



27 November 2025

Dear Tenderers,

Tender Reference No. (614) in P/AE/PUR/AGC

**Provision of Lead Agency Services for the PR Campaign for the
Construction Industry Council (Re-tender)**

Tender Addendum No. 1

We refer to the tender document issued to you on 24 November 2025 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

A) Extended Tender Closing Date

The tender closing date shall be extended to 17 December 2025 (Wednesday). Tender shall be submitted to the Tender Box of the CIC at G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong **by 12:00 noon on 17 December 2025**. Late submission will NOT be considered. Failure to do so shall render the tender void.

B) Information Update / Supplement

Conditions of Tender – Clause 4.7 (Page CT-4*)

Conditions of Tender – Appendix F (Pages CT-34* and CT-35*)

C) Revised labels for separate sealed envelope

Please replace the corresponding pages in the tender documents by the revised page being marked with an asterisk (*).

The above amendments shall be effective immediately and Tender Addendum No. 1 shall form part of the tender document. Please acknowledge receipt of the aforementioned information by signing below and returning this letter by e-mail to kelvinlee@cic.hk or by fax at (852) 2100 9439 **by 17 December 2025.**

Yours sincerely,
For and on behalf of
Construction Industry Council

Accepted and Confirmed by
Company Name:



Eric LEE
Manager
Procurement

Name:
Position:
Company Name:
Date:

/EL

**Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street,
Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 17 December 2025.**

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 or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 am – 6:18 pm) 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 in CIC's opinion 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.
- 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 sufficient 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 CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made for fluctuations in salaries, material prices and exchange rates of currencies, freight charges, insurance premium or for any other reason whatsoever.
- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (614) in P/AE/PUR/AGC, Closing Date: 17 December 2025), 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 E-mail: kelvinlee@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on **17 December 2025**.
- 2) Please contact Mr. Kelvin LEE at Tel: 2100 9425 or E-mail: kelvinlee@cic.hk for any enquiry.

Construction Industry Council

Provision of Lead Agency Services for the PR Campaign for the Construction Industry Council (Re-tender)

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

"Confidential"	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong	TENDER
Technical Proposal	Ref. No.: [(614) in P/AE/PUR/AGC] Provision of Lead Agency Services for the PR Campaign for the Construction Industry Council (Re-tender)	
Name of Tenderer: _____		
NO Commercial or Cost Information shall be Included in Technical Submission		
Closing Time and Date: <u>12:00 noon on 17 December 2025</u>		

Construction Industry Council

Provision of Lead Agency Services for the PR Campaign for the Construction Industry Council (Re-tender)

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

"Confidential"	
Fee Proposal	Construction Industry Council (CIC)
	The Tender Box
	G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
	Ref. No.: [(614) in P/AE/PUR/AGC]
	Provision of Lead Agency Services for the PR Campaign for the Construction Industry Council (Re-tender)
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 17 December 2025</u>	