



6 June 2018

Dear Sir / Madam,

**Tender Reference No. (350) in P/AE/PUR/AGC**  
**Invitation to Tender for the Renovation Works for Building Façade, Access Road,**  
**Carpark and Associated Builder's Works cum Air-conditioning System**  
**Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction**

You are invited to submit a tender for the Renovation Works for Building Façade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction 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 27 June 2018.** Late tenders will NOT be considered.
  - a) Label with "Technical Proposal for Renovation Works for Building Façade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction"
  - b) Label with "Fee Proposal for Renovation Works for Building Façade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction"

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 F of the Conditions of Tender.
8. There will be a briefing session and site visit session at **16:00 on 8 June 2018, G/F, Main Entrance, 7-11 Kwai Hop Street, Kwai Chung, Kwai Chung Campus, Hong Kong Institute of Construction**. Interested tenderers shall complete and return the reply slip in **Appendix G** by fax 2100 9439 or e-mail: [jovywong@cic.hk](mailto:jovywong@cic.hk) no later than **17:00 on 7 June 2018** 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 Ms. Jovy WONG, Assistant Manager – Procurement, on telephone 2100-9039 or via e-mail: [jovywong@cic.hk](mailto:jovywong@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><u>Particulars</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>Reference</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technical Proposal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>1. Tenderer's Track Record &amp; Project Reference</b></p> <p>Tenderer shall submit their <b><u>relevant</u></b> job reference on <b><u>building façade revamp works, re-flooring works and VRV air-conditioning system works with contract sum in past 5 years and on-going projects</u></b></p> <p><b>[Mandatory Requirement]</b></p>                                                                                                                                                                            | <p>Conditions of Tender, Appendix A Clause 1.1, 1.2 and 1.3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>2. Organisation and Qualifications of Proposed Project Team.</b></p> <p>Tenderer shall submit their proposed project team including but not limited to the following key members: -</p> <ul style="list-style-type: none"> <li>a) Project Manager</li> <li>b) Project Engineer(s) (E&amp;M)</li> <li>c) Full-time Project Supervisor and Building Services Coordinator</li> <li>d) Resident Registered Safety Officer (RSO)</li> <li>e) Chartered Design Engineer</li> </ul> <p><b>[Mandatory Requirement]</b></p> | <p>Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3</p> <p>Detailed requirements shall refer to Section 8 of the Assignment Brief</p> <p>Tenderer shall also submit:</p> <ul style="list-style-type: none"> <li>(i) Statements of No Convictions under Cap. 115, Cap. 59 and Cap. 57</li> <li>(ii) Hard copies of certificate of General Building Contractor Registration (RGBC) / Minor Works Contractor Registration (RMWC)</li> <li>(iii) List of sub-contractors / sub-consultants</li> </ul> |
| <p><b>3. Project Approach and Requirements to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes</b></p> <ul style="list-style-type: none"> <li>(a) Tender Programme</li> <li>(b) Method Statements</li> <li>(c) Health &amp; Safety</li> </ul> <p><b>[Mandatory Requirement]</b></p>                                                                                                                                                             | <p>Conditions of Tender, Appendix A Clause 3.1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



| <u>Particulars</u>                                                                                  | <u>Reference</u>                                                                   |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Technical Proposal</b>                                                                           |                                                                                    |
| 4. A duly completed Standard Letter for complying with Anti-Collusion Clause                        | Conditions of Tender, Appendix B                                                   |
| 5. 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 |
| 6. All documents mentioned in the Technical Assessment Marking Scheme                               | Conditions of Tender, Appendix E                                                   |
| <b>Fee Proposal</b>                                                                                 |                                                                                    |
| 7. Form of Tender                                                                                   | Conditions of Tender, Appendix C                                                   |
| 8. Fee Proposal                                                                                     | Conditions of Tender, Appendix D                                                   |

**Note:** Items marked as 'Mandatory Requirement' are particulars that **MUST** be submitted under the Technical Proposal. In the event that a tenderer does not meet the mandatory requirements in the tender submission, his tender may not be considered for tender evaluation.



## Construction Industry Council

Renovation Works for Building Façade, Access Road, Carpark and Associated  
Builder's Works cum Air-conditioning System Improvement Works at  
Kwai Chung Campus, Hong Kong Institute of Construction

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

"Confidential"

Construction Industry Council (CIC)

**TENDER**

Technical Proposal

The Tender Box  
38/F, COS Centre,  
56 Tsun Yip Street,  
Kwun Tong, Kowloon, Hong Kong

Ref. No.: [(350) in P/AE/PUR/AGC]  
Renovation Works for Building Façade, Access Road,  
Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus, Hong Kong Institute of Construction

Name of Tenderer: \_\_\_\_\_

Closing Time and Date: 12:00 noon on 27 June 2018



"Confidential"

Construction Industry Council (CIC)

**TENDER**

Fee Proposal

The Tender Box  
38/F, COS Centre,  
56 Tsun Yip Street,  
Kwun Tong, Kowloon, Hong Kong

Ref. No.: [(350) in P/AE/PUR/AGC]  
Renovation Works for Building Façade, Access Road,  
Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus, Hong Kong Institute of Construction

Name of Tenderer: \_\_\_\_\_

Closing Time and Date: 12:00 noon on 27 June 2018



Tender Documents  
for  
Renovation Works for Building Facade,  
Access Road, Carpark and Associated Builder's Works  
cum Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

**Employer**

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

**June 2018**



**Renovation Works for Building Facade, Access Road, Carpark and  
Associated Builder's Works cum Air-conditioning System  
Improvement Works at Kwai Chung Campus,  
Hong Kong Institute of Construction, Construction Industry Council**

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Conditions of Tender  
for  
Renovation Works for Building Facade, Access  
Road, Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

June 2018

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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
  - h) Contractor's Safety Requirements

## 2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Renovation Works for Building Facade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction, Construction Industry Council. 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 SEVEN (7) 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.

- 4.6 The tenderer shall submit ONE (1) 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 ONE (1) 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.
- 4.7 Tender should be submitted to the Tender Box of CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong by 12:00 noon on 27 June 2018. Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 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.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 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
- 4.11 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.
- 4.12 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.
- 4.13 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.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 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.



- 4.16 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.
- 4.17 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.
- 4.18 The tendered sum will be regarded as a lump sum tender and will not be amended for errors found in the examination of tenders.
- 4.19 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.
- 4.20 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.
- 4.21 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.
- 4.22 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.
- 4.23 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.
- 4.24 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.
- 4.25 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.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.



4.27 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.

4.28 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' 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.



- 4.29 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.
- 4.30 The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Condition of Tender.
- 4.31 The Items marked as 'Mandatory Requirements' are particulars that MUST be submitted under the Technical Proposal. In the event that a tenderer does not meet the mandatory requirements in the tender submission, his tender may not be considered for tender evaluation.**

## 5 Tender Briefing and Site Visit Session

- 5.1 Tenderer **MUST** attend tender briefing and site visit session assembling at **4:00 p.m. on 8 June 2018 at Kwai Chung Campus, Hong Kong Institute of Construction, G/F Main Entrance, 7-11 Kwai Hop Street, Kwai Chung, New Territories.** Otherwise, the tender return shall be disqualified and will not be considered.
- 5.2 Interested tenderers should complete and return the reply slip in **Appendix G** by fax or e-mail to the Subject Officer at least 2 working days before the stated time confirming the attendance of the said briefing session and state clearly the number of attendees for CIC's arrangement.
- 5.3 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 may be requested to attend a tender interview to present his tender proposals. Details of the interview may be announced to the shortlisted tenderers 7 days prior to the interview. 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 should be no longer than FIFTEEN (15) minutes, including a FIVE (5)-minute questions and answers session.

## 7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to the 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 tenderers.
- 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:-

Ms. Jovy WONG  
Assistant Manager - Procurement  
Construction Industry Council  
38/F, COS Centre,  
56 Tsun Yip Street,  
Kwun Tong, Kowloon

Tel: (852) 2100-9039  
Fax: (852) 2100-9439  
Email: [jovywong@cic.hk](mailto:jovywong@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 Track Record & Project Reference

- 1.1 The tenderer is required to provide company's profile, background and expertise;
- 1.2 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 1.3 below.
- 1.3 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 |
|---------------------------|-------------------|--------|--------------------------|----------|------|
|                           |                   |        |                          |          |      |
|                           |                   |        |                          |          |      |
|                           |                   |        |                          |          |      |
|                           |                   |        |                          |          |      |

- 1.4 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. Tenderer's Staff Resources

#### 2.1 Organization and Qualification of Proposed Project Team

- 2.1.1 The tenderer shall submit 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, in particular (i) the Project Manager, (ii) Project Engineer(s) (E&M), (iii) Project Supervisor(s), (iv) Building Services Coordinator, (v) Registered Resident Safety Officer, (vi) Chartered Design Engineer and other Technical / Field Staff / Safety Staff as stated in Section 8 of the Assignment Brief.



- 2.1.2 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.
- 2.1.3 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

### **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 provided (in the form of a linked bar chart preferred) identifying the critical path and included but not limited to the following activities:
    - (a) Design Development - design development periods for the main areas of work, Employer design presentation and Employer approvals.
    - (b) Procurement Activities - purchase order, manufacturing period, testing and delivery.
    - (c) Construction Activities - key elements of the construction including defects repair / rectification, pull-out tests, removal of unwanted fixtures, pipes and accessories, deep cleaning of external wall, new coating system at vehicle access / carpark, cleaning of metal works, railings and window frames and provision of VRV air-conditioning system, testing & commissioning and handover procedure.
    - (d) 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 include but not limited to the followings:-

- (a) Overall approach in undertaking the Assignment;
- (b) Detailed method statements in undertaking the Works in particular:
  - Defects repair / rectification
  - Pull-out tests
  - Removal of unwanted fixtures
  - Pipes and accessories
  - Deep cleaning of external wall
  - New coating system at vehicle access / carpark
  - Cleaning of metal works
  - Railings and window frames
  - Provision of VRV air-conditioning system.
- (c) Detailed approach in the Feasibility Study on design of carpark spaces, traffic signs, traffic flow arrangement;
- (d) Detail access to the Site for materials delivery;
- (e) Maintaining access and existing fire escape routes clear during the Works;
- (f) Noise, vibration and dust control during the Works to minimise disruption;
- (g) 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;
- (h) Site Waste Management Plan.

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

- (a) **Detailed 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, in particular the full-time Resident Registered Safety Officer (RSO) as stated in Section 8.2 of the Assignment Brief;
- (b) An **Outline Health & Safety Plan** contain sufficient information to demonstrate the tenderer's proposals for achieving effective and efficient health & safety procedures, on a formal statement of policy in relation to health & safety which 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;



- (iii) Manner by which they would be implemented and monitored to ensure health & safety on the Site;
  - (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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technical Proposal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>1. Tenderer's Track Record &amp; Project Reference</b></p> <p>Tenderer shall submit their <b>relevant</b> job reference on <b><u>building façade revamp works, re-flooring works and VRV air-conditioning system works with contract sum in past 5 years and on-going projects</u></b></p> <p><b>[Mandatory Requirement]</b></p>                                                                                                                                                                                   | <p>Conditions of Tender, Appendix A Clause 1.1, 1.2 and 1.3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>2. Organisation and Qualifications of Proposed Project Team.</b></p> <p>Tenderer shall submit their proposed project team including but not limited to the following key members: -</p> <ul style="list-style-type: none"> <li>a) Project Manager</li> <li>b) Project Engineer(s) (E&amp;M)</li> <li>c) Full-time Project Supervisor and Building Services Coordinator</li> <li>d) Resident Registered Safety Officer (RSO)</li> <li>e) Chartered Design Engineer</li> </ul> <p><b>[Mandatory Requirement]</b></p> | <p>Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3</p> <p>Detailed requirements shall refer to Section 8 of the Assignment Brief</p> <p>Tenderer shall also submit:</p> <ul style="list-style-type: none"> <li>(i) Statements of No Convictions under Cap. 115, Cap. 59 and Cap. 57</li> <li>(ii) Hard copies of certificate of General Building Contractor Registration (RGBC) / Minor Works Contractor Registration (RMWC)</li> <li>(iii) List of sub-contractors / sub-consultants</li> </ul> |
| <p><b>3. Project Approach and Requirements to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes</b></p> <ul style="list-style-type: none"> <li>(a) Tender Programme</li> <li>(b) Method Statements</li> <li>(c) Health &amp; Safety</li> </ul> <p><b>[Mandatory Requirement]</b></p>                                                                                                                                                             | <p>Conditions of Tender, Appendix A Clause 3.1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>4. A duly completed Standard Letter for complying with Anti-Collusion Clause</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Conditions of Tender, Appendix B</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



|                                                                                                     |                                                                                    |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 5. 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 |
| 6. All documents mentioned in the Technical Assessment Marking Scheme                               | Conditions of Tender, Appendix E                                                   |
| <b>Fee Proposal</b>                                                                                 |                                                                                    |
| 7. Form of Tender                                                                                   | Conditions of Tender, Appendix C                                                   |
| 8. Fee Proposal                                                                                     | Conditions of Tender, Appendix D                                                   |

**Note:** Items marked as 'Mandatory Requirement' are particulars that **MUST** be submitted under the Technical Proposal. In the event that a tenderer does not meet the mandatory requirements in the tender submission, his tender may not be considered for tender evaluation.



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

**To be included  
in  
Technical Proposal**

To: Construction Industry Council (CIC)

Date:

Dear Sir/Madam,

Tender Ref: (350) in P/AE/PUR/AGC

Tender Title: Renovation Works for Building Facade, Access Road, Carpark and  
Associated Builder's Works cum Air-conditioning System Improvement  
Works at Kwai Chung Campus, Hong Kong Institute of Construction,  
Construction Industry Council

\*[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 [ \_\_\_\_\_ ]  
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

RENOVATION WORKS FOR BUILDING FACADE, ACCESS ROAD, CARPARK  
AND ASSOCIATED BUILDER'S WORKS CUM AIR-CONDITIONING SYSTEM  
IMPROVEMENT WORKS AT KWAI CHUNG CAMPUS,  
HONG KONG INSTITUTE OF CONSTRUCTION  
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, CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR) and Contractor's Safety Requirements thereto for the execution of the above named Services, we offer to execute and complete the whole of the said Works 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, CIC's General Conditions of Contract and Guidelines for Works or Services (2b-CAR), Contractor's Safety Requirements and the tender proposals submitted herewith within **150 Calendar Days** (including **Phase 1 and Phase 2 Works** of which shall be completed within **90 and 150 Calendar Days respectively**) 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  
RENOVATION WORKS FOR BUILDING FACADE, ACCESS ROAD, CARPARK AND  
ASSOCIATED BUILDER'S WORKS CUM AIR-CONDITIONING SYSTEM  
IMPROVEMENT WORKS AT KWAI CHUNG CAMPUS,  
HONG KONG INSTITUTE OF CONSTRUCTION  
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.



### **Schedule of Rates**

Table 1 - Detailed breakdown of tender price

| <b>Item</b>     | <b>Relevant Item(s) in Assignment Brief (AB) and its Annexes</b> | <b>Description of Deliverables</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Quantity</b> | <b>Unit Rate (HK\$)</b> | <b>Amount (HK\$)</b> |
|-----------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|----------------------|
| <b><u>A</u></b> | <b><u>Preliminaries</u></b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                         |                      |
| A1              | AB Sec.9                                                         | Allow a sum for preliminaries as specified in the Specifications including site safety and supervision, provision of temporary electricity and water supply, working platform, photo records, reports, shop drawings, material sample, catalogue, mock up, manufacturer certificates, site clearance and cleaning, attendance to emergency repair services, all necessary protection or precautionary measures & any other works to be required by the tenderer for satisfactory completion of the Works. | 1 Sum           |                         |                      |
| A2              | AB Sec.9                                                         | Allow a sum for all required insurances for Employees' Compensation Insurance Policy (include endorsements W338, W348 and W204) and Contractor All Risk (CAR) throughout the period of renovation works and Defects Liability Period.                                                                                                                                                                                                                                                                     | 1 Sum           |                         |                      |
| A3              | AB Sec.9                                                         | Supply labour, tools, and materials to temporarily disconnect and reinstate the E&M services including lightings, A/C Units, A/C pipework and accessories, plumbing & drainage pipework, ELV cable, electricity, etc., to facilitate the Works as instructed by the CIC or as necessary.                                                                                                                                                                                                                  | 1 Sum           |                         |                      |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| A4   | AB Sec.10.1                                               | <p><u>Provision of Double-layer Bamboo Scaffolding Working Platform</u></p> <p>Design, erection, alteration, modification, maintenance and dismantling of double-layer bamboo scaffolding for building façade of Main Block, Light Well, Low Block and G/F to 1/F Staircase ST-1, to meet the local regulations and statutory requirements on phase-by-phase basis to facilitate all the designated renovation works, such as spalling repair works, new coating works, all finishes works, all dismantle &amp; installation works, etc., at building façade, air-conditioning system improvement works, all associated builder's &amp; E&amp;M works in this Tender and its variation works throughout the contract period including but not limited to all internal &amp; external columns, beams, slab, staircases, fins, sills, etc. c/w issuance of Form 5 in every 14-day in compliance with the statutory regulations &amp; requirements and the CIC's safety requirements.</p> <p>The Contractor shall maintain all necessary scaffolding and platform to the satisfaction of the CIC and remove them after completion of the Works and make good all finishes disturbed, including but not limited to modification, strengthening and dismantling of the scaffolding at any time as requested by the CIC until completion of all contractual works.</p> | 1 Sum    |                  |               |
| A5   | AB S.10.1                                                 | <p>Provision of sufficient non-flammable canvas or other possible materials for enclosure to prevent spilling out of any paints to the surroundings and property in the Site during the coating works on building façade to the satisfaction of the CIC.</p> <p>Canvas sample and mockup are required to submit for the CIC's approval prior to the commencement of all coating works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 Sum    |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| A6   | AB Sec.10.1                                               | Allow a sum for any modification works of bamboo scaffolding as stipulated in Item A4 and A5 to facilitate the coordination with other contractors for usage of which will be appointed or nominated by the CIC throughout the contract period, such as E&M contractors, suppliers, and so on.                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 Sum    |                  |               |
| A7   | AB Sec.8.2                                                | <p>Provision of a full time resident Registered Safety Officer (RSO) under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations in Hong Kong to provide sufficient safety training, daily safety briefing &amp; weekly site safety walk, and monitor &amp; report all potential risks &amp; accidents, site activities, safety &amp; health of all trades of the Works throughout the contract period.</p> <p>The CIC or the CIC's representative have the absolute right to suspend all site activities immediately, via written or verbal notification to the Contractor upon the absence of RSO, without any claims on the Extension of Time (EOT) during the suspension period.</p> | 1 Sum    |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Quantity               | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|---------------|
| A8   | AB Sec10.2                                                | <p><u>Removal of Obstructions</u></p> <p>Supply labour, tools, and materials to inspect, locate and take down any unwanted materials, obstructions, fittings, fixtures, claddings, conduits, piping, etc. at building façade, internal &amp; external walls, ceiling, column, beams, slab, window areas, staircases, etc. to facilitate the renovation works including but not limited to existing air-conditioning units c/w framework, refrigerant pipe, drain pipe, drip tray, sink, wash basin, lighting fitting c/w bracket, conduit and cable, indoor partition, curtain, window sill, exhaust air duct and exhaust fan, industrial exhaust fan, antenna, sink, wash basin, metal fence, etc.</p> <p>Rerouting, Reinstatement and reinstallation of them are required as requested by the CIC. All voids and abandoned bolts &amp; nuts, screws, nails, anchors, racks, etc. attached to walls shall be removed and made good prior to application of new substrates and/or finishes.</p> <p>The Contractor should submit the T&amp;C report before commencement and upon completion of works.</p> | 1 Sum                  |                  |               |
| A9   | AB Sec.10.1                                               | <p><u>Erection of Wooden Hoarding</u></p> <p>Design, supply and erect the temporary 3mm thick white polyboard and timber skeleton hoarding (at least 2.4m height) c/w a sliding door/ swing door, lockset and door closer completely and securely enclosing the working areas during the renovation works. Remove &amp; reinstate thereafter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 Sum                  |                  |               |
|      |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Sub-Total (Section A): |                  |               |



| Item     | Relevant Item(s) in Assignment Brief (AB) and its Annexes                 | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|----------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| <b>B</b> | <b><u>Building Facade and Fence Wall Repair and Preparation Works</u></b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                  |               |
| B1       | AB<br>Sec.10.2                                                            | <p><u>Hammer Tapping Survey / Test</u></p> <p>Allow a sum for carrying out hammer tapping test for all building façade works, external and internal walls, staircases, fence walls, beam, slab, soffit ceiling, concrete elements, etc. within the scope of works at the designated locations in this Tender by the approved HOKLAS accredited independent laboratory for identifying locations and defects in existing substrates, plastering, rendering, concrete surfaces, tiles, etc. including marking out the defective locations and dimensions.</p> <p>Submission of the certified survey reports prepared by the approved HOKLAS accredited independent laboratory including mark-up defective areas with dimensions at the location &amp; elevation plans, photo records and summary of record data and calculations.</p> | 1 Sum    |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity                                       | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------|---------------|
| B2   | AB<br>Sec.10.2<br>& Sec.10.5;<br>Annex 5                  | <p><u>Debonded/ Delaminated Plastering/ Rendering Repair Works</u></p> <p>Supply labour, tools, and materials to saw cut and hack off the existing defective wall finishes, plastering, rendering and other substrates being identified and approved by the CIC in Item B1 to expose the sound concrete / brick wall.</p> <p>Supply, mix and apply "R-01" ("E.MIX" render system) or approved equivalent to the defective area in accordance with general specifications, particular requirements and the manufacturer's instruction for preparation of surface for new painting system.</p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> | 1,500 m <sup>2</sup><br>(Provisional Quantity) |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Quantity                                     | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------|---------------|
| B3   | AB<br>Sec.10.3;<br>Annex 5                                | <p><u>Concrete Repair Works</u></p> <p>Extraover Item B2 for repairing the spalled or defective concrete being identified and approved by the CIC in Item B1 with "R-02" ("FOSROC Renderoc HB40") or approved equivalent pre-bagged concrete repair system, including but not limited to replacement of all identified severely deteriorated steel reinforcement by addition of new reinforcement bar with same size and adequate overlapping as required.</p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> | 300 m <sup>2</sup><br>(Provisional Quantity) |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity                       | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------|---------------|
| B4   | AB<br>Sec.10.4;<br>Annex 5                                | <p><u>Crack Repair Works (Type I)</u></p> <p>Supply labour, tools, and materials to repair the concrete cracks on wall / column / beam / slab / fence wall or other concrete elements with proper saw cut for completion of hacking off the existing finishes, including any tiling, plaster / render and the like to expose sound concrete surfaces as being identified and approved by the CIC. V-cut along the designated crack to depth not exceeding 25mm. Clean the surface and remove dust on the designated areas.</p> <p>Supply, mix and apply "R-03" ("FOSROC Nitomortar PE") concrete repair system, or approved equivalent, to seal up the crack as per the manufacturer's instruction.</p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> | 50 m<br>(Provisional Quantity) |                  |               |



| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity                          | Unit Rate (HK\$) | Amount (HK\$) |
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| B5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AB<br>Sec.10.4                                            | <u>Crack Repair Works (Type II)</u><br>Supply labour, tools, and materials to repair the concrete cracks on wall / column / beam / slab or other concrete elements with approved chemical injection.                                                                                                                                                                                                                                                                                                           | 50 m<br>(Provisional Quantity)    |                  |               |
| <u>Remarks:</u> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                  |               |
| B6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AB<br>Sec.10.3                                            | <u>Pull-off Test for Repaired Mortar / Render Surface</u><br>Supply and carry out the pull-off test (until failure) by the approved HOKLAS accredited independent laboratory on repaired areas of size 100mm x 100mm at a sample rate of one (1) per 50 m <sup>2</sup> in accordance with an approved procedure with reference to the relevant BS standards. The locations of test are randomly selected as instructed by the CIC. Each pull-out test shall include the reinstatement works of the test areas. | 36 nos.<br>(Provisional Quantity) |                  |               |
| <u>Remarks:</u> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| B7   | AB Annex 5                                                | <p><u>Renew Expansion / Movement Joints on External Walls</u></p> <p>Supply labour, tools and materials to remove all existing sealant and backing rod of expansion / movement joints on external building façade, parapet wall, fence wall, etc.</p> <p>Supply and re-lay new backing rod and apply "R-04" Silicone Weatherproofing Sealant, or approved equivalent, including taking down any existing flashing at external wall, parapet wall &amp; fence wall and re-installation of new stainless steel (grade 316) flashing.</p>                                                                                                                                                | 1 Sum    |                  |               |
| B8   | AB Sec.10.8                                               | <p><u>Repair Works for Existing Aluminum Windows and Metal Windows</u></p> <p>Supply labour, tools and materials to inspect, repair and make good any types of window with ironmongeries including openable sash, ventilator, window of any size or section to existing window frame including welding or riveting hinges, replacement of any parts (glass panel, cam catch, mortice lock, lever handle, casement fastener, etc.), renewal of putty or sealant, oiling, etc. to facilitate and prepare the surface for new coating system at building façade and window frame application.</p> <p>Touch up and make good all affected areas for receiving new finishes of façade.</p> | 1 Sum    |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
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| B9   | AB<br>Sec.10.8                                            | <p><u>Replacement of Existing Metal Window, Aluminum window and Louvre</u></p> <p>Supply labour, tools and materials to dismantle / alter / modify the existing metal or aluminum window and louvre including cut off the existing window hinge and panel, sub-frame (main frame shall be retained), louvre c/w all ironmongeries and accessories, exhausted fan, ventilation duct, diffuser, etc. to receiving the new awning type aluminum window system or new aluminum louvre.</p> <p>Supply &amp; install new awning type aluminum window or louvre system including the associated alteration and modification to the existing window system c/w all ironmongeries and accessories. If the existing window frame is aluminum, take down, cart away and replace with new aluminum frames if required. c/w waterproofed grouting, joint sealant and all associated ironmongeries and accessories.</p> <p>For all affected areas, E&amp;M services shall be taken down, made good and reinstated to facilitate the replacement works to the satisfaction of the CIC.</p> <p>Water tightness test shall be conducted after completion of replacement works at each location.</p> <p>Touch up and make good all affected areas for receiving new finishes of façade.</p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> </ul> <p>No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</p> |          |                  |               |



| Item           | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                          | Quantity                                       | Unit Rate (HK\$) | Amount (HK\$) |
|----------------|-----------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------|------------------|---------------|
| B9<br>(Cont'd) | AB<br>Sec.10.8                                            | a. W1 (Window size NOT exceeding 1.0m <sup>2</sup> )                 | 40 Sets.<br>(Provisional Quantity)             |                  |               |
|                |                                                           | b. W2 (Window size NOT exceeding 2.0m <sup>2</sup> )                 | 20 Sets.<br>(Provisional Quantity)             |                  |               |
|                |                                                           | c. W3 (Window size exceeding 2.5m <sup>2</sup> )                     | 1,000 m <sup>2</sup><br>(Provisional Quantity) |                  |               |
|                |                                                           | d. W4 (Weatherproofing Louvre size NOT exceeding 0.5m <sup>2</sup> ) | 20 Sets.<br>(Provisional Quantity)             |                  |               |
|                |                                                           | e. W5 (Weatherproofing Louvre size NOT exceeding 1.0m <sup>2</sup> ) | 10 Sets.<br>(Provisional Quantity)             |                  |               |
|                |                                                           | f. W6 (Weatherproofing Louvre size exceeding 1.0m <sup>2</sup> )     | 20 m <sup>2</sup><br>(Provisional Quantity)    |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Quantity                           | Unit Rate (HK\$) | Amount (HK\$) |
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| B10  | AB<br>Sec.10.7                                            | <u>Replacement of Existing Door</u><br><br>Design, supply and replace the existing metal door or wooden door with new stainless steel (Grade 316) door c/w weatherproof grouting, door frame, all associated ironmongeries and stainless steel signage with engraved words / numbers or polycarbonate signage.<br><br>Touch up and make good all affected areas for receiving new finishes of façade.<br><br>Fire Certificate shall be submitted for fire rated door.<br><br><u>Remarks:</u><br>- Provision of proper records with photos is required before and after works completion for final measurement.<br>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.<br>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.<br>No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed. |                                    |                  |               |
|      |                                                           | a. D1 (Door size NOT exceeding 2.0m <sup>2</sup> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10 Sets.<br>(Provisional Quantity) |                  |               |
|      |                                                           | b. D2 (Door size NOT exceeding 3.5m <sup>2</sup> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 Sets.<br>(Provisional Quantity)  |                  |               |
|      |                                                           | Sub-Total (Section B):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |                  |               |



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| <b><u>C</u></b> | <p><b><u>Building Facade Renovation Works</u></b></p> <p><b><u>Notes:</u></b></p> <p>a. Where P.C. supply and installation rates are quoted for finishing work in the Section C two items have been measured.</p> <p>i. One item for the Supply and Installation of the finishing work such as tile filler, grinding and surface preparation, coating system on existing spray granite surface of external wall, coating system on existing cord surface of external wall, coating system on fence wall, coating system on external window frames and louvres, coating system on existing metal works etc.</p> <p>The quantities stated in the Schedules for all items are net, as fixed in place, unless otherwise stated.</p> <p>ii. One item for the allowance by the Contractor for profit and providing general and/or special attendance upon the firm undertaking the Supply and Installation Work. Any finance charge arising from fulfilling the terms of payment agreed between the Contractor and the said firm including but not limited to the issue of irrevocable Letter of Credit (L/C), the payment of deposit/advance payment and the like shall be deemed to be included in this items.</p> <p>b. Works subject to P.C. supply and installation rates will be selected by the CIC at a price agreed between the CIC and the firm undertaking the works after deduction of all discounts. Such firms shall be deemed to be direct sub-contractors of the Contractor.</p> <p>c. Immediately after the CIC's selection, the Contractor shall quantify and place order for the finishing work. The ordering and accounting for proper quantities is a matter solely between the Contractor and the firm undertaking the finishing work.</p> <p>d. In the Final Account, adjustment will only be made for the net difference between the Prime Cost rate stated in the description of the P.C. Supply and Installation item in a(i.) above and the price per unit of measurement determined under item b. aforementioned, applied to the net quantity of the particular item measured as fixed in position, unless otherwise stated. Provided that such price determined under item b is less than the P.C. supply and installation rate stated in a(i.) above. No adjustment shall be made to the unit rates for Profit/Attendance item defined under item a(ii.) aforementioned.</p> |
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| Item  | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity                                     | Unit Rate (HK\$) | Amount (HK\$) |
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| C1(i) | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>Application of Tile Filler</u></p> <p>Supply and apply 2 coats of Tile Filler “P-01” or approved equivalent, to the mosaic tile surface or any uneven surface to smoothen and prepare surface for new coating system as necessary and approved by the CIC.</p> <p>The subject application works MUST BE carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><b><u>(P.C. supply and installation rate for this item: HK\$ 150 / m<sup>2</sup>)</u></b></p> <p><u>Remarks:</u></p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> | 800 m <sup>2</sup><br>(Provisional Quantity) | 150              | 120,000.00    |



| Item   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Quantity           | Unit Rate (HK\$) | Amount (HK\$) |
|--------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|
| C1(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C1(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 Item             |                  |               |
| C2(i)  | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>New Coating System on Existing Painted Surface of Internal and External Walls (Carpark Wall and Ceiling)</u></p> <p>Design, supply and apply the new coating system to the well-prepared external building façade with “P-02” (SKK Fluorocarbon Coating System), or approved equivalent.</p> <p>Surface preparation works &amp; cleaning works for the substrate and application of new coating system MUST BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><b><u>(P.C. supply and installation rate for this item: HK\$ 460 / m<sup>2</sup>)</u></b></p> | 380 m <sup>2</sup> | 460              | 174,800.00    |
| C2(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C2(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 Item             |                  |               |



| Item   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quantity             | Unit Rate (HK\$) | Amount (HK\$) |
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| C3(i)  | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>New Coating System on Existing Painted Surface of External Wall of Building Façade and Fence Wall</u></p> <p>Design, supply and apply the new coating system to the well-prepared external building façade with “P-03” (SKK Fluorocarbon Coating System), or approved equivalent.</p> <p>Surface preparation works &amp; cleaning works for the substrate and application of new coating system MUST BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><b><u>(P.C. supply and installation rate for this item: HK\$ 350 / m<sup>2</sup>)</u></b></p> | 7,700 m <sup>2</sup> | 350              | 2,695,000.00  |
| C3(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C3(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 Item               |                  |               |



| Item   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Quantity           | Unit Rate (HK\$) | Amount (HK\$) |
|--------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|
| C4(i)  | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>New Coating System on Fence Wall</u></p> <p>Design, supply and apply the new coating system to the well-prepared surface of fence wall with “P-03” (SKK Fluorocarbon Coating System) or approved equivalent.</p> <p>Surface preparation works &amp; cleaning works for the substrate and application of new coating system MUST BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><b><u>(P.C. supply and installation rate for this item: HK\$ 350 / m<sup>2</sup>)</u></b></p>                     | 900 m <sup>2</sup> | 350              | 310,500.00    |
| C4(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C4(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 Item             |                  |               |
| C5(i)  | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>New Coating System on Metal Panel at Building Facade</u></p> <p>Design, supply and apply the new coating system to the well-prepared surface of fence wall with “P-04” (SKK Fluorocarbon Coating System) or approved equivalent.</p> <p>Surface preparation works &amp; cleaning works for the substrate and application of new coating system MUST BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><b><u>(P.C. supply and installation rate for this item: HK\$ 400 / m<sup>2</sup>)</u></b></p> | 300 m <sup>2</sup> | 400              | 120,000.00    |



| Item   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
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| C5(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C5(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 Item   |                  |               |
| C6(i)  | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <p><u>New Coating System on External Existing and Newly Installed Window Frames and Louvres at Building Facade</u></p> <p>Design, supply and apply the new coating system to all external well-prepared existing and newly installed windows frames and louvres at building façade with “P-04” (SKK Fluorocarbon Coating System), or approved equivalent.</p> <p>Surface preparation works &amp; cleaning works for the substrate and application of new coating system MUST BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.</p> <p><u>(P.C. supply and installation rate for this item: HK\$ 860 / lm)</u></p> | 1,800 lm | 860              | 1,548,000.00  |
| C6(ii) | -                                                         | Allow for profit and providing general and/or special attendance for C6(i) in accordance with the Notes in Section C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 Item   |                  |               |



| Item  | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                             | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
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| C7(i) | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to 5             | <u>New Coating System on Existing Metal Works</u>                                                                                                                                                                                                                                                                                                                                                                       |          |                  |               |
|       |                                                           | Design, supply and apply the new coating system to all metal works within the scope of works at the designated locations in this Tender including staircase, handrail, column, mesh, E&M utilities, pipework, fencing, cover, cat ladder, steps, railing, cladding, conduit, trunking, cable tray, metal bracket, fixture, fitting, etc. with <b>“P-04”</b> (SKK “Fluorocarbon Coating System), or approved equivalent. |          |                  |               |
|       |                                                           | Surface preparation works & cleaning works and application of new coating system <b>MUST</b> BE included and carried out by the specialist applicator nominated by the material supplier, and all procedures of those works shall be examined and accepted by the CIC.                                                                                                                                                  |          |                  |               |
|       |                                                           | a. Security barbed posts on Fence Wall<br><b><u>(P.C. supply and installation rate for this item: HK\$ 30,000 / Lot)</u></b>                                                                                                                                                                                                                                                                                            | 1 Lot    | 30,000           | 30,000.00     |
|       |                                                           | b. Cat Ladder<br><b><u>(P.C. supply and installation rate for this item: HK\$ 3,500 / No.)</u></b>                                                                                                                                                                                                                                                                                                                      | 10 Nos.  | 3,500            | 35,000.00     |
|       |                                                           | c. Metal Door c/w frame and accessories<br><b><u>(P.C. supply and installation rate for this item: HK\$ 1,800 / No.)</u></b>                                                                                                                                                                                                                                                                                            | 30 Nos.  | 1,800            | 54,000.00     |
|       |                                                           | d. G/F Entrance Metal Gates<br><b><u>(P.C. supply and installation rate for this item: HK\$ 6,000 / Lot)</u></b>                                                                                                                                                                                                                                                                                                        | 2 Lots   | 6,000            | 12,000.00     |
|       |                                                           | e. Roof Metal Fence, Railing, Protective Barrier<br><b><u>(P.C. supply and installation rate for this item: HK\$ 65,000 / Lot)</u></b>                                                                                                                                                                                                                                                                                  | 1 Lot    | 65,000           | 65,000.00     |
|       |                                                           | f. All pipework and E&M services at soffit ceiling of Main Block and Low Block<br><b><u>(P.C. supply and installation rate for this item: HK\$ 12,000)</u></b>                                                                                                                                                                                                                                                          | 1 Sum    | 12,000           | 12,000.00     |



| Item                   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                               | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| C7(i)<br>(Cont'd)      | AB<br>Sec.10.2 -<br>Sec.10.9,<br>Annex 1 to<br>5          | g. All Metal Louvers & Small Windows<br><b><u>(P.C. supply and installation rate for this item: HK\$ 1,350 / Lot)</u></b> | 110 Lots | 1,350            | 148,500.00    |
|                        |                                                           | h. Metal Corner Protection<br><b><u>(P.C. supply and installation rate for this item: HK\$ 12,000)</u></b>                | 1 Sum    | 12,000           | 12,000.00     |
| C7(ii)                 | -                                                         | Allow for profit and providing general and/or special attendance for C7(i) in accordance with the Notes in Section C.     | 1 Item   |                  |               |
| Sub-Total (Section C): |                                                           |                                                                                                                           |          |                  |               |



| Item            | Relevant Item(s) in Assignment Brief (AB) and its Annexes                                 | Description of Deliverables                                                                                                                                                                                                                                               | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
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| <b><u>D</u></b> | <b><u>New Flooring Coating Works for Vehicle Access, Carpark and Associated Areas</u></b> |                                                                                                                                                                                                                                                                           |          |                  |               |
| D1              | AB<br>Sec.10.10,<br>Annex 1 to 5                                                          | <u>Removal Works</u><br>Supply labour, tools and materials to hack-off and cart away the existing concrete kerb along the access at Main Entrance, including any touch up works for receiving new floor coating system.                                                   | 40 m     |                  |               |
| D2              | AB<br>Sec.10.10,<br>Annex 1 to 5                                                          | <u>Repair Works for Existing U-channel</u><br>Supply labour, tools and materials to repair the existing cracked and damaged U-channels in any sizes in the vehicle access and carpark areas with WP C/S and necessary preparation works for receiving new coating system. | 12 m     |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Quantity                          | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|---------------|
| D3   | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <u>Replacement and Leveling of Existing Manhole/Trench Cover/Gully</u><br><br>Supply labour, tools and materials to replace the existing metal/concrete cover/gully and their frames bedded and haunched with 1:3 cement mortar / epoxy in compliance with statutory requirements including but not limited to re-level the manhole/trench cover/gully and their frames with min. Grade 30D/20 concrete or approved epoxy / fast setting mortar to align the level with new surface finishes of flooring system.<br><br>Remarks:<br>- Provision of proper records with photos is required before and after works completion for final measurement.<br>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.<br>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.<br>No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed. |                                   |                  |               |
|      |                                                           | a. Metal Cover / Gully (For any size)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 45 Lots<br>(Provisional Quantity) |                  |               |
|      |                                                           | b. Concrete Cover (approx. 5m x 1.2m)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 Lot                             |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity             | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|---------------|
| D4   | AB<br>Sec.10.10,<br>Annex 1 to<br>5                       | <p><u>Provision of New Anti-skid Flooring System for Access, Car Park and Associated Areas</u></p> <p>Supply labour, tools, plants and materials to carry out the following works to satisfaction of the CIC:-</p> <ul style="list-style-type: none"> <li>- Hammer Tapping Survey / Test</li> <li>- Repair Works for Any Spalled &amp; Defective Substrates and Concrete Elements including but not limited to the concrete pavement, ramp, other elements within the site area</li> <li>- Leveling Works for Existing Concrete Floor</li> <li>- New Anti-skid Floor Coating System for All G/F Vehicle Access, Carpark and Associated Areas</li> </ul> <p>Supply and apply New "F-02" Anti-skid Flooring System or approved equivalent to the designated area at G/F vehicle access, carpark and associated area.</p> <p>Different colours and/or simple patterns for the demarcation of carpark areas shall be included.</p> <p>Supply and install 3mm thick stainless steel (grade 316) inlay/divider for all movement joints, edges, new/existing construction joints and interface between two materials, etc.</p> <p>A mock up consisted of <b>2 different colours</b> of floor finish on a carpark space (approx. 2.5m x 5m) is required to be carried out for the CIC's approval.</p> | 1,280 m <sup>2</sup> |                  |               |



| Item           | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|----------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| D4<br>(Cont'd) | AB<br>Sec.10.10,<br>Annex 1 to<br>5                       | <p>Zoning application works will be required to carry out upon the arrangement and confirmation of the CIC. No influence on the CIC's daily operation is allowed.</p> <p><u>10-year material and joint warranty</u> with the Supplier shall be included.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>- The new anti-skid flooring system shall be applied by the <u>Specialist Applicator approved by the Manufacturer and the CIC</u>; Approval from the CIC on applicator shall be sought prior to commencement of works;</li> <li>- Colour sample board of new anti-skid flooring system shall be submitted to the CIC for approval prior to material ordering;</li> <li>- Shop Drawing for access road &amp; carpark and method statement for application of new anti-skid flooring system shall be submitted to the CIC for approval prior to commencement of the Works;</li> <li>- The new anti-skid flooring system shall be applied in compliance with Manufacturer's instructions;</li> <li>- Several colours of new anti-skid flooring system might be applied subject to the CIC's requirements; and</li> <li>- Provision of at least 10-year Material Warranty by the Manufacturer and 10-year Joint Warranty with the Specialist Applicator/Manufacturer shall be submitted within 14 calendar days after completion of the Works.</li> </ul> |          |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Quantity                       | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------|---------------|
| D5   | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <p><u>Renewal of All Expansion Joints</u></p> <p>Remove all existing expansion joint sealant at concrete pavement. Design, supply and re-apply new specified "F-06" pavement joint sealant or approved equivalent for all pavement expansion joints as per the manufacturer's specification and instruction.</p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>- Provision of proper records with photos is required before and after works completion for final measurement.</li> <li>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.</li> <li>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.</li> <li>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed.</li> </ul> | 50 m<br>(Provisional Quantity) |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| D6   | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <p><u>Protective Coating Works for Concrete Channel, U-Channel Cover, Grating, Metal Ramp Metal Fixture, Manhole Cover and Grating</u></p> <p>Protective Coating System</p> <p>Supply and apply the proprietary "F-04" protective coating system or approved equivalent, including surface preparation works for existing surface channels, metal fixtures, U-Channel cover, grating, manhole cover, trench cover, concrete curb, concrete ramp and metal ramp and the likes, etc. that fixed / installed at designated vehicle access, carpark and associated areas.</p> | 1 Item   |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quantity                          | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|---------------|
| D7   | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <u>Road Marking Works</u><br><br>Design, supply and apply the new road markings on new flooring system with proprietary "F-05" epoxy paint system in compliance with the latest BD approvals, Code of Practice of Transport Department, conditions as stipulated in the Land Grant and relevant statutory requirements and the CIC's requirements to the satisfaction of the CIC including but not limited to the road markings of parking space & numbers, arrows, boxes and all relevant traffic signs.<br><br>Remarks:<br>- Provision of proper records with photos is required before and after works completion for final measurement.<br>- Provisional quantities shall be subject to the final measurement which might be added or omitted in the final contract sum.<br>- Any addition / deduction in the total quantity shall be based on the unit rate as quoted.<br>- No claim shall be permitted by the Main Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the substantial change in quantities between the provisional quantity and actual quantities as constructed. |                                   |                  |               |
|      |                                                           | a. Carpark marking with numbers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 18 Nos.<br>(Provisional Quantity) |                  |               |
|      |                                                           | b. Directional / Wording Signage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15 Nos.<br>(Provisional Quantity) |                  |               |
|      |                                                           | c. Line marking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 600 m<br>(Provisional Quantity)   |                  |               |



| Item                   | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                 | Quantity | Unit Rate (HK\$) | Amount (HK\$) |
|------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|
| D8                     | AB<br>Sec.10.10,<br>Annex 1 to 5                          | Supply and replace or install new aluminum traffic signs in compliance with the BD approvals obtained, Latest Code of Practice of Transport Department, conditions as stipulated in the Land Grant and relevant statutory requirements and the CIC's requirements to the satisfaction of the CIC            | 8 Nos.   |                  |               |
| D9                     | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <u>Installation of New Speed Breaker</u>                                                                                                                                                                                                                                                                    |          |                  |               |
|                        |                                                           | Supply and install new "F-01" speed breaker to the designated location including touch up and make good works.                                                                                                                                                                                              |          |                  |               |
|                        |                                                           | a. Size: Approx. 3500mm(W) x 600mm(D)                                                                                                                                                                                                                                                                       | 2 Sets   |                  |               |
|                        |                                                           | b. Size: Approx. 5000mm(W) x 600mm(D)                                                                                                                                                                                                                                                                       | 4 Sets   |                  |               |
| D10                    | AB<br>Sec.10.10,<br>Annex 1 to 5                          | <u>Installation of New Chained Bollard Posts</u><br><br>Design, supply and erect new 1.5mm thick, 50mm dia., 1.5m c/c stainless steel (Grade 316) chained posts in hairline finish c/w stainless steel (Grade 316) chains embedded along the access road (approx. 40m long) in line with the Main Entrance. | 1 Item   |                  |               |
| Sub-Total (Section D): |                                                           |                                                                                                                                                                                                                                                                                                             |          |                  |               |



| Item     | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                         | Quantity           | Unit Rate (HK\$) | Amount (HK\$) |
|----------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|
| <b>E</b> | <b><u>Sundry</u></b>                                      |                                                                                                                                                                                                                                                                                     |                    |                  |               |
| E1       | AB<br>Sec.10.9,<br>Annex 1 to 5                           | <u>Revamp Works for G/F to 1/F Staircase ST-1</u><br><br>Design, supply and install the following items to revamp the G/F to 1/F Staircase ST-1                                                                                                                                     |                    |                  |               |
|          |                                                           | a. <u>Replacement of Existing Door</u><br>Supply and replace the existing wooden door and frame with new stainless steel (grade 316) door and frame c/w touch up works and ironmongery.                                                                                             | 1 No.              |                  |               |
|          |                                                           | b. <u>Installation of New Handrails</u><br>Removal of existing floor-mounted hand railing, touch up and formation works for receiving new floor finish and installation of new stainless steel (grade 316) wall-mounted handrails in compliance with statutory and BFA requirements | 40 m               |                  |               |
|          |                                                           | c. <u>Upper Wall (Above 1.6m height) and Soffit Ceiling</u><br>Chisel off the existing painting, repair any spalling works and apply new coating works with "P-02". Colour sample is required to submit for approval.                                                               | 100 m <sup>2</sup> |                  |               |
|          |                                                           | d. <u>Lower Wall (Up to 1.6m height) Finish</u><br>Chisel off the existing painting, repair any spalling works and installation of new homogeneous wall tile. Tile sample is required to submit for the CIC's approval.                                                             | 32 m <sup>2</sup>  |                  |               |



| Item            | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                      | Quantity               | Unit Rate (HK\$) | Amount (HK\$) |
|-----------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|---------------|
| <b><u>E</u></b> | <b><u>Sundry</u></b>                                      |                                                                                                                                                                                                                                                                                                                  |                        |                  |               |
| E1              | AB<br>Sec.10.9,<br>Annex 1 to 5                           | <u>Revamp Works for G/F to 1/F Staircase ST-1</u><br><br>Design, supply and install the following items to revamp the G/F to 1/F Staircase ST-1                                                                                                                                                                  |                        |                  |               |
|                 |                                                           | e. <u>Floor Finish</u><br>Hack off and repair any spalling works for floor landing and steps of the staircase. Installation of new homogeneous floor tile. Tile sample is required to submit for approval.                                                                                                       | 24 m <sup>2</sup>      |                  |               |
|                 |                                                           | f. <u>Replacement of Existing fluorescent tube and batten</u><br>Supply, replace and re-connect the existing fluorescent tube and batten with new weatherproof fluorescent tube and batten                                                                                                                       | 1 No.                  |                  |               |
| E2              | -                                                         | <u>Attendance to other contractors appointed or nominated by the CIC</u><br><br>Allow a sum for coordinating and attending all other contractors' works such as any builder's contractors, E&M contractors, vendors, suppliers, subcontractors appointed or nominated by the CIC throughout the contract period. | 1 Sum                  |                  |               |
|                 |                                                           |                                                                                                                                                                                                                                                                                                                  | Sub-Total (Section E): |                  |               |



