



12 February 2026

Dear Tenderers,

Tender Reference No. (420) in P/AE/PUR/TDTC

**Provision of Repair and Maintenance Services for Closed-Circuit
Television System “CCTV” for the Construction Industry Council**

Tender Addendum No. 1

We refer to the tender document issued to you on 11 February 2026 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

Invitation letter – Envelop Cover (Addendum No.1)
Conditions of Tendering – (Pages CT-3, CT-6, CT36 to CT-38 (Addendum No.1))

Please replace the corresponding pages in the tender documents by the revised page being marked with “Addendum No.1”.

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 ronaldwong@cic.hk or by fax at (852) 2100 9750 **by 4 March 2025.**

Yours sincerely,
For and on behalf of
Construction Industry Council

Eric LEE
Manager
Procurement

/EL

Accepted and Confirmed by
Company Name:

Name:
Position:
Company Name:
Date:

Construction Industry Council

Term Contract for Provision of Repair and Maintenance Services for Closed-Circuit Television System “CCTV” Works for the Construction Industry Council

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

“Confidential”	
Technical 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
	TENDER
<u>NO FEE PROPOSAL</u>	Ref. No.: [(420) in P/AE/PUR/TDTC] Term Contract for Provision of Repair and Maintenance Services for Closed-Circuit Television System “CCTV” for the Construction Industry Council
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 4 March 2026</u>	



“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
	TENDER
	Ref. No.: [(420) in P/AE/PUR/TDTC] Term Contract for Provision of Repair and Maintenance Services for Closed-Circuit Television System “CCTV” for the Construction Industry Council
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 4 March 2026</u>	

Addendum no.1

Construction Industry Council

Term Contract for Provision of Repair and Maintenance Services for Closed-Circuit Television System “CCTV” Works for the Construction Industry Council

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Name of Tenderer: _____	
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	Ref. No.: [(420) in P/AE/PUR/TDTC] Term Contract for Provision of Repair and Maintenance Services for Closed-Circuit Television System “CCTV” for the Construction Industry Council
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 4 March 2026</u>	

Addendum no.1

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 all information mentioned above with his tender, his tender may 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 sufficient 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 copy and corresponding files in electronic form (e.g. in MS Word / MS Excel / PDF format) stored in an electronic medium (eg: USB / CD-ROM / DVD-ROM) of the technical proposal in a sealed envelope marked “Technical Proposal” and **ONE (1)** hard copy 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 **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong by 12:00 noon on 4 March 2026**. 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

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 Conditions of Tender.

5 Tender Briefing and Site Visit Session

- 5.1 Tenderer is invited to attend a tender briefing session and site visit at the time and place as stated in the tender invitation.
- 5.2 Interested tenderers should complete and return the reply slip in Appendix G by fax or e-mail to the Procurement Officer at least 1 working day before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for the 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 is requested to attend a tender interview which will be held in **March 2026** (tentatively) to present his tender proposals. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 In view that tender interview forms part of the technical assessment, tenderers should NOT disclose any fee related information during the interview including PowerPoint presentation and handouts. Failure to do so may result in disqualification of tender.
- 6.5 Each interview presentation should be no longer than 15 minutes, including a 10-minute questions and answers session.

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (420) P/AE/PUR/TDTC, Closing Date: 4 March 2026), 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: ronaldwong@cic.hk or fax no: 2100 9439 no later than **12:00 on 4 March 2026**.
- 2) Please contact Ronald Wong at Tele: 21009750 or E-mail: ronaldwong@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 tender name at **10:00 a.m. on 24 February 2026** at G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong.

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

Note:

1. Each Tenderer shall register three attendees at most.
2. Please return the completed reply slip to E-mail: ronaldwong@cic.hk or fax no: 2100 9439 no later than **5:00 p.m. on 23 February 2026**.
3. Please contact Ronald Wong at Tele: 21009750 or E-Mail ronaldwong@cic.hk for any enquiry.

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 all information mentioned above with his tender, his tender may not be considered.
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 - c) The tenderer should ensure that the fee quoted is sufficient 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.
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- ☐ 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: ronaldwong@cic.hk or fax no: 2100 9439 no later than 12:00 on 4 March 2026.
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<u>Full Name of Attendee(s)</u>			<u>Post/Title</u>	
<u>Company Name:</u>				
<u>Contact Person:</u>			<u>Post/Title</u>	
<u>Address:</u>				
<u>Telephone No : :</u>			<u>Fax No:</u>	
<u>Mobile Phone No:</u>			<u>E-mail :</u>	

Note:

1. Each Tenderer shall register three attendees at most.
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