



12 February 2026

Dear Tenderers,

**Tender Reference No. (421) in P/AE/PUR/TDTC**

**Provision of Repair and Maintenance Services for Access Control System  
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, 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](mailto:ronaldwong@cic.hk) or by fax at (852) 2100 9750 **by 4 March 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

## Construction Industry Council

### Term Contract for Provision of Repair and Maintenance Services for Access Control System 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**

**NO FEE PROPOSAL**

Ref. No.: [(421) in P/AE/PUR/TDTC]

Term Contract for Provision of Repair and Maintenance Services for Access Control System for the Construction Industry Council

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

Closing Time and Date: 12:00 noon on 4 March 2026

“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.: [(421) in P/AE/PUR/TDTC]

Term Contract for Provision of Repair and Maintenance Services for Access Control System for the Construction Industry Council

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

Closing Time and Date: 12:00 noon on 4 March 2026

Addendum no.1

## Construction Industry Council

### Term Contract for Provision of Repair and Maintenance Services for Access Control System 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

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

Closing Time and Date: 12:00 noon on 4 March 2026

“Confidential”

Fee Proposal

Construction Industry Council (CIC)

The Tender Box

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**TENDER**

Ref. No.: [(421) in P/AE/PUR/TDTC]

Term Contract for Provision of Repair and Maintenance Services for Access Control System for the Construction Industry Council

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

Closing Time and Date: 12:00 noon on 4 March 2026

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

## APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (421) 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:

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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)?

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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)?

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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](mailto: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](mailto: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 **11:00 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>		
Company Name:				
Contact Person:		<u>Post/Title</u>		
Address:				
Telephone No : :			<u>Fax No:</u>	
Mobile Phone No:			<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](mailto: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](mailto:ronaldwong@cic.hk) for any enquiry.

## 4 Completion of Tender

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\_\_\_\_\_ 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:

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Company Name:				
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