[illegible]



| Item           | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity                                                                                                                                                                                                                                        | Unit Rate (HK\$) | Amount (HK\$) |
|----------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|
| F3<br>(Cont'd) | AB<br>Sec.10.12                                           | <p>2/F,</p> <ul style="list-style-type: none"> <li>- Storage (G.L. 3/J)</li> <li>- General Office (G.L. 1-2/E-I)</li> <li>- T.S Room (G.L. 1/C-E)</li> <li>- New Classroom 1</li> <li>- New Classroom 2</li> <li>- New Classroom 3</li> </ul> <p>3/F</p> <ul style="list-style-type: none"> <li>- Conference Room</li> <li>- Classroom G.L. 1/G-H</li> <li>- Computer Room</li> <li>- Office G.L. 1/C-E</li> <li>- Instructor Room</li> <li>- Classroom 3322</li> </ul> <p>Upper 3/F</p> <ul style="list-style-type: none"> <li>- Workshop</li> <li>- Office G.L. 1/E-D</li> <li>- Office G.L. 1/D-C</li> </ul> <p>4/F</p> <ul style="list-style-type: none"> <li>- Instructor Room</li> <li>- Classroom 403B</li> <li>- Classroom 403</li> <li>- Classroom 402</li> <li>- IVE Lecturer Room</li> <li>- Store/ Classroom (GL 7-8/G)</li> </ul> | <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p><br><p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p><br><p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> |                  |               |



| Item           | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity                                                                                                                                                                                                                     | Unit Rate (HK\$) | Amount (HK\$) |
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| F3<br>(Cont'd) | AB<br>Sec.10.12                                           | <p>5/F</p> <ul style="list-style-type: none"> <li>- Classroom No.4</li> <li>- Classroom No.3</li> <li>- Classroom No.2</li> <li>- Classroom No.1</li> <li>- Classroom</li> <li>- Store (G.L. 4/I-J)</li> <li>- SVS Instructor Room</li> </ul> <p>6/F</p> <ul style="list-style-type: none"> <li>- PP Instructor Room</li> </ul> <p>7/F</p> <ul style="list-style-type: none"> <li>- E&amp;M Instructor Office (G.L. 3-4/I-J)</li> <li>- Classroom (G.L. 4-5/I-J)</li> <li>- Thermal Insulation Trade Test Workshop (G.L. 4-5/H-J)</li> <li>- Access to Thermal Insulation Trade Test Workshop (G.L. 4-5/G-H)</li> <li>- Office (G.L. 2/C-D)</li> <li>- Mechanical Fitter Trade Test Workshop (G.L. 3-4/C-D)</li> <li>- Building Security &amp; Communication Sys Trade Test Workshop (G.L. 4-6/C-D)</li> </ul> | <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quantity                                            | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|---------------|
| F4   | AB<br>Sec.10.12                                           | <p><u>Direct Expansion Split-type Air-conditioning System</u></p> <p>Supply &amp; install the split-type A/C unit to replace the existing window mount air conditioners/ split-type A/C units.</p> <p>Brand: Daikin (or relevant)<br/>Compressor: Inverter drive<br/>Energy Efficiency: Grade 1</p> <p><u>Location</u><br/>UG/F at Main Building<br/>- Classroom<br/>M/F at Low Block<br/>- WRO Office<br/>- Staff Canteen<br/>- Safety Officer Room</p>                                                                                                                                                                                                                                                                                                                                                  | <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> <p>1 lot</p> |                  |               |
| F5   | AB<br>Sec.10.12                                           | <p><u>Refrigerant circuit and other accessories</u></p> <ul style="list-style-type: none"> <li>- Supply and install the refrigerant pipework system with other accessories required to ensure proper functioning and completion of the refrigerant circuit.</li> <li>- The refrigerant pipework should run through external light well near Grid line 7/G from roof to high level of each floor and specified room.</li> <li>- The refrigerant piping shall be adequately sized according to the recommendation of the manufacturer for refrigerant conveyed through the circuit.</li> <li>- Aluminum pipework cladding for all outdoor and all exposed to view refrigerant pipework shall be provided.</li> <li>- Supply sufficient refrigerant and charge the AC units with the refrigerant.</li> </ul> | 1 lot                                               |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                     | Quantity                           | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|---------------|
| F6   | AB<br>Sec.10.12                                           | <u>Condensate Drain System</u><br>- All condensate drain pipework should be connected to the nearest drainage system.<br>- All condensate drain pipework should be properly insulated.                                                                                                                                                          | 1 lot                              |                  |               |
| F7   | AB<br>Sec.10.12<br>&<br>Sec.10.13                         | <u>Centralized Control System</u><br>Design, supply and install a central controller 'Intelligent Touch Manager' c/w all necessary hardware equipment, software, cable, cable containment, accessories, etc.                                                                                                                                    | 1 lot                              |                  |               |
| F8   | AB<br>Sec.10.12<br>&<br>Sec.10.13                         | <u>Individual Control System</u><br>Supply and install the wired/ wireless remote thermostat controller for each indoor unit c/w all cable, cable containment, accessories and etc to satisfactory operation of the system.                                                                                                                     | 1 lot                              |                  |               |
| F9   | AB<br>Sec.10.12                                           | <u>Ventilation System</u><br>Supply and install the mechanical ventilation system for each new AC serviced rooms and venue (50 locations approximately) with all necessary accessories including;<br>- Window exhaust fan with weather proof aluminium louver                                                                                   | 100 sets<br>(Provisional Quantity) |                  |               |
| F10  | AB<br>Sec.10.13                                           | <u>Electrical Provision</u><br>Supply and install new power distribution system for new VRV Outdoor Unit with all necessary accessories including the MCB/MCCB board, MCB, MCCB, TP&N fuse switch, water proof power isolator and etc to comply with relevant statutory requirements and the CIC's requirements to the satisfaction of the CIC. | 1 lot                              |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                               | Quantity                                                      | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------|---------------|
| F11  | AB<br>Sec.10.13                                           | <u>Electrical Provision</u><br>Supply and install new fuse spur unit for all new VRV indoor units at each related room with all necessary accessories to meet the CIC's satisfaction.<br>- Fixed to the ceiling soffit<br>- Wiring connected from the nearby existing MCB board including metal conduit and painting works; modification of the existing MCB board may be required, if necessary          | 1 lot                                                         |                  |               |
| F12  | AB<br>Sec.10.11<br>&<br>Sec.10.12                         | <u>Replacement of Outdoor Air Hood</u><br>Demolish, supply and replace new GI air hood c/w wire mesh and façade painting, the air hood shall comply DW144 standard.<br><br>Dimension (cross section area):<br>a) 600mm x 600mm (0.36m <sup>2</sup> ) and below<br>b) Above 600mm x 600mm (0.36m <sup>2</sup> ) to 900mm x 900mm (0.81m <sup>2</sup> )<br>c) 900mm x 900mm (0.81m <sup>2</sup> ) and above | (Provisional Quantity)<br><br><br>12 nos.<br>5 nos.<br>2 nos. |                  |               |
| F13  | AB<br>ec.10.11<br>&<br>Sec.10.12                          | <u>Replacement of Outdoor Air Hood by Waterproof Aluminium Louver</u><br>Demolish, supply and replace the existing air hood to waterproof aluminium louver.<br><br>Louver Dimension:<br>a) 600mm x 600mm (0.36m <sup>2</sup> ) and below<br>b) Above 600mm x 600mm (0.36m <sup>2</sup> ) to 900mm x 900mm (0.81m <sup>2</sup> )<br>c) 900mm x 900mm (0.81m <sup>2</sup> ) and above                       | (Provisional Quantity)<br><br><br>1 nos.<br>1 nos.<br>1 nos.  |                  |               |



| Item | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity               | Unit Rate (HK\$) | Amount (HK\$) |
|------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|---------------|
| F14  | AB<br>Sec.10.11<br>&<br>Sec.10.12                         | Take down and dispose the existing outdoor window type air conditioning units, split type air conditioning units, exhaust fan and associated refrigerant pipes, drainage pipes and metal covers to receive the new A/C design. Supply, replace and install new window and window frame after the above works.                                                                                                                                                                  | 1 lot                  |                  |               |
| F15  | AB<br>Sec.10.11<br>&<br>Sec.10.12                         | Design and construct a reinforced concrete plinth underneath the new installed outdoor units with the structural calculation by a registered structural engineer.<br>d) Demolish and remove all the existing water proofing works (if any) and concrete screeding underneath the concrete plinth in the existing roof to the sound concrete for constructing the new concrete plinths.                                                                                         | 1 lot                  |                  |               |
| F16  | AB<br>Sec.10.11<br>& Sec.10.12                            | Design, supply and install metal fencing and footings with accessible metal door for VRV outdoor units approximate 2m height                                                                                                                                                                                                                                                                                                                                                   | 1 lot                  |                  |               |
| F17  | AB<br>Sec.10.11,<br>Sec.10.12<br>&<br>Sec.10.13           | Builder's work for the new A/C and electrical installation with all necessary accessories work including;<br>e) Provision all necessary builder's work and modify work for receive the new design.<br>f) Provision all necessary modify work, ceiling opening (temporary and permanent) in existing false ceiling.<br>g) Make good the affected areas including touch up works by an appropriate finishing material or paint which is similar to the nearby surrounding areas. | 1 lot                  |                  |               |
|      |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sub-Total (Section F): |                  |               |



| Item                                                      | Relevant Item(s) in Assignment Brief (AB) and its Annexes | Description of Deliverables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity                   | Unit Rate (HK\$) | Amount (HK\$) |
|-----------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------|---------------|
| <b><u>G</u></b>                                           | <b><u>Provisional Sum and Contingency Sum</u></b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                  |               |
| G1                                                        | -                                                         | Design, supply and install 3 Sets of a new HKIC and/or CIC logo at building façade in accordance with the design intent furnished by the CIC, including any touch up & make good works for all affected areas.<br><br><u>Remarks:</u><br>a) Provisional Sum is to be expended in whole or part as directed by the Employer, and would be deducted from the contract sum if not required<br>b) No claim shall be permitted by the Contractor for additional payment such as loss of profit and/or damages, etc and extension of time as arising from the expenditure of Provisional Sum in part or NIL upon the completion of the Contract finally. | 1 Sum<br>(Provisional Sum) |                  | 600,000.00    |
| G2                                                        | -                                                         | Allow a sum of HK\$ 2,000,000 as contingency to be expended in part or in whole as directed by the CIC or wholly deducted from the Contract Sum if not required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 Sum                      |                  | 2,000,000.00  |
| Sub-Total (Section G):                                    |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                  |               |
| <b>Grand Total:<br/>(Section A + B + C + D + E + F+G)</b> |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |                  |               |



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:-

| <b>Deliverable No.</b> | <b>Deliverable Description</b>                                                                                                                                                             | <b>Payment Stage</b> | <b>Payment Percentage (%)</b> |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------|
| 1                      | Upon the completion of erection of bamboo scaffolding system for both Phase 1 and Phase 2 Works to the satisfaction of the CIC                                                             | 1                    | 10 %                          |
| 2                      | Upon the presentation of the purchase order and shipment documents for materials of all facade painting systems sufficient for completion of Phase 1 & Phase 2 Works                       | 2                    | 5 %                           |
| 3                      | Upon the completion of design on new VRV air-conditioning system and presentation of the purchase order and shipment documents of MVAC materials for completion of Phase 1 & Phase 2 Works | 3                    | 5 %                           |
| 4                      | Upon the completion of building facade and fence wall repair works in Phase 1 Work for receiving new coating systems to the satisfaction of the CIC                                        | 4                    | 5 %                           |
| 5                      | Upon the completion of Phase 1 Work to the satisfaction of the CIC                                                                                                                         | 5                    | 15 %                          |
| 6                      | Upon satisfactory completion of new flooring works for vehicle access, carpark and associated areas to the satisfaction of the CIC                                                         | 6                    | 10 %                          |
| 7                      | Upon Practical Completion of the Works to the satisfaction of the CIC                                                                                                                      | 7                    | 40 %                          |
| 8                      | Upon expiry of 1-year Defect Liability Period                                                                                                                                              | 8                    | 10 %                          |
|                        |                                                                                                                                                                                            | <b>Total:</b>        | <b>100%</b>                   |



|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retention Fund<br>(Deliverable No. 9)                                                         | Ten (10) percent of the Final Contract Sum, and to be released after expiry of Defect Liability Period and defects rectification to the satisfaction of CIC                                                                                                                                                                                                                                                                                                                    |
| Defects Liability Period                                                                      | 12 month(s) after Practical Completion of the Works                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Date for Possession/ Commencement                                                             | Within 7 calendar days from the CIC's written notice to commence                                                                                                                                                                                                                                                                                                                                                                                                               |
| Date for Completion of the Works                                                              | <p><u>Overall 150 calendar days</u> from the Date of Project Commencement for 2 phases.</p> <p>Phase 1 Work – 90 Calendar Days from the Date of Site Possession / Commencement (East Elevation of Building Façade, Whole Building Façade of Low Block, Fence Wall and Associated Works as stipulated in Assignment Brief's Item 3.1); and</p> <p>Phase 2 Work – All remaining renovation works in this Contract within 150 calendar days from Date of Project Commencement</p> |
| Liquidated and Ascertained Damages                                                            | At the rate of HK\$20,000 per calendar day                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Submission of certificate, test reports, As-built & As-fitted Drawings and Maintenance Manual | Within ONE (1) month upon the date of Practical Completion of the Works                                                                                                                                                                                                                                                                                                                                                                                                        |
| Warranty for facade and window coating system                                                 | At least TEN (10) years material warranty and joint warranty upon the date of Practical Completion of the Works                                                                                                                                                                                                                                                                                                                                                                |
| Warranty for VRV system                                                                       | At least ONE (1) year material and labor warranty and joint warranty upon the date of Practical Completion of the Works                                                                                                                                                                                                                                                                                                                                                        |



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 40% and 60% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 50% 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 (%)                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------|
| <p>Assessment will be based on the following criteria:-</p> <ol style="list-style-type: none"> <li>1. Tenderer's Track Record &amp; Project Reference <b>(20%)</b></li> <li>2. Proposed composition and organization of project team with qualifications, experience and capability of team members in carrying out similar construction services. <b>(20%)</b></li> </ol> <p>The following sub-criteria shall be considered:</p> <ol style="list-style-type: none"> <li>(a) Organisation of Proposed Project Team (5%)</li> <li>(b) Qualification, Experience and Capability of Proposed Project Team (5%)</li> <li>(c) Statements of Conviction or No convictions under Cap 115, Cap 59 and Cap 57 (5%)</li> <li>(d) Hard copies of the RGBC / RMWC certificates (5%)</li> </ol> <ol style="list-style-type: none"> <li>3. Project Approach and Requirements to fulfill the objectives and carry out and complete all the tasks described in the Assignment Brief and its Annexes <b>(60%)</b></li> </ol> <p>The following sub-criteria shall be considered:</p> <ol style="list-style-type: none"> <li>(a) Tender Programme (10%)</li> <li>(b) Method Statements (40%)</li> <li>(c) Health and Safety (10%)</li> </ol> |                    | <p><b>20%</b></p> <p><b>20%</b></p> <p><b>60%</b></p> |
| <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:

$$40 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

### **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:

$$60 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

### **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 Declining Bid

With reference to your tender invitation (Tender Reference: (350) in P/AE/PUR/AGC, Closing Date: 27 June 2018), 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 by no later than 12:00 p.m. on 27 June 2018.
- 2) Please contact Ms Jovy WONG at Tel: 2100 9039 or email: [jovywong@cic.hk](mailto:jovywong@cic.hk) for any enquiry.



## APPENDIX G – Reply Slip for Tender Briefing and Site Visit Session

I/we would like to attend the tender briefing and site visit session for the Renovation Works for Building Facade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction, Construction Industry Council at 4:00 p.m. on 8 June 2018 at **Kwai Chung Campus, Hong Kong Institute of Construction, G/F Main Entrance, 7-11 Kwai Hop Street, Kwai Chung, New Territories.**

|                                 |  |                   |  |
|---------------------------------|--|-------------------|--|
| <u>Full Name of Attendee(s)</u> |  | <u>Post/Title</u> |  |
|                                 |  |                   |  |
|                                 |  |                   |  |
|                                 |  |                   |  |
|                                 |  |                   |  |
| Company Name:                   |  |                   |  |
| Contact Person:                 |  | <u>Post/Title</u> |  |
| 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 by no later than 17:00 p.m. on 7 June 2018.
3. Please contact Ms. Jovy WONG at telephone: 2100 9039 or email: [joywong@cic.hk](mailto:joywong@cic.hk) for any enquiry.



Special Conditions of Tender

for

Renovation Works for Building Facade, Access Road,  
Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

June 2018

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**To be included  
in  
Technical Proposal**

## **Special Conditions of Tender**

### **1. Statement of Convictions or No Convictions**

- 1.1 For the 12-months period prior to the closing date set for receipt of tenders, we \*do not have any / have the following conviction with respect to the offences under the following Ordinances: Cap 115, Cap 59 and Cap 57 in relation to our performance in any Government or private contract.

Please provide details of offence, if any, in the below table:

| Date of Offence | Particulars of Offence | Date of Conviction | Offence/ Regulation Breached | Conviction and Date when Appeal / Review is expected to be heard |
|-----------------|------------------------|--------------------|------------------------------|------------------------------------------------------------------|
|                 |                        |                    |                              |                                                                  |
|                 |                        |                    |                              |                                                                  |
|                 |                        |                    |                              |                                                                  |

(Use separate sheets if required.)

- 1.2 We hereby declare that all information given above and additional sheets, if any, attached hereto are true and correct.
- 1.3 We hereby authorize the CIC to obtain information from all Government departments and give consent to the Government departments concerned to release and provide the documents or information in relation to any of our conviction of offences under the Ordinances stated above for the purposes of assessment of our tender in this tender evaluation and subsequent management of the Contract.

Authorised Signature & Company Chop:

\_\_\_\_\_

Name of Person Authorized to Sign:

(in Block Letters)

\_\_\_\_\_

Name of Tenderer in English

\_\_\_\_\_

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



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

- 2.1 The tenderer must **submit a copy of valid Registered General Building Contractor (RGBC) / Registered Minor Works Contractor (RMWC) certificate** showing the registered number and the date of expiry of registration.

## **3. Selected Domestic Sub-Contractor**

- 3.1 The tenderer shall **submit with his tender a list of sub-contractors** 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.



Assignment Brief

for

Renovation Works for Building Facade,  
Access Road, Carpark and associated Builder's Works  
cum Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

June 2018



**Assignment Brief for**  
**Renovation Works for Building Facade, Access Road, Carpark and**  
**Associated Builder's Works cum Air-conditioning System Improvement Works**  
**at Kwai Chung Campus, Hong Kong Institute of Construction**  
**Construction Industry Council**

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## 1 Background

- 1.1 In view of the establishment of the Hong Kong Institute of Construction (HKIC) in early 2018, the Construction Industry Council (CIC) plans to engage a Contractor to conduct the renovation works for building façade, access road & carpark, improvement of air-conditioning system at Kwai Chung Campus of the HKIC in order to modernize the building façade to suit the forthcoming development.
- 1.2 The CIC plans to commission a Contractor to complete the renovation works for building façade, access road & carpark and associated builder works, as well as the air-conditioning system improvement works at the Kwai Chung Campus of HKIC (the Works).

## 2 Contractor Objectives

- 2.1 To provide high quality of works and complete the assignment within time schedule and budget.
- 2.2 To organize and coordinate with different parties including the CIC end-users, other contractors and suppliers employed by the CIC.
- 2.3 To fulfil the tender requirements and the CIC's expectations.

## 3 Assignment Scope

- 3.1 The scope of the Works under this Assignment are as follows:
  - a) All building façade works must be **completed within 150 calendar days** upon the Date of Commencement of the Works of which shall be divided into **2 phases** including the Phase 1 Work for the East Elevation of Building Façade (Main Block), Whole Building Façade of Low Block, Fence Wall and associated works and the Phase 2 Work for other Elevations of Building Façade (Main Block) and associated works, including but not limited to, air-conditioning upgrading works within the Contract Period. **The Phase 1 Work shall be completed within 90 calendar days from the Date of Project Commencement and the Phase 2 Work shall be commenced concurrently with the Phase 1 Work and shall be completed within 150 calendar days**



**from the Date of Commencement.** The details of the phasing works are described as below:-

- i) **Phase 1 Work** – Shall complete the erection of scaffolding, hammer tapping test, repair works for substrates, replacement of existing metal windows, louvers & doors, installation of new refrigerant pipework & its cladding and new coating system for building façade at the East Elevation of Main Block (Ground Floor to Upper Roof), Whole Building Façade of Low Block, Fence Wall, including but not limited to new coating system for all metal works & piping and related builder's and E&M works in connection with the aforesaid building façade.
  - ii) **Phase 2 Work** – Shall complete all remaining renovation works of which have not defined in Phase 1, including but not limited to, carpark re-flooring works, window, louvers & doors replacement works, pipe works, cladding works, façade works and replacement works of air-conditioning system and all associated builder's & E&M works in this Contract.
- b) To erect, alter, modify and maintain a **double layer bamboo scaffolding** for various outdoor high level works as stated in the SOR and Assignment Brief, including any modification works to facilitate other contractors as appointed or nominated by the CIC. To dismantle the double layer bamboo scaffolding after completion of all the Works at the building facade;
  - c) To conduct **hammer tapping test** by an approved independent specialist sub-contractor to identify the existing defects in the concrete surfaces;
  - d) To **repair and rectify all the identified defects** such as concrete spalling, cracks, debonded rendering and delaminated finishes prior to the application of the new coating system to the building facade and fence wall;
  - e) Upon the completion of the repair and rectification works, to engage a specialist contractor to conduct the **pull-off test**, and submit the pull-off test report done by an independent specialist laboratory accredited by the HOKLAS;
  - f) To inspect, locate, re-direct and **remove all unwanted and/or abandoned fixtures, servicing pipes and accessories in the external wall**, such as



scaffolds, nails, screws, conduits, piping, brackets, metal racks, etc. prior to the application of the new coating system;

- g) To **deep clean the external wall and building facade** by chemical agent or high jetting for preparation for receiving the new coating system on the external wall and building facade;
- h) To **apply the new coating systems** to building façade, window frame, fence wall, piping and other metal works;
- i) To **thoroughly clean the outdoor metal works, railing and window frame** prior to receiving the new painting system;
- j) To **repair and apply new floor coating system** to the existing vehicle access, carpark and associated areas;
- k) To design and **install new logo at external wall and associated embedded lightings** for the HKIC; and
- l) To **design and construct the provision of a Variable Refrigerant Volume (VRV) air-conditioning system** to the satisfaction of the CIC.

### 3.2 Additional Services

- a) Other items of work directly or indirectly related to this works project 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 The following duties shall be performed by the Contractor and its representative(s):-

- a) To present weekly contractor report to the CIC's representatives, consultant / contractor (if necessary) in the weekly coordination meetings.



- b) To conduct weekly site safety inspection and visit with relevant parties, consultant and the CIC's representatives;
- c) To submit and present the pull-out test report done by an independent specialized laboratory accredited by the HOKLAS
- d) The presentation materials shall be bilingual (English and Chinese) 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 Employee Compensation (EC) and Contractor-All-Risk (CAR) insurances policies, organization chart, project contact list, emergency contact list, master working programme, etc. for the CIC's approval;
- 5.3 To submit the professional engineer's design calculation endorsed by a Registered Professional Engineer for the erection and major modification of double layer bamboo scaffolding for the CIC's approval prior to the scaffolding erection;
- 5.4 To conduct the hammer tapping and pull-out test respectively and submit the corresponding test survey report for the CIC's approval;
- 5.5 To prepare and submit daily report including no. of workers, trades, site photo records, etc. to the CIC;
- 5.6 To prepare and submit weekly contractor report which contains update working programme, shop drawing and material submission schedule, site safety report, progress photos and other necessary documents to the CIC during weekly meeting;



- 5.7 To prepare and submit weekly site safety and health report prepared and endorsed by the resident Registered Safety Officer including updated site matters, site safety attendance records, accident records, records of forms under F&IU Regulations (Form 3A, etc.), record photos, recommendations, etc. as necessary and requested by the CIC;
- 5.8 To prepare minutes for meeting, unless otherwise stated, the meeting shall be held in weekly basis;
- 5.9 To prepare material / shop drawing submission schedule for the CIC's approval;
- 5.10 To prepare and submit materials sample, catalogue, MSDS, etc. for the CIC's approval;
- 5.11 To prepare and submit shop drawings for the CIC approval prior to fabrication / commencement of work;
- 5.12 Other documents such as the manufacturer's testing report substantiating the soundness and quality of the coating system shall be submitted to the CIC's approval;
- 5.13 All submission prepared by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to reply the Contractor within one (1) week after the submission as practical as possible. If comments given by the CIC, the Contractor shall rectify and supplement the submissions within one (1) week upon receiving comment(s) from the CIC. In any event, any late in comment on submission by CIC should not relieve the Main Contractor of any responsibilities in this respect and no claim shall be permitted by the Main Contractor for additional payment and/or extension of time due to herefrom.
- 5.14 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 the shop drawing in appropriate size shall be submitted to the CIC for comment or approval.
- 5.15 Subject to the job nature, all submission must be submitted in English and Chinese to the satisfaction of the CIC.



- 5.16 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 this works project shall be borne with the CIC.

## **6 Brief Programme**

- 6.1 The Works shall be completed within an overall period of 150 calendar days from the Date of Commencement, with the Phase 1 Works to be completed within Ninety (90) calendar days and the remaining renovation works in Phase 2 to be completed within One Hundred and Fifty (150) calendar days upon the confirmation of the Date of Commencement by the CIC and the purchase orders with suppliers including materials ordering, fabrication and delivery on site. Phase 2 Works shall commence concurrently with the Phase 1 Works. In any event, the date for Commencement of the Works shall be subjected to discretion of the CIC. Any postponement to Site Possession / Commencement of the Works by CIC due to whatsoever reason(s) shall not constitute a ground for the Contractor to claim for any additional cost(s) including loss of profit, etc. and/or additional time to completion of the Works in connection therefrom.
- 6.2 The Contractor undertakes to carry out the Works and submit the Deliverables as stipulated in the Assignment Brief and its Annexes to the CIC in accordance with the tentative programme specified in Paragraph 6.3 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:

| <b>Task</b> | <b>Description of Deliverables</b>                                                                                                             | <b>Deadline</b>                                                                                              |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| (1)         | To provide EC, CAR, organization charts, project contact list, emergency contact list, master working programme as mentioned in Paragraph 5.2. | Within seven (7) calendar days after contract award                                                          |
| (2)         | To submit the professional engineer design calculation for scaffolding as prescribed in Paragraph 5.3 for CIC's approval                       | At least seven (7) calendar days in advance before the scaffolding is put into use                           |
| (3)         | To conduct the hammer tapping test survey as mentioned in Paragraph 5.4                                                                        | Immediately after obtaining Form 5 for the bamboo scaffolding                                                |
| (4)         | To submit survey reports for the hammer test and pull out test as mentioned in Paragraph 5.4 for CIC's approval                                | Within fourteen (14) calendar days after completion of the hammer test and pull-out test survey respectively |
| (5)         | To submit the daily report as mentioned in Paragraph 5.5                                                                                       | On or before 9:00am of the following working day                                                             |
| (6)         | To submit the weekly contractor's report, weekly site safety and health report and meeting minutes as mentioned in Paragraphs 5.6, 5.7 & 5.8.  | At least two (2) calendar days before the next weekly meeting                                                |
| (7)         | To submit material / shop drawing schedules as specified in Paragraph 5.9                                                                      | Seven (7) calendar days after contract commencement date                                                     |
| (8)         | To submit material samples, relevant specification, catalogue, shop drawings, etc. as specified in paragraph 5.9, 5.10 & 5.11.                 | As per the approved material / shop drawing submission schedule.                                             |



## **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 set up under the CIC. The CIC Secretariat will facilitate the CIC in supervising the Contractor, if appropriate.
- 7.3 The Contractor shall obtain the approval of the CIC (where appropriate) before commencement of each stage of the Assignment.
- 7.4 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 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 CIC and its representative(s) to review the progress, work performance, complaints, etc. The team shall comprise of, at least, the following team members:
- 8.2 The composition of the project team shall include at least the following team members:

- a) Project Manager

The Project Manager shall be fully responsible for overall contractual, managerial, technical and co-ordination matters. The Project Manager shall:-

- (i) have a minimum of 10 years of experience in buildings works / civil engineering / building services engineering / construction management or related experience in the construction industry, at least 5 years of which shall relate to building façade and MVAC system associated retrofitting works
- (ii) be proficient in both spoken and written English and Cantonese.



- (iii) have the responsibility and absolute authority for the overall administration and control of all his staff, including the deployment and redeployment of personnel and their removal from the Contract; and be given the overall responsibility for procurement of materials required for the Works.

b) Project Engineer(s) (E&M)

The Project Engineer(s) shall assist the Project Manager in meeting, project planning, co-ordination and carrying out engineering works concerning all designs, statutory and technical matters and shall:

- (i) have a minimum of 6 years of experience in buildings works / civil engineering / building services engineering / construction management or related experience, the last 3 years of which shall be in E&M associated retrofitting works and mainly in MVAC system design & construction.
- (ii) be proficient in both spoken and written English and Cantonese
- (iii) have the authority and responsibility for overall administration of building works including monitoring, control and supervision of its Project Supervisors, Technical/Field Staff/Safety Staff; and
- (iv) be provided with a mobile telephone at the Contractor's expense to allow immediate contact by the CIC as and when necessary.

c) Project Supervisor and Building Services Coordinator

The Contractor shall provide FULL-TIME Project Supervisor(s) and Building Services Coordinator(s) who shall assist the Project Engineer(s) 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, etc.



The Project Supervisor shall:

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

The Building Services Coordinator shall:

- (i) have a minimum of 5 years building services experience, at least 3 years of which shall be in air-conditioning works in the capacity of coordinating with the builder's works and air-conditioning supplier.

d) Resident Registered Safety Officer (RSO)

The Contractor shall provide a FULL-TIME Registered Safety Officer who shall assist the Project Manager and liaise with the CIC to handle and manage site safety and health issues including, daily site safety walk & briefing, weekly site safety visit with the CIC, attend weekly progress meeting, day-to-day monitoring the site safety and health, review and update the site safety and management plan, upkeeping of all safety and health related records, documents and photos, etc. in compliance with statutory requirements and the CIC's standard.

The Registered Safety Officer shall:

- (i) have a minimum of 5 years' post-experience on construction site safety, at least 3 years of which shall be in building or retrofitting works in the capacity of site safety and health management and risk management;



- (ii) have the responsibility and absolute authority for day-to-day implementation of overall site safety and health management and risk management on site;
- (iii) be provided with a mobile telephone at the Contractor's expense to allow immediate contact on as and when necessary basis, by the CIC.

e) Chartered Design Engineer

The Contractor shall provide a Chartered Design Engineer who shall assist the Project Manager and liaise with the CIC to review the site condition survey and design the comprehensive new A/C system, associated electrical system & etc., attend design meeting, prepare and endorse the design drawings, calculation and related submission in compliance with statutory requirements and the CIC's standard.

The Chartered Design Engineer shall:

- (i) be a Corporate Member of the HKIE/ IMechE/ CIBSE or equivalent;
- (ii) have a minimum of 5 years' post-chartered on design MVAC/ VRV/ Electrical Installation;
- (iii) have solid engineering design experience and knowledge in the respective disciplines relating to projects in Hong Kong;
- (iv) Strong experience in site coordination to solve the design issue on site;

f) Technical/Field Staff/Safety Staff

The Contractor shall provide sufficient number of qualified technical staff, field staff and safety personnel to ensure that the Works be satisfactorily carried out in a safe manner and fulfilling the statutory requirements, performance targets and programmes.

- 8.3 The works project team as a whole, and each individual (except administrative support staff) within the team shall have at least 2 years of the experience of conducting projects of similar nature and scope of those required in this works project.



- 8.4 The 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 to the CIC within deadline (refer to abovementioned Paragraph 5.8) after the meeting



## 9 General Specifications

### 9.1 General

9.1.1 The Contractor shall complete the Works within the contract period as above-mentioned in Paragraph 6.1 and shall follow the project time schedule as stated below:

| Stage | Description                                                                                                                                                                                                  | Period                                                                                                                              |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Construction Stage - the Contractor shall submit the shop drawings, method statement, sample color design and sample board of the coating system for CIC's approval                                          | Within (14) Fourteen calendar days upon contract award                                                                              |
| 2a.   | Construction Stage - Site possession & mobilization and erection of bamboo scaffolding                                                                                                                       | Within (14) Fourteen calendar days after contract award and confirmation with the CIC                                               |
| 2b.   | Construction Stage – Practical Completion of the Works as stated in this Assignment Brief                                                                                                                    | Within (150) One Hundred and Fifty calendar days after contact award and confirmation of the project commencement date with the CIC |
| 3.    | Defects Liability Period – Completion of all rectification works for defects after Practical Completion and submission of 10-years joint warranty for all coating systems at building façade supplied by SKK | Within 1 year upon practical completion of the Works                                                                                |



- 9.1.2 Master working programme shall be submitted for the CIC approval as per the above-mentioned Paragraph 5.2.

9.2 Site Visits before Submitting Tender

- 9.2.1 Before completing and submitting tenders, the tenderers MUST 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 Particular 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 Information to be Submitted to the Employer

- 9.3.1 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; and
- k) Schedule of Current Projects.

9.4 Insurance

- 9.4.1 The Contractor shall arrange insurance for the Employees' Compensation (EC) and Contractor's All Risks and Third Party Insurance (CAR) at his own cost. For EC, such policy shall be endorsed to cover the CIC as an insured party and



shall include endorsements W338, W348 and W204; For CAR, a minimum coverage for third party liability is HK\$30,000,000.00 and shall be endorsed joint name with the CIC.

#### 9.5 Safety Requirements and Precautionary Measures

- 9.5.1 The Contractor shall fully comply with all safety requirements as required by the "Contractor's Safety Requirements". 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.
- 9.5.2 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.
- 9.5.3 Contractor shall provide their staff with suitable safety equipment and shall supervise and direct their staff to be in proper dressing in the construction site area. Should the situation of the job require using personal protective equipment such as safety belts together with fall arrestor and independent lifelines, goggles, gloves, masks, breathing apparatus or ear plugs, contractors shall be so equipped as to furnish their staff with such equipment and shall compel them to use the same effectively.
- 9.5.4 The Contractor must submit safety plan, method statements, risk assessments material safety data sheets, and other safety related documents requested by the Employer within the prescribed period.
- 9.5.5 The Employer will send his staff to inspect sites regularly and to monitor whether contractors or their staff have breached any regulation and will issue verbal or written warnings in case of breaches, or failure to follow outstanding matters or recommendations. If a contractor fails to complete the safety measures within the prescribed time after receiving such warning, the Employer could stop the contractor works and order their workers to leave the site immediately.



## 9.6 Safety Supervision

- 9.6.1 The Contractor must appoint one supervisor in charge of safety issue. The appointed supervisor shall monitor the safety performance of their worker.

## 9.7 Contractor's Obligation

- 9.7.1 The Contractor **MUST** be a Registered General Building Contractor (RGBC) or Registered Minor Works Contractor (RMWC) under Building Ordinance of HKSAR and their obligations shall include, but not limited to, the following.-
- 9.7.2 The information provided in the tender documents only indicates the design intent and minimum performance requirements. The quantities, capacities and sizing contained should not be assumed to be the exact extent of the Works. The Contractor should be responsible for the full design and developing a complete system fit for the intended purpose and in accordance with the design intent.
- 9.7.3 The staff organization chart shall be submitted in commencement of the Contract for the Employer's approval. 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.
- 9.7.4 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.



- 9.7.5 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.
- 9.7.6 The emergency contact list shall be post at a conspicuous place near working area and site office (if any). The contact list shall keep update of the contact list.
- 9.7.7 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.
- 9.7.8 The Contractor shall take measures to ensure that his employees shall **NOT** commit any of the following acts at the Site : -
- 1) Enter any area other than those necessary for the performance of the Works,
  - 2) Cause damage to any property,
  - 3) Gambling,
  - 4) Commit any criminal offence,
  - 5) Consume alcoholic beverage,
  - 6) Fight and/or quarrel
  - 7) Use foul languages,
  - 8) Behave in a manner likely to endanger himself or any other person or cause damage to any property,
  - 10) Fail to wear uniform and Company ID card whilst on duty.
- 9.7.9 Submission of the proposed material, sample boards, detail sketches, etc. to the Employer for comment / approval prior to the commencement of any site works and any material ordering.



- 9.7.10 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).
- 9.7.11 Relevant submission to Buildings Department of the HKSAR for the Works in compliance with the statutory requirements.
- 9.7.12 Resume of any other trade works / fire sealant / insulation, etc. before / after the Works.
- 9.7.13 The Contractor shall liaise closely with the CIC and its representative(s) for detailed planning / execution of the Works.
- 9.7.14 The Contractor, in the execution of the works, shall keep the materials and all things connected with the works in good order, neatly trimmed and stacked, and shall remove any items no longer required from the Site or surrounding areas as soon as possible and at frequent intervals during the course of the contract so as to maintain unhindered access to, and easy inspection of, all work, the plant, materials and all things connected with the Works.
- 9.7.15 Provide all necessary temporary works, shoring, strutting, steel works, plates, fixing brackets and / or other necessary components in order to complete the Works.
- 9.7.16 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.
- 9.7.17 Provide quotation for subsequent operation & maintenance work (if applicable) and unit rate for major components that may incur for additional and alteration works with validity for at least one years' time after DLP.
- 9.7.18 The Contractor shall also abide by all the current statutory regulations, by-laws, or any legislation not stated in this document and abide by any subsequent amendment made within the effective period of this contract.



9.8 Temporary Protection, Hoarding, Walkways, Screen, etc.

9.8.1 The Contractor shall provide, erect, alter if necessary and maintain screens, catch fans, safety nets, catch platforms or similar protective measures to prevent objects from falling inside or outside the building boundary and to alleviate dust pollution throughout the work to the satisfaction of the Employer's Representative, Labour Department, the Building Authority, and other relevant government departments. All hoardings, covered walkways, screens, etc. are to be removed on completion of the work and the locations made good.

9.8.2 Canvas / protective plastic sheets / timber hoarding shall be provided for protecting the CIC properties and/or for dust / water ingress / noise control if necessary or required by the CIC. Temporary timber covered passage shall also be provided at all ingress / egress points for public safety enhancement. All these protections shall be provided at Contractor's own cost.

9.8.3 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.

9.9 Ordinance, Regulation and Codes

9.9.1 Relevant standards, codes, guidelines, regulations and other documents issued by international / local statutory authorities shall be followed by the Contractor to complete the Works.

9.9.2 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.



9.10 Environmental Requirements

9.10.1 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.

9.11 Working Hours, Rates of Wages, etc.

9.11.1 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.

9.11.2 Notwithstanding the foregoing, work on this Site must generally take places as follows:-

Monday to Friday : 8:30am to 6:00pm

Saturday : 8:30am to 6:00pm

Sunday / Public Holiday : 8:30am to 6:00pm (Neither noisy nor nuisance works shall be allowed on Sunday or Public Holiday)

9.11.3 Any contractor's works outside of the above normal working hours should be notified at least 7-day in advance to the CIC, and obtained the confirmation from the CIC prior to the commencement.

9.11.4 The CIC reserves the right to change / adjust the working hours as necessary.



- 9.11.5 For all works inside workshop, the working hours shall be subject to the CIC's arrangement and confirmation.

**Note:** Regarding the air-conditioning system improvement works, the Contractor should note that the classrooms, lecturer rooms and common areas are not being vacant for their arrangement of works, the said areas are still being used for day-time course and the improvement works can only be carried out after the day-time course as follows:- normally Monday to Friday (Day-time course) : 8:30am to 5:15pm

- 9.11.6 The Contractor shall note that there may be an evening-time courses after 5:15pm from Monday to Friday. The Contractor shall check with CIC the day-time and evening-time courses schedule for their arrangement of works inside the class rooms and lecturer rooms.

- 9.11.7 In this connection, the Contractor shall be required to work on Sunday, Public Holiday and overnight subject to the instruction of the Employer. No claim for any extra cost in this connection will be considered.

- 9.11.8 The above times are inclusive of all works associated with the removal of debris or construction waste, etc. off-site. Should work outside these hours be required or requested, written approval of the Employer's Representative must first be sought and obtained.

#### 9.12 Equipment and Appliances Offered

- 9.12.1 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.

#### 9.13 Inspection, Measurement and Test Equipment

- 9.13.1 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.



9.14 Scaffolding / Working platform

9.14.1 Bamboo scaffolding shall be erected in compliance with relevant code of practice. Periodic inspections are not only required, but also after tropical cyclone warning signal no. 8 signal or black rainstorm warning signal is hoisted. Inspection and tie up any loose part of bamboo scaffolding is necessary when there is a forecasted tropical cyclone warning signal no. 8.

9.14.2 Working platform / scaffolding shall be erected when working at a height 2m or above under this tender. Periodic inspection conducted and Form 5 shall be issued in according to the current safety regulation.

9.14.3 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.

9.14.4 Toe boards and all necessary safety measures shall be provided at the outer edge of the working platform.

9.14.5 Without prejudice to the other provisions, working platforms shall be constructed for any workplace where any person may be falling from a height of 2 metres or more. All sides of the working platform shall have protective guardrails (900 – 1,150 mm high), intermediate guardrails (450 mm – 600 mm high), toe board (200 mm high) and passageway for going up and down. The platform surface for standing purpose should be covered entirely.



9.15 Provision of PPE, Tools, Ladders and Trestles

9.15.1 Where the Works can be safely carried out with the use of ladders or trestles under Labour Department at whatever height, the Contractor has to provide these facilities at no extra cost.

9.15.2 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.

9.15.3 Use of wooden ladder for work within Site is not allowed.

9.16 Removal of Construction Waste and Debris

9.16.1 Designated area for temporary storage of construction waste and debris may be granted by the CIC. The Contractor shall clear construction waste / debris that in the working area daily. Construction waste / debris accumulated at the working platform, particularly at bamboo scaffolding working platform, is not allowed.

9.16.2 Upon a period of time / completion of the project works / rectification work during DLP, the Contractor shall remove, to an appropriate disposal point as stated in the Ordinance, all old parts, construction waste 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.

9.16.3 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.



9.16.4 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.

9.17 Advice of Orders Placed

9.17.1 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.

9.18 Addition and Deletion of Installation

9.18.1 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.

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

9.18.3 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.

9.19 Security

9.19.1 Prior to the commencement of the Works, the Contractor shall issue to the Employer's Representative a list of all personnel to be engaged on the Works. Such a list shall contain the names, green card no and worker registration card no.



9.19.2 The Contractor's Representative and all such personnel engaged on the Works shall sign in daily at a location to be designated by the Employer's Representative for the duration of the Works.

9.19.3 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.

9.20 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 Site Office and Material Storage Area

9.22.1 Site office and material storage area may be granted to the Contractor for solely use for the Works during contract period. The Contractor shall responsible for all cleaning works and keep tidy within the designated area and its surroundings. Upon completion of the Works, the site office and material storage area shall be reinstated and handed over to the Employer within 7 calendar days. The reinstatement cost shall be borne by the Contractor.

9.23 Temporary lighting, Power and Water Supply

9.23.1 The Contractor shall be responsible for the power 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.

9.23.2 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.

9.23.3 The Contractor is to provide all temporary lighting including temporary wiring required for the execution of and in connection with the Works including the works of separate direct contractors and the testing of permanent installations, including the provision and removal of all temporary electric wiring and other works.

9.23.4 Electricity will be provided free of charge to the Contractor at points as designated by the Employer's Representative. The Contractor is to provide the meter and restores all supply points to their original condition on completion of the Works.

9.23.5 The Contractor shall supply and fix all temporary wiring and accessories required and remove all temporary installations, make good all works disturbed, etc. on completion of the Works.



- 9.23.6 All electrical connection and fitting used for this purpose shall be in good and safe condition and conform with relevant guidelines and regulations issued by Labour department and Electrical and Mechanical Services Department.
- 9.23.7 The power connection point and rating shall be as specified by the Employer. Otherwise the Contractor has to find out their alternative power supply (e.g. Power generator) at their own cost.
- 9.23.8 The main switch used for this purpose should include the protection functions against suitable rating overload and earth faults. The switch and connection method should be submitted for Employer's approval prior to commencement of work.
- 9.23.9 All electrical installations should be done by registered electrical worker and the contractor / Sub-contractor must be registered Electrical Contractor under the Electricity Ordinance.
- 9.23.10 Checking of meter and/or tariff meter is required to record the consumption of electricity and water if necessary.
- 9.23.11 The whole temporary installation is to comply with the relevant regulations and statutory requirements approved by the government authorities.

9.24 Fire Precautions

- 9.24.1 The Contractor shall provide adequate and efficient fire-fighting equipment as necessary during the Contract period and comply with all Fire Services Regulations and other requirements to prevent loss or damage from fire during construction. Smoking is strictly prohibited at all site areas.
- 9.24.2 The Contractor shall also provide a training course to their labours / workers for the use of fire-fighting equipment. The mean of escape route and assembly point shall be informed every worker.



## 9.25 Supplementary Specification

9.25.1 Wherever there is any provision of which Particular Specification of this Contract has not covered, the following standard specifications and technical standards in the latest edition will be used to supplement the Particular Specifications of this Contract as below:

- a) British Standard and Codes of Practice of current edition published by British Standard institution.
- b) General Specification for Building published by Architectural Services Department, Hong Kong,
- c) General Specification for Civil Engineering Works published by Civil Engineering Office and Highways Department
- d) General Specification of Materials & Workmanship for Hong Kong Housing Authority Contracts published by Housing Department, Hong Kong.
- e) Code of Practice for Safe Use and Operation of Suspended Working Platforms & Code of Practice for Bamboo Scaffolding Safety published by Labour Department.
- f) Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings published by Water Supplies Department.
- g) General Specification for Electrical Installation in Government Buildings published by Architectural Services Department, Hong Kong
- h) General Specification for Fire Services Installation in Government Buildings published by Architectural Services Department, Hong Kong
- i) Guidance Notes on Panelling Design & Joint Construction of Concrete Slabs published by Highways Department

9.25.2 Where any ambiguity, discrepancy or conflict arises between the General Specifications and the Particular Specifications of this Contract, the Particular Specifications shall take precedence.



