period in aggregate)
8. Yearly Declaration (CIC has to submit the actual annual turnover with details upon policy expiry)

9. Burning and Welding Clause
  10. 60 Days Cancellation Clause, i.e. the policy may be cancelled by the Insured at any time subject to short-term premium but 60 days' advance notice by the Insurer.
  11. Extended Maintenance Period Cover
  12. 60 Days Non-Removal Notice by Insurer
  13. Claim Control Clause
  14. 72 hours Clause
  15. HK Jurisdiction Clause
  16. Run Off Liability Clause
  17. Revised Arbitration Clause
- Other terms and conditions as per policy wording.

**Principal Policy Exclusions (Inter alia)** : 1. Cyber Exclusion  
 2. Total Asbestos Exclusion  
 3. Pollution Exclusion Clause  
 4. War & Terrorism Exclusion  
 5. Date Related Performance & Functionality Clause (A) and (B)  
 6. Professional Liability Exclusion  
 7. Electromagnetic Radiation Exclusion  
 8. Products Liability Exclusion  
 9. Self-Employed Person and Sole Proprietors Exclusion  
 10. Sanction Clause  
 Other exclusions as per original policy.

**Insurer** : Asia Insurance Company Limited – 100%

**Policy No.** : ABK/ECA/14-60019992

**Applicable** : Hong Kong SAR

**Jurisdiction and/or Law Practice**

## 2. Contractors' Own Insurance Responsibilities

- (a) The Contractor's All Risks / Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:
  - i. motor vehicles and other Statutory Insurances.
  - ii. employees of the Insured Parties, sole proprietors and self-employed persons acting as sub-contractors, including labour masters and persons supplied by them, persons employed by labour only sub-contractors, self-employed persons, drivers and / or operators of plant hired to the Insured, student gaining work experience, and any other persons hired or borrowed by contractors.  
**"Contractors allow such persons to enter site at their own risk".**
  - iii. deductibles of the Policy.
- (b) The Contractor's All Risks / Third Party Liability Insurance does not cover the physical loss of or damage to construction plant tools and equipment owned or leased by the contractors or for which the contractors may be responsible.
- (c) Contractors and Subcontractors are required to arrange Employees' Compensation Insurance complying with the Employees' Compensation Ordinance (Cap 282) in respect of their employees. Such insurance is to be endorsed to cover the Construction Industry Council as an Insured Party.
- (d) **The Third Party Liability Insurance cover is HK\$30,000,000. Construction Industry Council advises contractors to review its adequacy in relation to their risks and liability under the contract with the Construction Industry Council and to purchase additional limit, if required, at their own costs.**
- (e) The Contractor's All Risks / Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors' All Risks/ Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor's All Risks / Third Party Liability Insurance, joint name with Construction Industry Council, at contractor's own cost. Minimum coverage for third party liability is HK\$30,000,000.

## C. Safety Guidelines

### 1. General Duties of Contractor and Persons Employed

Pursuant to the Factories and Industrial Undertakings Ordinance (Cap. 59) and Occupational Safety and Health Ordinance (Cap.509), whilst executing the works under the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of other persons who may be affected by his acts or omissions at work..

### 2. Relevant Mandatory Safety Training Certificates (please select one of the following clauses)

All subcontractors of all tiers and employees employed by the Contractor to work in the CIC premises under the Contract shall :

- ☐ ~~hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and any other relevant mandatory certificates required for safe operation of the works.~~
- ☒ hold valid Construction Industry Safety Training Certificates (commonly known as "Green Cards") and Specified Trade Safety Training Certificates (commonly known as "Silver Cards") and any other relevant mandatory certificates required for safe operation of the works.

### 3. Safe Means of Access and Egress

The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplace are kept free from obstruction.

### 4. Personal Protective Equipment

The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as Construction Industry Council may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.

### 5. No Smoking and Fire Prevention Measures

Smoking is not permitted in the workplace. If the works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.

### 6. Working at Height

The Contractor shall take adequate steps to prevent any person from falling from a height of 2 metres or more.

## D. Consequences of Breach

If the Contractor, his sub-contractors of all tiers or employees do not comply with the relevant laws of Hong Kong Special Administrative Region and the terms and conditions of this Guidelines, or if the performance of works undertaken by the Contractor causes any damages or losses to Construction Industry Council, Construction Industry Council may at its discretion terminate this Contract and the operations of the Contractor until any non-compliance or the unfavourable operation is rectified. The Contractor shall be liable to any loss or damage so caused to Construction Industry Council. Construction Industry Council shall be entitled to recover in full from the Contractor forthwith. The Contractor shall also lose his right from submitting quotations or tenders to Construction Industry Council in the future.

### Additional Information

Tender Reference No.: (302) in P/AE/PUR/AGC

Period of Validity: From commencement date to completion date per contract

Location of Works / Services: CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong

No. of pages for this document: 8

This document was issued on: 19 May 2017

### The Contractor's Declaration

If the quotation is accepted, this document together with the tender or quotation will form part of the Contract and I/we hereby agree to comply with them.

Name of Contractor: \_\_\_\_\_

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

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