9.25.3 In case of any disputes or discrepancies on the standard of Specifications, workmanship and materials and any interpretation of any clauses and contents of the contract documents, the decision of the Employer shall be final and binding.

9.26 Provision of Labour

9.26.1 The Contractor shall provide skilled technicians and a competent foreman whilst carrying out the Works.

9.26.2 Such workforce shall comply with all reasonable instructions or directions given to them by the Employer's Representative whilst working on the Site.

9.26.3 All work carried out by such workforce shall be performed in accordance with the General Specification and to the satisfaction of the Employer's Representative.

9.26.4 Notwithstanding clause 2b) above such workforce shall at all times be deemed to remain under the direct supervision and control of the Contractor.

9.26.5 The Contractor shall ensure that a foreman fluent in English and Cantonese is on duty at all times.

9.26.6 The Contractor is to ensure that only persons who are lawfully employable as defined in the Immigration Ordinance are allowed to be employed on site.

9.27 Provision of Material

9.27.1 Without prejudice to any other warranty expressly given or implied by operation of law the Contractor warrants that:-

- a) All materials, goods and things provided by the Contractor in accordance with the Contract correspond as to description quality and condition with the terms stated in the Contract, and



- b) All materials or goods provided by the Contractor in accordance with the Contract are of merchantable quality and of sound materials and good workmanship, and
- c) All materials or goods provided by the Contractor in accordance with the Contract will conform with any sample, mock-up, pattern, drawing or design approved by the Employer's Representative or any other Employer's Representative engaged by the Employer, and
- d) All persons engaged or employed by the any Contractor in the performance of the Contract are suitably skilled, experienced and qualified to perform the work allotted to them, and
- e) Where matters of design, specification or selection of materials are carried out by the Contractor that specialist skill and care has been or shall be applied in carrying out the same and that the same shall be fit for their purpose, and
- f) The Contract Works when completed shall comply with all requirements of the laws then in force in the Hong Kong Special Administrative Region and shall be fit for their intended purposes.

9.27.2 All materials and goods to be provided by the Contractor in accordance with the Contract shall be subjected from time to time to such tests as the Employer's Representative may direct at the place of manufacture or fabrication or at such other place or places whether on or off the Site as the Employer's Representative may direct or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing the same and shall supply samples of materials, goods or things before incorporation in the Works for testing as may be required by the Employer's Representative. The cost of the same shall be payable to the Contractor to the extent that the same is expressly stated in the Contract.



9.27.3 The Contractor shall give notice to the Employer's Representative on Site prior to the covering up of any work and in default of so doing the Employer's Representative may require the same to be uncovered at the Contractor's expense.

9.27.4 The Contractor shall give and shall procure that his sub-contractors of any tier give to the Employer's Representative or any of the other Employer's Representatives of the Employer, as the case may be, and their respective representatives, full access to the Contract Works and to the workshops or other places where work is being prepared or goods or materials are being manufactured for the Works so that they may test, inspect or examine the same. The Contractor shall assist the Employer's Representative or any of the other Employer's Representatives of the Employer and their respective representatives during the course of any such visits as aforesaid.

#### 9.28 Interference with Services

9.28.1 The Contractor must take all steps necessary to prevent interference with services, such as gas, water, electricity, lights and power, telephones, buried cables or other installations.

#### 9.29 Noisy Work

9.29.1 Demolition, drilling and other excessively noisy operations, if required, are to be carried out at times to be agreed on Site with the Employer's Representative.

#### 9.30 Schedule of Condition

9.30.1 Prior to the start of the Works the Contractor shall agree with the Employer's Representative a Schedule of Condition describing the condition of the existing buildings or services within the vicinity of the Works. Should there be any damage to the existing buildings or services arising during the Works and not previously scheduled, such damage shall be put right at the Contractor's expenses.



9.31 Occupation of Premises

9.31.1 The Contractor's attention is drawn to the fact that the building in which the Site is occupied and the Contractor must carry out the Works and arrange for deliveries of materials and the like in such a manner and at such times that shall cause the least possible inconvenience and disturbance to other contractors, occupants and the users of the building. The Contractor shall be required to ensure that the Site is left in a safe, tidy and clean condition on completion of each day's work.

9.32 Spare Parts

9.32.1 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)

9.33 Design Responsibility (Extent of Design to be required by the Contract)

9.33.1 The Contractor is deemed to have allowed in his tender for all the costs of design and re-design and also for any further re-designs that may be necessary through the Contract.

9.33.2 The Contractor shall be responsible for all amendments to the submissions to the Building Authority and relevant authorities for the execution of the Works if necessary.

9.33.3 Notwithstanding anything stated in the Contract, the CIC shall not obliged to issue further detail drawings during the Contract Period and the Contractor shall be responsible for designing and developing their own design proposal based on the Assignment Brief provided to fit for the purpose at the time of tender and develop the same into working drawings. All working drawings shall be of professional standard acceptable to the CIC.



9.33.4 The Contractor shall note that the Assignment Brief and its annex in the Tender Documents only define the performance requirements of the Works. The Contractor shall be responsible for developing their own design proposal to the final design which shall comply with performance requirements including but not limited to technical performance, physical appearance, selection of materials and finishes, etc; all to the satisfaction and approval of the CIC for the Works.

9.34 Provision of all Everything Necessary

9.34.1 The Main Contractor shall be required to execute all incidental works which may not be shown on the tender drawings or described in Assignment Brief but nevertheless are indispensably or contingently necessary for the proper functioning and satisfactory completion of the Works and which may be ordered by CIC or their designated representative's/Consultant's during the Contract period at no extra time or costs to the CIC.

9.35 The Main Contractor should be deemed to have examined the General Specification before pricing all items in the Preliminary and the Schedule of Rates. When discrepancies occur between General Specification and the following Particular Specification, the latter should prevail.

9.36 The Works should also be carried out in strict accordance with the requirements of the Building (Construction) Regulations 1990 including all amendments thereof, this Specification, the working drawings and written instructions issued from time to time by the Employer.

9.37 The Employer reserves the right to check the Works carried out by the Main Contractor in such cases and at such times as he may deem necessary. There is however no duty on the part of the Employer to make such checks and any failure by him to observe errors should not relieve the Main Contractor of any responsibilities in this respect.



## **10 Technical Specifications**

The Works to be carried out under this Contract comprise the provision of all materials, labour, plant, tools, implements, shoring, supervision and other incidental items required for the construction and completion of all the works as shown on drawings and described in this specifications. The Works shall only confine to Kwai Chung Campus of Hong Kong Institute of Construction which include the following major items:-

### **10.1 Bamboo Scaffolding**

- 10.1.1 a) Design, erection, alteration, modification, maintenance and dismantling of a bamboo scaffolding to facilitate the repair and renovation works to the designated building façade including external wall repair, building expansion joint replacement, window replacement and installation of new external wall finishes of Kwai Chung Campus of Hong Kong Institute of Construction
- b) The Contractor shall undertake the Works in accordance to the Guidelines on Design and Construction of Bamboo Scaffolds issued by Building Department, Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds issued by the CIC and the relevant statutory requirements. For matters relating to labour safety, reference shall be made to the latest Code of Practice for Bamboo Scaffoldings Safety issued by Labour Department.
- c) The Contractor shall provide and erect and maintain in good working order proper double scaffolding, catch fans, full height screens/netting, all other mechanical equipment, tools, implements, ladders, tarpaulins etc. together with all other tackle and plant necessary for the proper execution of the Work, and shall carry out any alteration required to same. All of the above shall be removed from the site after completion of the Works.



- d) Removal of all scaffolding ties and abandoned anchor bolts (including all existing scaffolding ties and abandoned anchor bolts before the commencement of this Contract and all newly installed for this Contract) and subsequent making good for the external walls.
  - e) The scaffolding is not allowed to anchor or get support with any windows or panels but only on structural members of the building. All supporting locations shall be submitted to CIC's Representative for approval. Any damaged areas shall be reinstated after the removal of scaffolding
- 10.1.2 Adequate barriers and covers should be provided around the overhead works with suitable warning signs and notices display to the pedestrians for passageway diversion.
- 10.1.3 The bamboo should be delivered downward by floor-to-floor procedure during the dismantling of scaffolding, i.e. free falling is strictly prohibited.
- 10.1.4 A protective catch fans, with minimum horizontal projection of 3m, should be erected at the low level of Kwai Chung Campus around the Building in order to catch any falling objects during the repair and renovation works which endanger the public
- 10.1.5 All other works as shown in the Drawings and as described in this Specification.
- 10.1.6 The Contractor shall provide and shall be deemed to have allowed for all labour and materials necessary to carry out the Works including any such other works whether specifically mentioned or not, if in the reasonable opinion of the CIC's Representative, they are necessary for the completion of the Contract.
- 10.1.7 In addition, the Contractor shall provide :-
- a) All tools and all timber for temporary work, etc.,
  - b) Scaffolding of all descriptions, tarpaulins, temporary screens, catch fans, fences, partitions, dust sheets, etc.



- c) Haulage and handling of materials and debris,
- d) Hoardings necessary safety.
- e) Any other thing necessary for the completion of works

10.1.8 The Contractor shall maintain the scaffolding in a safe and good condition to facilitate the repair and renovation works to the building façade until the works completed to the satisfaction of the CIC.

10.1.9 The Contractor shall practically complete dismantling of the scaffolding within 7 calendar days from the Date of Completion as notified in writing by the CIC's Representative.

10.1.10 Day Marking and Warning Lights:-

The Contractor shall display during the hours of daylight, such flags, signals and markings and during the hours of darkness such lights as the Government of Hong Kong or other competent authority may require for the safety of the public and for the security of the building to the satisfaction of CIC's Representative.

## **10.2 Substrate Repair Works**

### **Detailed Scope of Works**

10.2.1 Chemical cleaning to all wall finishes including all fins, recess area and bay windows on building façade.

10.2.2 Hammer tapping survey by means of scaffold and other means of access to identify the defective tiling areas; examine and report on any scaffolding ties and abandoned anchor bolts, etc. fixed on external walls. **This work MUST be carried out by an independent specialist contractor for Hammer Tapping Survey which is accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) for the particular test concerned. The survey report / Test results should be reported on a HOKLAS Endorsed Certificate and shall be sent directly by the hammer tapping survey contractor to the CIC.**



- 10.2.3 Repairs to the defective areas at the external walls, as specified in Scope of Work and Schedule of Works. Final quantities of such item shall be subject to re-measurement after completion of works as approved by the CIC's Representative.
- 10.2.4 Remove any rust, scale and apply anti-corrosion paint to all the anchor bolts for mounting air-conditioning units for each flat.
- 10.2.5 All other works as shown in the Drawings and as described in the Specifications.
- 10.2.6 Hammer Tapping Survey (To be carried out by approved Independent Specialist Contractor under the Hong Kong Laboratory Accreditation Scheme (HOKLAS))
- a) Prior to commencement of work, the approved independent specialist contractor for hammer tapping survey should be fully aware the potential hazards arising from the works, protective measures to be implemented to prevent injury, damage to the public, residents or the workmen etc. and the techniques to be used for tapping and recording.
  - b) Hammer tapping to all areas of external tiling/render of wall, soffit, eaves, architectural fins and parapet walls by an approved means of access at maximum of 300 mm centres each hammer tap. The approved independent specialist contractor for hammer tapping survey shall ensure that the skilled staff are properly trained and check the surveys for accuracy. The hammer tapping survey standard shall be coherent among all the staff.
  - c) The approved independent specialist contractor for hammer tapping survey shall also, in addition to the defective external wall areas (including those observed in hammer tapping survey and home visit), mark out in light colour as approved by the CIC's Representative, locations of the existing scaffolding ties and abandoned anchor bolts and incorporate the findings into the Daily Report Sheet, Survey Summary Report and Drawings.



- d) Hammers for sounding purposes shall be of metal/ plastic (subject to CIC's Approval), in one piece and of an approved type, capable of detecting areas of debonding in the finishes of up to 50 mm. Hammers and other tools/equipment shall also be fitted with a lanyard securely attached to the skilled staff. Samples shall be submitted to the CIC's Representative for approval.
- e) A daily report sheet to an approved format shall be used to record areas of defects. A copy of the daily reports is to be handed to the CIC's Representative not later than the end of the following working day. The daily report sheets are to clearly indicate the extent and severity of the defects encountered.
- f) Defects in addition are to be indicated where encountered on the face of building using a marking system approved by the CIC's Representative. The Contractor should well coordinate with the approved independent specialist contractor for hammer tapping survey on the hammer tapping schedule to ensure all markings were intact and visible at the time of hacking-off works. The marking of defects using spray paint in light colour subject to the CIC's Representative's approval
- g) Following the completion of survey work for each building, a survey summary report to an approved format is to be completed. All the survey summary reports to be submitted to the CIC's Representative not later than **14 days** following the completion of survey work.
- h) Full testing will be carried out by the CIC's Representative to verify the findings of the reports. If the latter is found unsatisfactory, the approved independent specialist contractor for hammer tapping survey must carry out survey again and submit a revised report to the CIC's Representative for approval. All extra time and cost incurred therein shall be borne by the Contractor.
- i) Small areas of loose material are likely to pose a danger should they become dislodged, are to be removed. Records of small areas



removed are to be submitted to the CIC's Representative not later than the end of the following working day for confirmation. Larger areas are to be marked on the building by the use of spray paint in light colour subject to the CIC's Representative's approval, immediately reported to the CIC's Representative and highlighted in the daily sheets for further action. Larger areas may be required to be removed as directed by the CIC's Representative.

- j) The perimeter of area removed shall be sealed immediately after removal using an approved mastic sealant.
- k) Appropriate size of Drawings (such as A2-size) of each face of the building in a format approved by the CIC's Representative are to be produced, clearly identifying the location and area of each defect. An appropriate grid reference system shall be used on the drawings for ease of defect identification.
- l) The approved independent specialist contractor for hammer tapping survey shall submit for approval a copy of the final report format containing the information as specified. Once approval is given any deviations from this approved format must be agreed with the CIC's Representative.
- m) If required by the CIC's Representative, the direct contractor for hammer tapping survey shall carry out the condition surveys to the sections of the building using a combination of access methods.

### **10.3**      **Concrete Repair**

10.3.1      Repair of the defective and/ or spalled concrete shall be in the following sequences and manner:-

- a) Saw cut and remove the defective covering finishes/ plasters and chase off the defective concrete back to sound concrete and around rusty reinforcements by hand tools or light mechanical tools subjected to CIC's Representative's approval, to give a minimum clearance of 15mm round the steel bars and 75mm on both sides of



the rusted areas;

- b) Scrape the steel bars thoroughly by means of grinding or wire brushing to remove all rusts and brush clean and notify the CIC's Representative for inspection and obtain his approval before executing further repairs;
- c) If the sectional areas of existing steel bars are reduced by more than 20% as a result of rusting, then cut off seriously deteriorated reinforcement, as agreed with the CIC's Representative, and replace with new bars of same designed diameter primed with approved anti-corrosion paints. New bars must be tied in position with soft iron wire and overlapped adequately (45D for high yield steel and 30D for mild steel) with original bar;
- d) Brush apply a bonding agent of approved materials onto the prepared reinforcement and the exposed concrete surface. Steel reinforcement must be thoroughly covered before patching up. (Damp concrete surface before applying approved bonding agent/patching materials in order to reduce suction);
- e) Patch up prepared concrete surface with "Fosroc" mortar or equivalent waterproofing polymer mortar. Scratch each layer for better mechanical bond and apply succeeding layers to material which has reached initial set. Build the thickness of patch as rapidly as possible as long as the mortar is not slumping or sagging and build up from the edges of the patch to the center. Manufacturer's written instructions for application shall be strictly followed. Make sure all reinforcements have a minimum of 15mm cover;
- f) Finally, make good plaster to match existing and prepare surfaces suitable for painting/ tiling.

10.3.2 The Contractor shall allow a sufficiently wide area round each location for repair. All cut edges to be cut square and straight, the minimum depth of cut is to be 25mm.



- 10.3.3 Adequate shielding or other protection shall be provided and maintained by the Contractor throughout the repair operation especially during concrete hack-off/ breaking and reinforcement cleaning operations.
- 10.3.4 Areas to be repaired shall be identified by the CIC's Representative and where required, the Contractor shall mark out the identified areas for repair. The Contractor shall inform the CIC's Representative where further areas of weak or defective concrete are revealed during the progress of work.
- 10.3.5 The exact sizes and locations of all broken out areas shall be entered by the Contractor into record sheets with sufficient photo records in duplicate for which to be submitted and approved by the CIC's Representative. The original shall be kept by the CIC's Representative and the duplicate, by the Contractor. The record sheets shall be used as conclusive evidence of such locations where spalling repairs are required for the purpose of ascertaining any necessary variations.
- 10.3.6 Reinforcement shall be primed with approved primer as soon as possible after cleaning. The reinforcement shall be free from moisture, rust, oil and other contamination before priming. Care shall be taken to clean the rear side of the bar. If the reinforcement does not so confirm then cleaning should be repeated at the Contractor's own cost.
- 10.3.7 A bond coat of approved materials shall be applied to the prepared concrete substrate and the primed reinforcement bars as soon as possible after the reinforcement primer has cured sufficiently as specified. If the bond coat dries before application of the repair mortar, a second bond coat shall be applied at the Contractor's own cost.



- 10.3.8 The mortar shall have the following properties and either be Pre-mixed or Site Mixed: -

|                           |                                           |
|---------------------------|-------------------------------------------|
| Compressive strength      | 28-33 MPa @ 7days<br>35-40 MPa @ 28 days  |
| Tensile strength          | > 2 MPa @ 7 days                          |
| Elastic modulus           | 15-25 kN/mm <sup>2</sup> @ 28 days        |
| Bond strength             | > 2 MPa @ 7 days                          |
| Shrinkage - Coutinho Ring | No cracks @ 7 days<br>No cracks @ 28 days |
| Figg air permeability     | > 200 secs @ 35 days                      |
| Flexural strength         | > 5 MPa @ 7 days                          |
| Drying shrinkage          | < 300 Microstrains @ 7 days               |
|                           |                                           |

10.3.9 Submittal

- a) Within 7 days of the completion of any concrete patching repair, the Contractor shall submit to the CIC's Representative a record of the repair works carried out. The record shall be in an Approved photographic and written form giving at least the following information:-
  - i. General
    - Site location, unit location with photographs
  - ii. Repair Description
    - Type of element repaired, i.e. beam, slab, wall, etc.
    - Size, type and thickness of repair
  - iii. Photographic record
  - iv. Material used in repair
    - Upon completion of the Works, the Contractor shall submit to the CIC's Representative a full set of record plans showing the locations and sizes of all the concrete repair works carried out.
    - The photographic record shall include work sequence as



follows:

1. size of marked up area
2. remove all defective concrete and expose 15mm round the reinforcement which is sound
3. apply zinc primer or approved equivalent to reinforcement
4. apply approved cement mortar.

#### 10.3.10 Pull-off Test

- a) The Pull-off test to the repair concrete shall be carried out by laboratory accredited by the Hong Kong Laboratory Accreditation Scheme (HOKLAS) on repaired areas of size 100mm x 200mm.
- b) The locations of test are randomly selected as instructed by the. The work shall include reinstatement of the test areas.
- c) In case of failure to meet the required bonding strength as per manufacture specification, extra locations will be selected for re-testing at the Contractor's own cost.

10.3.11 The repaired concrete spalling shall have at least 3-year warranty.

### **10.4 Cracks Repair**

10.4.1 Investigation of crack shall be carried out by the Contractor. Types of elements is classified as follows: -

- a) Beams (B): Horizontal elements of **finish or concrete** where one dimension in the horizontal plane exceeds the other dimension in the horizontal plane and also exceeds the dimension in the vertical plane.
- b) Wall (W): Vertical elements of **finish or concrete** where one dimension in the vertical plane and one dimension in the horizontal plane both exceed the other dimension in the horizontal plane.



- c) Column (C): Vertical elements of **finish or concrete** where one dimension in the vertical plane exceeds the other two dimensions in the horizontal plane.

10.4.2 The categories of crack width include: -

- a) F: Maximum width at any point 0.3mm or less.
- b) C: Maximum width at any point greater than 0.3mm.

The width of the crack at the surface of the **finish or concrete** shall be determined with the aid of a transparent sheet on which lines of different width are printed or by examining the crack with a low power microscope incorporating a measuring Graticule.

10.4.3 The depth of a crack is to be determined in one of the following ways: -

- a) In slabs, by observing whether water on the top surface of the slab passes through the crack and can be seen as a moistened patch on the underside of the slab. If water is seen to pass through the slab, the crack is deemed to be a through crack of type T.
- b) In all other cases it is deemed to be a non-through crack of type NT.
- c) In all other elements, if the line of the crack on one surface can be traced on another surface parallel to the first surface or in the case of a beam, if the crack can be seen to traverse two adjacent surfaces in different planes, it is deemed to be a through crack of type T.
- d) If a crack follows an irregular pattern on one surface of an element only and is branched at least two points it is deemed to be a non-through crack of type NT.

10.4.4 Any cracks or concrete surface shall be repaired by the Contractor according to the following methods or other methods as approved and determined by the CIC.



10.4.5 Chemical Injection / Grouting:-

- a) The repair materials should be of a single or low number of components. The Contractor shall submit evidence of previous track records, test reports and manufacturers' recommendations in relation to his proposed repair materials for approval
- b) Adequate and proper precaution should be taken to ensure that carrying out of the entire water seepage repair work is under strict procedural steps as recommended by the manufacturer. The use of proper protective clothing and device for eyes protection is necessary and the safety procedures as laid down by the Labour Department should also be followed.
- c) Repair of water leakage to external wall by chemical injection shall be in the following sequences and manners: -
  - i. Identify the wet patches and potential infiltration areas;
  - ii. Submit a method statement for the sealing infiltration including surface preparation and touching/ painting finishes for approval prior to commencement of work;
  - iii. Clean the affected areas contaminated by deposits of dirt, dust, lime, salt or other contaminants;
  - iv. Flush the affected area with water and/ or brush with wire brush prior to chemical injection/grouting;
  - v. Drill injection nipples at suitable intervals (say every 300mm max.) along the crack, secured and cover the nipples and the crack between the pipes with epoxy putty;
  - vi. Inject approved materials into nipples by injection pump strictly in accordance with the manufacturer's recommendation;
  - vii. Upon completion of grouting/ injection, remove the nipples and repair the affected areas to match with existing.

10.4.6 V-cut and Epoxy Application:-

- a) Expose and identify all the crack areas.
- b) V-cut the crack with at least 10mm depth.



- c) Remove any dirt, contaminant, stain, etc. and brush clean the area with wire brush.
- d) Apply epoxy based material (as approved by the CIC) to the crack to flush with the concrete surface.
- e) Repair the affected areas to match with existing.

10.4.7 The approved injection/ grouting materials should have the following properties: -

- a) A polyurethane resin or foam/ gel chemical waterproofing grout or equivalent.
- b) Be capable to react with potable water to form a polyurethane foam to fill-up cracks for waterproofing.
- c) Be capable to resist weathering, abrasion and chemicals (i.e. organic solvents, mild acids, alkali and micro-organisms).
- d) The polyurethane resin should be able to penetrate hairline crack/ joint with width smaller than 0.5mm with high-pressure and that with width greater than 0.5mm with low-pressure.
- e) The pH value should approximately be 3 to 12.
- f) It should be non-flammable.
- g) The resin should be of light colour transparent liquid and can be painted upon.
- h) The density should approximately be 1 kg/ litre.
- i) Insoluble in water.
- j) Stable and good for storage in the original resealable container at room temperature for one year.
- k) Not be affected by freezing and thawing.
- l) High Flash Point at approximate 166°C.
- m) Non-Toxic.

10.4.8 The approved injection/ grouting materials should have **at least 3-year warranty.**



**10.5**      **Repair to Defective Render / Mosaic Tiles / Other Substrates**

- 10.5.1      According to the CIC's approval on the result of the hammer tapping survey report submitted by the separate **approved independent specialist contractor**, hack off all spalled cracked, honey-combing and debonded mosaic tiles / render / other substrates and reinstate the defective mosaic tile finish with approved render and/or tile filler approved by the CIC's Representative, to match with existing, all as stated in the SOR and Specifications.
- 10.5.2      The works include necessary repairs of any water seepage due to defective external wall façade, spalled and / or cracked concrete substrate if found after hacking off the substrates / finishes. Also, necessary repair / recast of defective / broken concrete window lintels/ fin / bay window is required.
- 10.5.3      Final quantities will be subject to the CIC's approval on the result of the hammer tapping survey report submitted by the separate direct contractor before commencement of repair work. Any addition / deduction in the total sum will be based on the unit rate as quoted. NO associated claim for any loss and expense will be entertained in the execution of variation works due to reduced or excessive quantities of external wall repair.
- 10.5.4      The sequence of repair works:-
- a)      Saw cut the defective render / other substrates without causing damage to concrete to minimum 50mm wider than affected area in the shape of a rectangle.
  - b)      Hack off and remove all defective renders and brush clean the concrete surfaces.
  - c)      Hack and chisel the concrete surface to provide adequate mechanical key for bonding and standard of hacking shall be approved by the CIC's Representative.
  - d)      Remove all dirt, grease, mould, oils, organic growth, loose and unsound materials by hacking, wire brushing and hosing down the affected areas.



- e) While the repair areas is still damp, apply "E.Mix" bond coat or other approved equivalent bonding agent in strict accordance with the manufacturer's instructions.
- f) Apply new "E.Mix" render system and/or approved tile filler.
- g) Remove all dirt and clean up the affected areas.

10.5.5 Decorative coating on tiles and plaster wall / fins surfaces

- a) Prepare and apply approved skim coat / tile filler system strictly in accordance with manufacturer's instruction.
- b) Prepare and apply approved decorative coating system in 4 coats works strictly in accordance with manufacturer's instruction.

**10.6 Chemical Cleaning**

10.6.1 All the above areas should be cleaned after the completion of all external wall repairs up to CIC's satisfaction. The Contractor shall pay particular attention to the stubborn stains at the water dripping groove of soffit of the window eaves which may require more effort in attaining cleaning effect to the satisfaction of CIC's Representative.

10.6.2 The application technique of chemical cleaning to the building facade should be carried out in strict accordance with the manufacturer's recommendation. The application procedures should be strictly supervised and monitored by the Contractor's competent and experienced foreman and the manufacturer. 'Mock up' of cleaning agent on site is necessary to determine the acceptance of 'cleaned' surface to the satisfaction of CIC's Representative.

10.6.3 The wall is first sprayed with water. Wetting is to avoid excessive penetration of chemicals and soil into the surfaces of the building. Pre-wet the area to be cleaned with clean water. A convenient way of achieving this is by using a low-pressure water lance.



- 10.6.4 Apply the cleaning agent by brush to the damp surface, or by using a low-pressure spray. The application should be even and planned.
- 10.6.5 The applied cleaning agent shall be removed by thorough rinsing at the correct time with a low pressure jet of clean water.
- 10.6.6 The detailed application procedure should be strictly in accordance with the manufacturer's recommendation and instructions.
- 10.6.7 Precautionary measures shall be submitted to CIC's Representative for approval and to be strictly followed for protecting the building structure, window frames, window glass panels, air-conditioners and other protruding features that may belong to the residents or other third parties. Particular care must be taken to protect contract personnel and the public from spillage or dirt.
- 10.6.8 All cleaning equipment tubes or boxes must be securely capped to avoid the trapping cleaning agent vapour.
- 10.6.9 The cleaning equipment and working platforms must also be washed off thoroughly after each rinsing of the building and the cleaning equipment tube capped and also checked.
- 10.6.10 The Contractor is required to have a beforehand preliminary inspection of all the prominent defective fixtures on the external wall, such as distorted window, missing/defective gasket of windows, uncovered ventilation fan etc. at least one day before the application of cleaning agent on the external wall. The Contractor needs to provide temporary protection to prevent water seepage to all those described above and pay extra attention to the washing procedures around them. He should immediately inform the CICs' Representative for follow-up actions of those defective items even all the temporary protection are done but water seepage is still likely to occur.
- 10.6.11 The CIC's Representative may from time to time require additional safety measures as directed or recommended by the Labour Department or



through its representative officials on site which will be at the Contractor own expenses. The Contractor shall submit proposal of protective measures for prevention the planters, trees and landscapes from being damaged/ killed by the cleaning agent and responsible to execute the same as approved by the CIC's Representative.

10.6.12 Proprietary cleaning products shall be proposed by the Contractor for prior approval by the CIC's Representative and to the satisfaction of CIC's Representative as mock up demonstrated on site.

10.6.13 The Contractor shall carry out independent Laboratory Testing of cleaning agents to the existing metal window frame, glass panel and mastic joint sealant prior to the application of the cleaning agent to the external wall. The Laboratory Testing Report shall show the effect of the selected cleaning agent to the above mentioned items and has a detailed analysis of the possible damages to them. (if any).

## **10.7 Replacement of Door**

10.7.1 Detailed Scope of Works:-

- a) Verify actual opening sizes and field conditions by field measurement for preparing shop drawing.
- b) Submit shop drawing for the CIC approval before fabrication and installation. Indicate the existing condition, material thickness, mortises, reinforcements, anchorages, locations of exposed fasteners, openings (glazed, paneled or louvered), arrangement of standard hardware and signage. All signage shall be 1.5mm thk. stainless steel plate engraved with words / numbers / letter.
- c) Sample of section of door and ironmongeries shall be submitted for the CIC approval.
- d) Upon obtaining the approval of shop drawing and sample, the contractor shall start fabrication of the door within 2 days. The



door shall be fabricated in accordance with the approved shop drawing and sample. Unless otherwise stated, door and frame shall be fabricated in grade 316 stainless steel which comply with relevant standard.

- e) Dismantle existing door including leaf, frame, batten, screw, bolt, ironmongeries, fasten and all accessories related to door.
- f) Prepare the opening for installation of new door. All screw and bolt for fixing the door shall be stainless steel. Touch up and make good all affected areas after installation of new door.
- g) All new doors shall be provided with stainless steel flashing at the footer. If the door flush with the external wall, stainless steel door eave shall be provided.
- h) Bonding shall be provided to all new or existing metal / steel doors.
- i) The actual sizes for doors frames shall not vary by more than  $\pm 1.5$  mm from overall size as specified in drawing.
- j) For fire rated door, it must be complied with relevant regulations. Fire certificate shall be submitted to the CIC for approval and record.
- k) Master keyed system shall be provided to same category's door.
- l) As-built drawing and maintenance manual shall be provided to the CIC for record.

## **10.8**      **Repair and Replacement of Window / Louvre System**

### **10.8.1**      Detailed Scope of Works:-

- a) Appoint a Qualified Person to carry out window inspection and supervision of window repair works in accordance with the latest



“Code of Practice for The Mandatory Building Inspection Scheme and The Mandatory Window Inspection Scheme”, and to repair and make good any types of window with ironmongeries including openable sash, ventilator, window of any size or section to existing window frame including welding or riveting hinges, replacement of any defective parts (glass panes, cam catch, mortice lock, lever handle, casement fastener, etc.), renewal of putty or sealant, oiling, etc. to facilitate and prepare the surface for new coating system at building façade and window frame application.

Touch up and make good all affected areas for receiving new finishes of façade.

- b) Dismantle / alter / modify the existing window / louvre system including cut off window hinges, sub-frame, other accessories, exhausted fan, ventilation duct, diffuser, etc., to receive the new awning type aluminum window / louvre system. **The existing window main frame shall be preserved.**
- c) Prepare existing metal frame to sound of metal, de-rust, make good and repaint existing frame with 1 coat of zinc primer and 1 coat of topcoat.
- d) Install a new awning type aluminum window system (at least angle 30° openable) with at least 2 mm thick aluminum alloy window frame complete with new aluminum window leaf with 6mm thick clear tempered glass, hinges, locks, handle, windproof buckle and the associated accessories to the existing window main frame.
- e) Provision of transparent sticker in matt finishes with digital colour print of wording “PLEASE KEEP THE WINDOW CLOSED” for every new awning type aluminum windows.

- 10.8.2 The design, selection of materials, accessories and installation works of the new awning type aluminum window system shall duly consider aspects of safety, reliability, serviceability, maintainability, flexibility, environmental, operation simplicity, energy efficiency and expandability



- 10.8.3 The proposed materials, sample boards, detail sketches etc. should be submitted to the CIC for comment and approval before commencement of the Works
- 10.8.4 Relevant submissions to Building Department of the HKSAR shall be included and to be made for completion of the Works in compliance with the statutory requirements.
- 10.8.5 Resume any other trade works / fire sealant / insulation etc. before / after the Works
- 10.8.6 Liaise with any contractor(s) employed by the CIC to achieve timely completion of Works if required
- 10.8.7 The Contractor shall liaise closely with the CIC and its representative(s) for detail planning / execution of the Works
- 10.8.8 New louvre shall be min. 1.5mm thk. aluminum alloy and weatherproof. Frame shall be min. 2mm thk. Reinstall the existing exhausted fan if required by the CIC.
- 10.8.9 All existing weather guard shall be replaced with grade 316 stainless steel frame and 6mm thk. tempered wired glass panel.
- 10.8.10 Field water test of every window and frame shall be conducted. The methodology is as follow:-
  - a) Water shall be applied using a brass nozzle. The nozzle shall be used with 50mm garden hose and shall be provided with a control valve, and water flow to the nozzle shall be adjusted to produce 30-35 psi, water pressure at the nozzle outlet.
  - b) Water will be applied at a normal angle (90° in the plan view) to the window and frame surface.



- c) The water flow is roughly at 5 litres/m<sup>2</sup>/min, but the quality of water to be applied is based on the manual judgement as rainfall simulation.
  - d) A continuous jet of water is to be sprayed from the above-specified spraying device and at the specified pressure at 300mm from and perpendicular to the aluminum window joints and frame surrounding concrete, etc. The nozzle of the spraying device is moved manually to and for along the joints, starting from the lowest horizontal joint at the sill, then the middle horizontal joints, then the vertical joints and lastly the topmost horizontal joint at window head.
  - e) Window frame and concrete surround should be tested for a period of 5min for small window and 10 minutes for large window respectively.
  - f) Wherever leakage has occurred, joints shall be made watertight to the satisfaction of the CIC. After the completion of all necessary remedial work and curing, the above-mentioned test shall be repeated until all repaired joints in the designated area are found to be satisfactory.
- 10.8.11 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 CIC.
- 10.8.12 B(C)R 90 & FS Code subsection C5 & clause C11.1 – Requirements of fire resisting construction
- 10.8.13 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
- 10.8.14 PNAP APP-116 & PNRC – Guidelines on design & installation of aluminum window & fixing of hinges



- 10.8.15 Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment issued by Fire Services Department
- 10.8.16 Relevant circular letters issued by Fire Services Department
- 10.8.17 General Specification for Building issued by Architectural Services Department (Version 2007)
- 10.8.18 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 CIC

## **10.9 New Coating System at Building Façade and Other Builder's Works**

Unless otherwise specified, the whole Works shall be executed in accordance with the relevant clauses of the General Specifications.

- 10.9.1 The Works should include the surface preparation work to receive new “SKK” proprietary façade system or approved equivalent as below:-
  - i. **SKK “SK TILE FILLER” (P-01) - for leveling the mosaic tile surface**
    - 2 coats of SK TILE FILLER
  - ii. **SKK “FUSSOLON W-OP” Fluorocarbon Coating System (P-02) - for painted surface of Carpark and Ceiling**
    - 1 coat of KABI CLEAN #5
    - 1 coat of MIRAC SEALER ECO W
    - 2 coats of SK TILE FILLER
    - 1 coat of MIRAC SEALER ECO W



- 1 coat of SOFT SURF SG (抽花)
- 1 coat of SUPRER CERATIGHT F MID COAT
- 1 coat of SUPRER CERATIGHT F 30% GLOSS

**iii. SKK “FUSSOLON W-OP” Fluorocarbon Coating System (P-03)**

**- for painted surface of Building Façade and Fence Wall**

- 1 coat of KABI CLEAN #5
- 1 coat of MIRAC SEALER ECO W
- 1 coat of SOFT SURF SG (抽花)
- 1 coat of SUPRER CERATIGHT F MID COAT
- 1 coat of SUPRER CERATIGHT F 30% GLOSS

**iv. SKK “FUSSOLON W-OP” Fluorocarbon Coating System (P-04)**

**- for metal panel of building façade, window frame and other metal works**

- 1 coat of MIRAC BOSEI M
- 1 coat of SUPRER CERATIGHT F MID COAT
- 1 coat of SUPRER CERATIGHT F 30% GLOSS

**Contact of the Supplier:-**

**Company: SKK (H.K.) CO., LTD.**

**Contact Person: Ms. Kara, K. Y. Kam**

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**10.9.2 Specifications I of SKK “FUSSOLON W-OP” Fluorocarbon Coating  
System for External Wall & Fence Wall Painted /Mosaic Tiles Surface**

**a) Surface requirements for repair works for spalled concrete /  
render: -**

- i. Hack off spalled concrete and hollow plaster if any. Remove rust scale of reinforcement and apply anti-rust paint. Fill and level the cracks and defective area with resin mortar.
- ii. Repair water leakage if any.
- iii. Remove all the joint sealant before the coating application and re-apply the sealant after coating curing.
- iv. On the new repaired cement sand rendering, or defective skim coat area, apply external wall pre-packed skim coat by trowel to make smooth the surface.  
(用幼料批盪, 批順至不起級)
- v. Coating works will be carried out under suitable conditions of weather, temperature, humidity, ventilation and illumination at all stages to ensure quality can be maintained.
- vi. Ensure a suitable condition to be coated. All surface are dry. Substrate moisture content is to be 15% or below and protimeter can be used for moisture checking.
- vii. Have regard to the environmental conditions : coating will not be applied during rain or when rain is imminent, at temperatures below 10oC and when the Relative Humidity exceeds 85%

**b) Surface Preparation: -**

- i. Clean and remove all the loosen paint, dirt, dust and foreign matter etc. by high pressure water jet.
- ii. For the carpark wall & ceiling:
  - Remove all the loosen paints and skim coat
  - Apply one coat of MIRAC SEALER ECO W
  - Apply two coats of SK TILE FILLER for levelling the uneven surface.
- iii. On the mosaic tiles surface, apply 2 coats of SK TILE FILLER for levelling the surface.



### c) Coating System

On the well-repaired, prepared, sound and thoroughly cleaned painted surface,

#### i. Pre-mixed Water-based Primer

Apply one coat of **MIRAC SEALER ECO W** by roller.

- Consumption: 0.10~0.15 kg/m<sup>2</sup>
- Coating Interval: minimum 6-10 hrs prior to the coat of Soft Surf SG
- Mixing Ratio: pre-mixed (15kg/can)

#### ii. Water Based Elastic Surfacer

Apply one coat of **SOFT SURF SG** by M-9 Roller. (抽花)

- Consumption: 1.0~1.2 kg/ m<sup>2</sup>
- Interval Coating: minimum 16-20 hrs prior to the 1<sup>st</sup> coat of top coat
- Mixing Ratio: Soft Surf SG/Clean Water 16kg/750ml

#### iii. Water Based Fluorocarbon Protective Top Coat :

Apply one coat of **SUPER CERATIGHT F MID-COAT** by roller / brush.

- Consumption: 0.15~0.17kg/m<sup>2</sup>
- Interval Curing: Over 6-12 hrs prior to coat of Super-Ceratight F 30% Gloss
- Mixing Ratio: Super-Ceratight F Mid-Coat / clear water 16kg / 0~5% by weight

Apply one coat of **SUPER CERATIGHT F 30% GLOSS** by roller/brush.

- Consumption: 0.13~0.15kg/m<sup>2</sup>
- Interval Curing: Minimum 24 hours for final curing
- Mixing Ratio: Super-Ceratight F / Clear Water 15kg / 0~5% by weight



| <b><u>Mirac Sealer Eco W– Technical Data</u></b> |                                                                                                   |                      |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------|
| <b><u>Item</u></b>                               | <b><u>Test Method</u></b>                                                                         | <b><u>Result</u></b> |
| Condition in container                           | When being stirred, it makes uniform condition without any hard lumps.<br>(JIS K 5663)            | Passed               |
| Application properties                           | No impediment for brushing work when making twice coatings. (JIS K 5663)                          | Passed               |
| Appearance of paint film                         | Normal in appearance of paint film.<br>(JIS K 5663)                                               | Passed               |
| Drying time (h)                                  | 2 max. (JIS K 5663)                                                                               | Passed               |
| Low-temperature stability                        | No deterioration when cooled at $-5^{\circ}\text{C}$ .<br>(JIS K 5663)                            | Passed               |
| Low-temperature film formation                   | No unusualness in formation of paint film at $5^{\circ}\text{C}$ .<br>(JIS K 5663)                | Passed               |
| Compatibility with finish coating                | No impediment for application of finish coat.<br>(JIS K 5663)                                     | Passed               |
| Water resistance                                 | No unusualness when immersed in water for 96 h.<br>(JIS K 5663)                                   | Passed               |
| Alkali resistance                                | No unusualness when immersed in saturated solution of calcium hydroxide for 48 h.<br>(JIS K 5663) | Passed               |

| <b><u>Soft Surf SG– Technical Data</u></b> |                                                                                                    |                                  |
|--------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------|
| <b><u>Item</u></b>                         | <b><u>Test Method</u></b>                                                                          | <b><u>Result</u></b>             |
| Low temperature stability test             | JIS K5660: 1995 4.4<br>There shall be no lumps, nor separation nor aggregation of the composition. | Passed                           |
| Crack resistance due to initial drying     | JIS K5660: No cracking shall be caused                                                             | Passed                           |
| Adhesive Strength                          | Normal condition<br>N/mm <sup>2</sup>                                                              | 1.0 (JIS A 6910-1988 5.8)        |
|                                            | After immersion in water<br>N/mm <sup>2</sup>                                                      | 0.9 (JIS A 6910-1988 Clause 5.8) |
| Resistance to repeated                     | JIS K5660;1995 4.13                                                                                | Passed                           |



|                                |                                                                                                          |                        |
|--------------------------------|----------------------------------------------------------------------------------------------------------|------------------------|
| warming<br>and cooling actions | There shall be free from cracks, peeling and blisters as well as marked discolouration and loss of gloss |                        |
| Permeability Method B<br>(ml)  | JIS A6909: 0.5 or less                                                                                   | ≤0.1                   |
| Impact Resistance              | JIS K5660: There shall be free from cracks                                                               | Passed                 |
| VOC                            | USEPA Method 24                                                                                          | 71<br>(Standard: <100) |

| <b><u>Super Ceratight F– Technical Data</u></b> |      |                                                                                                                          |                      |
|-------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b><u>Item</u></b>                              |      | <b><u>Test Method</u></b>                                                                                                | <b><u>Result</u></b> |
| Storage stability                               |      | When the material is mixed, no lumps are found. (JIS K 5660)                                                             | Passed               |
| Stability at lower temperature (-5°C)           |      | There is no change in quality. (JIS K 5660)                                                                              | Passed               |
| Work ability                                    |      | There is no obstacle to apply materials twice by brush. (JIS K 5660)                                                     | Passed               |
| Drying<br>time                                  | 20°C | (JIS K 5660)                                                                                                             | Passed               |
|                                                 | 5°C  | (JIS K 5660)                                                                                                             | Passed               |
| Appearance                                      |      | There is no change in the appearance of paint film. (JIS K 5660)                                                         | Passed               |
| Hiding ability                                  |      | Over 0.96 (JIS K 5660)                                                                                                   | 0.98                 |
| Specular gloss                                  |      | Over 70 (JIS K 5660)                                                                                                     | 80                   |
| Water resistance                                |      | Immersion in water for 96h. The gloss retention ratio is over 80% and there is no change in the paint film. (JIS K 5660) | Passed               |
| Alkali resistance                               |      | Immersion in alkali for 7 days. Gloss retention ratio is over 65% and there is no change in the paint film.              | Passed               |
| Washability                                     |      | Possible to resist washing for 3,000 times. (JIS K 5660)                                                                 | Passed               |
| Salt resistance                                 |      | No damage observed on the dense film for 3,000 hours (JIS K 5400 8.23)                                                   | Passed               |
| Heat resistance                                 |      | The gloss retention ratio is over 80% and possible to resist the repetition of heat and cold.                            | Passed               |



|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                           | (JIS K 5660)                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| Dirt resistance                           | Value of grey scale after outdoor exposure test for 1 year. 5 (max. value) 1 (min. value) (JIS K 5660)                                                                                                                                                                                                                                                                                                               | 5      |
| Accelerated Weather Test                  | Tested by sunshine carbon arc type weather-o-meter for 2,000h and gloss retention ratio is over 80%. (JIS A 6909)                                                                                                                                                                                                                                                                                                    | Passed |
| Condition in container                    | When being stirred, it makes uniform condition without any hard lumps. Based on JIS L0805 for grey scale pollution level test with JIS K5660 6.16 methods. Compare test specimen with model sample after 12-month outside exposure. (JIS K 5660)                                                                                                                                                                     | Passed |
| Application properties                    | When making twice coating, no impediment for brushing work. (JIS K 5660)                                                                                                                                                                                                                                                                                                                                             | Passed |
| Humidity and cool-heat cycling resistance | Gloss retention of 81% or more and endurable for humidity and cool-heat cycling test. (JIS K 5660)                                                                                                                                                                                                                                                                                                                   | Passed |
| Water permeability (Test method B) (ml)   | (Shall be less than 0.5) Measure the amount of water permeated through the paint film of unit area per definite time by using a water-permeating tester. In this testing method, measure the permeated water amount in 24h by using a water-permeating tester, and take the value of permeated water amount converted to per 1m <sup>2</sup> of paint film as the water permeability of the paint film. (JIS A 6909) | 0.0    |

### 10.9.3 Specifications II of SKK “FUSSOLON W-OP” Fluorocarbon Coating System for Aluminum Panel / Window Metal Frame / Metal Works Surface

#### a) Surface Preparation: -

- i. Remove all the loosen paints by scraper.
- ii. Sand down all the rust by sand paper if any.
- iii. Clean the dirt, dust and foreign matters and etc. by brush.



## b) Coating System

On the well-repaired, prepared and thoroughly cleaned metal surface,

### i. Two-packed solvent-based Anti-Rust Epoxy Primer

Apply one coat of **MIRAC BOSEI M** by roller, dilute with **EH THINNER**.

- Consumption : 0.14~0.17 kg/m<sup>2</sup>
- Coating Interval : minimum 8 hours prior to the 1<sup>st</sup> coat of Top Coat
- Mixing Ratio: Mirac Bosei M Base/ Mirac Bosei M Hardener / EH Thinner 14.4kg/3.6kg/ 0-20% by weight

### i. Water Based Fluorocarbon Protective Top Coat :

Apply one coat of **SUPER CERATIGHT F MID-COAT** by roller / brush.

- Consumption: 0.15~0.17kg/m<sup>2</sup>
- Interval Curing: Over 6-12 hrs prior to coat of Super-Ceratight F 30% Gloss
- Mixing Ratio: Super-Ceratight F Mid-Coat / clear water 16kg / 0~5% by weight

Apply one coat of **SUPER CERATIGHT F 30% GLOSS** by roller/brush.

- Consumption: 0.13~0.15kg/m<sup>2</sup>
- Interval Curing: Minimum 24 hours for final curing
- Mixing Ratio: Super-Ceratight F / Clear Water

| <b><u>Mirac Bosei M – Technical Data</u></b> |                                                                                               |                      |
|----------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------|
| <b><u>Item</u></b>                           | <b><u>Test Method</u></b>                                                                     | <b><u>Result</u></b> |
| Condition in Container                       | Main agent and hardening agent are mixed by stirring, it is to be uniform without rigid lumps | Passed               |
| Mixing Property                              | To be mixed uniformly                                                                         | Passed               |
| Dispersion degree                            | Max 40µm                                                                                      | Passed               |
| Drying time                                  | Within 16 hours                                                                               | Passed               |



|                                   |                                                                                           |         |
|-----------------------------------|-------------------------------------------------------------------------------------------|---------|
| Painting Workability              | To be free from interference to painting work                                             | Passed  |
| Appearance of paint film          | Appearance of paint film to be normal (JIS K 5600 1-1, 4.4)                               | Passed  |
| Pot life                          | 5 hours minimum                                                                           | 8 hours |
| Top coat suitability              | To be free from interference to top coat                                                  | Passed  |
| Impact resistance                 | To be free from crack and peeling due to impact                                           | Passed  |
| Adhesive property                 | 10 points                                                                                 | Passed  |
| Alkali resistance                 | When immersed alkali, it is to be free from abnormalities                                 | Passed  |
| Gasoline resistance               | When immersed gasoline for test, it is to be free from abnormalities                      | Passed  |
| Saltwater resistance              | When immersed in sodium chloride solution, it is to be free from abnormalities            | Passed  |
| Heating residue in mixed paint(%) | 55% minimum                                                                               | Passed  |
| Quality of epoxy resin            | To contain epoxy resin                                                                    | Passed  |
| Weather resistance                | In 2 years test, the paint film is to be free from rust, blistering, cracking and peeling | Passed  |

| <b><u>Super Ceratight F– Technical Data</u></b> |      |                                                                                                 |                      |
|-------------------------------------------------|------|-------------------------------------------------------------------------------------------------|----------------------|
| <b><u>Item</u></b>                              |      | <b><u>Test Method</u></b>                                                                       | <b><u>Result</u></b> |
| Storage stability                               |      | When the material is mixed, no lumps are found. (JIS K 5660)                                    | Passed               |
| Stability at lower temperature (-5°C)           |      | There is no change in quality. (JIS K 5660)                                                     | Passed               |
| Work ability                                    |      | There is no obstacle to apply materials twice by brush.(JIS K 5660)                             | Passed               |
| Drying time                                     | 20°C | (JIS K 5660)                                                                                    | Passed               |
|                                                 | 5°C  | (JIS K 5660)                                                                                    | Passed               |
| Appearance                                      |      | There is no change in the appearance of paint film. (JIS K 5660)                                | Passed               |
| Hiding ability                                  |      | Over 0.96 (JIS K 5660)                                                                          | 0.98                 |
| Specular gloss                                  |      | Over 70 (JIS K 5660)                                                                            | 80                   |
| Water resistance                                |      | Immersion in water for 96h. The gloss retention ratio is over 80% and there is no change in the | Passed               |



|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                           | paint film. (JIS K 5660)                                                                                                                                                                                                                                                                                                                                                                                             |        |
| Alkali resistance                         | Immersion in alkali for 7 days. Gloss retention ratio is over 65% and there is no change in the paint film.                                                                                                                                                                                                                                                                                                          | Passed |
| Wash ability                              | Possible to resist washing for 3,000 times. (JIS K 5660)                                                                                                                                                                                                                                                                                                                                                             | Passed |
| Salt resistance                           | No damage observed on the dense film for 3,000 hours (JIS K 5400 8.23)                                                                                                                                                                                                                                                                                                                                               | Passed |
| Heat resistance                           | The gloss retention ratio is over 80% and possible to resist the repetition of heat and cold. (JIS K 5660)                                                                                                                                                                                                                                                                                                           | Passed |
| Dirt resistance                           | Value of grey scale after outdoor exposure test for 1 year. 5 (max. value) 1 (min. value) (JIS K 5660)                                                                                                                                                                                                                                                                                                               | 5      |
| Accelerated Weather Test                  | Tested by sunshine carbon arc type weather-o-meter for 2,000hrs and gloss retention ratio is over 80%. (JIS A 6909)                                                                                                                                                                                                                                                                                                  | Passed |
| Condition in container                    | When being stirred, it makes uniform condition without any hard lumps. Based on JIS L0805 for grey scale pollution level test with JIS K5660 6.16 methods. Compare test specimen with model sample after 12 months' outside exposure. (JIS K 5660)                                                                                                                                                                   | Passed |
| Application properties                    | When making twice coating, no impediment for brushing work. (JIS K 5660)                                                                                                                                                                                                                                                                                                                                             | Passed |
| Humidity and cool-heat cycling resistance | Gloss retention of 81% or more and durable for humidity and cool-heat cycling test. (JIS K 5660)                                                                                                                                                                                                                                                                                                                     | Passed |
| Water permeability (Test method B) (ml)   | (Shall be less than 0.5) Measure the amount of water permeated through the paint film of unit area per definite time by using a water-permeating tester. In this testing method, measure the permeated water amount in 24h by using a water-permeating tester, and take the value of permeated water amount converted to per 1m <sup>2</sup> of paint film as the water permeability of the paint film. (JIS A 6909) | 0.0    |



## **10.10 New Floor Coating Works for Vehicle Access, Carpark and Associated Area**

10.10.1 The new floor coating works shall encompass the substrate repair, preparation and application of "CATHAY EPOLON CA T-SYSTEM NATURAL STONE WITH MATT FINISH", onto the existing concrete floor, and/or any other suitable substrates, and is to be followed in conjunction with the manufacturer's technical specifications.

10.10.2

The new floor coating works shall include, but are not limited to the provision of all labour, materials, plant, equipment, tools services and all other items necessary to remove the existing floor coating until sound concrete remains, and install and complete in a workmanlike manner the specified flooring systems and necessary surface preparation before installation as to the Contract drawings and specifications.

10.10.3

All materials used shall be manufactured by a facility which has been accredited with ISO 9001: 2000. High quality materials shall be used.

10.10.4

The materials used shall be within its shelf life and does not contain any toxic materials.

10.10.5

The materials to be used to carry out the application of the coating system for existing concrete substrates shall be as follows: -

| <u>Item</u> | <u>Works</u>                                              | <u>Method</u>                                                 | <u>System</u>                                                  |
|-------------|-----------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|
| 1           | Prepare substrate to Carpark Desk & Driveway:             |                                                               | "F-02" - Substrate Repair System for Concrete Paving and Floor |
|             | a.) Crack Repair                                          | Saw cut in V shape along the crack and fill with epoxy mortar | Epoxy Mortar (Cathay EP-12 + Quartz)                           |
|             | b.) Injection to Hollow                                   | Low pressure grout injection                                  | Epoxy Grout (Cathay EP-15)                                     |
|             | c.) Repairing to Void                                     | Fill the defected area with epoxy mortar                      | Epoxy Mortar (Cathay EP-12 + Quartz)                           |
|             | d.) Rectification of Substrate Surface with Mortar Screed | Screed the uneven substrate surface with epoxy mortar screed  | Epoxy Mortar Screed (Cathay EP-14 + Quartz)                    |



|   |                                      |                                                                     |                                                                                                                                                                                                                                                      |
|---|--------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                      |                                                                     |                                                                                                                                                                                                                                                      |
| 2 | Surfacing to Carpark Desk & Driveway | Apply trowel coat of Natural Stone and Epoxy mixing                 | Epoxy Natural Stone Floor Coat : Cathay Epolon CA T-System Natural Stone With Matt Finish<br>(i.) Primer - Cathay EP-37<br>(ii.) Bond Coat - Cathay EP-16<br>(iii.) Finish Coat - Cathay EP-16 + Natural Stone<br>(iv.) Matt Finish - Cathay FCW-50M |
| 3 | Painting to surface channel          | Apply PU paint system by roller                                     | "F-03" - Epoxy paint system: Cathay FD<br>(i.) Primer - Cathay EP-37<br>(ii.) Topcoat - Cathay PU topcoat FCW-120                                                                                                                                    |
| 4 | Painting to planter skirt            | Apply PU paint system by roller                                     | "F-03" - Epoxy paint system : Cathay FD<br>(i.) Primer - Cathay EP-37<br>(ii.) Topcoat - Cathay PU topcoat FCW-120 x 2 coats                                                                                                                         |
| 5 | Carpark line and directional signage | Apply epoxy paint line marking system by roller                     | "F-04" - Epoxy Line Marking Paint System: Cathay FCW-120 + EP11 + Quartz<br>(i.) Filler Coat ( Cathay EP-11 + Quartz Powder )<br>(ii.) Topcoat - Cathay PU topcoat FCW-120 x 2 coats                                                                 |
| 6 | Renew joint grouting                 | Remove existing grouting and refill the with grout sealant          | "F-05" - Sika 11FC                                                                                                                                                                                                                                   |
| 7 | Painting to sloping platform         | Apply anti-skid PU paint system with roller and quartz broadcasting | "F-04" - Epoxy Line Marking Paint System: Cathay FCW-120 + EP11 + Quartz<br>(i.) Filler Coat (Cathay EP-11 + Quartz Powder)<br>(ii.) Topcoat - Cathay PU topcoat FCW-120 x 2 coats                                                                   |
| 8 | Painting to stone cover              | Apply anti-skid PU paint system with roller and quartz broadcasting | "F-04" - Epoxy Line Marking Paint System: Cathay FCW-120 + EP11 + Quartz<br>(i.) Filler Coat (Cathay EP-11 + Quartz Powder )<br>(ii.) Topcoat - Cathay PU topcoat FCW-120 x 2 coats                                                                  |



#### 10.10.6 **Application Method for “CATHAY EPOLON CA T-SYSTEM NATURAL STONE WITH MATT FINISH”**

Application of new flooring system shall be carried out by the Specialist Applicator approved by the Manufacturer and the CIC; Approval from the CIC on applicator shall be sought prior to commencement of works

**“CATHAY EPOLON CA T-SYSTEM NATURAL STONE WITH MATT FINISH” shall be applied on the well-prepared concrete substrate in accordance with the following procedures:-**

##### **(a) Site Inspection and Preparation**

- i. Survey the site condition to ensure that the work area is accessible for application works;
- ii. Ensure the availability of water and power supply for smooth work progress at site;
- iii. Sufficient water supply shall be provided to allow the efficient application of cleaning and painting works and subsequent cleaning of equipment on a daily basis;
- iv. Adequate lighting where required shall be provided for the proper control of the application and appearance of the coating.

##### **(b) Substrate Repair Works**

- i. Crack Repair  
Saw cut in V shape along the crack and fill with epoxy mortar (Cathay EP-12 + Quartz)
- ii. Injection to Hollow  
Low pressure grout injection (Cathay EP-15)
- iii. Repairing to Void  
Fill the defected area with epoxy mortar (Cathay EP-12 + Quartz)
- iv. Rectification of Substrate Surface with Mortar Screed



Screed the uneven substrate surface with epoxy mortar screed (Cathay EP-14 + Quartz)

**(c) Surface Preparation**

- i. The substrate must be smooth, even, dry, clean and solid free from oils and loose particles. Cracks and porous holes be repaired and made good by the main contractor. Soiling, surface laitance, loose particles or grease.
- ii. The specification for substrate flatness is as follows: Maximum variation from the flat surface **shall not be greater than 2mm in one meter distances** and the maximum variation from level (except fall to drain). Any such variations shall be rectified.
- iii. No responsibility on our part if failure of the floor system is caused by the poor construction of concrete/cement beddings or not sufficient waterproofing to the on grade or below grade floor substrate.
- iv. The old coating surface with low bearing capacity should be erased thoroughly; shot blasting or grinding machines could be used if necessary, to ensure good substrate condition;
- v. Protect the adjacent surfaces which are not to receive the coating application works using plastic sheets, tarpaulin sheets, masking tapes, paper or any other suitable materials.

**(d) Application of Epoxy Primer EP-13 / EP-14 / EP-15 / EP-37 and Quartz**

- i. The penetrating primer EP-13 / EP-14 / EP-15 / EP-37 and Quartz can be applied by roller or spray.
- ii. The base and hardener should be mixed well before use in the right ratio. It shall be applied evenly to cover all the intended surfaces at a coverage rate of 0.1-0.3 kg/m<sup>2</sup>.
- iii. When spray application is used, the penetrating primer EP-13 / EP-14 / EP-15 / EP-37 and Quartz may be diluted with Cathay thinner for ease of application
- iv. Allow the applied coating to dry sufficiently before proceeding with the next coat of material.
- v. Applicable EP-13 / EP-14 / EP-15 / EP-37 and Quartz primer to meet low odor requirement, applied by roller or squeeze, it should be mixed



well by low speed drill.

**(e) Application of EP-16 bonding coat**

- i. The EP-16 resin should be applied by roller or trowel, the EP-16 can be tinted to required color.
- ii. The mixing ratio base and hardener of EP-16 resin is 3A:1B, mixed by low speed drill.
- iii. Cover the resin onto substrate, the coverage rate per m<sup>2</sup> is 0.5-1kg, consumption is subjected to the substrate unevenness.
- iv. Allow the applied coating to dry sufficiently before proceeding with the next coat of material

**(f) Installation of stainless steel dividers (grade 316) at interface between two materials or patterns**

- i. Check and agree the set out in the presence of the Specialist Applicator and the CIC.
- ii. Supply and install the stainless steel dividers (grade 316) at the interfaces in accordance with the agreed alignments
- iii. Divider shall be securely fixed on the substrate for receiving new flooring system

**(g) Application of Topcoat EP-16 plus stone aggregates mixing**

- iv. The resin stone mixing should be applied by trowel.
- v. The mixing ratio base and hardener of EP-16 is 3A:1B (fast dry is 2A:1B), mixed by low speed drill.
- vi. Cover the intended surface with EP-16 resin 1kg/m<sup>2</sup> and 8-9kg/m<sup>2</sup> stone aggregate in an evenly condition, the coverage rate is subjected to the substrate unevenness.
- vii. Allow the applied coating to dry sufficiently, and proceeding with the clear PU top coat for external area.
- viii. Allow the applied topcoat to cure sufficiently before opening to traffic.



**(h) Cleaning and Shutting Down**

- i. Clean all tools and equipment used to apply resin based materials with Cathay thinner after use.
- ii. Spray equipment, if any, shall be flushed with Cathay thinner after use to ensure that there is no contaminant within the spray equipment and hoses.
- iii. Detached spray guns, material hoses, air hoses, spray pot/ tank and store neatly in its designated place. Brush and rollers used shall also be cleaned and kept neatly for future use.
- iv. Remove all masking, protection material, empty drums and left over coating materials from the work area to a designated location within the project site.

**(i) Condition of the End Product**

- i. Upon full curing of the applied Epolon, the applied material shall not exhibit any cracks, spot discoloration, and peeling during a visual inspection.
- ii. In the unlikely event defects are observed during visual inspection, they shall be remedied as follows: -
  - Before any preparation for remedial work is carried out, the area concerned shall be thoroughly checked out to establish the status of other ongoing works. Any existing defects or damages shall be recorded for future reference.
  - All identified damaged / defective areas shall be removed to a sound edge. The area shall be cleaned to ensure no loose materials or debris remains.

**(j) Inspection Procedures and Acceptance**

- i. Scope of Inspection

An inspection/ Q.C. programme shall be established to ensure that all stages of the coating application works are carried out in compliance with the specification and the manufacturer's recommendations.



ii. Inspection and Responsibility

The visual inspection shall be carried out to verify and ensure that Epolon material applied to the intended surfaces meets the requirements of the specifications. Only visual inspection shall be carried out and the outcome shall be verified by the Main Contractor or the CIC.

iii. Accuracy for acceptance

The maximum deviation permitted in finish surface shall be **less than 6mm measured from a 2500mm straight edge.**

iv. Visual Inspection Criteria

All visual inspection shall be carried out by the Specialist Applicator. The main contractor shall be requested to witness the inspections. In the event the main contractor is not able to be present, the inspection will proceed and the results/ findings shall be recorded for future reference.

v. Visual Inspection

Visual checks shall be carried out during each stage of the coating works, i.e. during surface preparation, prior to, during and after the complete application of Epolon.

**(k) Health and Safety Precautions**

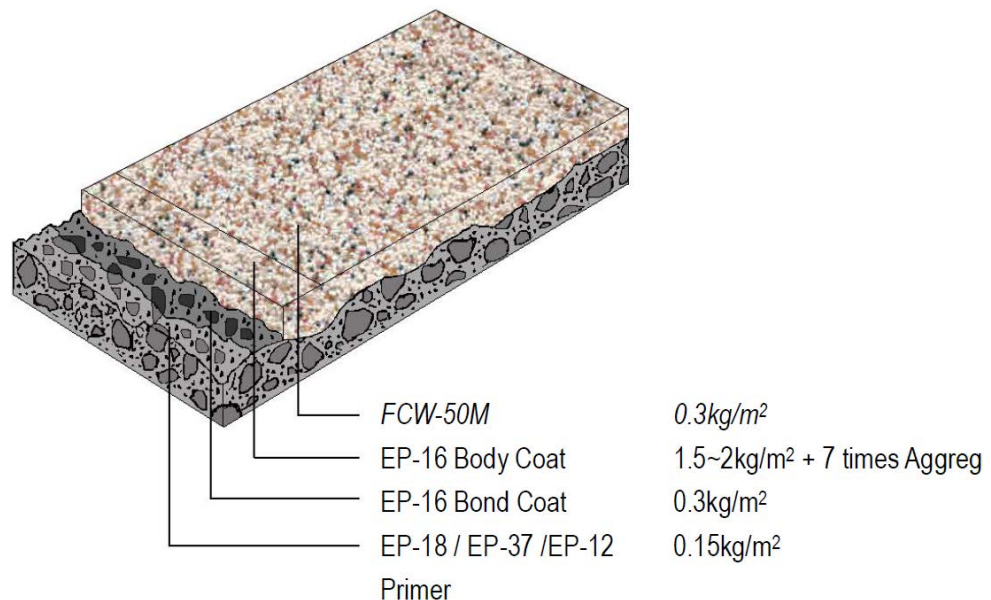
- i. The materials used are non-hazardous, non-toxic, and causes no known health hazards either during or after its application. Nevertheless, as a standard precaution, wear personal protective equipment when carrying out all works on the project site.
- ii. Wear gloves, long sleeves shirt and long pants to minimize skin exposure.
- iii. Wear safety spectacles or goggles to protect the eyes from dust and particles.



- iv. Wear safety helmets to protect from falling objects.
- v. Wear safety shoes to protect feet from sharp objects and knocks.
- vi. In the event of material spillages, pour sand on the spillage, then collect it and dispose at the designated location.

#### 10.10.7 Technical Specifications for New Floor Coating System

New Anti-skid Flooring System – CATHAY EPOLON CA T-SYSTEM  
NATURAL STONE WITH MATT FINISH



Application:

- (a) Trowel Applied Method
- (b) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents and loose particles, no water accumulation. Shotblast or grind the substrate before carrying out the work.
- (c) Concrete and fresh cementitious substrate should be cured for not less than 28 days, minimum compressive strength >20N/mm<sup>2</sup>, the moisture content below 8%, free from efflorescence and leakage.
- (d) Apply at ambient temperature above 10°C, relative humidity below 85%.



| Products              | Application    | Coverage                                      |
|-----------------------|----------------|-----------------------------------------------|
| EP-37 / EP-18 / EP-12 | Primer         | 0.15kg/m <sup>2</sup>                         |
| EP-16                 | Bond Coat      | 0.3kg/m <sup>2</sup>                          |
| EP-16                 | Body coat      | 1kg/m <sup>2</sup> + 7 times color aggregates |
| Option: FCW-50M       | Clear top coat | 0.3kg/m <sup>2</sup>                          |

| <b>Technical Data:</b> |                                  |                                        |
|------------------------|----------------------------------|----------------------------------------|
| Physical Test          | Method                           | Results (EP-16 resin)                  |
| Compressive Strength   | BS-6319:Part 2:1983              | >120N/mm <sup>2</sup>                  |
| Flexural Strength      | BS-6319:part 3:1983              | >70N/mm <sup>2</sup>                   |
| Tensile Strength       | BS-6319:Part 7:1985              | >20N/mm <sup>2</sup>                   |
| Adhesive Strength      | ASTM D4541:Part 7 / JIS<br>K6909 | >25kg/cm <sup>2</sup> concrete failure |
| Anti-abrasion          | ASTM 4060, 1000 turns/1000g      | <0.2g                                  |
| Hardness               | ASTM D2240                       | >70                                    |
| Spread of flame        | BS476:PART 7:1997                | Class 1                                |
| Flammability           | ASTM D635                        | Self-extinguishing on concrete         |
| Temperature Stability  | ASTM D2137                       | -30 ~ +1000C                           |
| Wet skid resistance    | BS-6677                          | >60                                    |
| Curing Speed           |                                  | 12 hours for light traffic             |

### Epoxy paint system - CATHAY EPOLON FD

#### Application:

- Apply PU paint system by roller
- 0.3~0.6mm of thickness is required to achieve desirable tenacity
- Primer EP-18/ EP-12/ EP-37
- Intermediate Coat EP-450/ FCW-120
- Top Coat EP-450/ FCW-120

#### Precaution:

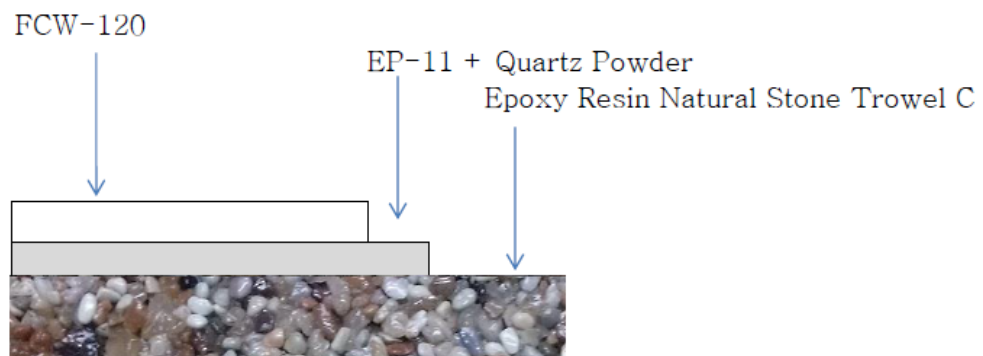
- Moisture should be below 85% and temperature should be above 10°C during application.



| <b>Physical Properties:</b> |                    |                      |
|-----------------------------|--------------------|----------------------|
| <b>Test Item</b>            | <b>Test Method</b> | <b>Test Result</b>   |
| Hardness                    | 2H pencil          | Pass                 |
| Anti-abrasion               | ASTM D-4060 CS-17  | 0.5g/1000 turn/1000g |

| <b>Chemical Resistance:</b>           |                                      |                  |
|---------------------------------------|--------------------------------------|------------------|
| <b>Test Item</b>                      | <b>Test Result (7 day immersion)</b> | <b>Standards</b> |
| HCl<br>20%                            | No abnormality                       | JIS 5750         |
| H <sub>2</sub> SO <sub>4</sub><br>20% | No abnormality                       | JIS 5750         |
| NH <sub>4</sub> OH<br>5%              | No abnormality                       | JIS 5750         |
| CH <sub>3</sub> COOH<br>5%            | No abnormality                       | JIS 5750         |

### Epoxy Line Marking Paint System - CATHAY FCW-120



#### Application:

- Ensure the finished epoxy resin natural stone trowel coat is sufficiently cure for the light traffic and allow for operation of the works.
- Well mixing Epolon epoxy resin EP-11 in ratio 3A: 1B and quartz powder with low speed drill .
- Spread the mixed mortar to the expected area by trowel and allow the coat to cure enough for receiving the further coat .
- Apply coloured topcoat Epolon FCW-120 by roller.



## Epoxy Mortar - CATHAY EP-11 EPOXY CLEAR TOP COAT

### Application:

- (a) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents & loose particles.
- (b) Concrete and fresh cementitious substrate should be cured not less than 28 days, the moisture content below 10% and PH value below the value of 9
- (c) The old coatings surface with low bearing capacity should be erased thoroughly
- (d) Priming with epoxy primer EP-18 or other recommended BPS primer
- (e) Stir part A first, mix with part B in right proportion, stir well with low speed drill for 30-60 seconds, pour out as soon as possible after mixing, applied by plastic tape and roller, applied by trowel to achieve self leveling, the work shall be completed within 30 minutes

### Precaution

- (f) No working in rainy day or humidity over 85%
- (g) Do not apply at temperature below 10°C

### **Technical Data:**

|                     |   |                                                                                                              |
|---------------------|---|--------------------------------------------------------------------------------------------------------------|
| Type                | : | Epoxy solvent free coating                                                                                   |
| Specific gravity    | : | 1.1±0.1kg/L                                                                                                  |
| Appearance          | : | Colorless translucent liquid                                                                                 |
| Solid content       | : | >99%                                                                                                         |
| Adhesion            | : | >15kg/cm <sup>2</sup> , ASTM-C-190                                                                           |
| Abrasion            | : | CS-17, <0.1g/1000g/1000r ASTM D 4046                                                                         |
| Compression         | : | >800 kg/cm <sup>2</sup> , ASTM-C-109                                                                         |
| Tensile             | : | >250 kg/cm <sup>2</sup> , ASTM-C-190                                                                         |
| Flexural            | : | >350 kg/cm <sup>2</sup> , ASTM-C-348                                                                         |
| Chemical resistance | : | H <sub>2</sub> SO <sub>4</sub> 30%<br>HCl 50%<br>NaOH 50%                                                    |
| Coverage            | : | 1.0kg/m <sup>2</sup> as aggregate binder<br>0.6kg/m <sup>2</sup> as top coats for color aggregates @ DFT 1mm |



|                  |                                                             |
|------------------|-------------------------------------------------------------|
|                  | 0.3kg/m <sup>2</sup> as top coats for finer surfaces @250µm |
| Drying time at : | Initial hardening 24 hrs                                    |
| 250C, 70%RH      | Fully cured 72 hrs                                          |
| Pot life :       | 30 min. / 150g                                              |
| Color :          | Clear                                                       |
| Tools :          | Trowel, roller or spray                                     |
| Package :        | 20kg A + 10kg B set                                         |
| Storage :        | 12 months                                                   |

### Epoxy Mortar - CATHAY EP-12 EPOXY SCREED BONDING PRIMER + QUARTZ

#### Application:

- The substrate must be sound, free of dust, dirt, grease, oil, mould release agents and loose particles.
- Concrete and fresh cementitious substrates shall be cured not less than 28 days, moisture content less than 8%, pH value below 9.
- Allow 2-day sun exposure before and after the day of application for exterior application, require 8 hours free from rain after applying
- The old coating's surface with low bearing capacity should be erased thoroughly.
- Basement or ground floor shall be protected with proper moisture barrier.
- Protect areas of application from dust and insect intrusion.
- Mix base with hardener in the ratio 2:1.
- Stir for 60 seconds until a translucent mixture is achieved.
- Apply with a foam roller In case of primer and bonding coat. Apply with a trowel in case of mixing with silica aggregates, mix 1 part of resin to 1 part of aggregates to achieve a DFT of around 1.5mm

#### Precaution

- Do not apply in rainy day or relative humidity over 85%, or temperature below 10°C

|                        |                              |
|------------------------|------------------------------|
| <b>Technical Data:</b> |                              |
| Type :                 | Epoxy                        |
| Solid content :        | 100%                         |
| Viscosity :            | 2000~3000cps                 |
| Compressive :          | 600kg/cm ASTM D695/JIS K6911 |



|              |                                                                                                                 |
|--------------|-----------------------------------------------------------------------------------------------------------------|
| Strength     |                                                                                                                 |
| Flexural     | : 250kg/cm ASTM D750/JIS K6911                                                                                  |
| Strength     |                                                                                                                 |
| Tensile      | : 100kg/cm ASTM D638/JIS K6911                                                                                  |
| Strength     |                                                                                                                 |
| Adhesion     | : <25kg/cm <sup>2</sup> JIS A6909                                                                               |
| Curing       |                                                                                                                 |
| Tack free    | : 4 hrs                                                                                                         |
| Overcoat     | : 12 hrs                                                                                                        |
| Cured        | : 72 hrs                                                                                                        |
| Color        | : Translucent                                                                                                   |
| Tools        | : Foam roller, roller, trowel, brush                                                                            |
| Coverage     |                                                                                                                 |
| Epoxy screed | 0.5-0.6kg/m <sup>2</sup><br>1resin: 1 silicates (1.5mm)<br>0.3kg/m <sup>2</sup><br>1 resin: 2 silicates (2.5mm) |
| On concrete  | : 0.3~0.5kg/m <sup>2</sup>                                                                                      |
| On epoxy     | : 0.1kg/m <sup>2</sup>                                                                                          |
| Dilution     | : -                                                                                                             |
| Package      | : 20kg A + 10kg B                                                                                               |
| Pot life     | : 20 minutes                                                                                                    |
| Shelf life   | : 12 months                                                                                                     |

### Epoxy Mortar Screed - CATHAY EP-14 EPOXY GROUT RESIN + QUARTZ

#### Application:

- The substrate must be sound, free of dust, dirt, grease, oil, mould release agents & loose particles.
- Concrete and fresh cementitious substrate should be cured not less than 28 days, the moisture content below 10% and pH below 9
- The old coatings surface with low bearing capacity should be erased thoroughly
- Priming with epoxy primer EP-18 or EP-12.
- Stir part A first, mix with part B in right proportion, stir well with low speed drill for 30-60 seconds, add 7~15 times selected quartz aggregate into EP-14 resin and mixing thoroughly. Pour out with



thickness guider or use wooden spade to spread resin grout to desired thickness, then used trowel machine or hand trowel to level the surface, the work shall be completed within 10~30 minutes depend on temperature and moisture condition.

**Complementary Products:**

- (f) S-143 Thinner and cleaning agent
- (g) EP-12 Sealing resin for EP-14 grout resin

**Precaution:**

- (h) No working in rainy day or humidity over 85%
- (i) Do not apply at temperature below 10°C

| <b>Technical Data:</b> |                                                         |
|------------------------|---------------------------------------------------------|
| Type                   | : Epoxy solvent free grout resin                        |
| Viscosity              | : 5000 +/- 2000 cps Brookfield                          |
| Solid content          | : >99%                                                  |
| Adhesion               | : >25kg/cm <sup>2</sup> , ASTM-D-4541                   |
| Abrasion               | : CS-17, <0.2g/1000g/1000r<br>ASTM D 4060               |
| Compression            | : 850 kg/cm <sup>2</sup> , ASTM-D-695                   |
| Tensile                | : 150 kg/cm <sup>2</sup> , ASTM-D-638                   |
| Flexural               | : 350 kg/cm <sup>2</sup> , ASTM-D-790                   |
| Flammability           | : Self-extinguishing on concrete                        |
| Temperature stability  | : -30 <sup>0</sup> C ~ +100 <sup>0</sup> C, JIS-A-6909  |
| Coverage               | : 1kg /m <sup>2</sup> @4mm (Silica 7kg/m <sup>2</sup> ) |
| Ratio                  | : 4A :1B + 7~15times Silica                             |
| Grout ratio            | : 1.7~2.4 resin grout compound                          |
| Drying time            | : Initial hardening 12 hrs                              |
| at 25 <sup>0</sup> C,  | Overcoat 12 hrs                                         |
| 70%RH                  | Fully cured 7 days                                      |
| Color                  | : Clear                                                 |
| Tools                  | : Trowel, Squeeze & machine                             |
| Package                | : 16kg A + 4kg B set                                    |
| Storage                | : 12 months                                             |
| Pot Life               | : 30 minutes                                            |



## Epoxy Grout - CATHAY EP-15 INJECTION REPAIR EPOXY

### Application:

- (a) Use wire brush or other means to remove algae, efflorescence, grease or other chemicals on surface.
- (b) Install injection heads along the cracks at every 0.5~1m intervals depending on crack width, leaving the heads open to indicate full injection.
- (c) Connect pump to injector.
- (d) Mix EP-15 Base: Hardener = 2:1
- (e) Mix silica sand in case of crack width over 1mm.
- (f) Inject into bottom head, apply pressure until a slight leakage on heads is observed. Close heads one by one until the top or the last head has spillage.
- (g) Allow time for curing.
- (h) After initial curing, remove injector heads and scrap off excess materials to obtain an even surface.

### Precaution:

- (i) Do not apply in rainy day or humidity over 85%, or temperature below 15°C

#### **Technical Data:**

|               |   |                                 |
|---------------|---|---------------------------------|
| Type          | : | Epoxy                           |
| Solid content | : | >99%                            |
| Adhesion      | : | >25kg/cm <sup>2</sup> JIS A6909 |
| Viscosity     | : | 300~600 cps                     |
| Curing        |   |                                 |
| Initial       | : | 24 hrs                          |
| Fully Cured   | : | 1 week                          |
| Color         | : | Standard colors                 |
| Tools         | : | Roller, trowel, brush, or spray |
| Dilution      | : | -                               |
| Package       | : | 20kg + 10kg                     |
| Pot life      | : | 30 minutes                      |
| Shelf life    | : | 12 months at room temperature   |



Epoxy Bond Coat / Finish Coat - CATHAY EP-16 EPOXY GROUT RESIN  
+ NATURAL STONE

Application:

- (a) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents & loose particles.
- (b) Concrete and fresh cementitious substrate should be cured not less than 28 days, the moisture content below 10% and PH value below the value of 9
- (c) The old coatings surface with low bearing capacity should be erased thoroughly
- (d) Priming with epoxy primer EP-18, EP-12 or other recommended Cathay's primer
- (e) Stir part A first, mix with part B in right proportion, stir well with low speed drill for 30-60 seconds, pour out as soon as possible after mixing, applied by plastic tape and roller (or by trowel), mixed with the color quartz aggregate by splattering method, the work shall be completed within 30 minutes
- (f) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents & loose particles.
- (g) Concrete and fresh cementitious substrate should be cured not less than 28 days, the moisture content below 10% and PH value below the value of 9
- (h) The old coatings surface with low bearing capacity should be erased thoroughly
- (i) Priming with epoxy primer EP-18, EP-12 or other recommended Cathay's primer
- (j) Stir part A first, mix with part B in right proportion, stir well with low speed drill for 30-60 seconds, pour out as soon as possible after mixing, applied by plastic tape and roller (or by trowel), mixed with the color quartz aggregate by splattering method, the work shall be completed within 30 minutes

Precaution:

- (k) No working in rainy day or relative humidity over 85%
- (l) Do not apply at temperature below 10°C



|                               |                                                                                                |
|-------------------------------|------------------------------------------------------------------------------------------------|
| <b><u>Technical Data:</u></b> |                                                                                                |
| Type                          | : Epoxy solvent free coating                                                                   |
| Viscosity                     | : 3000 +/- 1000 cps Brookfield                                                                 |
| Solid content                 | : >99%                                                                                         |
| Adhesion                      | : >50kg/cm <sup>2</sup> , ASTM-C-190                                                           |
| Abrasion                      | : CS-17, <0.1g/1000g/1000r<br>ASTM D 4046                                                      |
| Compression                   | : 900 kg/cm <sup>2</sup> , ASTM-C-109                                                          |
| Tensile                       | : 200 kg/cm <sup>2</sup> , ASTM-C-190                                                          |
| Flexural                      | : 400 kg/cm <sup>2</sup> , ASTM-C-348                                                          |
| Temperature stability         | : -300C ~1000C, JIS-A-6909                                                                     |
| Chemical resistance           | : H <sub>2</sub> SO <sub>4</sub> 50%<br><br>HCl 50%<br><br>NaOH 50%                            |
| Coverage                      | : 1 kg/mm/m <sup>2</sup> with 3-13 times aggregate. Total Thickness depends on aggregate sizes |
| Drying time at 250C, 70%RH    | : Overcoating 12 hrs<br><br>Fully Cured 7 days                                                 |
| Pot Life                      | : 30 min.                                                                                      |
| Color                         | : Clear                                                                                        |
| Tools                         | : Trowel, roller or spray                                                                      |
| Package                       | : 18kg A + 6kg B set                                                                           |
| Storage                       | : 12 months                                                                                    |

### Epoxy Primer - CATHAY EPOLON EP-18 EPOXY PRIMER

#### Application:

- The substrate shall be sound, free of dust, dirt, grease, oil, mould release agents & loose particles.
- Concrete and fresh cementitious substrate shall be cured not less than 28 days, the moisture content below 10% and pH below 9
- The old coatings surface with low bearing capacity shall be erased thoroughly



- (d) Base : Hardener = 8:1
- (e) Thin up to 30% S-143 and mix thoroughly
- (f) Apply with roller, brush or spray

**Precaution:**

- (g) No working in rainy day or relative humidity over 85%
- (h) Do not apply at temperature below 10°C

| <u>Technical Data:</u> |                                |
|------------------------|--------------------------------|
| Type                   | : Epoxy                        |
| Viscosity              | : 100~300 cps Brookfield       |
| Coverage               | : 0.1-0.3kg/m <sup>2</sup>     |
| Thickness              | : 40µm at 0.3kg/m <sup>2</sup> |
| Curing time            | : 4-6 hrs                      |
| Overcoat               | 15 min.                        |
| Fully cured            | : 72 hrs                       |
| Dilution               | : <30% S-143                   |
| Color                  | : Yellowish translucent        |
| Tools                  | : Roller, brush or spray       |
| Package                | : 16kg A + 2kg B set           |
| Shelf life             | 12 months                      |
| Pot life               | 30 minutes                     |

**Epoxy Primer - EPOLON EP-37 MOISTURE TOLERANT PRIMER**

**Application:**

- (a) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents and loose particles.
- (b) Concrete and fresh cementitious substrates shall be cured not less than 28 days, moisture content less than 8%, compressive strength over 25N/mm<sup>2</sup> and tear strength over 1.5N/mm<sup>2</sup>.
- (c) Allow 2 day sun exposure before and after the day of application for exterior application, require 8 hours free from rain after applying
- (d) The old coating's surface with low bearing capacity should be erased thoroughly.
- (e) Protect areas of application from dust and insect intrusion.
- (f) Mix base with hardener in the ratio 2:1.



- (g) Use low speed hand mixer, stir for 60 seconds until a translucent mixture is achieved, can be tinted with color.
- (h) Apply with a foam roller for priming, proceed next coating while the primer is tack free.
- (i) Apply with a trowel in case of mixing with silica aggregates, mix 1 part of resin to 1 part of aggregates to achieve a DFT of around 1~1.5mm
- (j) The substrate must be sound, free of dust, dirt, grease, oil, mould release agents and loose particles.
- (k) Concrete and fresh cementitious substrates shall be cured not less than 28 days, moisture content less than 8%, compressive strength over 25N/mm<sup>2</sup> and tear strength over 1.5N/mm<sup>2</sup>.
- (l) Allow 2 day sun exposure before and after the day of application for exterior application, require 8 hours free from rain after applying
- (m) The old coating's surface with low bearing capacity should be erased thoroughly.
- (n) Protect areas of application from dust and insect intrusion.
- (o) Mix base with hardener in the ratio 2:1.
- (p) Use low speed hand mixer, stir for 60 seconds until a translucent mixture is achieved, can be tinted with color.
- (q) Apply with a foam roller for priming, proceed next coating while the primer is tack free.
- (r) Apply with a trowel in case of mixing with silica aggregates, mix 1 part of resin to 1 part of aggregates to achieve a DFT of around 1~1.5mm

**Precaution:**

- (m) Do not apply in rainy day or relative humidity over 85%, or temperature below 10°C.

**Technical Data:**

|                      |   |                                     |
|----------------------|---|-------------------------------------|
| Type                 | : | Epoxy                               |
| Solid content        | : | 100%                                |
| Viscosity            | : | 4000~6000cps                        |
| Compressive Strength | : | >70N/mm <sup>2</sup> , ASTM C109:90 |
| Flexural             | : | >60N/mm <sup>2</sup> , ASTM C348:95 |



|                |                                              |
|----------------|----------------------------------------------|
| Strength       |                                              |
| Tensile        | : >30N/mm <sup>2</sup> , ASTM D190:85        |
| Strength       |                                              |
| Adhesion on    | : >25kg/cm <sup>2</sup> , JIS A6909          |
| Damp           |                                              |
| Concrete       |                                              |
| Abrasion       | : <0.15g, ASTM-D-4060:95                     |
| Resistance     |                                              |
| Curing         |                                              |
| Tack free      | : 4 hrs                                      |
| Initial Curing | : 24 hrs                                     |
| Fully Curing   | : 168 hrs                                    |
| Color          | : Translucent; tinted                        |
| Tools          | : Foam roller, roller, trowel, brush         |
| On concrete    | : 0.3kg/m <sup>2</sup>                       |
| Cohesion       | : 0.1~0.2kg/m <sup>2</sup>                   |
| primer         |                                              |
| Epoxy screed   | : 1kg/1.5mm/m <sup>2</sup> ; 1:1 silica sand |
| Dilution       | : <5% S-143 thinner                          |
| Package        | : 20kg A + 10kg B                            |
| Pot life       | : 20 minutes                                 |
| Shelf life     | : 12 months                                  |

### Matt Finish – Aqua URELON® FCW-50 A/B

#### Application:

- Ensure proper ventilation, keep substrate dry at moisture level below 4%.
- Measure part A:B at 6+1kg. Stir Part A well, and mix with Part B with a mechanical mixer at 300-400rpm for 1 minutes until uniform dispersion.
- For spray application, dilute with water at 10~20% to adjust viscosity to Ford cup4# 15-20 sec depending on equipment setting. For roller application, do not dilute.
- Apply at 2-3 coats until specified thickness and even coverage.



|                                       |                                                    |
|---------------------------------------|----------------------------------------------------|
| <b>Technical Data:</b>                |                                                    |
| Appearance                            | : Part A: Clear Polyurethane Resin                 |
|                                       | : Part B: Translucent NCO hardener                 |
| Main                                  | : Polyurethane Acryl-ester                         |
| Composition                           |                                                    |
| A:B Ratio                             | : 6A+1B                                            |
| Viscosity                             | : Part A: >500 CPS Brookfield                      |
|                                       | : Part B: >300 CPS Brookfield                      |
| Specific                              | : 1.0+0.1                                          |
| Gravity(wt)                           |                                                    |
| Solid Content                         | : >35%                                             |
| VOC                                   | : <5%(A+B)                                         |
| Pot Life                              | : 20 min                                           |
| Dry Time (wet :<br>film<br>200micron) |                                                    |
| Tack Free                             | : 60 min                                           |
| Initial Curing                        | : 8 hr                                             |
| Full Curing                           | : 168 hrs                                          |
| Recoat Time                           | : Between 12 hr – 24 hr                            |
| Recommended                           | : 0.2-3Kg/m2 by roller or spray in total 2-3 coats |
| Coverage                              |                                                    |
| Dilution Ratio                        | : 10~20% by water depending on spray equipment     |

|                                | Test Item                          | Method                               | Result                |
|--------------------------------|------------------------------------|--------------------------------------|-----------------------|
| <b>Chemical<br/>Resistance</b> | Petroleum                          | JIS K5600-6-1(1999)                  | No Dissolution        |
|                                | Diesel                             | JIS K5600-6-1(1999)                  | No Dissolution        |
|                                | Detergent                          | JIS K5600-6-1(1999)                  | No Dissolution        |
|                                | HCl 10%                            | JIS K5600-6-1(1999)                  | No Dissolution        |
|                                | H <sub>2</sub> SO <sub>4</sub> 10% | JIS K5600-6-1(1999)                  | No Dissolution        |
| <b>Physical<br/>Property</b>   | Boiling Water<br>Resistance        | JIS K5400                            | No visible damage     |
|                                | Adhesion                           | JIS A6909                            | >10kg/cm <sup>2</sup> |
|                                | Hardness                           | ASTM D2240 Shore D                   | >80                   |
|                                | Abrasion Resistance                | ASTM D 4060 1000g/1000<br>turn/CS-10 | <0.1g                 |
|                                | Weathering                         | ASTM G154-06                         | >1000 hr              |



|  |                  |            |            |
|--|------------------|------------|------------|
|  | Resistance       |            |            |
|  | Scrub Resistance | ASTM D2486 | 5000 times |

### Topcoat – Aqua URELON® FCW-120 PU TOP COAT

#### Application:

- The substrate must be sound, free of dust, dirt, grease, oil, mould release agents and loose particles.
- Concrete and fresh cementitious substrate should be cured not less than 28 days, moisture content below 10% and pH below 9.
- The old coatings surface with low bearing capacity should be erased thoroughly.
- The ground level shall not exceed 2mm per 2m long
- Stir part A first, mix with part B with mechanical mixer at 300~400 rmp for 3 minutes until uniform dispersion, dilute with water 10~20%, apply in 1 to 2 coats by brush, roller or spray.

#### Precaution:

- No working in rainy day or humidity over 85%. Do not apply at temperature below 10°C. Fully sunshine is provided before the day of application, allow 12 hrs free from rain after application.

#### **Technical Data:**

|                  |   |                                          |
|------------------|---|------------------------------------------|
| Type             | : | Polyurethane & NOC hardener              |
| Viscosity        | : | 2000-3000 cps Brookfield                 |
| Specific Gravity | : | 1.2 +/- 0.1                              |
| Solid content    | : | >50%                                     |
| Adhesion         | : | >25kg/cm <sup>2</sup> , JIS-6911         |
| VOC              | : | 0 g/L, ASTM-D3960, <1=class 0            |
| Abrasion         | : | <0.05g, CS-10 1000g/1000r ASTM D 4060    |
| Weathering       | : | >1,000 Hours ASTM-G 154-06               |
| QUV              |   |                                          |
| Chemical         | : | H <sub>2</sub> SO <sub>4</sub> 10%, pass |
| JIS-K5600-6-1    |   | HCl 10%, pass                            |
|                  |   | Petroleum, pass                          |
|                  |   | Diesel, pass                             |
|                  |   | Detergent, pass                          |



|                |   |                                 |
|----------------|---|---------------------------------|
| Coverage       | : | 0.2-0.3 kg/m <sup>2</sup>       |
| Drying time at | : | Tack free 1 hr                  |
| 250C, 70%RH    | : | Initial hardening 12 hrs        |
|                | : | Fully cured 72 hrs              |
| Over coat      | : | 4~6 hrs                         |
| Gloss          | : | 95, Gardener 60 angle, or matt  |
| Color          | : | Standard or match               |
| Tools          | : | Spray or roller                 |
| Dilution       | : | 10~20% water                    |
| Pot life       | : | 30 minutes                      |
| Package        | : | 18kg A + 3kg B; 6A:1B           |
| Storage        | : | 12 months in original container |

#### 10.10.8 **Contact Information of Supplier:**

Product: (a) CATHAY EPOLON CA T-SYSTEM NATURAL STONE  
WITH MATT FINISH  
(b) CATHAY EPOLON FD  
(c) CATHAY FCW-120

Supplier: Cathay Coating (HK) Ltd.

Contact Mr. LAU Wai Man

Person:

Tel.: 2633 4015

Mobile: 9173 3360

Fax: 2633 8014

Email: [man@cctk.com.hk](mailto:man@cctk.com.hk)

### **10.11 Provision for Design and Preparation Work for Air Conditioning System Improvement Works**

10.11.1 The Contractor shall submit the design proposal and submission for new air conditioning system including detail calculation for cooling load & others, schematic, drawings and all necessary preparation work to complete the comprehensive design to comply with relevant statutory requirements and the CIC's requirement. The design proposal and all of the drawings shall be endorsed by Contractor's Chartered Design Engineer.

10.11.2 The Contractor shall carry out the site condition survey with reports/ drawings/ photos to identify for all of services, material, equipment and



etc which mounted/ installed in façade wall, also the existing A/C installation, electrical installation, drainage system and etc are required to study and review in the condition survey prior to design and installation work.

- 10.11.3 The Contractor shall remove, re-direct for all existing E&M service which mounted and/or installed in the external façade wall and light well. If any equipment or services are remained, it is required to identity and seek CIC for approval within 50 calendar days from the Date of Project Commencement.

- 10.11.4 The Contractor shall take down and dispose the existing outdoor window type air conditioning units, split type air conditioning units and associated refrigerant pipes, condensate drain pipes and metal covers. After the above works, the Contractor replace the window and window frame immediately.

The Contractor shall maintain existing air conditioning units until the new A/C system in operation, to keep the comfortable environment for end user.

The Contractor shall well cover up and protect the pedestrian underneath to the satisfactory of CIC and remove all debris and clean up after Works.

## **10.12** **Air Conditioning System Installation Work**

This Air-conditioning, Refrigeration, Ventilation and Centralized Control System Installation (hereinafter referred as A/C Installation) shall include the supply, installation and testing and commissioning of the following systems:

- 10.12.1 Variable Refrigerant Volume (VRV) System

The AC plant capacity is designed according to the following outdoor and indoor conditions as stated below:

- Outdoor Design condition (summer): 33°C 66% RH
- Outdoor Design condition (winter): 10°C 40% RH



For Main Building, the existing window mount air conditioners and split/multi-split type air conditioners shall be completely removed and replaced by VRV System, but except for air conditioners located in Room 601 - Lecture Room (Theatre). A new VRV outdoor unit plants will be installed at 1/F & R/F at the Main Building.

For Low Block, the existing window mount air conditioners and split type air conditioners shall be completely removed and replaced by new split type air conditioners with Saving energy grade 1. The outdoors shall located in R/F at Low Block Building.

Contractor shall design, supply & install the new VRV system with Centralized Control System (Intelligent Touch Manager) and all necessary works including all builder works at internal and external area. The Employer's requirement on the room temperature for the class rooms and other rooms will be kept at 23°C (+1°C or -1 °C) and the system connection ratio shall not more than 85%.

- Brand: Daikin,
- Series: VRV X7
- Model: RUXYQ \_\_ BA

10.12.2 Supply & install VRV air conditioning indoor units and all necessary accessories.

10.12.3 Design, supply and install refrigerant pipe system for indoor and outdoor unit including manufacturer specified tee off fitting and materials, necessary pipe hanger/bracket and insulation. The refrigerant pipework shall run through external light well near Grid line 7/G from roof to high level of each floor and specified room. The straight refrigerant pipe and standard fitting shall be used in this contract unless otherwise specified.

10.12.4 The insulating material shall be Armaflex/ K-flex, closed cell elastomeric insulation, Class 0, comply with BS 476 part 6 & part 7. Thickness of insulation shall comply with building energy code 2015 Edition. The F.S.D. approval letter should be submitted to CIC for record.

10.12.5 Aluminum pipework cladding for all outdoor and all exposed to view



refrigerant pipework shall be provided.

- 10.12.6 Install G.I. condensate drain pipework and connect it to the drainage system of the nearest lavatory including all concrete coring works.
- 10.12.7 Installation of Electrical power supply including cable, metal conduit and cable trunking with painting.
- 10.12.8 Installation of VRV control system including Centralized Control System and Individual Control System, the contractor design, supply and install a central controller 'Intelligent Touch Manager' c/w all necessary hardware equipment, software, cat5 cable, control cable, cable containment, accessories, etc. It is required to control and monitor the VRV System via touch panel and CIC internal network. A briefing and training session and manual shall be conducted before/after handover. Operation manual has to be submitted.
- 10.12.9 Design of the VRV system selection/combination, refrigerant pipe size/length and the use of pipe and fitting shall be formal verified by original manufacturer "Daikin"
- 10.12.10 Supply and add sufficient refrigerant to the newly installed VRV system air conditioning unit.
- 10.12.11 Testing and commissioning for the new VRV system should be conducted by the technical team of original manufacturer "Daikin". The cost should be included in this contract.
- 10.12.12 Design, supply and install supply air ductwork for each ceiling mounted built-in type AC indoor unit (if any) with all necessary accessories including;
- G.I sheet air ductwork
  - Ductwork type volume control damper (VCD)
  - Air grille with opposite blade damper (OBD) and return air louvre with aluminum filter
  - Fiberglass insulation



- 10.12.13 Supply and install the mechanical ventilation system for each new AC serviced rooms and venue with all necessary accessories including;
- Ventilation Fan
  - Window exhaust fan with weather proof aluminium louver
  - G.I. sheet air ductwork and filter
  - Ductwork type volume control damper (VCD)
  - Air grille with opposite blade damper (OBD)
  - Air grille with opposite blade damper (OBD) and return air louvre with aluminum filter
  - Fiberglass insulation with painting
  - Electrical supply
- (Refer to CIBSE guide & Government Regulation of HKSAR for air flow rate calculation of each room)
- 10.12.14 One-year free warranty jointly provided by the Contractor and Daikin
- 10.12.15 Supply and installation of structural metal work for access and support of all equipment in this contract. Stainless steel (Grade 304) bracket, screw, bolt, nut, support fixing, etc. for all systems components for outdoor application, where necessary to details submitted by the Contractor and reviewed by CIC.
- 10.12.16 On site mock-up (at one of classroom) for any parts of installation is required. The Contractor shall allow in his contract costs of early delivery of all equipment and material including air freight charges if necessary to complete the mock up installation at a time as stipulated.
- 10.12.17 Unless otherwise specified, the requirements for A/C Installation shall comply with "General Specification for Air-conditioning, Refrigeration, Ventilation and Central Monitoring and Control System Installation in Government Buildings of the HKSAR" 2017 Edition.
- 10.12.18 IAQ Certification Scheme
- The Contractor shall make all necessary provision to achieve and obtain the certificate for Indoor Air Quality (good class) and conduct IAQ measurement and assessment upon completion of AC installation, six



months after date of occupation of the building or substantial completion of the Works stated in the certificate of completion issued in accordance with the Contract and at the expiry of the Maintenance Period. The IAQ measurement methodologies shall comply with the 'Guide on Indoor Air Quality Certification Scheme for Offices and Public Places' issued by the Environmental Protection Department. The areas of assessment and measurement methodologies shall be submitted to the CIC for approval.

10.12.19 Registration for the Building Energy Code

Within 45 days of completion of the Contract, the Contractor shall gather actual information of the installation and prepare all submission documents to EMSD for registration the compliance in accordance to the Building Energy Code latest edition.

All installation and material under this Contract shall be complied with the Code of Practice for Energy Efficiency of Building Services Installation issued by EMSD. The Contractor shall be responsible for all liaisons, submission, coordination, attendance and inspection to the EMSD in order meet relevant requirement and obtain certificate on or before practical completion of this project.

10.12.20 Code of Practice for Prevention of Legionnaires' Disease

The Contractor shall follow all the guidelines as stipulated in the Code of Practice for Prevention of Legionnaires' Disease 2012 Edition (or latest edition) on install, operation and maintenance of man-made water systems including VRV and split type indoor units.

10.12.21 The Contractor shall submit as-fitted drawings and O&M manual in hard copy and softcopy in the format as specified before handover.

**10.13 Electrical Work for Air Conditioning System Installation**

10.13.1 Supply and install new power distribution system for new VRV Outdoor Unit with all necessary accessories including the MCB/MCCB board, MCB, MCCB, TP&N fuse switch, water proof power isolator and etc to comply with relevant statutory requirements and the CIC's requirements



to the satisfaction of the CIC.

- 10.13.2 Supply and install new fuse spur unit for all new VRV indoor units at each related room with all necessary accessories to meet the CIC's satisfaction.
- Fixed to the ceiling soffit
  - Wiring connected from the nearby existing MCB board including metal conduit and painting works; modification of the existing MCB board may be required, if necessary
- 10.13.3 IP67 shall apply in all outdoor installation and equipment or housed in a weatherproof cubical.
- 10.13.4 G.I. conduits and trunkings shall be provided for the electrical parts of the AC works. In general, surface conduits shall be installed. The routing of all exposed conduits in front of house areas shall be agreed by the CIC/Consultant prior to installation. The Contractor shall submit the proposed conduit layout plan for approval prior installation.
- 10.13.5 Maintain electricity supply in normal office hours. Including all associated distribution board for Power, Lighting, HVAC, Spare, Server Room, etc.
- 10.13.6 The Contractor shall submit schematic diagram and circuit details of MCB for the CIC's approval prior to the commencement to avoid any disturbance of CIC's normal operation.
- 10.13.7 Provision of hard copy and softcopy of WR1, proposal & as-fitted Drawings in AutoCAD format for submission and record.
- 10.13.8 Unless otherwise specified, the requirements for Electrical Installation shall comply with "General Specification for Electrical Installation in Government Buildings of the HKSAR" 2017 Edition.
- 10.13.9 Registration for the Building Energy Code
- Within 45 days of completion of the Contract, the Contractor shall gather actual information of the installation and submit to EMSD for registration the compliance in accordance to the Building Energy Code latest edition.



## **10.14      Technical Specifications for Roofing Works**

10.14.1      The Works shall be carried out in compliance with the relevant statutory requirements and / or regulations and Practice established by the following Authorities and Utilities:-

- Architectural Services Department
- Buildings Department
- Electrical and Mechanical Services Department
- Labour Department
- Environmental Protection Department
- Water Supplies Department
- Drainage Services Department
- British Standards Institution.
- The Hong Kong Institution of Engineers
- Chartered Institution of Building Services Engineers
- IEE wiring Regulation 17th Edition
- Code of Practice for the Electricity (Wiring) Regulations - 2015 Edition
- Government Regulation of HKSAR

10.14.2      Concrete repair system

- Cracked concrete repair:-
  - i.) “Coralmastic R600” or approved equivalent cementation mastic sealant
- Spalled concrete repair:-
  - i.) “Unicell 40” repair mortar or approved equivalent pre-bagged concrete repair system

10.14.3      Waterproofing system

- E.MIX or approved equivalent waterproofing system:-
  - i.) E.MIX Bond Coat Admix
  - ii.) E.MIX WP HP Elastic Slurry
  - iii.) E.MIX WP Screed



## Annex 1 – Drawing List

| <b><u>Drg. No.</u></b> | <b><u>Drawing Title</u></b>                  | <b><u>Revision</u></b> |
|------------------------|----------------------------------------------|------------------------|
| A101                   | GENERAL NOTES                                | 0                      |
| A102                   | SITE LOCATION PLAN                           | 0                      |
| A103                   | LG/F FLOOR PLAN                              | 0                      |
| A104                   | G/F FLOOR PLAN                               | 0                      |
| A105                   | M/F FLOOR PLAN                               | 0                      |
| A106                   | 1/F FLOOR PLAN                               | 0                      |
| A107                   | 2/F FLOOR PLAN                               | 0                      |
| A108                   | 3/F FLOOR PLAN                               | 0                      |
| A109                   | U3/F FLOOR PLAN                              | 0                      |
| A110                   | 4/F FLOOR PLAN                               | 0                      |
| A111                   | 5/F FLOOR PLAN                               | 0                      |
| A112                   | 6/F FLOOR PLAN                               | 0                      |
| A113                   | 7/F FLOOR PLAN                               | 0                      |
| A114                   | ROOF FLOOR PLAN                              | 0                      |
| A201                   | G/F FLOOR PLAN (OUTDOOR FENCE WALL)          | 0                      |
| A301                   | G/F FLOOR PLAN (ACCESS ROAD AND CARPARK)     | 0                      |
| A401                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 1 | 0                      |
| A402                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 2 | 0                      |
| A403                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 3 | 0                      |
| A404                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 4 | 0                      |
| A405                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 5 | 0                      |
| A406                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 6 | 0                      |
| A407                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 7 | 0                      |
| A408                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 8 | 0                      |
| A409                   | NEW COATING SYSTEM FOR TYPICAL METAL WORKS 9 | 0                      |
| A501                   | SITE PHOTOS 1                                | 0                      |
| A502                   | SITE PHOTOS 2                                | 0                      |
| A503                   | SITE PHOTOS 3                                | 0                      |
| A504                   | SITE PHOTOS 4                                | 0                      |
| A505                   | SITE PHOTOS 5                                | 0                      |
| A506                   | SITE PHOTOS 6                                | 0                      |
| A507                   | SITE PHOTOS 7                                | 0                      |
| A508                   | SITE PHOTOS 8                                | 0                      |
| A509                   | SITE PHOTOS 9                                | 0                      |
| A510                   | SITE PHOTOS 10                               | 0                      |
| A601                   | FLOOR COATING DETAILS 1                      | 0                      |
| A602                   | FLOOR COATING DETAILS 2                      | 0                      |



| <b><u>Drg. No.</u></b> | <b><u>Drawing Title</u></b>                         | <b><u>Revision</u></b> |
|------------------------|-----------------------------------------------------|------------------------|
| A701                   | PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION A) | 0                      |
| A702                   | PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION B) | 0                      |
| A703                   | PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION C) | 0                      |
| A704                   | PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION D) | 0                      |
| A705                   | PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION E) | 0                      |
| A801                   | MATERIAL SCHEDULE 1                                 | 0                      |
| A802                   | MATERIAL SCHEDULE 2                                 | 0                      |
| A803                   | MATERIAL SCHEDULE 3                                 | 0                      |
| PP-00                  | GENERAL NOTES & ROOM SCHEDULE OF MVAC SYSTEM        | 0                      |
| PP-01                  | PROVISION OF MVAC LAYOUT PLAN AT LG/F               | 0                      |
| PP-02                  | PROVISION OF MVAC LAYOUT PLAN AT G/F                | 0                      |
| PP-03                  | PROVISION OF MVAC LAYOUT PLAN AT M/F                | 0                      |
| PP-04                  | PROVISION OF MVAC LAYOUT PLAN AT 1/F                | 0                      |
| PP-05                  | PROVISION OF MVAC LAYOUT PLAN AT 2/F                | 0                      |
| PP-06                  | PROVISION OF MVAC LAYOUT PLAN AT 3/F                | 0                      |
| PP-07                  | PROVISION OF MVAC LAYOUT PLAN AT U3/F               | 0                      |
| PP-08                  | PROVISION OF MVAC LAYOUT PLAN AT 4/F                | 0                      |
| PP-09                  | PROVISION OF MVAC LAYOUT PLAN AT 5/F                | 0                      |
| PP-10                  | PROVISION OF MVAC LAYOUT PLAN AT 6/F                | 0                      |
| PP-11                  | PROVISION OF MVAC LAYOUT PLAN AT 7/F                | 0                      |
| PP-12                  | PROVISION OF MVAC LAYOUT PLAN AT ROOF & UPPER ROOF  | 0                      |



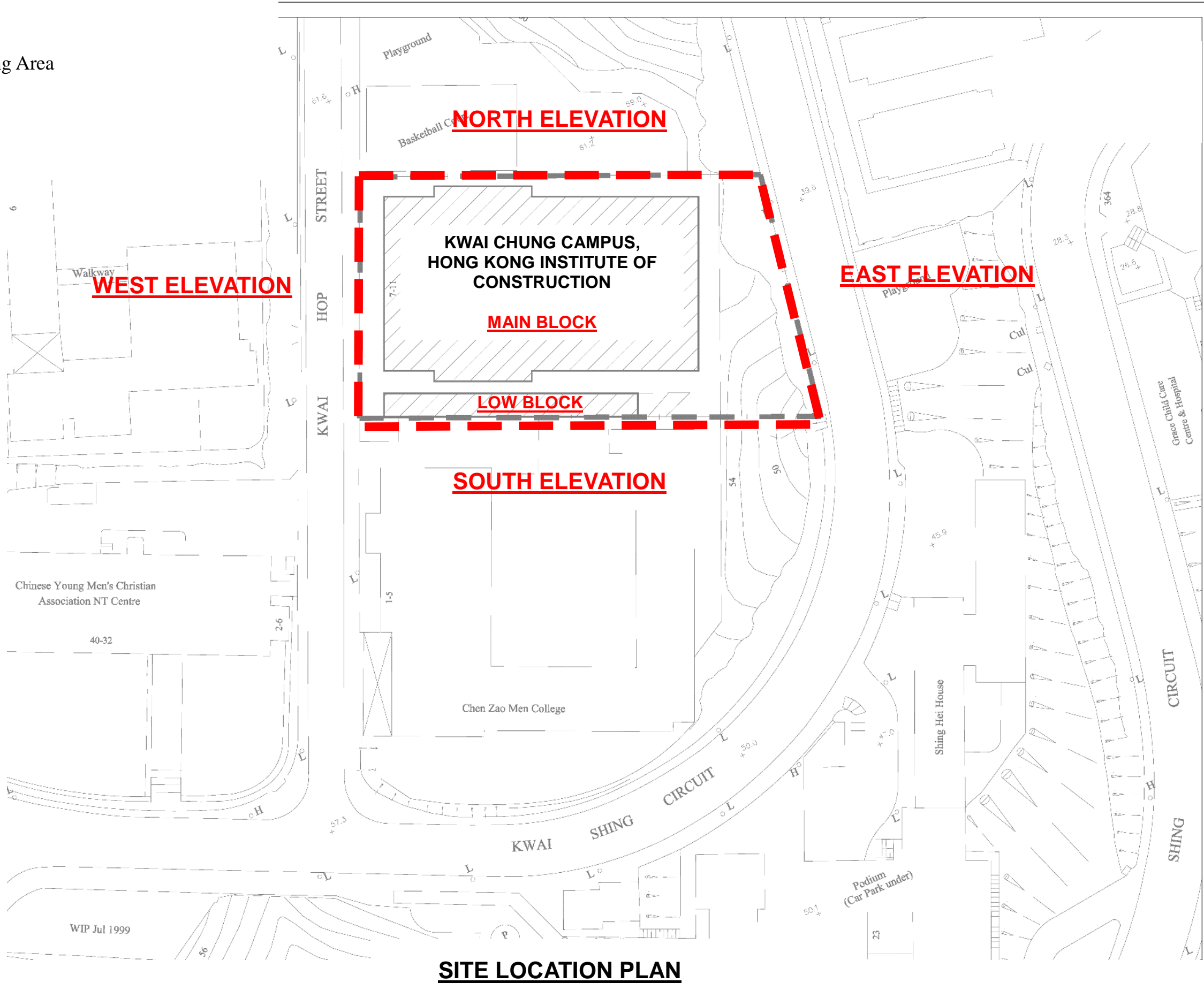
**GENERAL NOTES:-**

1. These General Notes are applicable to all drawings
2. Do not scale drawings. Figured dimensions are to be followed. If specific dimensions, details or design intent cannot be determined. Consult with the CIC before proceeding with any work(s).
3. All dimensions are given in millimetres.
4. All dimensions shown are for reference only. Exact dimension should be verified on site by the Contractor.
5. The Works of all contractor disciplines shall be carefully coordinated with the overall aesthetic appearance of the building to ensure correct application & installation of all materials & systems.
6. All metal shall be earthed, i.e. bonding shall be provided to existing and new metal works.
7. All the works shall be carried out in accordance with particular specification, manufacturer's specification, approved shop drawings and relevant regulations and ordinance.
8. All technical drawing shall be read in conjunction with assignment brief, specifications and other requirements as stated in the Contract.
9. The Contractor shall submit shop drawings, material, catalogue, etc. for CIC approval prior to the commencement of work.
10. The Contractor shall complete the Works to the satisfaction of the CIC
11. The scope of works includes:-
  - a) All building façade works must be **completed within 150 calendar days** upon the Date of Site Possession / Commencement of the Works of which shall be divided into **2 phases** including the Phase 1 Work for the East Elevation of Building Façade (Main Block), Whole Building Façade of Low Block, Fence Wall and associated works and the Phase 2 Work for other Elevations of Building Façade (Main Block) and associated works, including but not limited to, air-conditioning upgrading works within the Contract Period. **The Phase 1 Work shall be completed within 90 calendar days from the Date of Project Commencement and the Phase 2 Work shall be commenced concurrently with the Phase 1 Work and shall be completed within 150 calendar days from the Date of Possession / Commencement.** The details of the phasing works are described as below:-
    - i) **Phase 1 Work** – Shall complete the erection of scaffolding, hammer tapping test, repair works for substrates, replacement of existing metal windows, louvers & doors, installation of new refrigerant pipework & its cladding and new coating system for building façade at the East Elevation of Main Block (Ground Floor to Upper Roof), Whole Building Façade of Low Block, Fence Wall, including but not limited to new coating system for all metal works & piping and related builder's and E&M works in connection with the aforesaid building façade.
    - ii) **Phase 2 Work** – Shall complete all remaining renovation works of which have not defined in Phase 1, including but not limited to, carpark re-flooring works, window, louvers & doors replacement works, pipe works, cladding works, façade works and replacement works of air-conditioning system and all associated builder's & E&M works in this Contract.
  - b) To erect, alter, modify and maintain a **double layer bamboo scaffolding** for various outdoor high level works as stated in the SOR and Assignment Brief, including any modification works to facilitate other contractors as appointed or nominated by the CIC. To dismantle the double layer bamboo scaffolding after completion of all the Works at the building facade;
  - c) To conduct **hammer tapping test** by an approved independent specialist sub-contractor to identify the existing defects in the concrete surfaces;
  - d) To **repair and rectify all the identified defects** such as concrete spalling, cracks, debonded rendering and delaminated finishes prior to the application of the new coating system to the building facade and fence wall;
  - e) Upon the completion of the repair and rectification works, to engage a specialist contractor to conduct the **pull-off test**, and submit the pull-off test report done by an independent specialist laboratory accredited by the HOKLAS;
  - f) To inspect, locate, re-direct and **remove all unwanted and/or abandoned fixtures, servicing pipes and accessories in the external wall**, such as scaffolds, nails, screws, conduits, piping, brackets, metal racks, etc. prior to the application of the new coating system;
  - g) To **deep clean the external wall and building facade** by chemical agent or high jetting for preparation for receiving the new coating system on the external wall and building facade;
  - h) To **apply the new coating systems** to building façade, window frame, fence wall, piping and other metal works;
  - i) To **thoroughly clean the outdoor metal works, railing and window frame** prior to receiving the new painting system;
  - j) To **repair and apply new floor coating system** to the existing vehicle access, carpark and associated areas;
  - k) To design and **install new logo at external wall and associated embedded lightings** for the HKIC; and
  - l) To **design and construct the provision of a Variable Refrigerant Volume (VRV) air-conditioning system** to the satisfaction of the CIC.



**LEGENDS**

 The Working Area






## [[[[[[ New Coating System for Building Facade

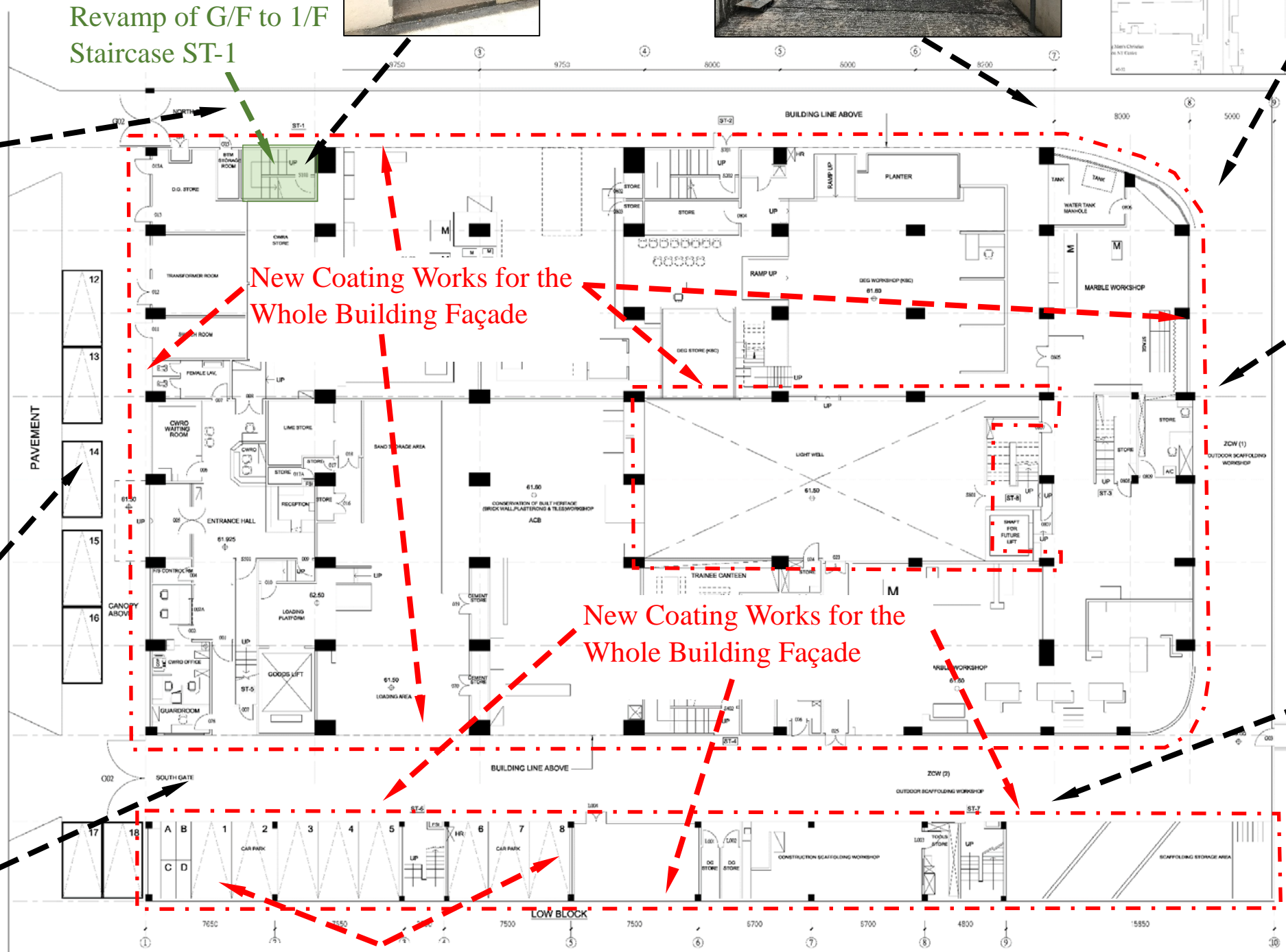
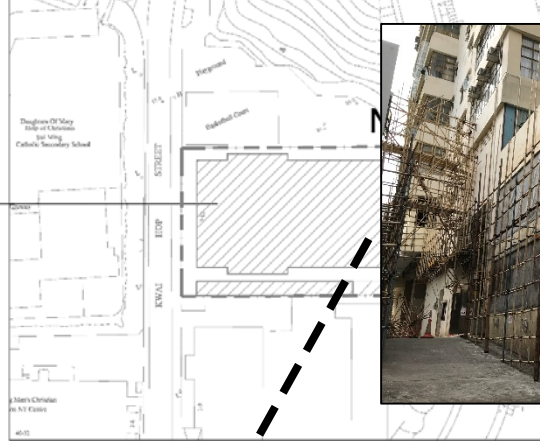




LEGENDS

 New Coating System for Building Façade

 Revamp of G/F to 1/F Staircase




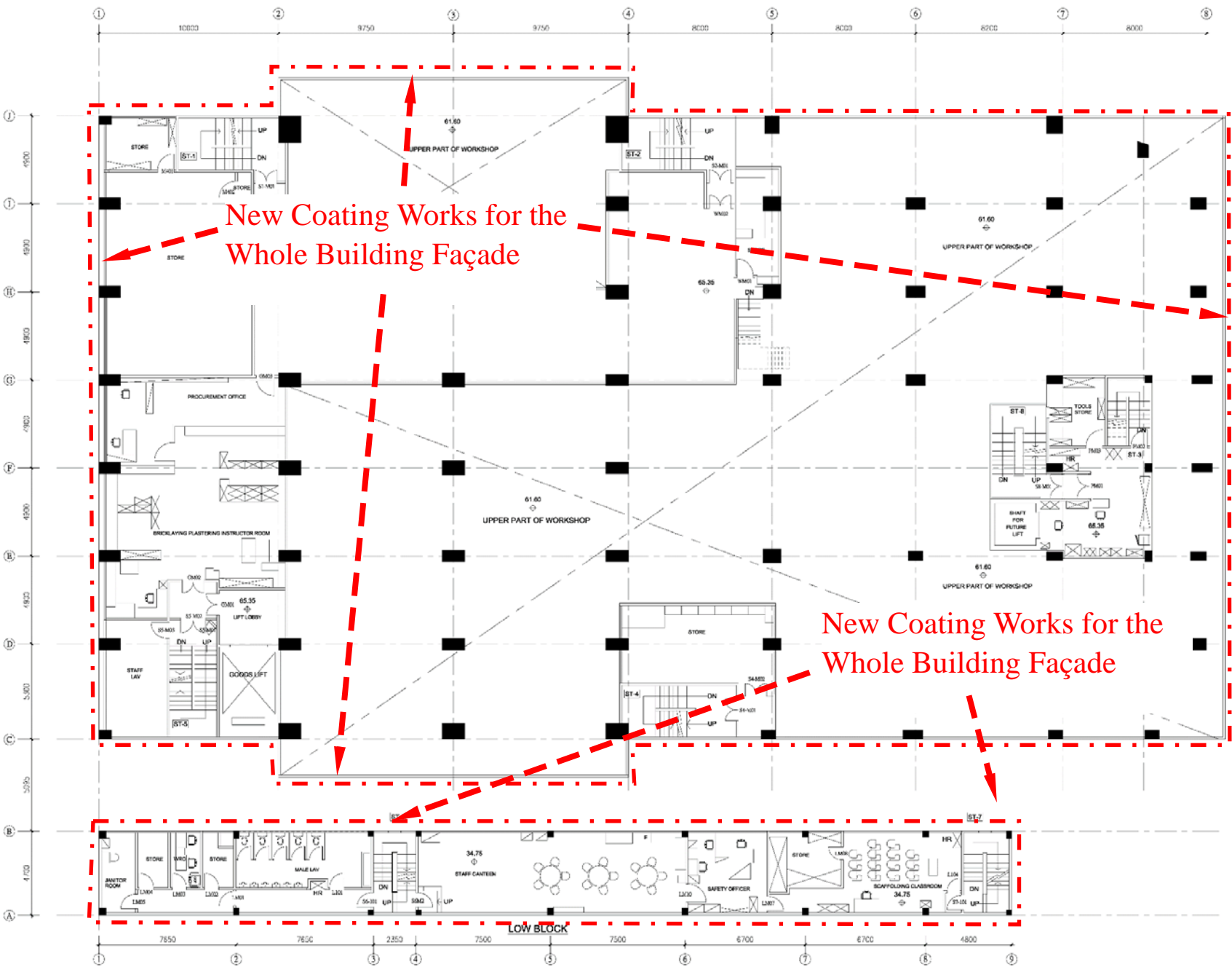
New Coating Works for the Both Internal and External Walls of Carpark

G/F FLOOR PLAN



**LEGENDS**

 New Coating System for Building Façade

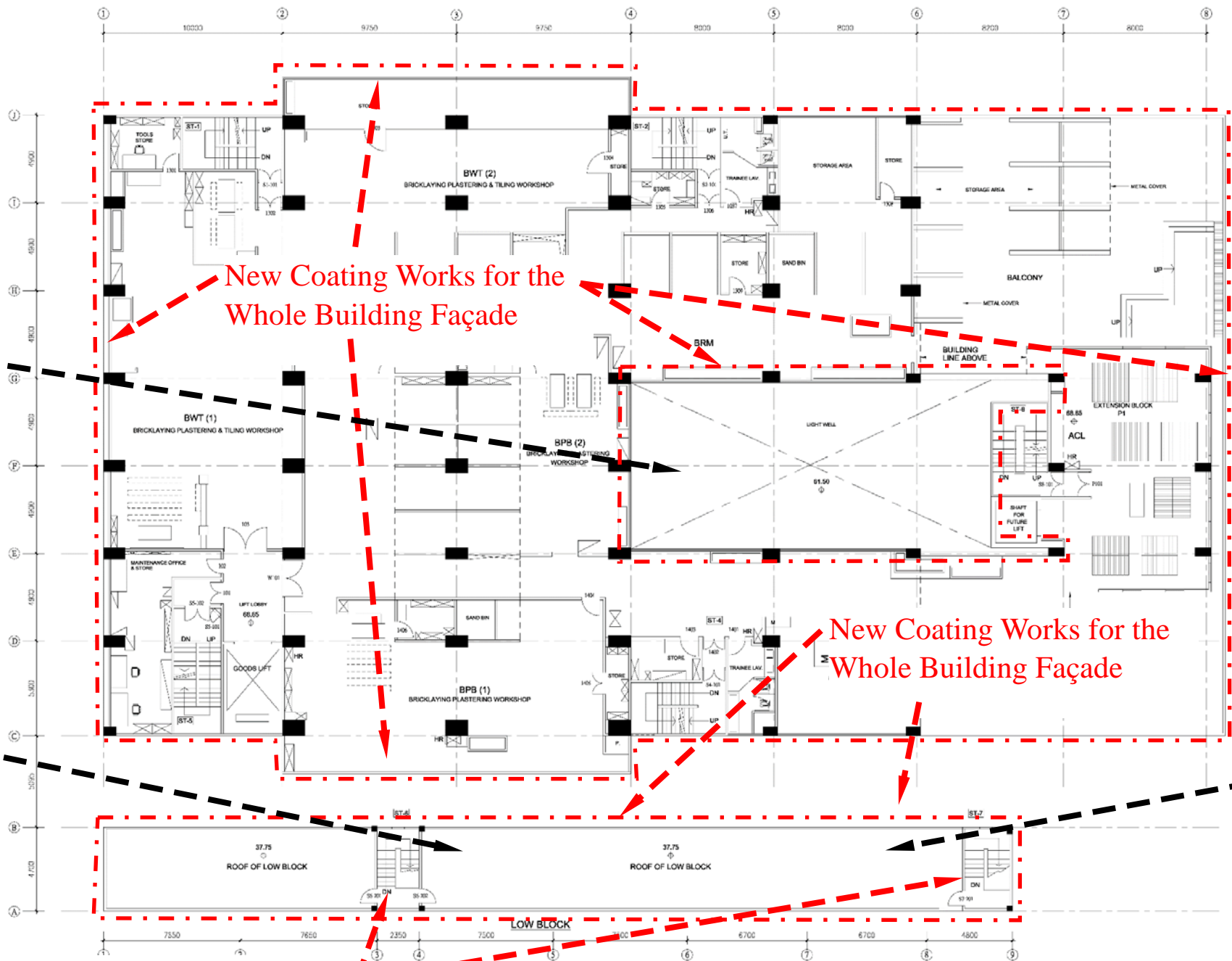


**M/F FLOOR PLAN**



LEGENDS

 New Coating System for Building Facade



New Coating Works for Top  
Roof of Building Façade  
Shall Be Included

1/F FLOOR PLAN





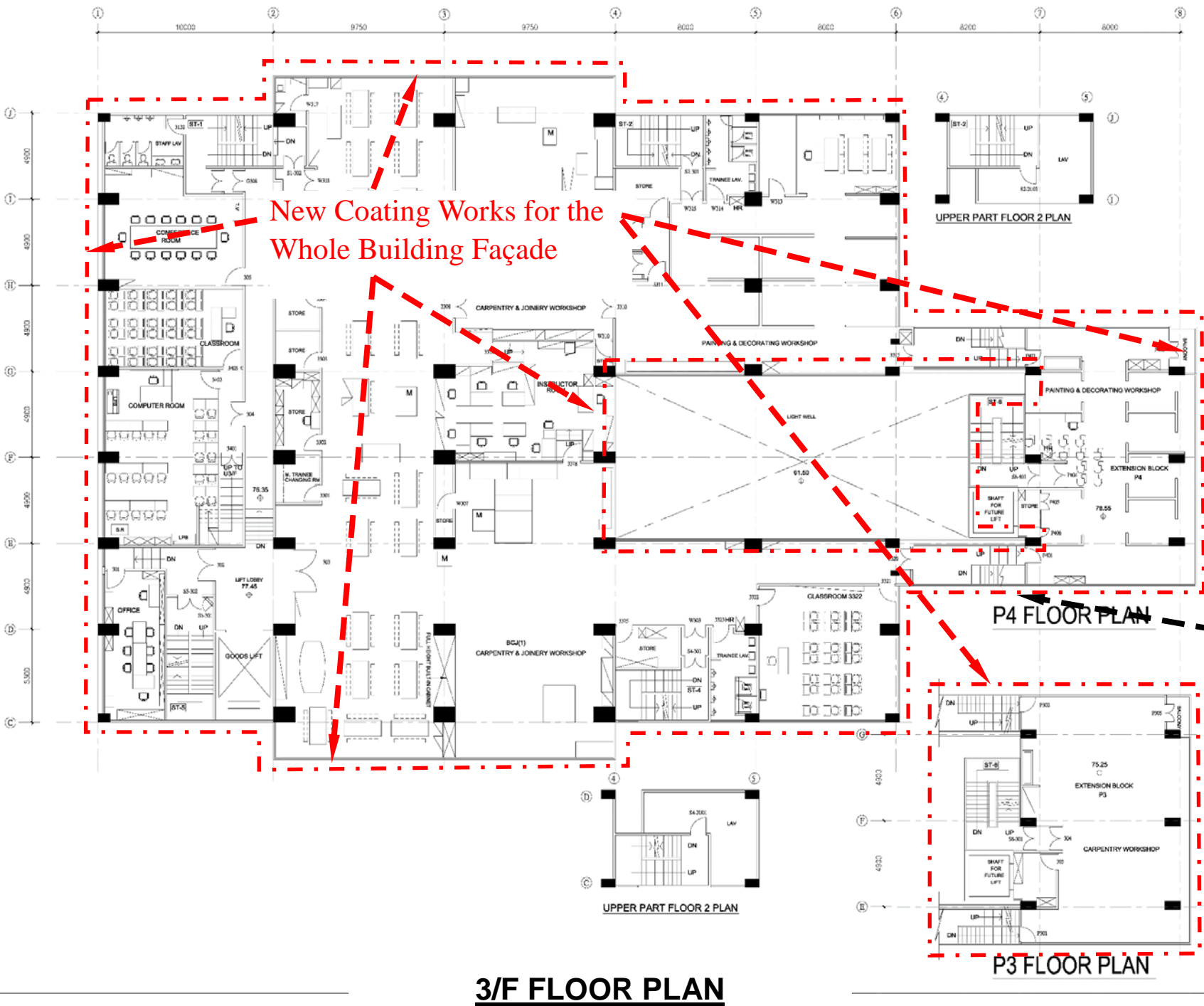
## [[[[[[ New Coating System for Building Facade





LEGENDS


 New Coating System for Building Facade

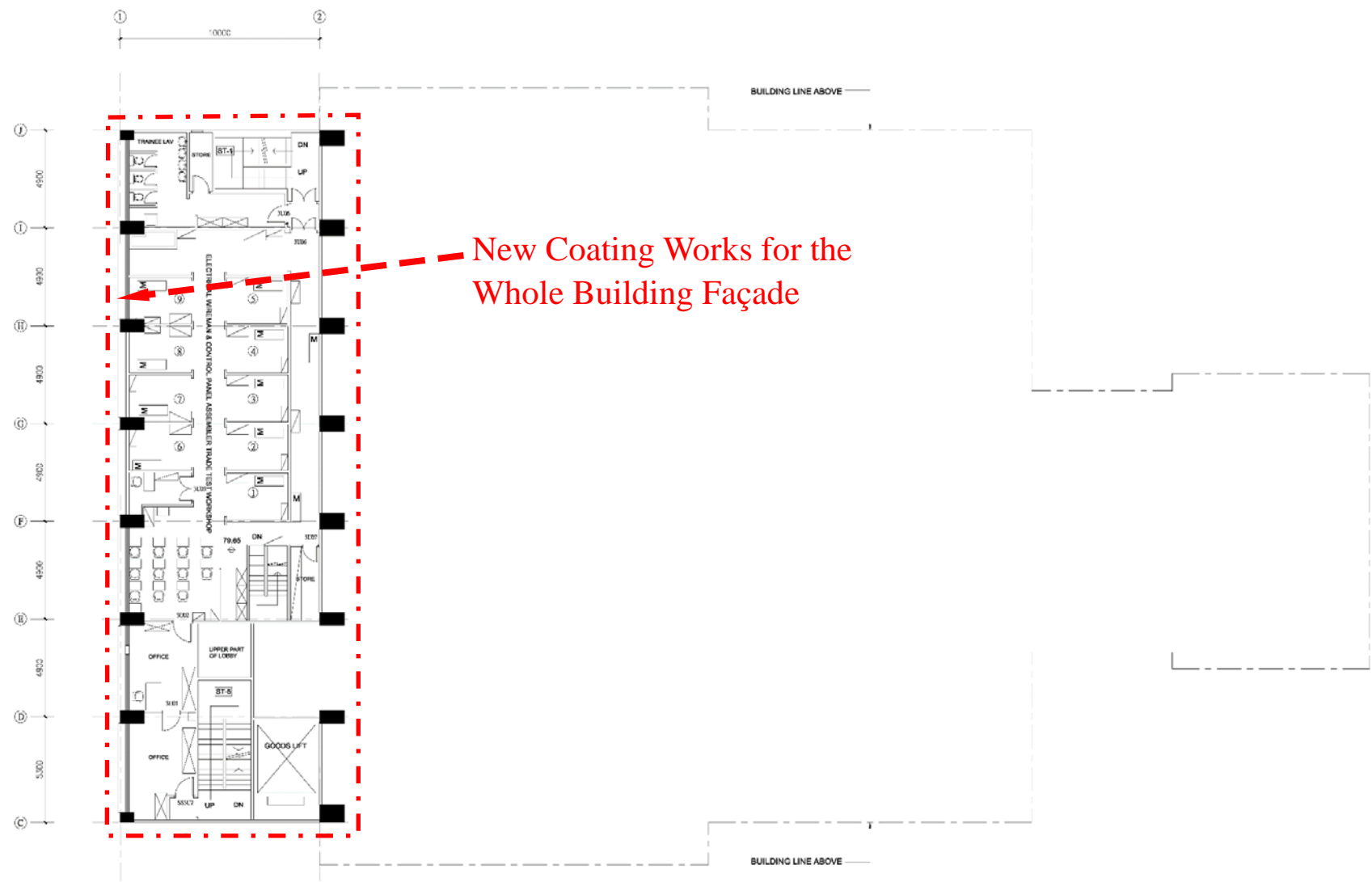


Drawing No. A108



**LEGENDS**

 New Coating System for Building Facade

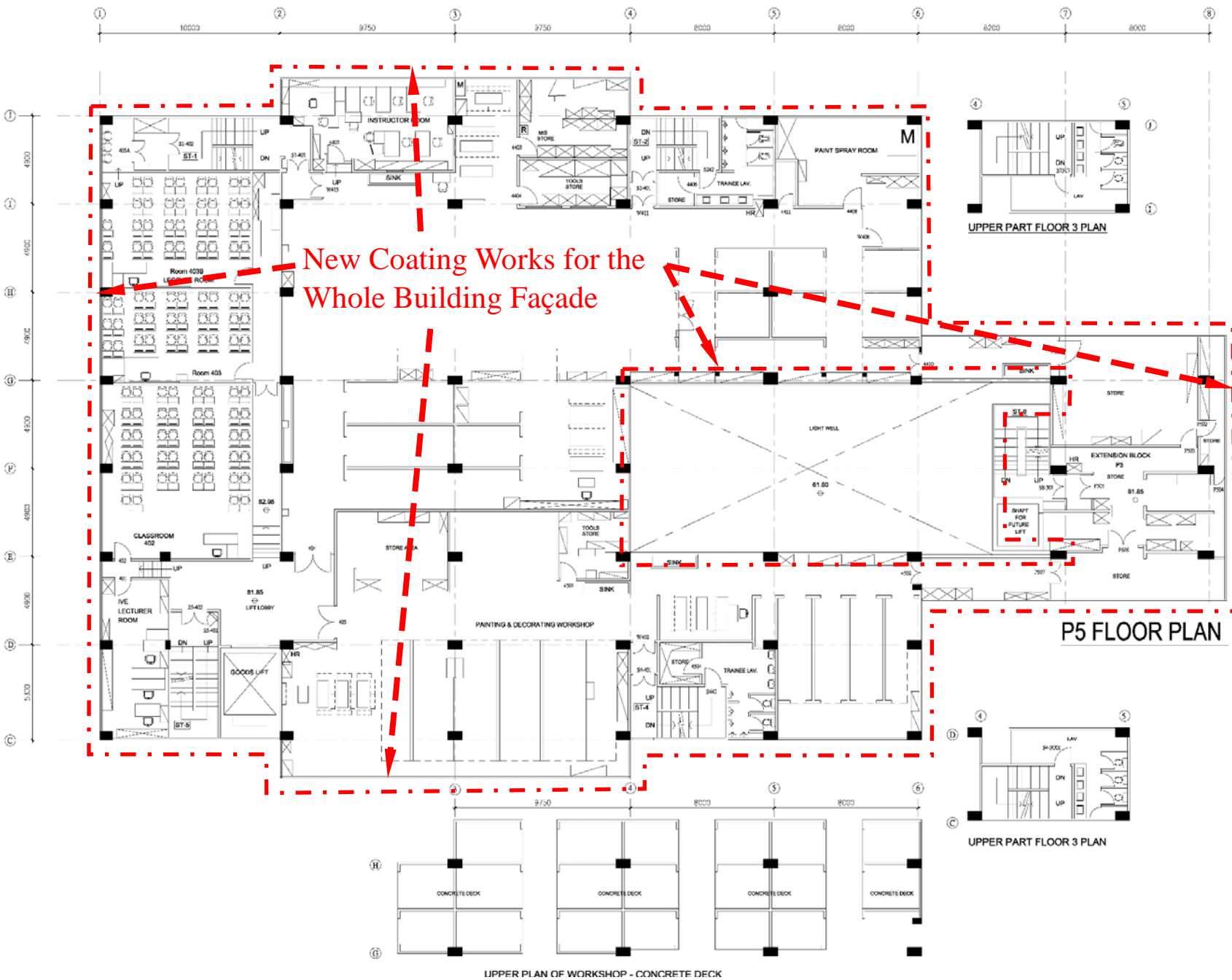


**U3/F FLOOR PLAN**



**LEGENDS**


 New Coating System for Building Facade



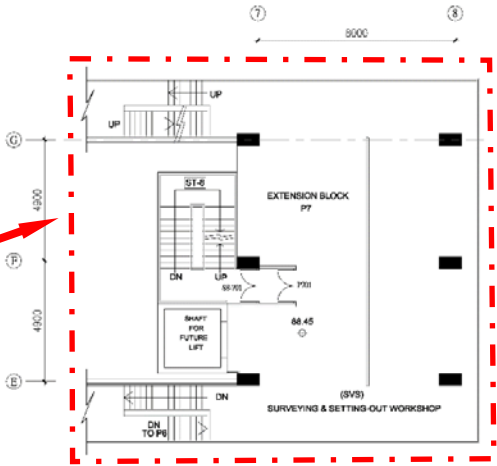
**4/F FLOOR PLAN**



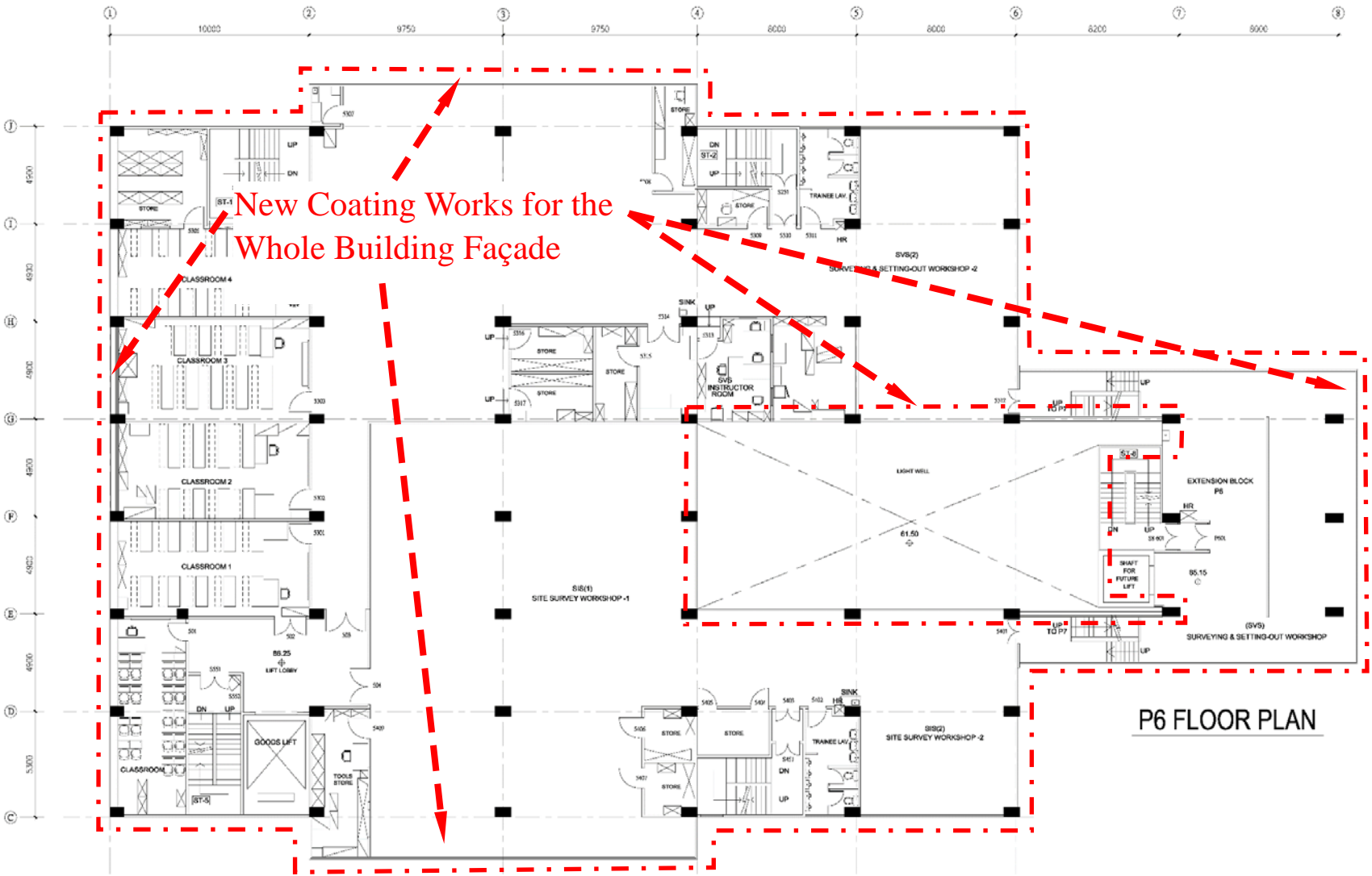
**LEGENDS**

 New Coating System for Building Facade

New Coating Works for the Whole Building Façade



P7 FLOOR PLAN



**5/F FLOOR PLAN**



# New Coating System for Building Facade



## 6/F FLOOR PLAN




 New Coating System for Building Facade



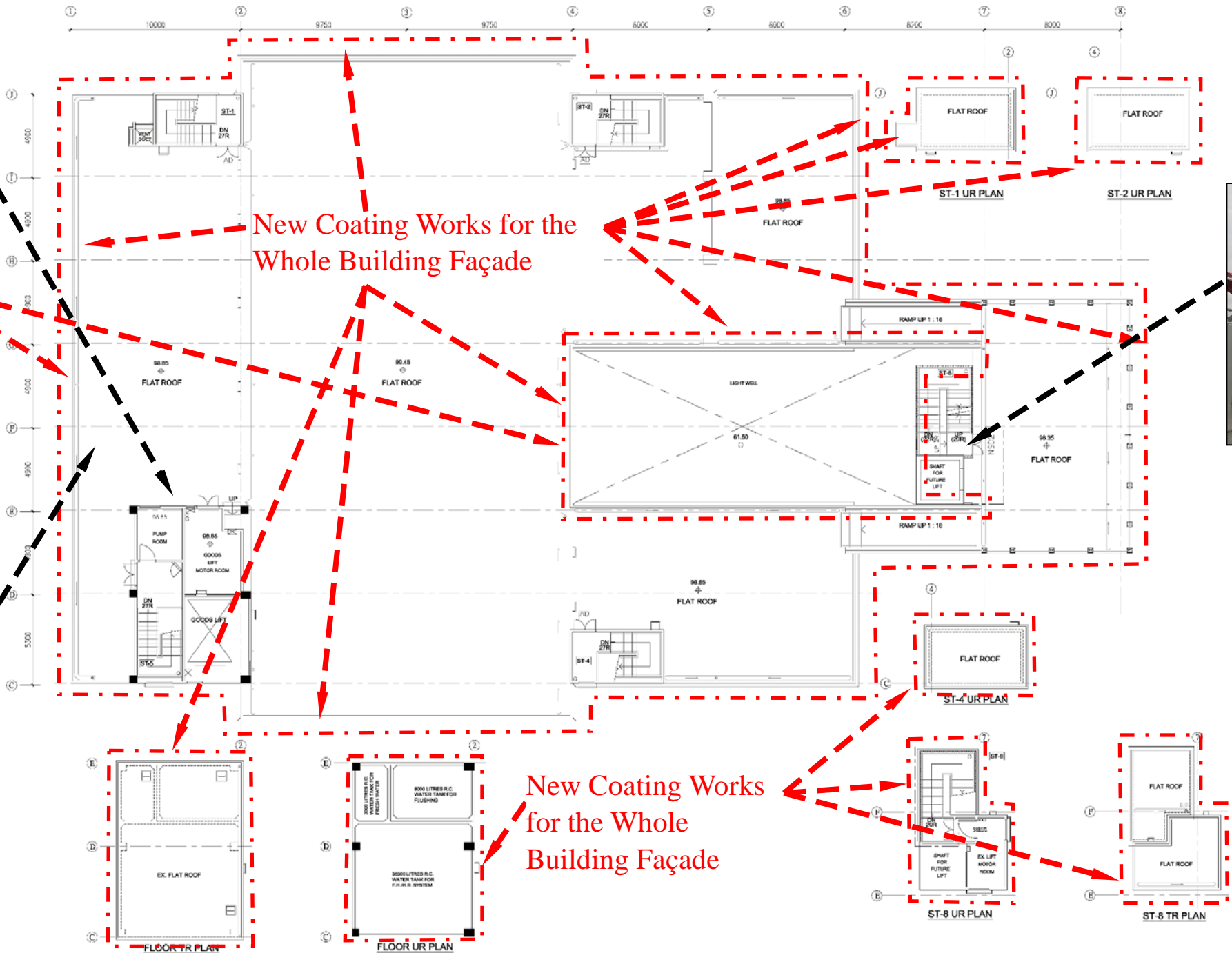


LEGENDS

 New Coating System for Building Facade



New Coating Works for All Internal and External Parapet Walls at Roof Building Facade Shall Be Included

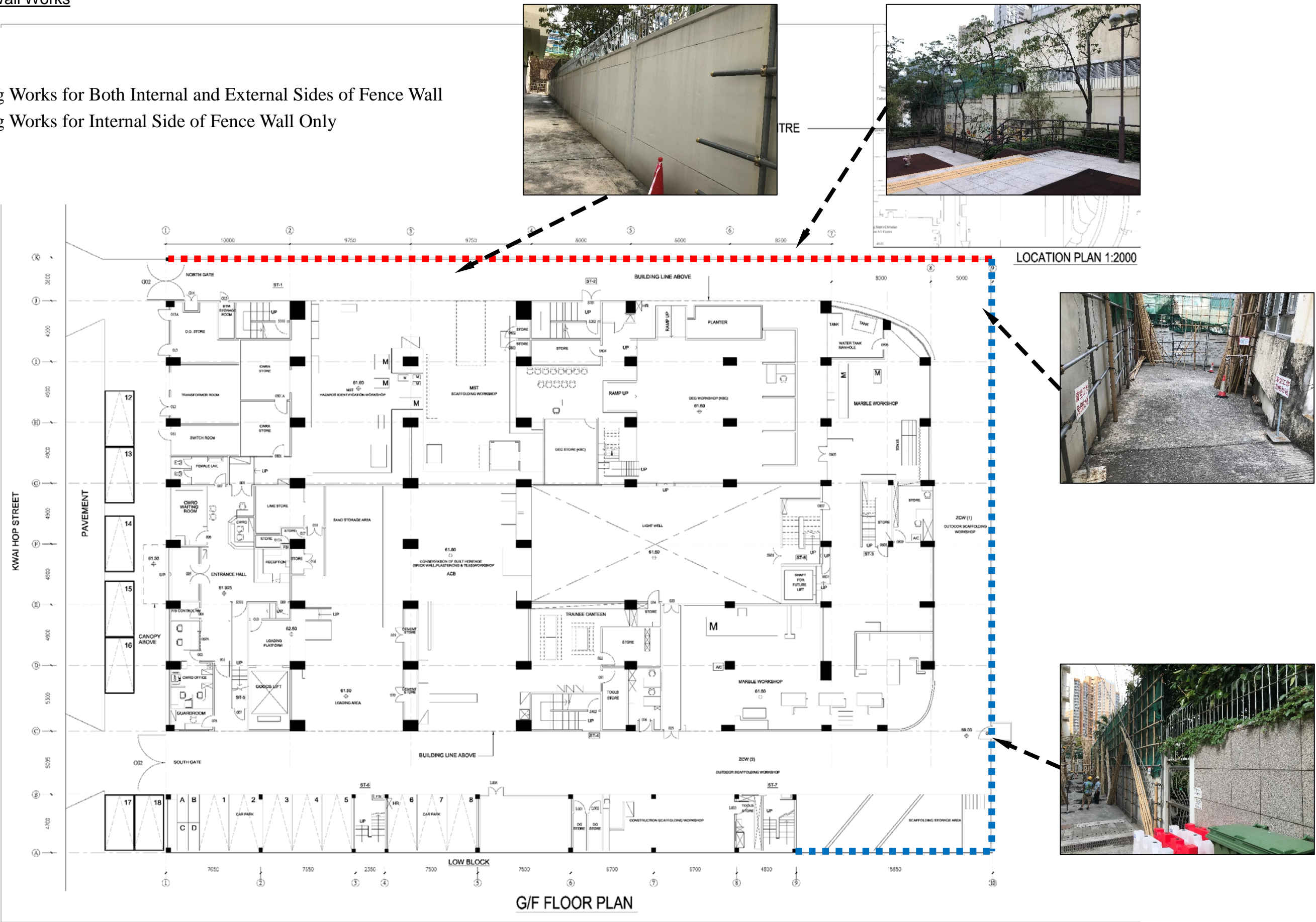


ROOF PLAN



LEGENDS

- New Coating Works for Both Internal and External Sides of Fence Wall
- New Coating Works for Internal Side of Fence Wall Only



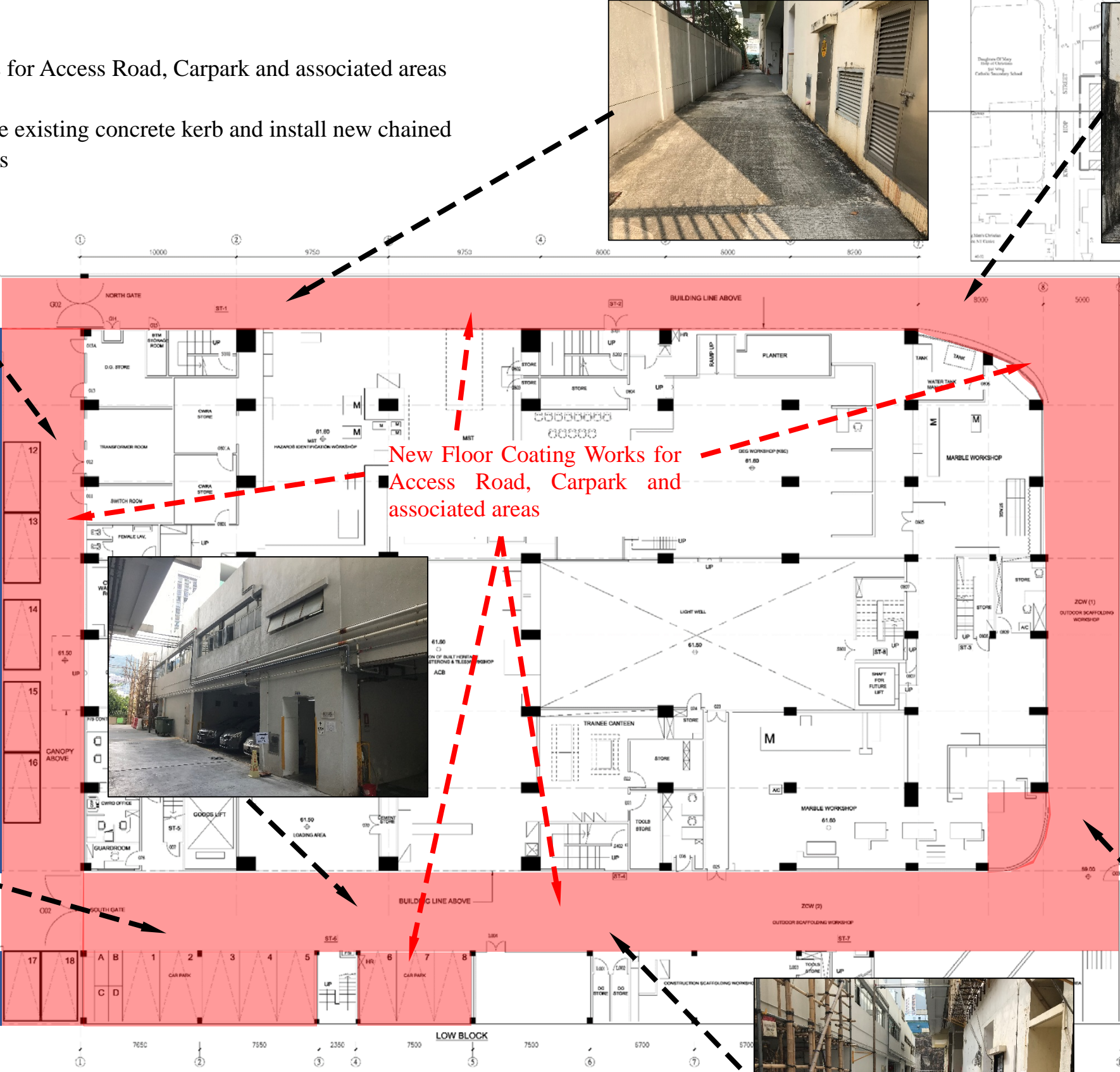


LEGENDS

- New Floor Coating Works for Access Road, Carpark and associated areas
- Hack-off and cart away the existing concrete kerb and install new chained stainless steel bollard posts



Hack-off and cart away the existing concrete kerb and install new chained stainless steel bollard posts







V1 - Security barbed posts on Fence Wall



V2 - Cat ladder



V3 - Cat ladder



V4 - Metal Door c/w frame & accessories





V5 - Metal Door c/w frame & accessories



V6 - G/F Entrance Metal Gate

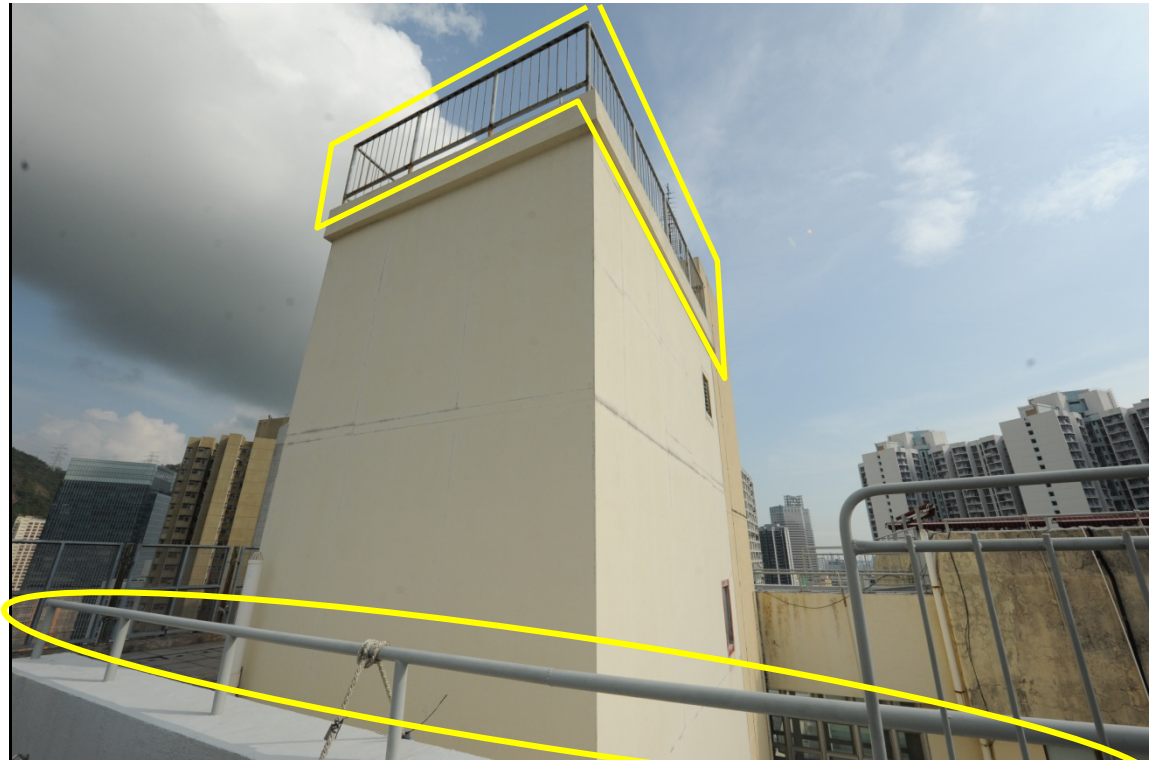


V7 - G/F Entrance Metal Gate

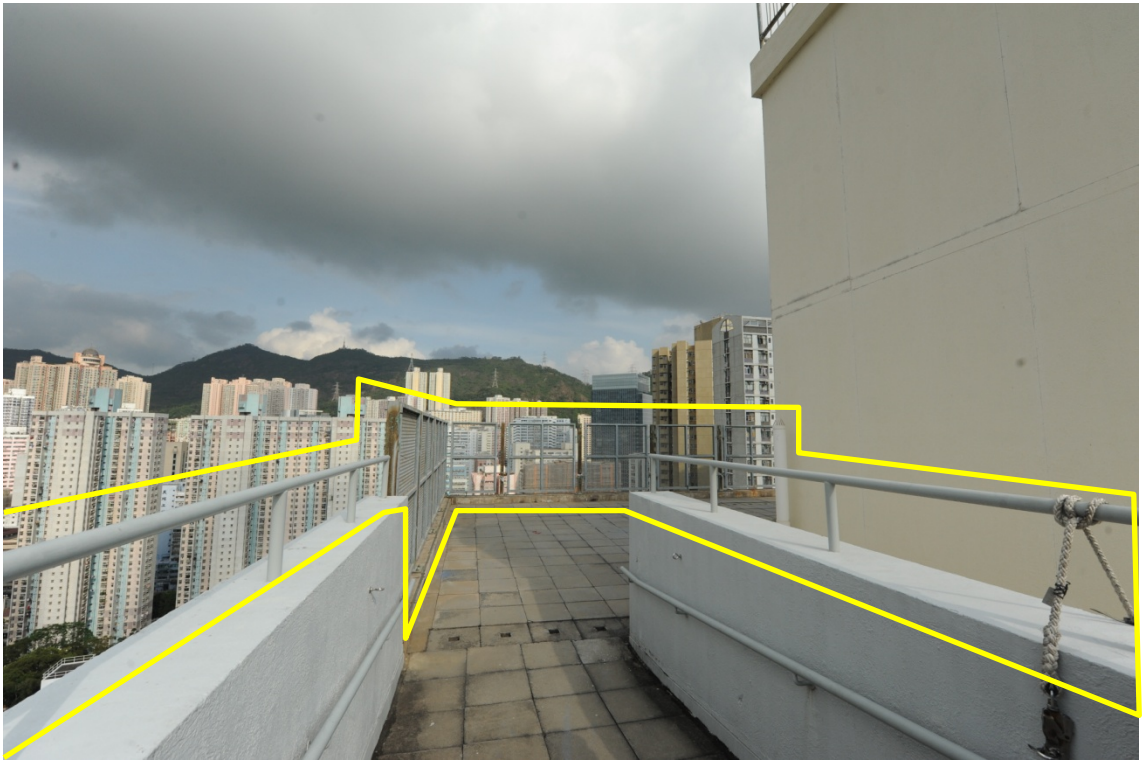


V8 - Roof metal fence, railing, protective barrier

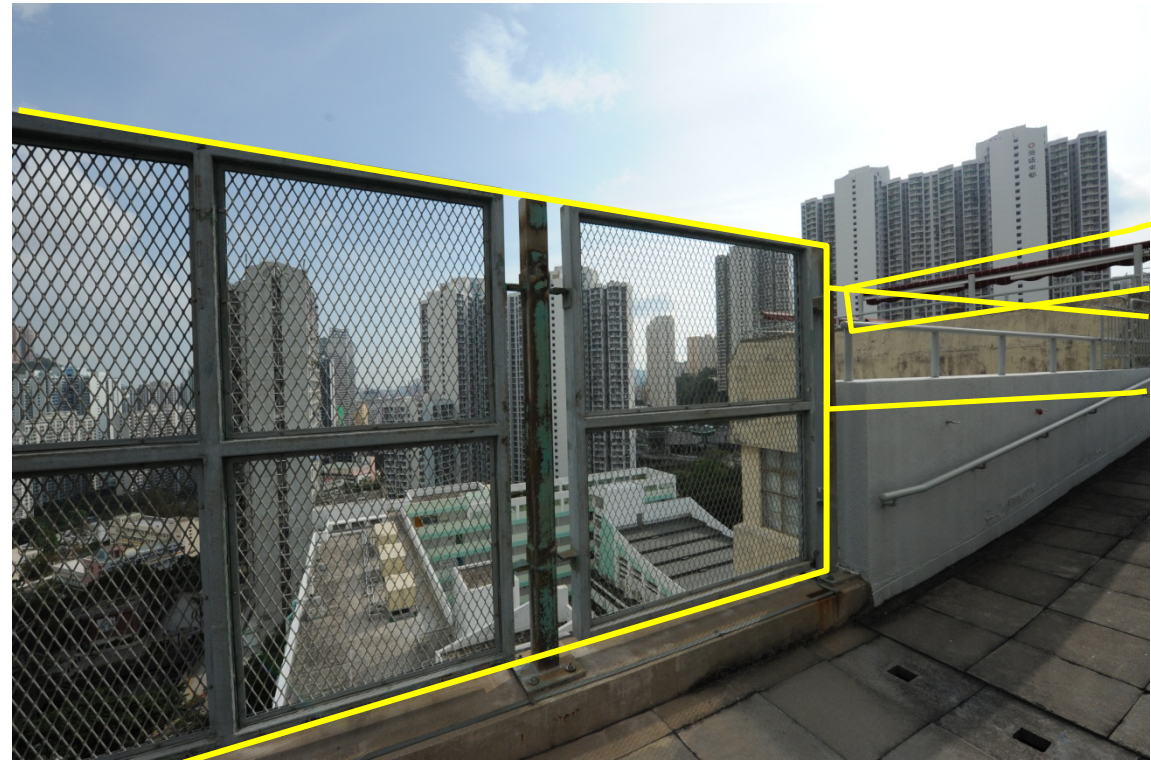




V9 - Roof metal fence, railing, protective barrier



V10 - Roof metal fence, railing, protective barrier



V11 - Roof metal fence, railing, protective barrier



V12 - All pipework and E&M services at soft ceiling of main block and low block



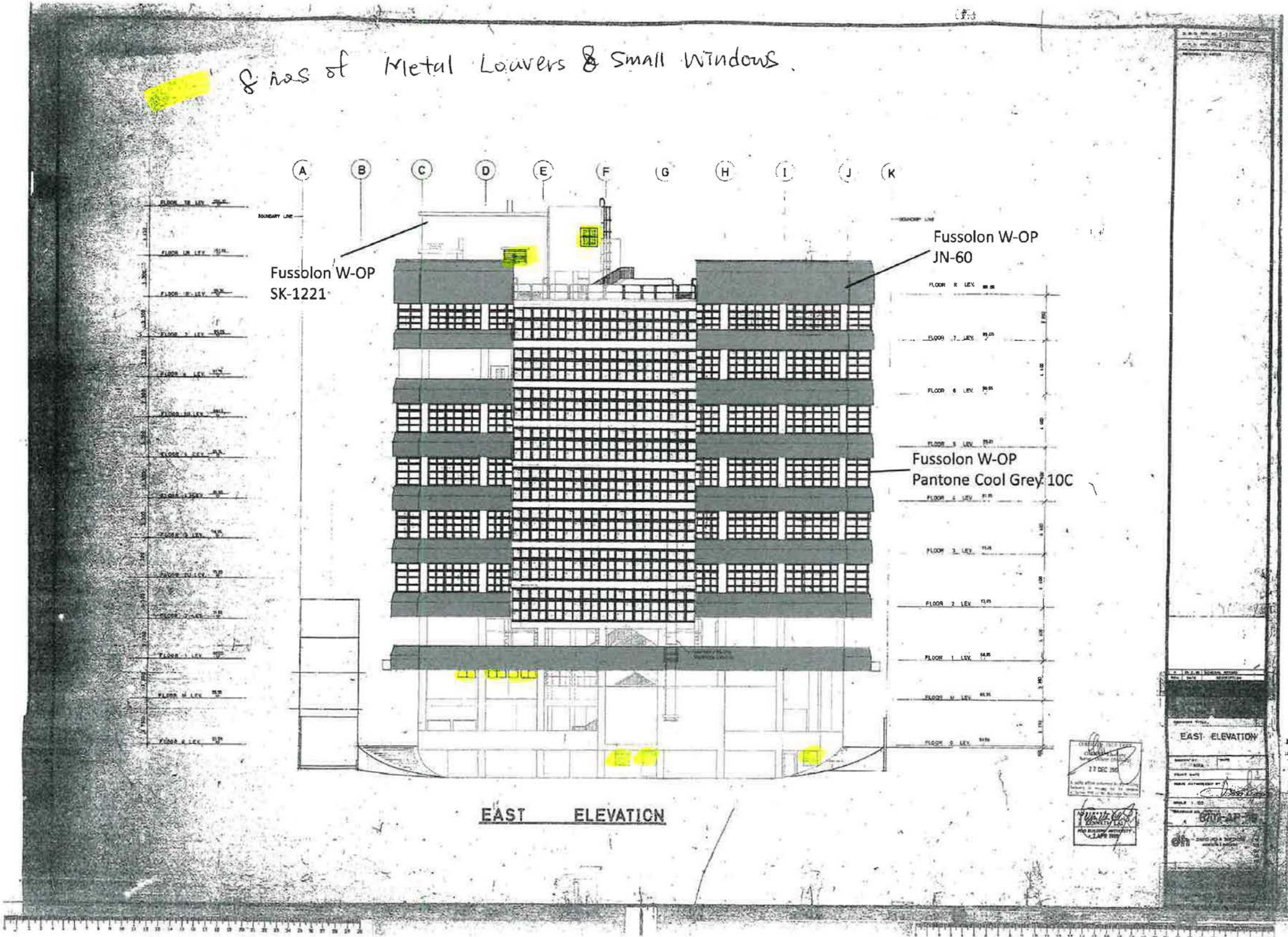
|                                                                                      |                                                                                       |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|    |    |
| V13 - All pipework and E&M services at soft ceiling of main block and low block      | V14 - All pipework and E&M services at soft ceiling of main block and low block       |
|  |  |
| V15 - Small Window                                                                   | V16 - Small Window                                                                    |



Annex 2 – Location Plans & Site Photos

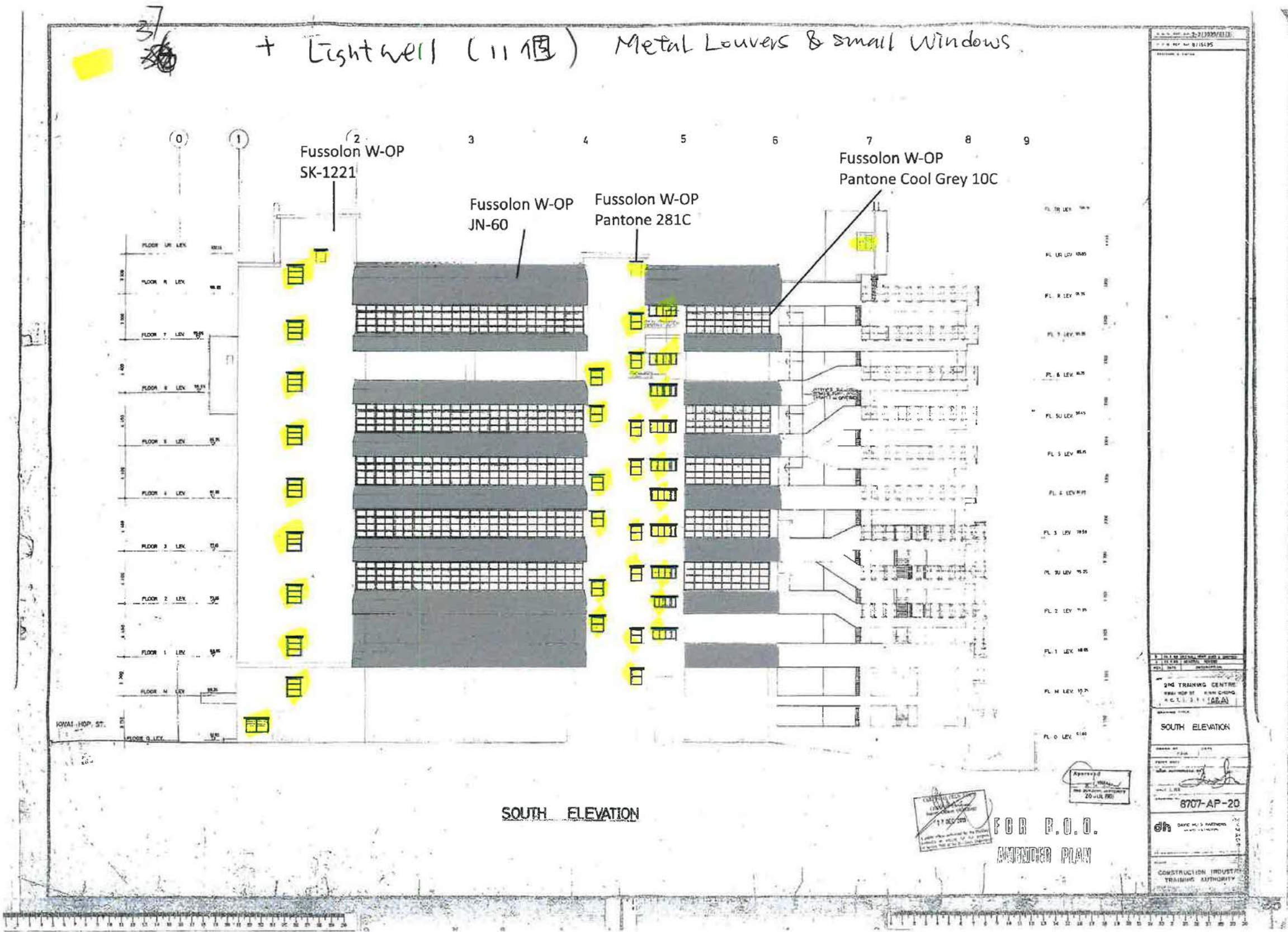
|                                                                                    |                                                                                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |
| V17 - Small Window                                                                 | V18 - Metal Corner Protection Barrier                                               |





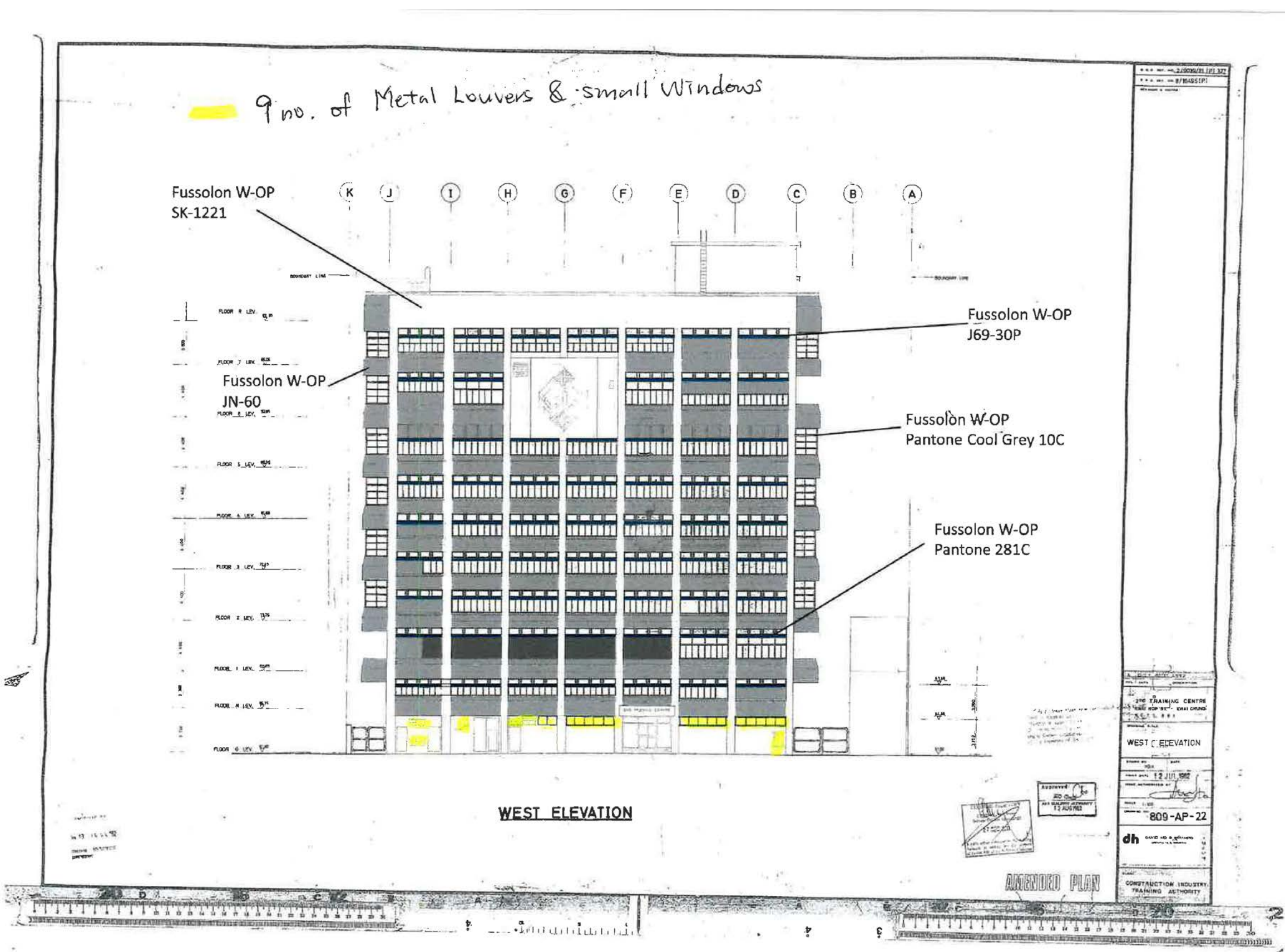
V19 – Metal Louvers & Small Windows at East Elevation





V20 - Metal Louvers & Small Windows at South Elevation



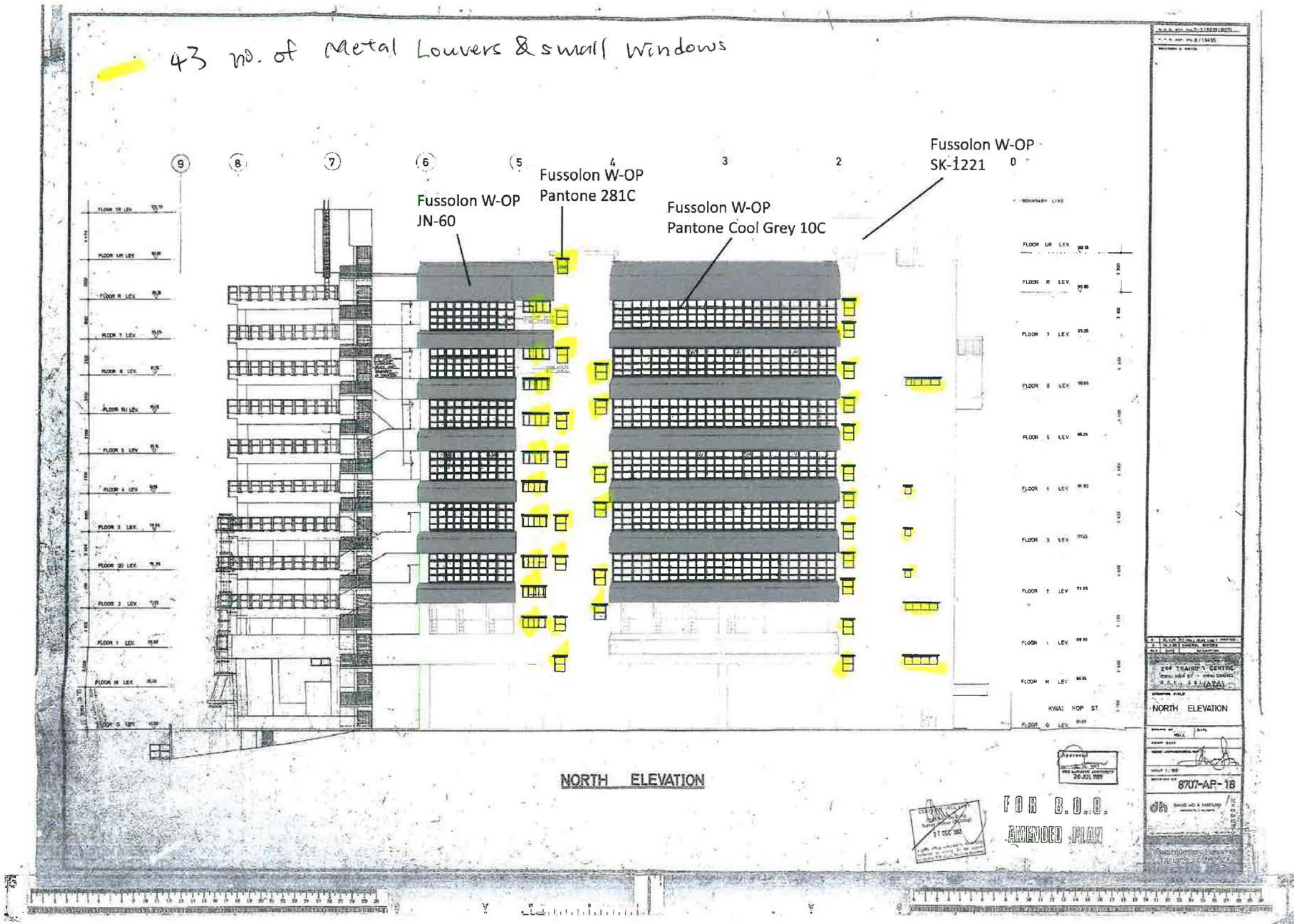


V21 - Metal Louvers & Small Windows at West Elevation

LEGEND:  NEW COATING SYSTEM FOR TYPICAL METAL WORKS

Drawing No. A121





V22 – Metal Louvers & Small Windows at North Elevation

LEGEND:  NEW COATING SYSTEM FOR TYPICAL METAL WORKS

Drawing No. A122



|                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|   |   |
| P1 – East Elevation                                                                 | P2 – South Elevation and Low Block                                                   |
|  |  |
| P3 – West Elevation                                                                 | P4 – West and North Elevations                                                       |



|                                                                                     |                                                                                       |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|   |    |
| P5 – General View of Building Facade                                                | P6 – General View of Building Facade                                                  |
|  |  |
| P7 – General View of Building Facade                                                | P8 – General View of Building Facade                                                  |





P9 – General View of Low Block



P10 – General View of Low Block



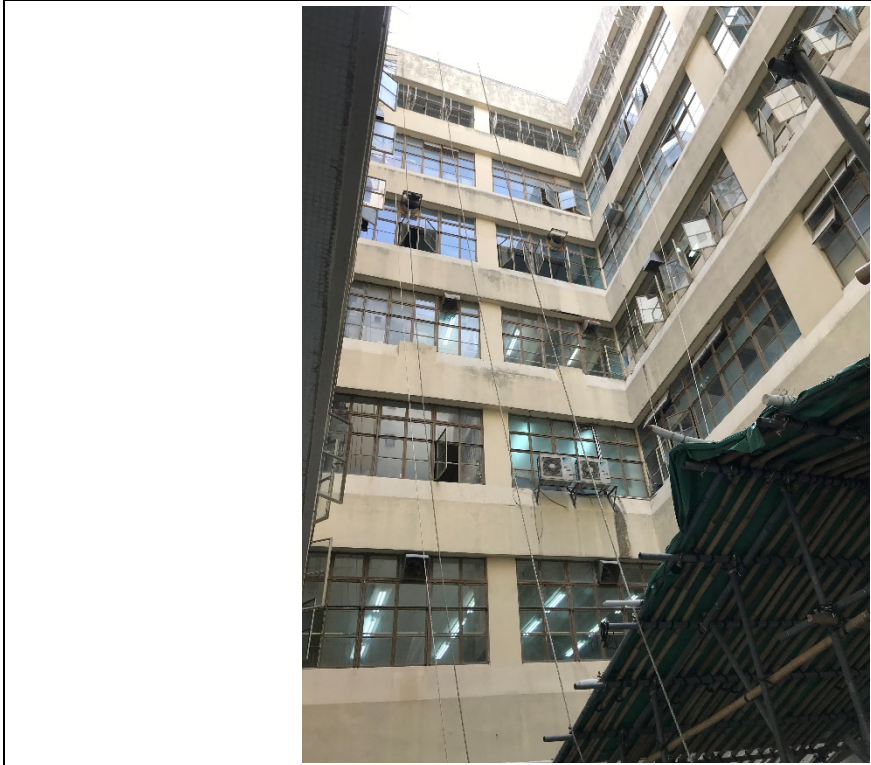
P11 – General View of Low Block



P12 – General View of Low Block



Annex 2 – Location Plans & Site Photos



P13 – General View of Building Façade at Light Well



P14 – General View of Building Façade at Light Well



P15 – 1/F Podium



P16 – Existing Metal Window





P17 – Existing Metal Window



P18 – Existing Aluminium Window



P19 – General view of Roof Floor



P20 – General view of Roof Floor





P21 – General view of Roof Floor



P22 – General view of Roof Floor



P23 – General view of Roof Floor at Low Block



P24 – General view of Fence Wall





P25 – General view of Fence Wall



P26 – General view of Fence Wall



P27 – General view of Fence Wall



P28 – Metal Gate at Road Access



Annex 2 – Location Plans & Site Photos



P29 – Metal Gate at Road Access



P30 – Storage Room at LG/F



P31 – General View of Main Entrance



P32 – General View of Vehicle Access



Annex 2 – Location Plans & Site Photos



P33 – General View of Vehicle Access and Carpark



P34 – General View of Vehicle Access



P35 – General View of Vehicle Access



P36 – General View of Vehicle Access



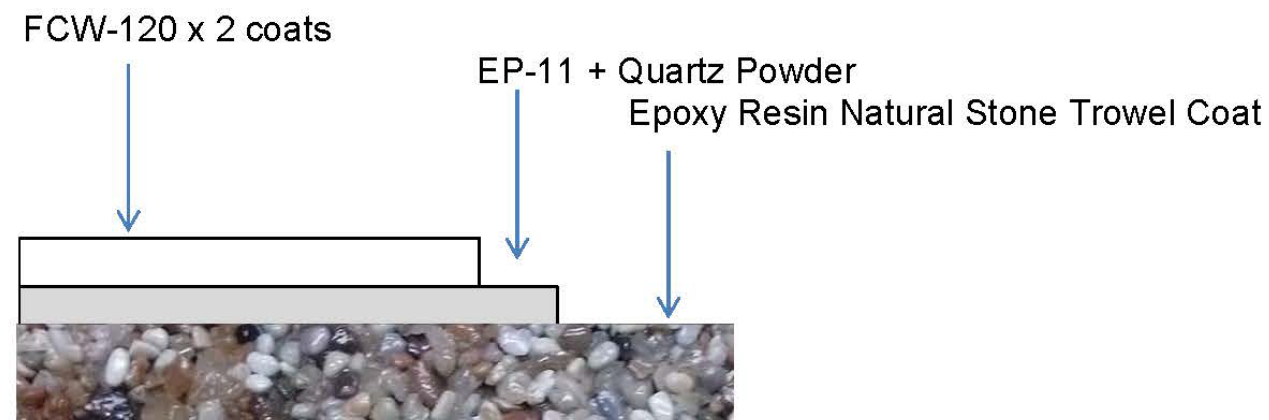
Annex 2 – Location Plans & Site Photos

|                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|   |  |
| P37 – General View of Carpark                                                       | P38 – General View of Vehicle Access at Main Entrance                               |
|  |                                                                                     |
| P39 – Channel and Trench at Vehicle Access of LG/F                                  |                                                                                     |



Application of the line marking :

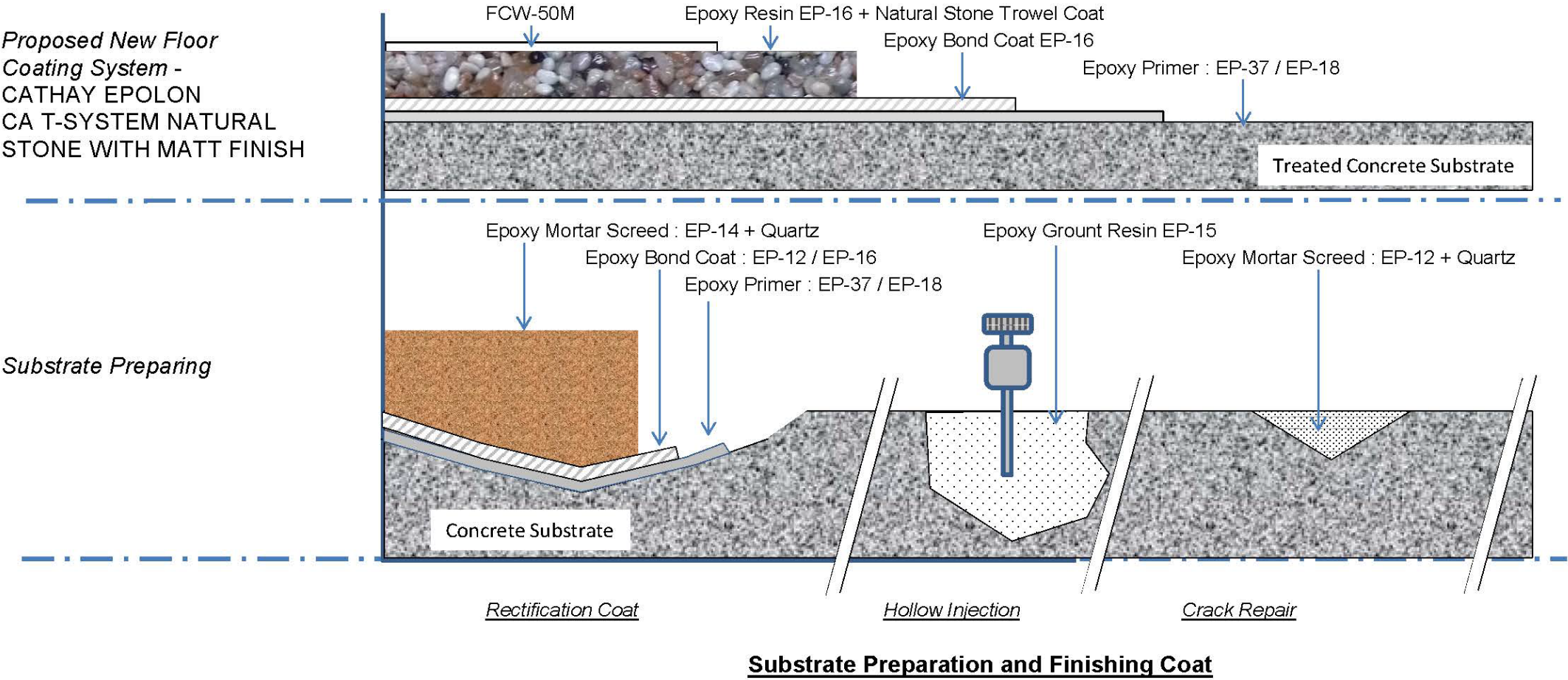
- 1.) Ensure the finished epoxy resin natural stone trowel coat is sufficiently cure for the light traffic and allow for operation of the works.
- 2.) Well mixing Epolon epoxy resin EP-11 in ratio 3A: 1B and quartz powder with low speed drill .
- 4.) Spread the mixed mortar to the expected area by trowel and allow the coat to cure enough for receiving the further coat .
- 5.) Apply 2 coats of coloured topcoat Epolon FCW-120 by roller.



Application of line marking

FOR REFERENCE ONLY. METHOD STATEMENT AND SHOP  
DRAWINGS FOR DETAILS OF DESIGN AND APPLICATION  
SHOULD BE REQUIRED TO SUBMIT FOR THE CIC'S APPROVAL  
PRIOR TO MATERIALS ORDERING AND COMMENCEMENT OF  
THE WORKS





FOR REFERENCE ONLY. METHOD STATEMENT AND SHOP DRAWINGS FOR DETAILS OF DESIGN AND APPLICATION SHOULD BE REQUIRED TO SUBMIT FOR THE CIC'S APPROVAL PRIOR TO MATERIALS ORDERING AND COMMENCEMENT OF THE WORKS





**PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION A)**





**PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION B)**





相片顏色只供參考，一切顏色以日本塗料工業會發行<塗料用標準色板>為準。

**PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION C)**





相片顏色只供參考，一切顏色以日本塗料工業會發行<塗料用標準色板>為準。







**PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION D)**











**PHOTOMONTAGE – SOUTH AND WEST ELEVATIONS (OPTION E)**



| Item | Location / Type              | Description of Material                                                                                                             | Sample                                                                                | Item | Location / Type                                                         | Description of Material                                                                                                                                                                                                                                                                             | Sample                                                                                |
|------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R-01 | Repair for Render            | E.MIX “Easi Render Plus” or approved equivalent – Render System for all brick walls, block walls, panel walls and concrete surfaces |    | R-04 | Renew Expansion / Movement Joint on External Wall                       | Sikaflex® Pro-2HP or approved equivalent                                                                                                                                                                                                                                                            |    |
| R-02 | Repair for Concrete Spalling | Renderoc “HB40” or approved equivalent – Concrete repair mortar system for all spalled concrete elements                            |  | P-01 | New Coating System for leveling the mosaic tile surface                 | SKK “SK TILE FILLER”<br>- 2 coats of SK TILE FILLER                                                                                                                                                                                                                                                 |  |
| R-03 | Repair for Concrete Crack    | Renderoc “Nitomortar PE concrete” or approved equivalent – concrete repair system                                                   |  | P-02 | New Coating System on Painted Surface of Building Façade and Fence Wall | SKK “FUSSOLON W-OP” Fluorocarbon Coating System<br>- 1 coat of KABI CLEAN #5<br>- 1 coat of MIRAC SEALER ECO W<br>- 2 coats of SK TILE FILLER<br>- 1 coat of MIRAC SEALER ECO W<br>- 1 coat of SOFT SURF SG (抽花)<br>- 1 coat of SUPRER CERATIGHT F COAT<br>- 1 coat of SUPRER CERATIGHT F 30% GLOSS |  |






| Item | Location / Type                                                                          | Description of Material                                                                                                                                                                                                                                                                                   | Sample                                                                                |
|------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| P-03 | New Coating System on Painted Surface of Building Façade and Fence Wall                  | SKK “FUSSOLON W-OP” Fluorocarbon Coating System <ul style="list-style-type: none"> <li>- 1 coat of KABI CLEAN #5</li> <li>- 1 coat of MIRAC SEALER ECO W</li> <li>- 1 coat of SOFT SURF SG (抽花)</li> <li>- 1 coat of SUPRER CERATIGHT F COAT</li> <li>- 1 coat of SUPRER CERATIGHT F 30% GLOSS</li> </ul> |    |
| P-04 | New Coating System on Metal Panel of Building Façade, Window Frame and Other Metal Works | SKK “FUSSOLON W-OP” Fluorocarbon Coating System <ul style="list-style-type: none"> <li>- 1 coat of MIRAC BOSEI M</li> <li>- 1 coat of SUPRER CERATIGHT F COAT</li> <li>- 1 coat of SUPRER CERATIGHT F GLOSS</li> </ul>                                                                                    |  |
| I-01 | Door Closer                                                                              | “Doma” TS91/92/93 or approved equivalent                                                                                                                                                                                                                                                                  |  |

| Item | Location / Type              | Description of Material                                     | Sample                                                                                                   |
|------|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| I-02 | Door Mortise Lockset         | “Yale” mortise lockset system or approved equivalent        |                       |
| I-03 | Push Alarm Bar               | “Detex” push alarm bar system or approved equivalent        |                     |
| I-04 | Multi Locking Push Alarm Bar | “Detex” multi-lock panic bolt system or approved equivalent |  <div>‘Detex’</div> |



| Item | Location / Type                                        | Description of Material                                                                                                                                                                                                                                                                            | Sample                                                                                |
|------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| F-01 | G/F Carpark Area                                       | <u>Speed breaker:</u><br><br>Brand Name: ENNIS Prismo or approved equivalent                                                                                                                                                                                                                       |    |
| F-02 | G/F Carpark Area (Parking Space, Access, Paving, etc.) | <u>New Anti-skid Flooring System:</u><br><br>Brand Name: “Cathay Epolon CA T-system Natural Stone With Matt Finish” or approved equivalent<br><br>Supplier: Cathay Coating (HK) Ltd.<br>Contact Person: Mr. LAU Wai Man<br>Tel.: 9173 3360 / 2633 4015<br>Fax: 2633 8014<br>Email: man@cctk.com.hk |   |
| F-03 | G/F Carpark Area                                       | <u>Substrate Repair System for Concrete Paving and Floor</u><br><br>Brand Name: Cathay Substrate Repair System or approved equivalent<br><br>Supplier: Cathay Coating (HK) Ltd.<br>Contact Person: Mr. LAU Wai Man<br>Tel.: 9173 3360 / 2633 4015<br>Fax: 2633 8014<br>Email: man@cctk.com.hk      |  |

| Item | Location / Type                                                              | Description of Material                                                                                                                                                                                                                                                   | Sample                                                                                |
|------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| F-04 | G/F Carpark Area (Service Channel, Planter Skirting, other floorings, etc.)  | <u>Epoxy Paint System</u><br><br>Brand Name: “Cathay FD” or approved equivalent<br><br>Supplier: Cathay Coating (HK) Ltd.<br>Contact Person: Mr. LAU Wai Man<br>Tel.: 9173 3360 / 2633 4015<br>Fax: 2633 8014<br>Email: man@cctk.com.hk                                   |    |
| F-05 | G/F Carpark Area (Carpark Line, Directional Sign, Metal Works, Covers, etc.) | <u>Epoxy Line Marking Paint System</u><br><br>Brand Name: “Cathay FCW-120 + EP11 + Quartz” or approved equivalent<br><br>Supplier: Cathay Coating (HK) Ltd.<br>Contact Person: Mr. LAU Wai Man<br>Tel.: 9173 3360 / 2633 4015<br>Fax: 2633 8014<br>Email: man@cctk.com.hk |  |
| F-06 | G/F Carpark Area (Expansion Joint)                                           | <u>Pavement Joint Sealant</u><br><br>Brand Name: “Sikaflex 11FC” or approved equivalent                                                                                                                                                                                   |  |



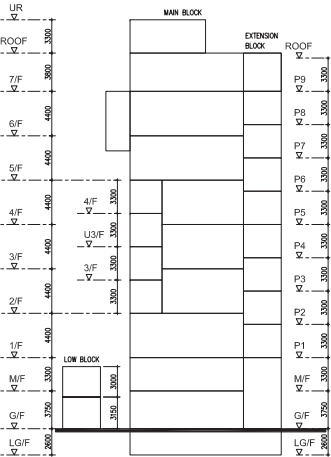
NOTES:

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- ALL DIMENSIONS ARE TO BE VERIFIED ON SITE, ANY DISCREPANCY FOUND SHALL BE NOTIFIED TO THE CIC/CONSULANT IMMEDIATELY.
- THIS DRAWING TO BE READ IN CONJUNCTION WITH THE SPECIFICATIONS & CONDITIONS OF CONTRACT.
- THIS PRINT AND COPYRIGHT ARE THE PROPERTY OF THE CIC AND SHALL BE RETURNED TO THE CIC AFTER COMPLETION OF THE WORKS.

ROOM SCHEDULE:

| LOCATION                                                                   | AREA (M. SQ.) | FLOOR TO FLOOR LEVEL (M) |
|----------------------------------------------------------------------------|---------------|--------------------------|
| UG/F, MAIN BUILDING                                                        |               |                          |
| - CLASSROOM                                                                | 27.6          | 2.6                      |
| G/F, MAIN BUILDING                                                         |               |                          |
| - CWRO WAITING ROOM                                                        | 13.5          | 3.75                     |
| - CWRO OFFICE                                                              | 19.8          |                          |
| - GUARDROOM                                                                | 5.3           |                          |
| - ENTRANCE HALL                                                            | 60.3          |                          |
| M/F, MAIN BUILDING                                                         |               |                          |
| - PROCUREMENT OFFICE                                                       | 92.8          | 3.3                      |
| - BRICKLAYING INSTRUCTOR OFFICE                                            | 84.3          |                          |
| 1/F, MAIN BUILDING                                                         |               |                          |
| - MAINTENANCE OFFICE & STORE (G.L. 1/D)                                    | 38.7          | 4.4                      |
| 2/F, MAIN BUILDING                                                         |               |                          |
| - STORE (G.L. 3/J)                                                         | 7             | 3.3                      |
| - GENERAL OFFICE (G.L. 1-2/E-I)                                            | 185.46        |                          |
| - T.S ROOM (G.L. 1/C-E)                                                    | 25.94         |                          |
| - NEW CLASSROOM 1                                                          | 69.33         | 4.4                      |
| - NEW CLASSROOM 2                                                          | 64.84         |                          |
| - NEW CLASSROOM 3                                                          | 57            |                          |
| 3/F, MAIN BUILDING                                                         |               |                          |
| - CONFERENCE ROOM                                                          | 47.13         | 3.3                      |
| - CLASSROOM (G.L. 1/G-H)                                                   | 34.43         |                          |
| - COMPUTER ROOM                                                            | 71.14         |                          |
| - OFFICE (G.L. 1/C-E)                                                      | 28.27         |                          |
| - INSTRUCTOR ROOM                                                          | 59.92         | 4.4                      |
| - CLASSROOM 3322                                                           | 60.83         |                          |
| UPPER 3/F, MAIN BUILDING                                                   |               |                          |
| - WORKSHOP                                                                 | 173.13        | 3.3                      |
| - OFFICE G.L. 1/E-D                                                        | 14.4          |                          |
| - OFFICE G.L. 1/D-C                                                        | 15.47         |                          |
| 4/F, MAIN BUILDING                                                         |               |                          |
| - INSTRUCTOR ROOM                                                          | 42.36         | 4.4                      |
| - CLASSROOM 403B                                                           | 57.29         | 3.3                      |
| - CLASSROOM 403                                                            | 42.48         |                          |
| - CLASSROOM 402                                                            | 79.1          |                          |
| - IVE LECTURER ROOM                                                        | 32.34         |                          |
| - STORE/ CLASSROOM (GL 7-8/G)                                              | 47.13         |                          |
| 5/F, MAIN BUILDING                                                         |               |                          |
| - CLASSROOM No.4                                                           | 44.31         | 4.4                      |
| - CLASSROOM No.3                                                           | 49.9          |                          |
| - CLASSROOM No.2                                                           | 45.62         |                          |
| - CLASSROOM No.1                                                           | 45.51         |                          |
| - CLASSROOM                                                                | 33.14         |                          |
| - STORE (G.L. 4/I-J)                                                       | 10.23         |                          |
| - SVS INSTRUCTOR ROOM                                                      | 17.49         |                          |
| 6/F, MAIN BUILDING                                                         |               |                          |
| - PP INSTRUCTOR ROOM                                                       | 36.74         | 4.4                      |
| 7/F, MAIN BUILDING                                                         |               |                          |
| - E&M INSTRUCTOR OFFICE (G.L. 3-4/I-J)                                     | 32.1          | 3.8                      |
| - CLASSROOM (G.L. 4-5/I-J)                                                 | 13.84         |                          |
| - THERMAL INSULATION TRADE TEST WORKSHOP (G.L. 4-5/H-J)                    | 91.15         |                          |
| - ACCESS TO THERMAL INSULATION TRADE TEST WORKSHOP (G.L. 4-5/G-H)          | 23.2          |                          |
| - OFFICE (G.L. 2/C-D)                                                      | 50.37         |                          |
| - MECHANICAL FITTER TRADE TEST WORKSHOP (G.L. 3-4/C-D)                     | 95.92         |                          |
| - BUILDING SECURITY & COMMUNICATION SYS TRADE TEST WORKSHOP (G.L. 4-6/C-D) | 106.36        |                          |
| M/F, LOW BLOCK                                                             |               |                          |
| - WRO OFFICE                                                               | 5.1           | 3                        |
| - STAFF CANTEEN                                                            | 70.5          |                          |
| - SAFETY OFFICER ROOM                                                      | 20.7          |                          |

NOTES:



ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
|          |             |            |
|          |             |            |
|          |             |            |
|          |             |            |
| 0        | TENDER      | 22.05.2018 |



PROJECT TITLE :  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONTRACTION, CONTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE :  
GENERAL NOTES &  
ROOM SCHEDULE  
OF MVAC SYSTEM

| DRAWN | DATE | CHECKED | SCALE |
|-------|------|---------|-------|
|       |      |         | 1:250 |

DRAWING NO.  
KCC/MVAC/PP-00

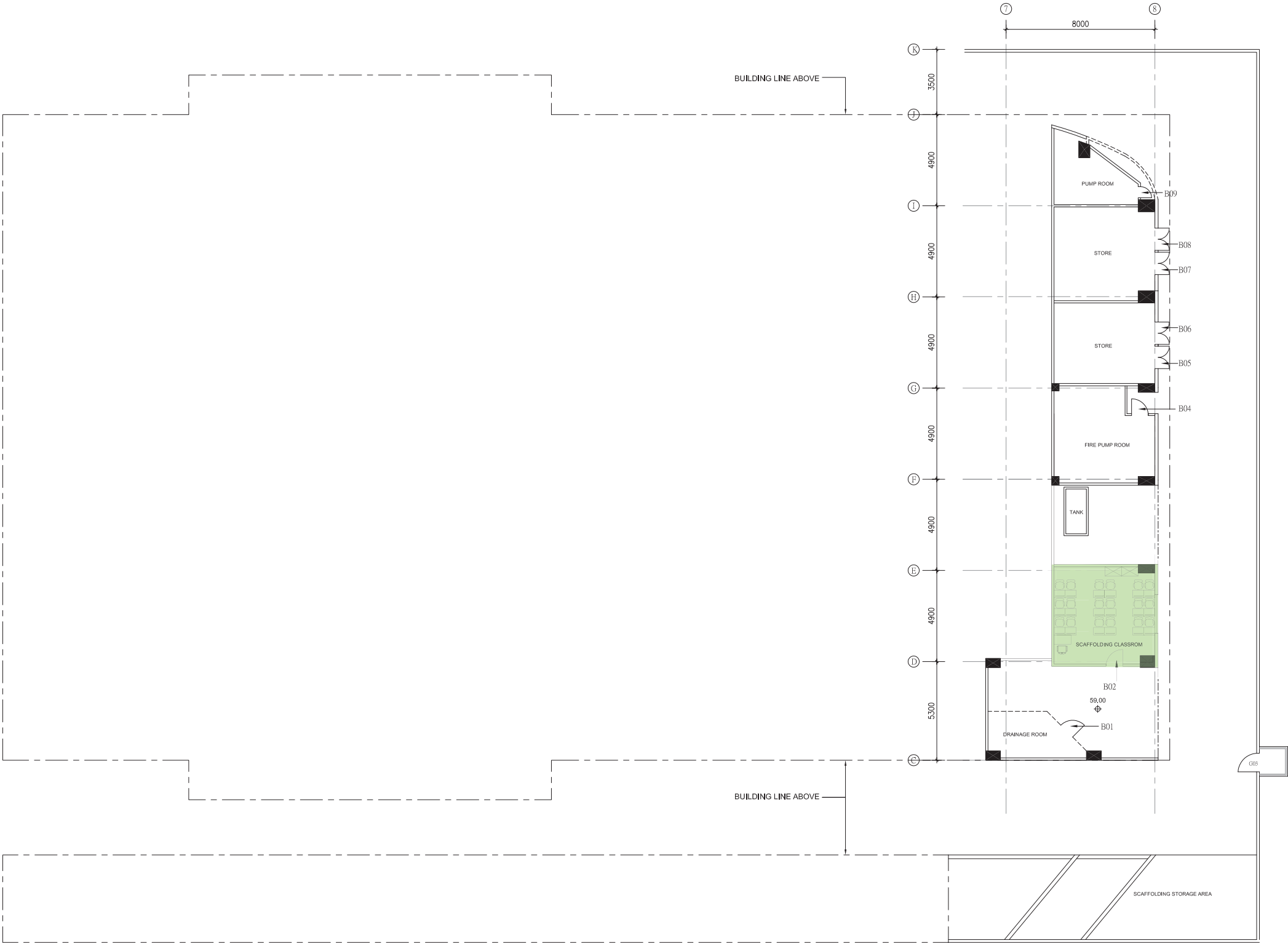
REVISION : 0



LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



LG/F FLOOR PLAN

AB-144

NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
**PROVISION OF MVAC  
LAYOUT PLAN AT LG/F**

| DRAWN | DATE | CHECKED | SCALE |
|-------|------|---------|-------|
|       |      |         | 1:250 |

DRAWING NO.  
KCC/MVAC/PP-01

REVISION : 0



LEGEND

A/C PROVISION BY VRV SYSTEM

A/C PROVISION BY SPLIT TYPE A/C UNIT

KWAI CHUNG TRAINING CENTRE

LOCATION PLAN 1:2000

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
| 0        | TENDER      | 22.05.2018 |



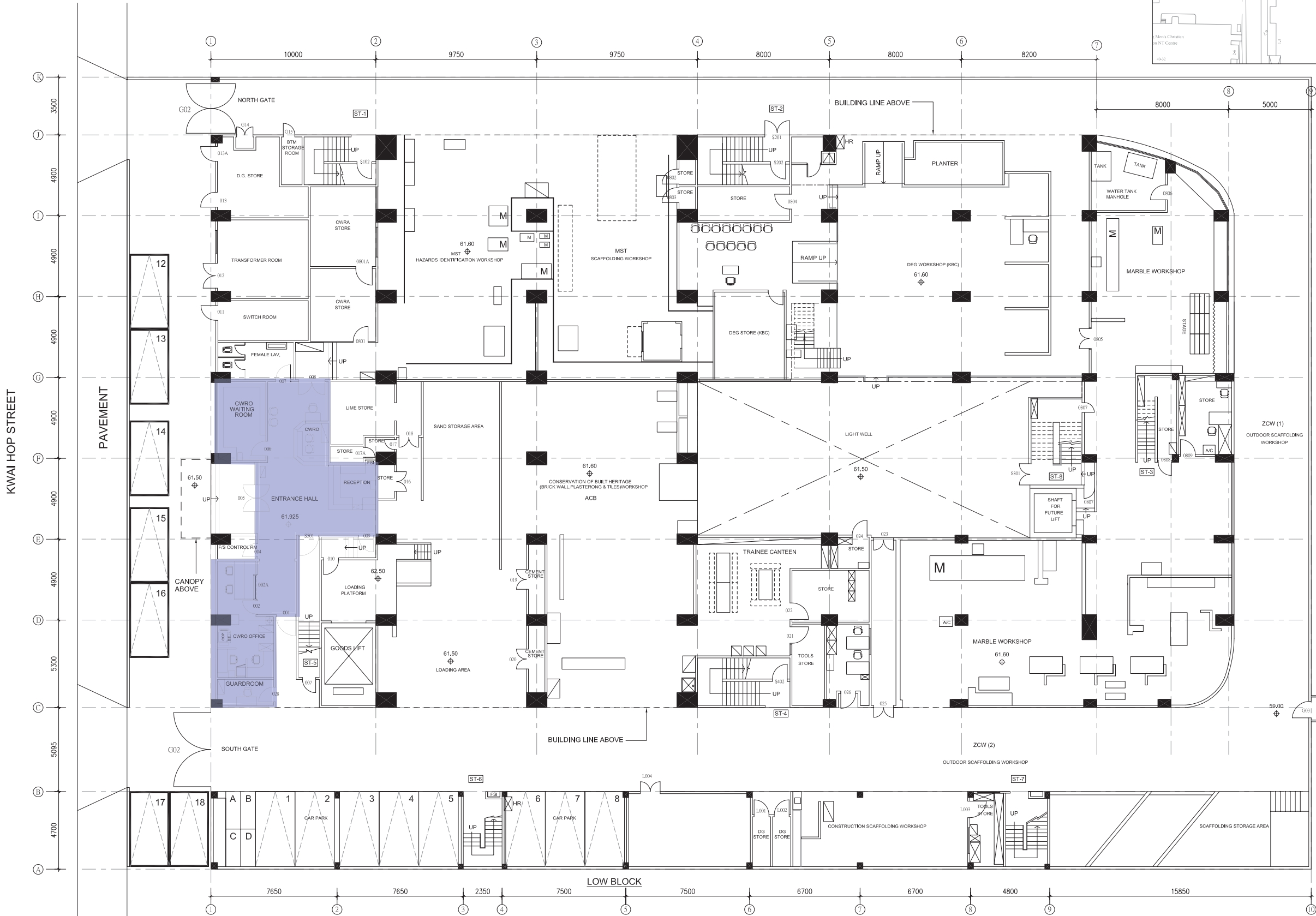
PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT G/F

| DRAWN | DATE | CHECKED | SCALE |
|-------|------|---------|-------|
|       |      |         | 1:250 |

DRAWING NO.  
KCC/MVAC/PP-02

REVISION : 0



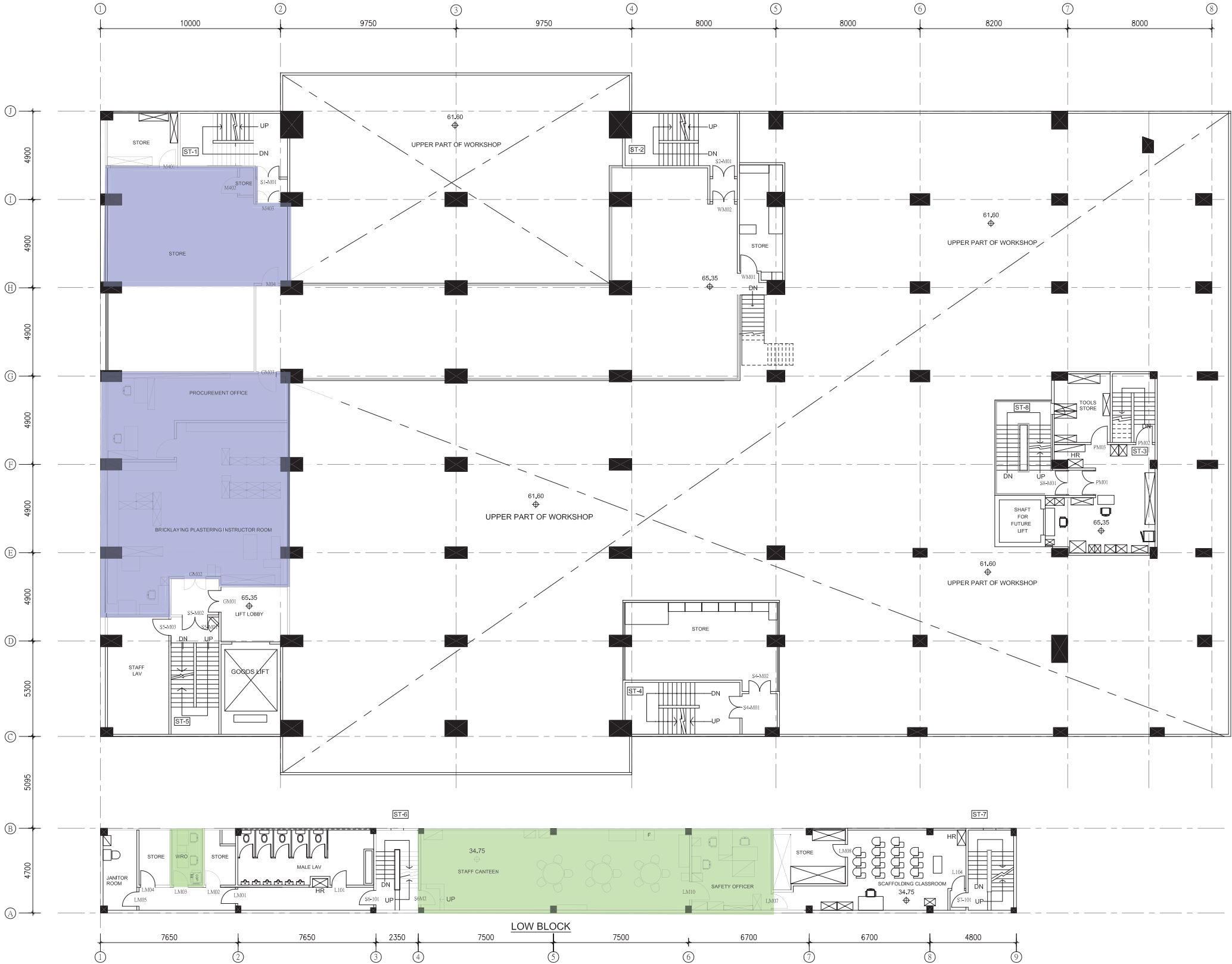
G/F FLOOR PLAN



LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT




M/F FLOOR PLAN

NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
| 0        | TENDER      | 22.05.2018 |



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPARK AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT M/F

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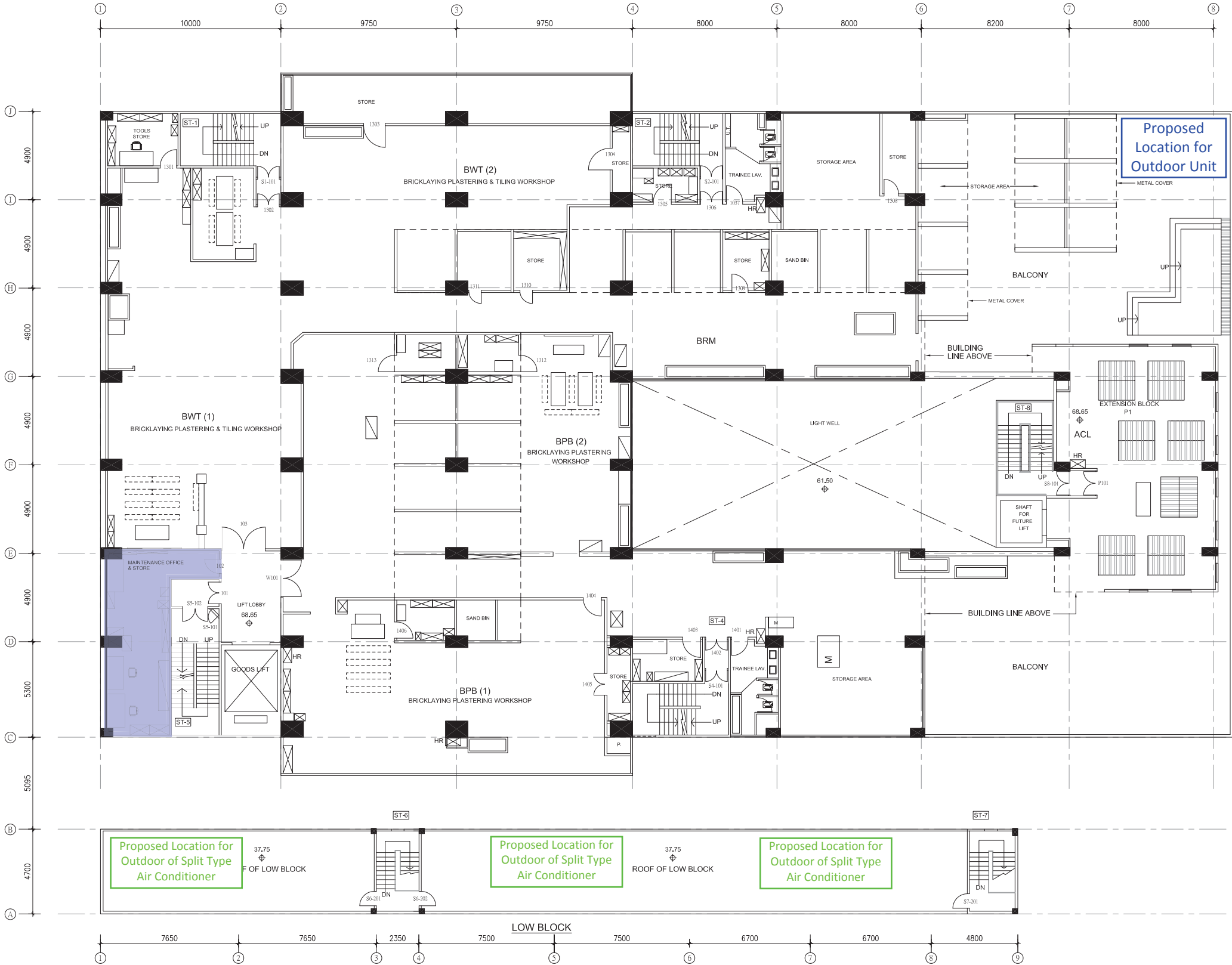
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LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



1/F FLOOR PLAN

NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 1/F

| DRAWN | DATE | CHECKED | SCALE |
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REVISION : 0

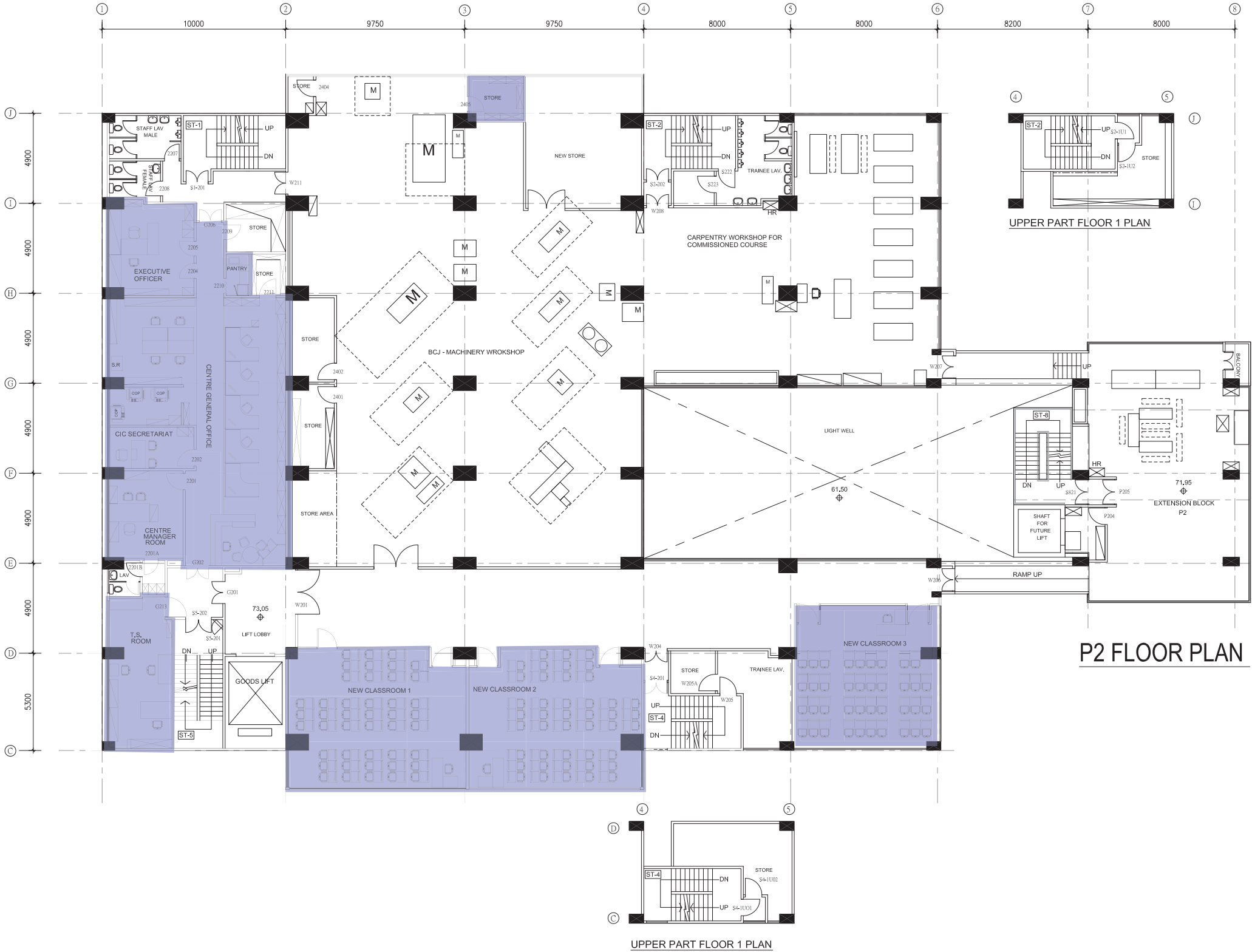
AB-147



LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 2/F

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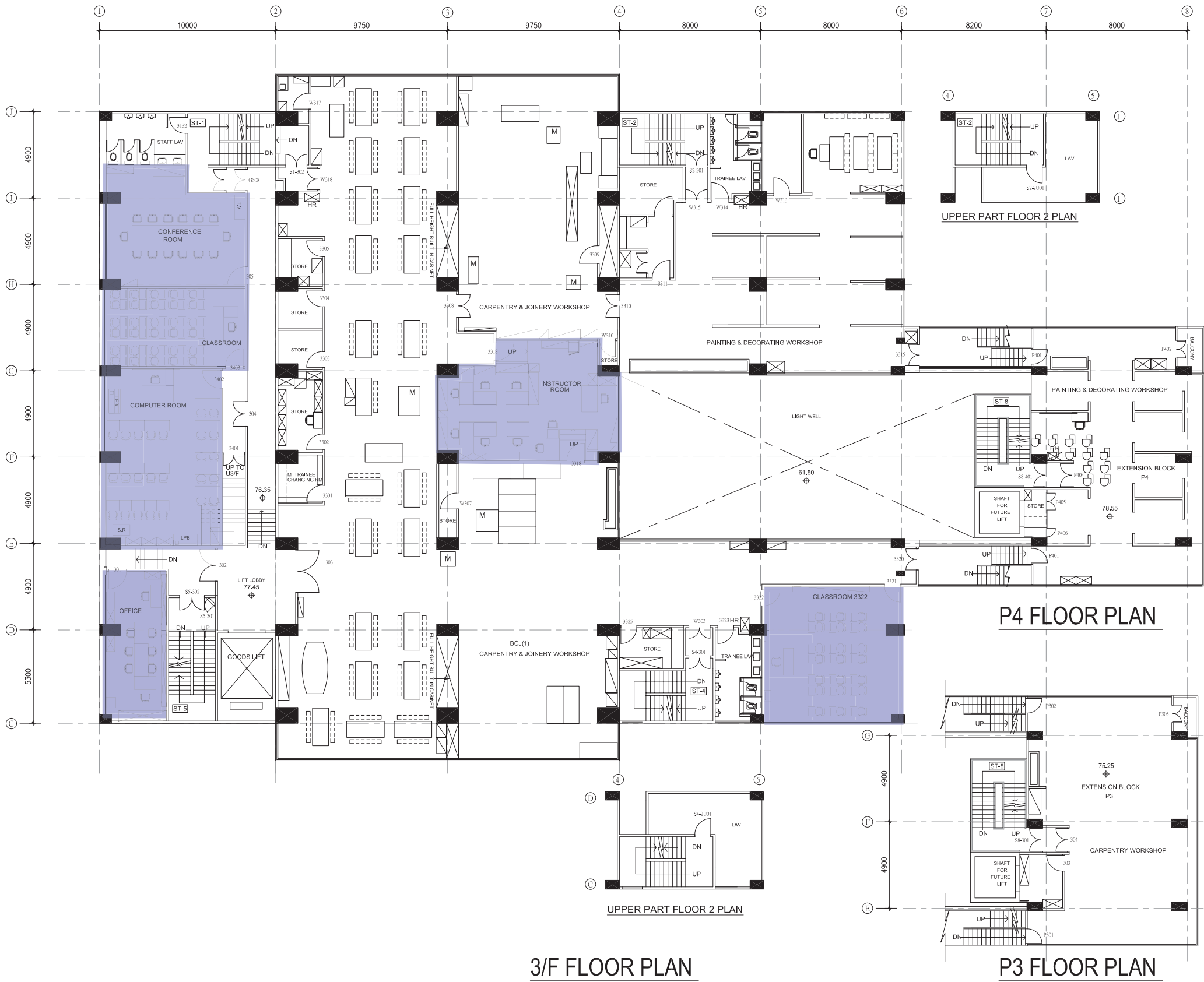
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LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPENT AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 3/F

| DRAWN | DATE | CHECKED | SCALE |
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KCC/MVAC/PP-06

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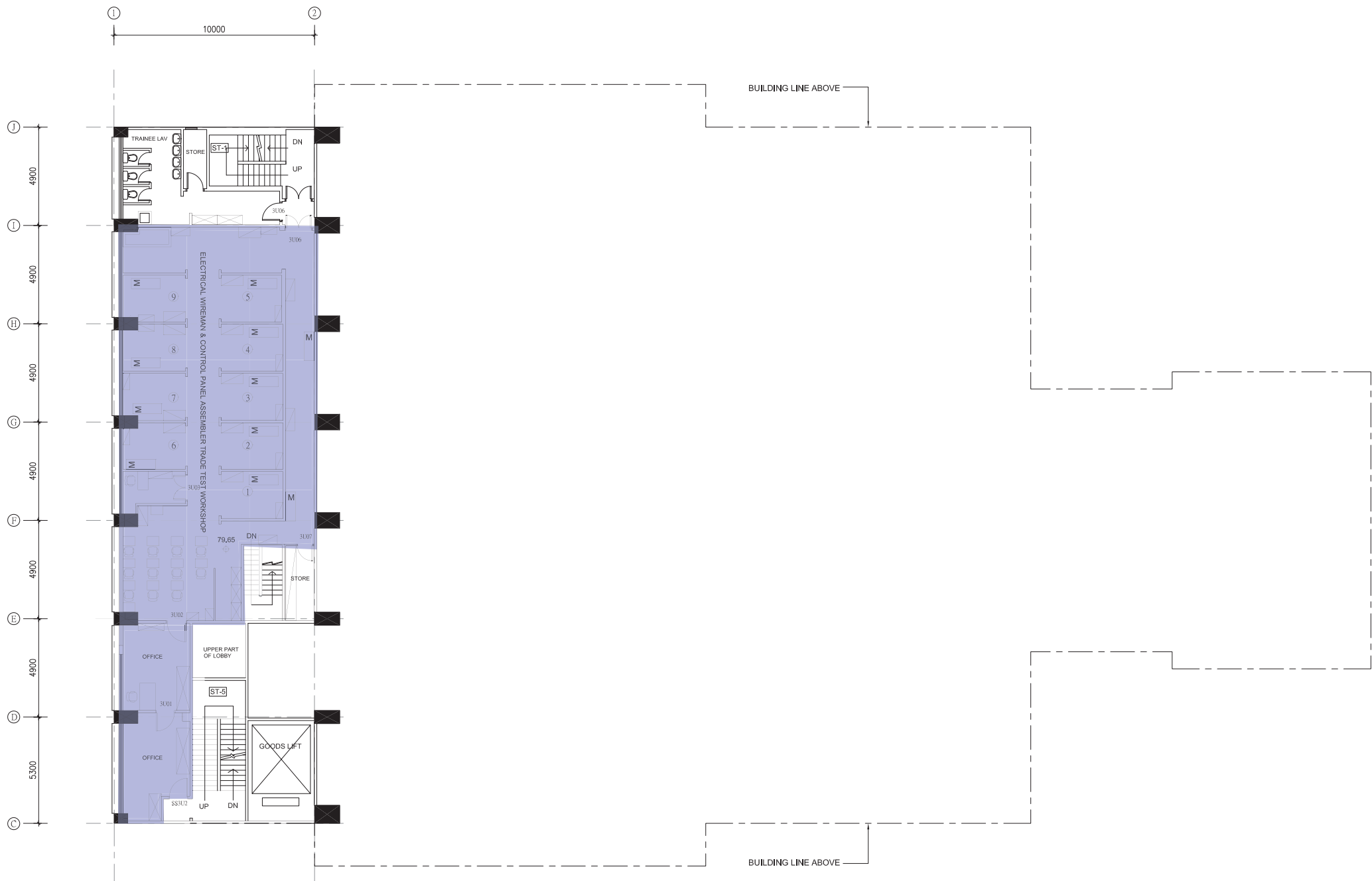
AB-149



LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



U3/F FLOOR PLAN

NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPARK AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
**PROVISION OF MVAC  
LAYOUT PLAN AT U3/F**

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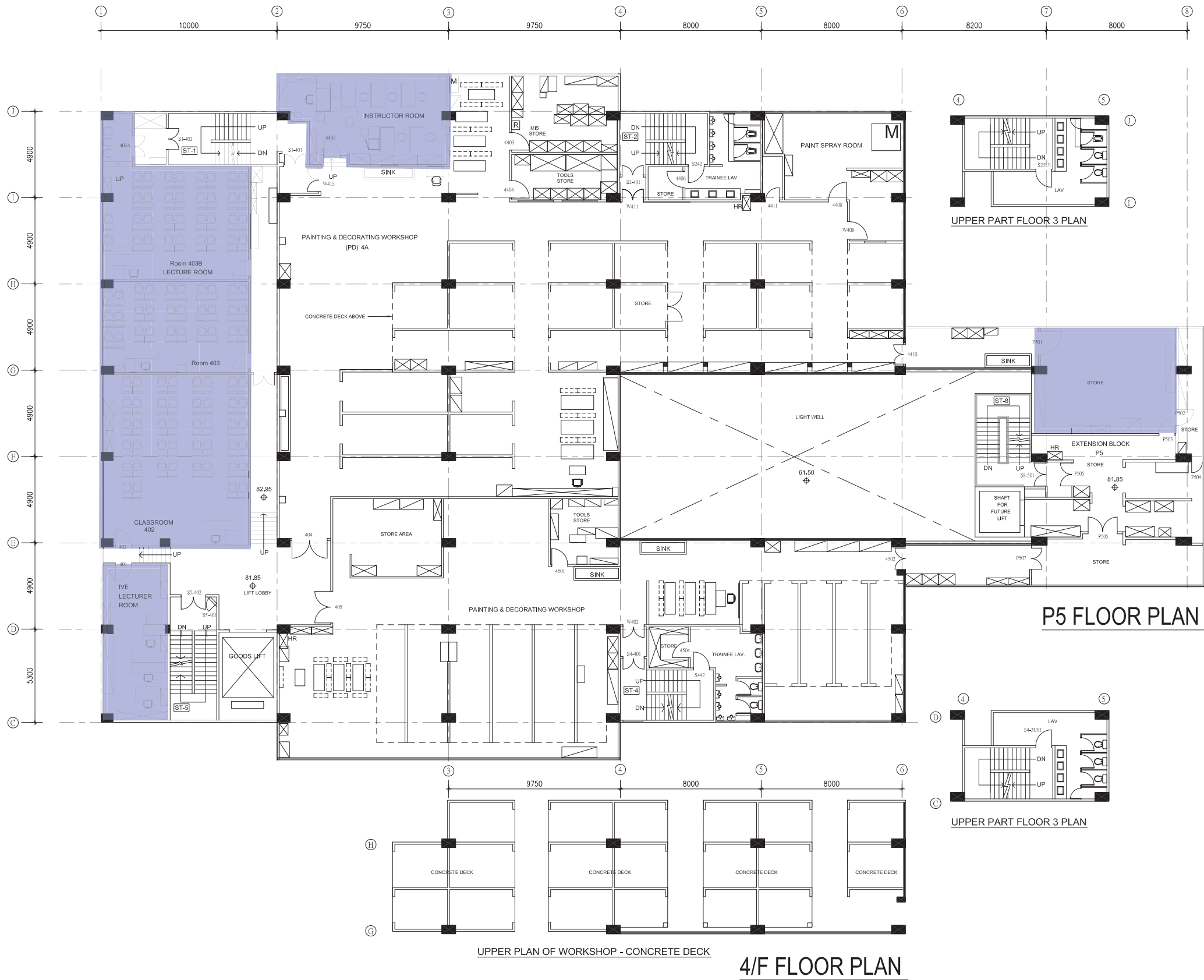
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LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPARK AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 4/F

| DRAWN | DATE | CHECKED | SCALE |
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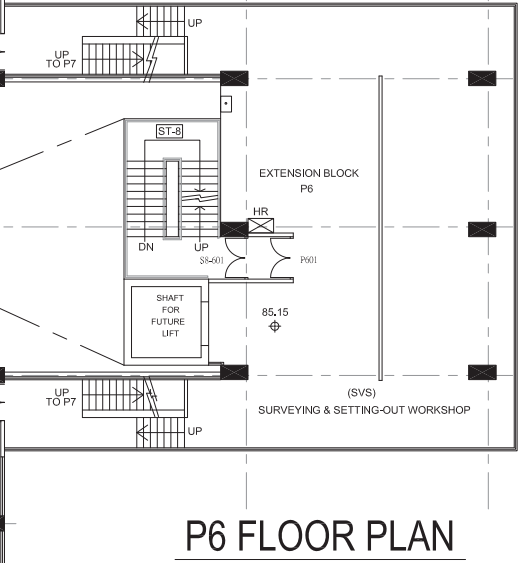
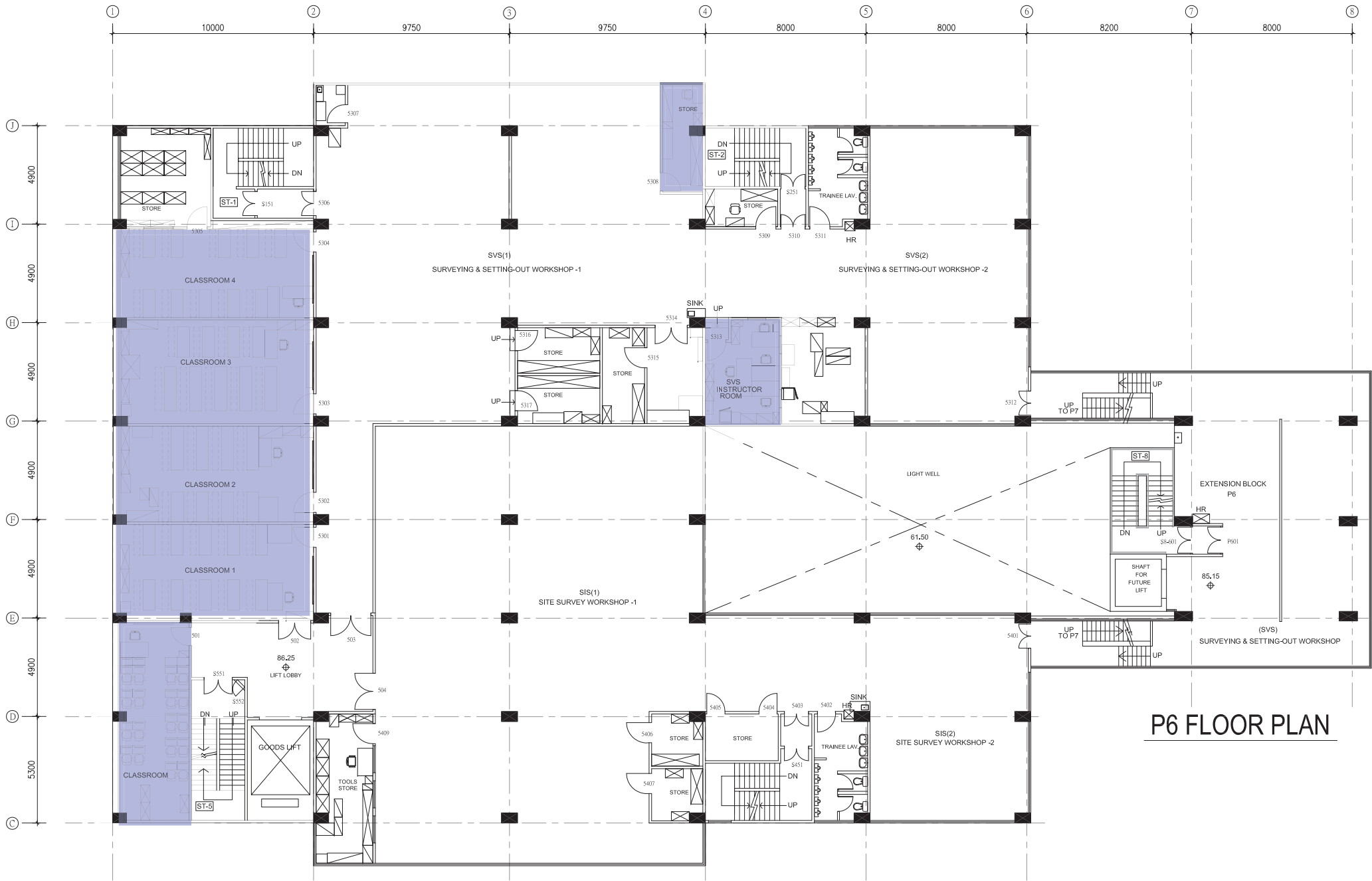
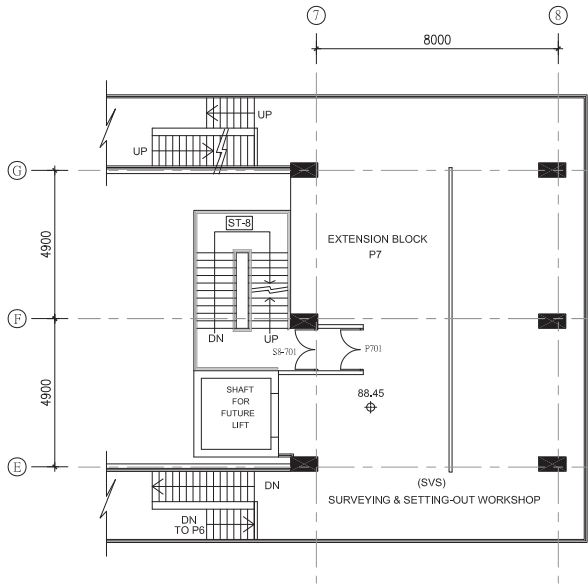
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LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



NOTES:

ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
|----------|-------------|------------|
| 0        | TENDER      | 22.05.2018 |

CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 5/F

| DRAWN | DATE | CHECKED | SCALE |
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KCC/MVAC/PP-09

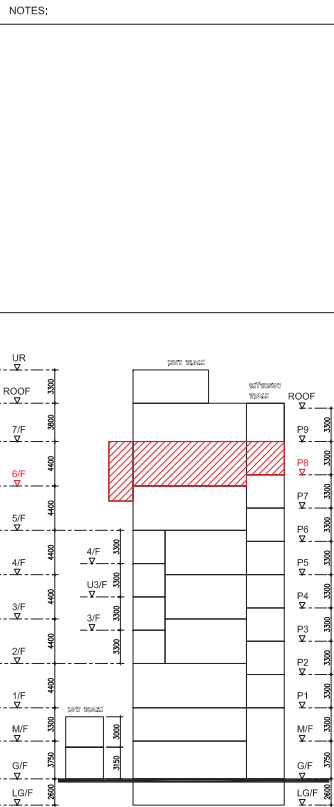
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LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |



PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
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LAYOUT PLAN AT 6/F

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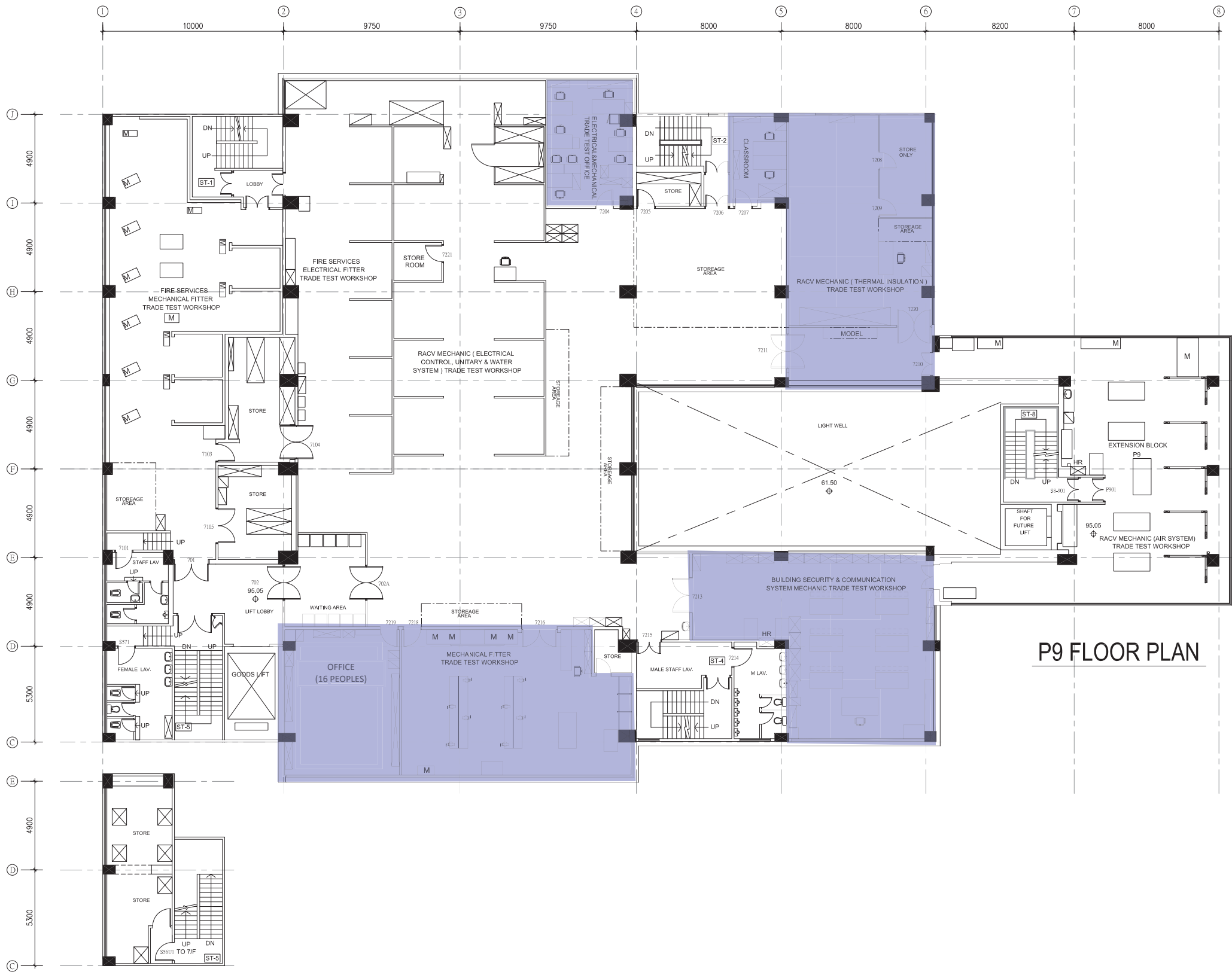
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LEGEND

A/C PROVISION  
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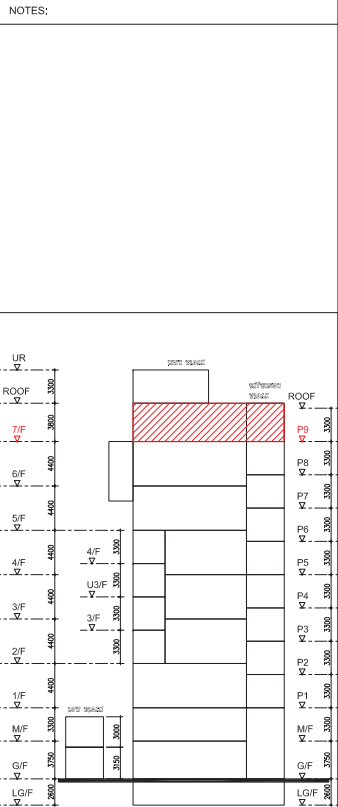
A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



UPPER PART FLOOR 6 PLAN

7/F FLOOR PLAN

P9 FLOOR PLAN



ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPART AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY  
COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT 7/F

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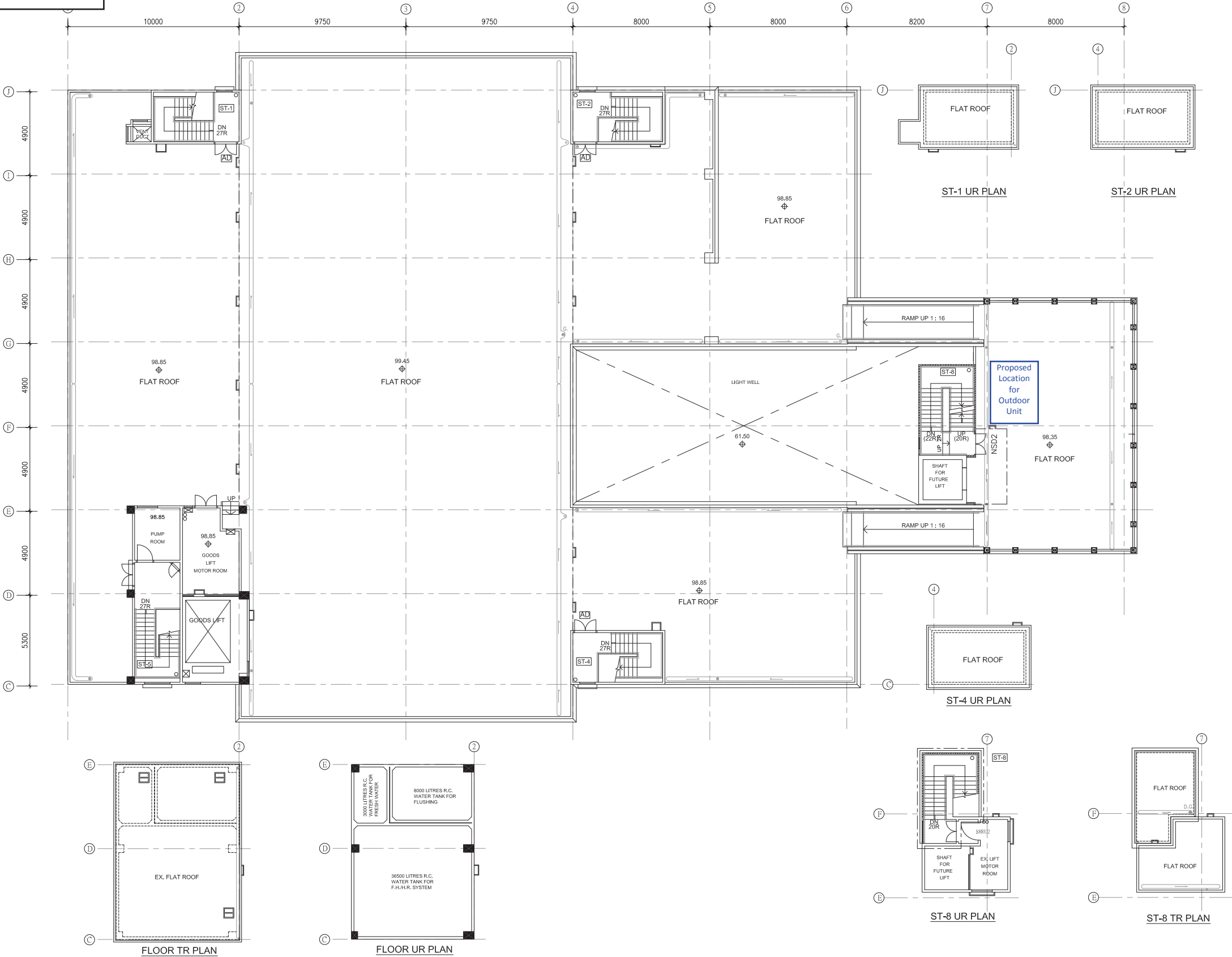
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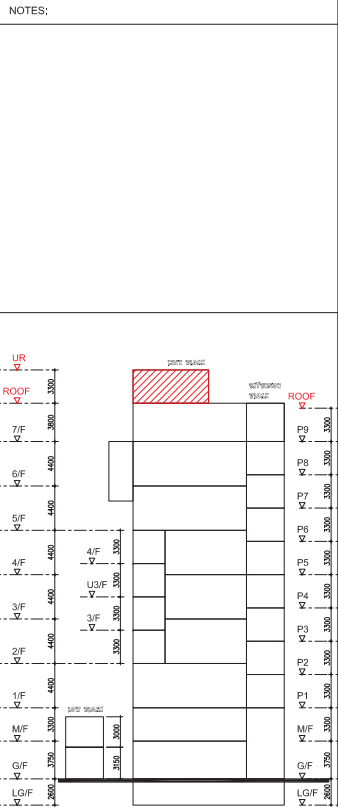
LEGEND

A/C PROVISION  
BY VRV SYSTEM

A/C PROVISION  
BY SPLIT TYPE  
A/C UNIT



ROOF PLAN



ELEVATION KEY PLAN

| REVISION | DESCRIPTION | DATE       |
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| 0        | TENDER      | 22.05.2018 |



PROJECT TITLE:  
RENOVATION WORK FOR BUILDING FACADE,  
ACCESS ROAD, CARPARK AND ASSOCIATED  
BUILDER'S WORKS CUM AIR-CONDITIONING  
SYSTEM IMPROVEMENT WORKS AT KWAI  
CHUNG CAMPUS, HONG KONG INSTITUTE OF  
CONSTRUCTION, CONSTRUCTION INDUSTRY COUNCIL

DRAWING TITLE:  
PROVISION OF MVAC  
LAYOUT PLAN AT ROOF  
& UPPER ROOF

| DRAWN | DATE | CHECKED | SCALE |
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DRAWING NO.  
KCC/MVAC/PP-12



Memorandum of Agreement  
for  
Renovation Works for Building Facade, Access Road,  
Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

June 2018

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**To be Signed by a Contractor**

**MEMORANDUM OF AGREEMENT**

MEMORANDUM OF AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_  
2018 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 Renovation Works for Building Facade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction, Construction Industry Council 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 (for Contractor) 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) Contractor's Safety Requirements
  - (i) Any relevant correspondenceall of which are annexed hereto.
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  
For  
Renovation Works for Building Facade, Access Road,  
Carpark and Associated Builder's Works cum  
Air-conditioning System Improvement Works at  
Kwai Chung Campus,  
Hong Kong Institute of Construction  
Construction Industry Council

June 2018



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**General Conditions of Employment for**  
**Renovation Works for Building Facade, Access Road, Carpark**  
**and Associated Builder's Works cum Air-conditioning System**  
**Improvement Works at Kwai Chung Campus,**  
**Hong Kong Institute of Construction,**  
**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 Renovation Works for Building Facade, Access Road, Carpark and Associated Builder's Works cum Air-conditioning System Improvement Works at Kwai Chung Campus, Hong Kong Institute of Construction, 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-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-contractors**

The Contractor shall obtain the prior written approval of the Employer to:

- (i) the appointment of sub-contractors to undertake any part of the Services; and
- (ii) the replacement of any sub-contractors appointed under sub-clause (i) of this Clause.

### **39 Liability of Contractor for acts and default of sub-contractors**

The appointment of sub-contractors to undertake any part of the Services shall not relieve the Contractor from any liability or obligation under this Agreement and he shall be responsible for the acts, default and neglects of any 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 Consultant / Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Consultant / 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 Employer**

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Director 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. (HK\$30 million is the minimum requirement for GCC (2a)-CAR, user may change its requirement if other set of GCC is adopted)

#### **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. [Applicable to consultancy involving field works]
- (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. [Applicable to consultancy involving field works]
- (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. [Applicable to consultancy involving field works]

#### **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. [Applicable to consultancy involving field works]

## **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.



- (C) 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 2018 to 24:00 31 <sup>st</sup> December 2018 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 : 4% of Individual Contract Value

Insured Property – Item 3

Professional Fees : costs and expenses in respect of architects' surveyors and consulting engineers' fee necessarily incurred in the reinstatement of the insured property consequent upon its loss or damage but not for preparing any claim it being understood that the amount payable hereunder shall not exceed the scale charges of the appropriate professional body.

: 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<br/>value of<br/>HK\$500,000 or<br/>below<br/>HK\$</u> | <u>For contract with<br/>value exceeding<br/>HK\$500,000 upto<br/>HK1,500,000<br/>HK\$</u> | <u>For contract with<br/>value exceeding<br/>HK\$1,500,000 upto<br/>HK\$3,000,000<br/>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%<br>of loss (*)                                            | 25,000 min or 50%<br>of loss (*)                                                           | 35,000 min or 50% of<br>loss (*)                                                               |
| Water Damage to<br>Work: | 20,000 min or 20%<br>of loss (*)                                            | 25,000 min or 20%<br>of loss (*)                                                           | 35,000 min or 20% of<br>loss (*)                                                               |
| Designer/Testing:        | 20,000                                                                      | 25,000                                                                                     | 35,000                                                                                         |

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 fright (15% 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. 90 Days Cancellation Clause, i.e. the policy may be cancelled by the Insured at any time subject to short-term premium but 90 days' advance notice by the Insurer.
  11. Extended Maintenance Period Cover
  12. 90 Days Non- Renewal Notice by Insurer
  13. Claim Control Clause
  14. 72 hours Clause
  15. HK Jurisdiction Clause
  16. Run Off Liability Clause
  17. Revised Arbitration Clause
  18. A3 – Extension of Cover for Designer's Risks
  19. A4 – Extension of Cover for Inland Transit (Limit: HK\$100,000 any one loss)
  20. A5 –Extension of Cover for Off-Site Storage anywhere in HKSAR (Limit: HK\$100,000 any one loss)
  21. A2 – Extension of Cover for Testing and Commissioning (4 weeks)
  22. Escalation Clause (Limit: 15% of Contract Value)
- 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/18-0910005641

**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.



#### 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**

P.R. No.: \_\_\_\_\_

Period of Validity: \_\_\_\_\_

Location of  
Works / Services: \_\_\_\_\_No. of pages for this document: 9

This document was issued on: \_\_\_\_\_

**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: \_\_\_\_\_



The following requirements include general safety requirements to be complied with by contractors and are by no means exhaustive. In general, contractors are to take all reasonable steps to ensure the safety and health of their employees and their subordinate workers (including their subordinate contractors). All site work activities of contractors shall be in full compliance with all relevant legislation of the Hong Kong Special Administrative Region including:

- Factories and Industrial Undertakings Ordinance (Cap 59) and its subsidiary legislation / regulations,
- Occupational Safety And Health Ordinance (Cap 509) and its subsidiary legislation / regulations,
- Dangerous Goods Ordinance (Cap 295) and its subsidiary legislation / regulations,
- Electricity Ordinance (Cap 406) and its subsidiary legislation / regulations,
- Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) and its subsidiary legislation / regulations,
- Boilers and Pressure Vessels Ordinance (Cap 56) and its subsidiary legislation / regulations.
- Construction Workers Registration Ordinance (Cap 583) and its subsidiary legislation / regulations,
- Employees' Compensation Ordinance (Cap 282) and its subsidiary legislation / regulations.

Other than legislation, contractors also must comply with relevant codes of practice or any other guidelines issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

Construction Industry Council (CIC) reserves the right to charge HKD 500.00 for each violation of any of CIC's internal safety requirements listed below or each violation of any relevant legislation, code of practice or guidelines.

In case of any dispute, CIC reserves all rights of final interpretation of the rules. The safety requirements to be complied by contractors include:



### General Rules

- 1) Contractors must arrange a representative(s) to attend a safety briefing before work commencement. Failure to attend briefings may result in work commencement not being permitted. Attendance at a briefing will be valid for 6 months; any contractor who had attended a briefing within the 6 months prior to the work commencement day will be exempted from attending a further briefing.
- 2) Before work commencement, contractor must obtain an Attendance Proof – Safety Briefing. Work will be suspended immediately if an Attendance Proof – Safety Briefing has not been obtained.
- 3) The contractor's representative must be a direct employee of the awarded contractor.
- 4) The contractor's representative has the duty to clearly deliver to the employer all messages from safety briefings or any safety meetings.
- 5) Contractors have the obligation to send a representative(s) to attend any safety meeting held by CIC.
- 6) The contractor must ensure all of CIC's safety requirements are delivered and clearly explained to all personnel in the working team (including direct employees and subordinate contractors) before working within CIC's premises.
- 7) The delivery of CIC's safety requirements mentioned in clause 6) above must be documented in writing and a copy must be maintained within the work area for inspection.
- 8) In case of any inspection or visit conducted by government officials, contractors must notify the site's responsible person, CIC's department responsible for the project and CIC's Corporate Safety Team immediately.
- 9) Contractors are required to prepare a method statement document ("Method Statement") and a risk assessment document ("Risk Assessment") before work commencement. The Method Statement is to be a comprehensive and step-wise statement of the work sequence and method, with the help of drawings, layout plan etc. to illustrate in detail how the work will be conducted. The Risk Assessment is to cover all foreseeable risks resulting from each step of the work sequence. Adequate and suitable rectifying measures should be stated in the Risk Assessment and implemented. The Risk Assessment should be prepared or reviewed by the contractor's safety officer.
- 10) Contractors should submit the statutory appointment notice (Forms 4 & 5 in Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (Cap 59Z)) of any safety supervisors or safety officers to CIC for record.



- 11) Occurrence of any kind of imminent danger or unsafe act may result in suspension of work on site until adequate and appropriate remedial action to the satisfaction of CIC is taken.
- 12) All contractors' personnel must not smoke within CIC premises.
- 13) All contractors' personnel must not work under the influence of alcohol or drugs. Non-compliant individuals may be immediately removed from the site.
- 14) Work areas and material storage areas should be fully enclosed and the following signage should be displayed at the entrance of each individual area:
  - i. "No unauthorized entry" or similar,
  - ii. "No Entry Without Wearing Safety Helmet or Safety Shoes" or similar,
  - iii. Contractor Work Commencement Permit
  - iv. Pedestrian diversion instruction (if original access was affected),
  - v. List of Competent Persons (if applicable).
- 15) Whip checks should be installed on the connections of compressed air hoses.
- 16) CIC reserves the right to request any contractor's personnel to be suspended from working within CIC premises for repeated violations of safety requirements.
- 17) If the construction area is adjacent to any public area, the affected area must be fully enclosed in order to ensure no members of the public would be able to access the site area. For example, enclosing the work area with securely erected boards.
- 18) If the construction area is directly above any public area, the contractor is required to fence off the area below or any area that may be vulnerable to any falling objects from the construction project. Sufficient, proper warning notice must be displayed.

## Personal Protective Equipment

- 19) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, have been provided with suitable and adequate personal protective equipment.
- 20) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, use personal protective equipment properly.
- 21) Contractors have the obligation to ensure personal protective equipment is in safe working condition.
- 22) All personnel within the works area must wear a safety helmet (which should be in compliance with the "Guidance Notes on the Selection, Use and Maintenance of Safety Helmets" issued by the Labour Department) and safety shoes with a steel toe cap and steel midsole (which should be in compliance with BS EN ISO 20345 or any other equivalent standards).



- 23) All safety helmets used should be equipped with a Y-type chin strap.
- 24) Contractors should maintain sufficient amount of safety helmets onsite for visitors' use.
- 25) All full body harnesses used must be equipped with double lanyards and comply with the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by the Labour Department.

## Safety Training

- 26) Copies of relevant certificates/safety training attendance records of all site personnel should be maintained onsite for inspection upon CIC's request. The Internal Safety Induction Training should be conducted by contractors' safety personnel.
- 27) All personnel engaged in site activities must possess a valid Mandatory Basic Safety Training Course (Construction Work) card and a Construction Worker Registration Card, and have attended Internal Safety Induction Training conducted by the contractor. Non-compliant individuals may be immediately removed from the site.

## Safety Inspection

- 28) If a safety officer or safety supervisor must be employed for the project, all completed Forms 2A and Forms 3A under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Cap 59Z) should be submitted to CIC for record.
- 29) Contractors' management staff should conduct regular safety inspections. The inspections should be documented and submitted to CIC Corporate Safety Team for record.
- 30) All recommendations for improvement in the Safety Inspection report issued by CIC should be implemented by contractors within 3 working days and evidence of improvement should be submitted to CIC.
- 31) The reoccurrence of any unsafe items from a CIC Safety Inspection report may result in suspension of work until recommendations for improvement have been implemented.

## Temporary Structures

- 32) Drawings and designs of all metal scaffolds, bamboo scaffolds or any temporary structures for support use or load bearing purposes must be checked by an appropriate registered engineer prior to erection, and the maximum safe load of the scaffold or structure must be determined. The registered engineer should clearly indicate the permitted load of the scaffold or structure in the drawings. Approved / endorsed drawings should be submitted to CIC's Corporate Safety Team for record.



- 33) All bamboo scaffolds that will be constructed with more than 15 meters in height should be designed and endorsed by an appropriate registered engineer, and this document should be submitted to CIC's Corporate Safety Team for record.
- 34) All structures or scaffolds mentioned in clauses 32) and 33) must be inspected by an appropriate registered engineer after construction. This inspection should be targeted at verifying whether the aforesaid structure or scaffold is in compliance with the design. The verification should be in written form with the registered engineer's endorsement and should be submitted to CIC for record. Any works associated with the structures or scaffolds should not be commenced before the verification is made.

### Emergency Preparedness

- 35) Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Corporate Safety Team, and these contact numbers should be reachable 24 hours.
- 36) If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)) contractors must notify the premises occupier, CIC's Corporate Safety Team and CIC's department responsible for the project immediately.
- 37) CIC's contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The investigation should be conducted within 24 hours after the occurrence of the accident. After the investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- 38) Reports of the investigations mentioned in clause 37) should be submitted to CIC within 3 working days after the occurrence of the incident.
- 39) CIC's contractors have the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- 40) In every work location, at least one first aid box should be maintained. If a contractor is engaged at more than one work location, and the work locations are physically separated or not readily accessible, a first aid box is to be maintained at each work location.
- 41) The type and quantity of first aid items contained in the first aid box should comply with Schedule 2 of the Construction Sites (Safety) Regulations (Cap 59I).
- 42) Contractors should arrange a person / team of persons to conduct regular checks on the first aid box to ensure the proper condition and quantity of first aid items. If first aider(s) is/are deployed for the construction project, the first aider should be included in the aforesaid team.



- 43) Adequate and proper firefighting equipment should be ready in the site area. At least one fire extinguisher of proper type should be maintained at each electrical distribution box and hot work area.
- 44) Clearly visible signage should be displayed to indicate the location of firefighting equipment and first aid equipment.
- 45) Contractors must not obstruct any emergency escape route or make any emergency equipment defective. If this is unavoidable, the obstruction is to be pre-approved by CIC and alternative measure(s) provided during temporary unavailability of the emergency escape route or equipment.

### Competent Person

- 46) All of the competent persons deployed in the works area shall be appropriately qualified as specified in relevant legislation and codes of practice, including but not limited to the following:
  - i. Metal scaffold competent person
  - ii. Bamboo scaffold competent person
  - iii. Metal scaffolder
  - iv. Bamboo scaffolder
  - v. Gas Welder
  - vi. Safety Supervisor
  - vii. Electrical worker
  - viii. Abrasive wheel mounting competent person
  - ix. Crane Operator
  - x. Lifting Appliance Inspector
  - xi. Loadshifting Machinery operator
  - xii. Confined Space Competent Person
  - xiii. Confined Space Certified Worker
  - xiv. First Aider
  - xv. Suspended working platform operator
  - xvi. Cartridge-operated fixing tools operator
  - xvii. Excavation Inspector
  - xviii. Power-operated elevating work platform operator
  - xix. Electric Arc Welder
  - xx. Rigger
  - xxi. Signaler



- 47) For competent persons of the trades specified below, these additional qualifications shall be met:

| Trade                                           | Qualification                                                                                                                               |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Cartridge-operated fixing tools operator        | Attended operational training organized by the tool's supplier                                                                              |
| Excavation Inspector                            | Holder of Bachelor's degree in Civil Engineering or other relevant discipline                                                               |
| Power-operated elevating work platform operator | Attended operational training organized by the machine's supplier                                                                           |
| Electric Arc Welder                             | Holder of General Welder intermediate trade test certificate or above                                                                       |
| Rigger and Signaler                             | Holder of Safety Training Course for Construction Workers of Specified Trade (Construction Material Rigger) Certificate or other equivalent |

- 48) A list of the competent persons (if any) mentioned in clauses 46) and 47) above, should be displayed at the entrance of the site.
- 49) In case work activity is not conducted by suitable competent persons, CIC reserves the right to temporarily suspend that related work activity.

## Working at Height

- 50) All scaffolding works must be supervised by a relevant competent person and performed by trained workers as per the requirement stated in the Metal and Bamboo Scaffold Code of Practice issued by the Labour Department.
- 51) Contractors must provide proper fall protection to prevent any person falling from height. Contractors also have the obligation to ensure the fall protection is being used properly.
- 52) Contractors should take necessary steps to avoid any objects falling from height, such as implementing hand-tag lines for tools, installing toe boards or mesh etc.
- 53) All floor edges must be protected with rigid and secure guardrails and toe-boards at all times. The aforesaid guardrails and toe-boards are to comply with the requirements stated in Schedule 3 of the Construction Sites (Safety) Regulations (Cap 59I).
- 54) All floor openings must be covered and secured with sound and solid materials at all times. Clearly visible notices should be placed to indicate floor openings.
- 55) Proper working platforms must be provided for work carried out at 2 meters or above. Non-compliance with such will be considered as an unsafe act.
- 56) Mini scaffolds, stepladder platforms, hop-up platforms or step stools are to be provided for working at heights lower than 2 meters. The equipment mentioned must be in compliance with the requirements stated in clause 58).



- 57) Access ladders (Single sided, non-self-standing ladders), and A-type ladders (two-sided, self-standing ladders) are prohibited for use as working platforms.
- 58) Any mini scaffold, stepladder platform, hop-up platform or step stool must comply with the following standards and be free from any defects:

| Equipment Type      | Standard /Requirement                                                                                              |
|---------------------|--------------------------------------------------------------------------------------------------------------------|
| Mini scaffold       | EN131-7 or PAS250 or any other equivalent                                                                          |
| Stepladder platform | EN131 or ANSI A14 or AS/NZS 1892 or any other                                                                      |
| Hop-up platform     | EN131-7 or any other equivalent international standard, and may only be used when a guardrail is equipped properly |
| Steps stools        | EN14183 or other equivalent international standard equivalent international standard                               |

### Health Hazard Control

- 59) Noise assessments should be conducted as per the requirements stated in the Factories & Industrial Undertakings (Noise at Work) Regulation (Cap 59T) and relevant codes of practice. Relevant documents such as results of noise assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 60) Manual handling assessments should be conducted as per the requirement stated in the Occupational Safety & Health Regulation (Cap 509A) and relevant codes of practice. Relevant documents such as results of manual handling assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 61) The quantities of any dangerous goods stored within the works area should not exceed the exemption quantities stated in Fire Protection Notice No. 4 published by the Fire Services Department, otherwise, a dangerous goods store must be set up and a licence applied for. CIC's Corporate Safety Team is to be informed beforehand.
- 62) Chemical hazard assessments are to be conducted for all chemicals on the construction site. The storage, usage of chemicals, the usage of personal protective equipment etc. are to follow the results of the assessment.
- 63) The proper prescribed form of chemical label is to be clearly displayed on chemical containers.
- 64) Contractors should conduct heat stress assessments and arrange mitigation measures accordingly whenever the work condition may lead to their employees suffering heat stroke, such as prolonged outdoor work during the summer season or exhausting work in confined spaces.



- 65) Contractors should provide sufficient drinking water to the employees.

## Electrical Works

- 66) For any installation or excavation work required to be conducted on existing walls or structures, or the ground, active cable detection is to be conducted and the alignment and depth of cables are to be conveyed to the relevant personnel involved before the start of work. The attendance record and cable detection survey report should be submitted to CIC's Corporate Safety Team for record.
- 67) Only registered electrical workers should conduct electrical installation work. A lock and tag system is to be implemented for any installation work in connection to an existing electricity power supply.
- 68) All electrical tools are to be checked by a registered electrical worker prior to use.
- 69) All mobile electricity generators are to be properly earthed before use.
- 70) When working outdoors, waterproof plugs should be used.

## Lifting Operations

- 71) All lifting appliances and lifting gear used are to comply with the requirements stated in the Factories and Industrial Undertakings (Lifting Appliance and Lifting Gear) Regulations (Cap 59J) and a list of all the lifting appliances and lifting gear used by contractors should be sent to CIC for record. The certificates of the aforesaid equipment should be always ready onsite during the works period for checking.
- 72) Contractors should check the condition of lifting gear before commencement of each lifting operation.
- 73) All rigging and signaling should be conducted by a competent person. Walkie-talkies with a secured channel or other similar communication channel should be provided to the signaller and the crane operator.
- 74) Contractors should take all necessary action to ensure lifted loads are balanced, secure and will not cause any object to fall.
- 75) Lifted objects should be fitted with 2 tag lines of sufficient length.
- 76) Contractors are to take all necessary action to ensure all lifting appliances, cranes and lifting gear are free from any defects.
- 77) Overloading of any lifting appliances or cranes is strictly prohibited. The occurrence of overloading will be considered as an unsafe act.
- 78) All crane outriggers must be fully extended before conducting any lifting operations.
- 79) All cranes must be seated on firm and even ground.



- 80) All lifting zones must be fully enclosed and contractors should take all necessary action to ensure that no one is under any lifted load.
- 81) Every 3 months, contractors should conduct detailed checking of the certificates and physical condition of all lifting gear, and use the below color coding to indicate usable lifting gear:

| Months/ Condition     | Color  |
|-----------------------|--------|
| Jan to Mar            | Blue   |
| Apr to Jun            | Yellow |
| Jul to Sep            | Green  |
| Oct to Dec            | Orange |
| Substandard condition | Red    |
| Invalid certificate   | White  |

### Hot Work

- 82) Contractors are to take necessary action to contain sparks generated from hot work.
- 83) Contractors should deploy a watchman in the area affected by sparks generated from hot work.
- 84) All flammable substances, materials or chemicals must be removed before conducting hot work.
- 85) All compressed air cylinders such as oxygen and acetylene should always be kept upright and secured with chains.
- 86) Proper handling tools, such as trolleys, should be used during the transport of any compressed air cylinders.
- 87) Contractors are to ensure flashback arrestors, non-return valves and springs are properly fitted to flame cutting sets before use.
- 88) Pre-use checking are to be conducted by a competent person to ensure equipment used for hot work is free from any defects.
- 89) No electric-arc welding is permitted in outdoor area when it is raining.
- 90) Contractors are to ensure all work pieces are completely cooled down before leaving the work premises.



## 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 : 2100 9000  
圖文傳真號碼 : 2100 9439  
電子郵件 : 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 Tools (手工具)                                       | <input type="checkbox"/> 2.1 Brush & Accessory (刷及配件)                                            |
|                                                                              | <input type="checkbox"/> 2.2 Chisel (鑿)                                                          |
|                                                                              | <input type="checkbox"/> 2.3 Crowbar (鐵筆)                                                        |
|                                                                              | <input type="checkbox"/> 2.4 Drawing Instrument (繪圖工具)                                           |
|                                                                              | <input type="checkbox"/> 2.5 Electric Drill / Hammer Drill & Accessory (電鑽及配件)                   |
|                                                                              | <input type="checkbox"/> 2.6 Edge Rule (壓尺)                                                      |
|                                                                              | <input type="checkbox"/> 2.7 File (銼)                                                            |
|                                                                              | <input type="checkbox"/> 2.8 Hammer (鎚仔)                                                         |
|                                                                              | <input type="checkbox"/> 2.9 Masonry Tools (泥水工具)                                                |
|                                                                              | <input type="checkbox"/> 2.10 Meter / Tester (測試儀錶)                                              |
|                                                                              | <input type="checkbox"/> 2.11 Portable Electrical Tools & Accessory (手提式電動工具及配件)                 |
|                                                                              | <input type="checkbox"/> 2.12 Pipe Bender & Expander (喉管屈曲器及掙大器)                                 |
|                                                                              | <input type="checkbox"/> 2.13 Pick (泥耙)                                                          |
|                                                                              | <input type="checkbox"/> 2.14 Pipe Cutter (喉管剪鉗)                                                 |
|                                                                              | <input type="checkbox"/> 2.15 Pipe Dies and Head (牙模及扳頭)                                         |
|                                                                              | <input type="checkbox"/> 2.16 Plane (刨)                                                          |
|                                                                              | <input type="checkbox"/> 2.17 Plier / Pincer / Nipper (鉗子)                                       |
|                                                                              | <input type="checkbox"/> 2.18 Saw (鋸)                                                            |
|                                                                              | <input type="checkbox"/> 2.19 Screwdriver (螺絲批)                                                  |
|                                                                              | <input type="checkbox"/> 2.20 Spanner / Wrench (扳手)                                              |
|                                                                              | <input type="checkbox"/> 2.21 Scraper / Shovel / Pottery Tool (刮 / 鏟 / 泥刮)                       |
|                                                                              | <input type="checkbox"/> 2.22 Steel Snip/ Cutter (剪鉗)                                            |
|                                                                              | <input type="checkbox"/> 2.23 Surveying Level (測量平水儀)                                            |
|                                                                              | <input type="checkbox"/> 2.24 Surveying Scale (測量磅)                                              |
|                                                                              | <input type="checkbox"/> 2.25 Trowel (抹子 / 批匙)                                                   |
|                                                                              | <input type="checkbox"/> 2.26 Vise (虎鉗 / 夾)                                                      |
|                                                                              | <input type="checkbox"/> 2.27 Welding Tools (焊接工具)                                               |
| <input type="checkbox"/> 3 Industrial Safety & Protective Products (安全及防護產品) | <input type="checkbox"/> 3.1 Anti-Surge Protection (防電保護)                                        |
|                                                                              | <input type="checkbox"/> 3.2 Confined Space Equipment (密閉空間設備)                                   |
|                                                                              | <input type="checkbox"/> 3.3 Eye Protection (眼部保護)                                               |
|                                                                              | <input type="checkbox"/> 3.4 Fall Protection (高空防墮保護)                                            |
|                                                                              | <input type="checkbox"/> 3.5 First Aid Supplies (急救用品)                                           |
|                                                                              | <input type="checkbox"/> 3.6 Fire Extinguisher & Equipment (滅火筒及設備)                              |
|                                                                              | <input type="checkbox"/> 3.7 Foot Protection (腳部保護)                                              |
|                                                                              | <input type="checkbox"/> 3.8 Gas & Radiation Detector (氣體及輻射探測器)                                 |
|                                                                              | <input type="checkbox"/> 3.9 Hand Protection (手部保護)                                              |
|                                                                              | <input type="checkbox"/> 3.10 Hearing Protection (聽覺保護)                                          |
|                                                                              | <input type="checkbox"/> 3.11 Head Protection (頭部保護)                                             |
|                                                                              | <input type="checkbox"/> 3.12 Noise Assessment Tools (噪音評估工具)                                    |
|                                                                              | <input type="checkbox"/> 3.13 Respiratory Protection (呼吸保護)                                      |
|                                                                              | <input type="checkbox"/> 3.14 Road Safety Equipment & Reflective Vest (交通安全用品及反光衣)               |
|                                                                              | <input type="checkbox"/> 3.15 Safety Net & Tool Box (安全網及工具箱)                                    |
|                                                                              | <input type="checkbox"/> 3.16 Safety Sign / Label (安全標貼/告示牌)                                     |
|                                                                              | <input type="checkbox"/> 3.17 Self-Contained Breathing Apparatus & Air Compressor (自供式呼吸器及空氣壓縮機) |
|                                                                              | <input type="checkbox"/> 3.18 Welding Protection (燒焊保護)                                          |





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### 建造業議會承辦商/供應商登記申請書

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|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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)<br><input type="checkbox"/> 4.2 Brake Fluid (剎掣油)<br><input type="checkbox"/> 4.3 Cutting Oil (切割油)<br><input type="checkbox"/> 4.4 Hydraulic Oil (液壓油)<br><input type="checkbox"/> 4.5 Industrial Diesel Oil (工業柴油)<br><input type="checkbox"/> 4.6 Lubricant Oil / Grease Oil (潤滑油/潤滑脂油)<br><input type="checkbox"/> 4.7 Transmission Oil (傳動油)<br><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)<br><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)<br><input type="checkbox"/> 5.2 Air Compressor & Blower (風機)<br><input type="checkbox"/> 5.3 Bolt & Pipe Threading Machine / Groove Machine (電動管紋機 / 壓坑機)<br><input type="checkbox"/> 5.4 Builder's Lift (建築工地升降機 - 工人籠)<br><input type="checkbox"/> 5.5 Cable Dectector (地下電纜探測器)<br><input type="checkbox"/> 5.6 Concrete Mixers (混凝土攪拌機)<br><input type="checkbox"/> 5.7 Concrete Vibrator (混凝土震機)<br><input type="checkbox"/> 5.8 Crawler Crane (履帶式吊機)<br><input type="checkbox"/> 5.9 Dozers (推土機)<br><input type="checkbox"/> 5.10 Dust Collectors (集塵器)<br><input type="checkbox"/> 5.11 Forklifts and Tow Tractors (叉車及拖引車)<br><input type="checkbox"/> 5.12 Gantry Crane (龍門式吊機)<br><input type="checkbox"/> 5.13 Generator Set (發電機組)<br><input type="checkbox"/> 5.14 Gondola Systems (吊船)<br><input type="checkbox"/> 5.15 Hydraulic Punching / Shearing / Swing Beam Machine (液壓沖 / 剪 / 擺式剪板機)<br><input type="checkbox"/> 5.16 Hydraulic Excavators (液壓挖土機)<br><input type="checkbox"/> 5.17 Loaders (裝載機)<br><input type="checkbox"/> 5.18 Mobile / Trucks / Lorry Crane (汽車吊機)<br><input type="checkbox"/> 5.19 Metal Work Machine & Equipment (金屬工作機)<br><input type="checkbox"/> 5.20 Pipe Welding Machine (喉管熱熔對接焊機)<br><input type="checkbox"/> 5.21 Plate Compactor (壓路板)<br><input type="checkbox"/> 5.22 Pump (泵)<br><input type="checkbox"/> 5.23 Roller Shutter (捲閘)<br><input type="checkbox"/> 5.24 Spray Booth (噴漆柜)<br><input type="checkbox"/> 5.25 Surveying Measuring Instrument (測量儀器)<br><input type="checkbox"/> 5.26 Thicknessing Planer (壓鉋機)<br><input type="checkbox"/> 5.27 Tower Crane (塔式吊機)<br><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)<br><input type="checkbox"/> 6.2 Repair & Maintenance – Builders' Lift – Hoists (建築工地升降機維修保養)<br><input type="checkbox"/> 6.3 Repair & Maintenance – Carpark System (停車場系統維修保養)<br><input type="checkbox"/> 6.4 Repair & Maintenance – Cleaning Equipment (清潔設備維修保養)<br><input type="checkbox"/> 6.5 Repair & Maintenance – Construction Machine & Equipment (建築機械及設備維修保養)<br><input type="checkbox"/> 6.6 Repair & Maintenance – Crawler Crane (履帶式吊機維修保養)<br><input type="checkbox"/> 6.7 Repair & Maintenance – Diesel Generating Set (柴油發電機組維修保養)<br><input type="checkbox"/> 6.8 Repair & Maintenance – Drinking Facilities & Equipment (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

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





## 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"/>    | 13.12                           | Uniform (制服)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/>    | 13.13                           | Walkie Talkie (對講機)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> 14 | General Services<br>(一般服務)      | <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 (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 (設計網頁 / 應用程式及製作)<br><input type="checkbox"/> 14.17 Event Management - Exhibition Booth Design, Production & Installation (展覽攤位設計、製作及佈置)<br><input type="checkbox"/> 14.18 Event Management - Event Production & Management Services (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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |





## 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

- ☐ 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  
質量保證政策
- ☐ Health and Safety policy  
健康及安全政策
- ☐ 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。