

The Hong Kong Council of Social Service
Tender for Conversion to use Salt Water for Toilet Flushing at
Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai, Hong Kong
Requirements and Specifications

RFP Ref. No: **BMO/2022/002**

Invitation for tender: Conversion to use Salt Water for Toilet Flushing at
Duke of Windsor Social Service Building, 15 Hennessy Road,
Wan Chai, Hong Kong

Date of Invitation to Tender: 30 May 2022

Closing Date & Time: 13 June 2022 at 12noon

Proposal submission address: The Hong Kong Council of Social Service (HKCSS)
The Tender Box (No. 1), 13/F, Duke of Windsor Social Service
Building, 15 Hennessy Road, Wan Chai, Hong Kong

1. Introduction

The Hong Kong Council of Social Service (HKCSS) is a federation of non-government social service agencies in Hong Kong. HKCSS represents more than 500 Agency Members, providing over 90% of the social welfare service through their 3,000 operating units in Hong Kong. HKCSS together with its Member Agencies, other welfare organizations and concerned individuals, has put great emphasis on building a caring community and cohesive society.

We are now calling for tender proposal for the work of Conversion to use Salt Water for Toilet Flushing for Duke of Windsor Social Service Building (DWSSB), located at 15 Hennessy Road, Wan Chai, Hong Kong. Please refer the work details below.

2. Specification and Description of Works

2.1 Descriptions are shown as below:

S/N	Description	Quantity/ Unit
1.1	前期工作-提供第三者及勞工保險	1 項
1.2	前期工作-提供安全設施及現場木圍板	1 項
1.3	前期工作-註場 T1 管工	1 項
1.4	前期工作-物料試驗	1 項
1.5	前期工作-提供為新造供水系統水質檢驗	1 項
2.1	拆卸-拆卸及清走現有泵房內兩個鋼筋混凝土食水及沖廁水水缸、水喉、水泵及配件	1 項
3.1	更換大廈食水供水轉運系統-由註冊水喉匠向水務處申請15mm 口徑水錶 1 個	1 項
3.2	更換大廈食水供水轉運系統-供應及安裝由政府來水閘制至食水供水轉運系統的供水喉管及配件	1 項
3.3	更換大廈食水供水轉運系統-供應及安裝食水供水轉運水泵兩個	1 項
3.4	更換大廈食水供水轉運系統-供應及安裝食水上水泵控制箱，包括豬膽制、急停制及所需電線	1 項
3.5	更換大廈食水供水轉運系統-按屋宇署批准圖則供應及安裝1m x 1m x 1m 玻璃纖維缸連建造石尿墩及鐵架	1 項
3.6	更換大廈食水供水轉運系統-提交有關表格 WW046 及WR1費用	1 項
4.1	更換大廈沖廁水供水轉運系統-天台搭建棚架以供更換沖廁水落水喉，由天台水缸至各層喉槽位	1 項
4.2	更換大廈沖廁水供水轉運系統-供應及安裝由政府來水閘制至停車場內沖廁水供水轉運系統的供水喉管及配件	1 項
4.3	更換大廈沖廁水供水轉運系統-供應及安裝沖廁水供水轉運水泵	1 項
4.4	更換大廈沖廁水供水轉運系統-供應及安裝沖廁水上水泵控制箱，包括豬膽制、急停制及所需電線	1 項
4.5	更換大廈沖廁水供水轉運系統-按屋宇署批准圖則供應及安裝 1m x 1m x 1m 玻璃纖維缸連建造石尿墩及鐵架	1 項
4.6	更換大廈沖廁水供水轉運系統-更換沖廁上水喉，由水泵出水口至天台水缸	1 項
4.7	更換大廈沖廁水供水轉運系統-執修／維護電梯大堂天花(更換沖廁水上喉所經途徑影響位置)	1 項
4.8	更換大廈沖廁水供水轉運系統-更換沖廁水落水喉，由天台水缸至每層男女廁喉槽位	1 項
4.9	更換大廈沖廁水供水轉運系統-於每層男女廁喉槽位加裝獨立水制	1 項
4.10	更換大廈沖廁水供水轉運系統-提交有關表格 WWW046 及WR1 費用	1 項
4.11	更換大廈沖廁水供水轉運系統-工程期間提供臨時缸以提供大廈沖廁水之用	1 項

- 2.11 Please refer to attached the Approval letter of Buildings Department dated 9 Sep 2013 and Approved drawings dated 9 Sep 2013 – Layout plan and details of proposed transfer water tank on ground floor and FS pump on roof.

- 2.2 All materials and works shall strictly comply with the latest statutory requirements such as but not limited to Section 12 in General Specification for Building (2017 Edition) together with all current amendments thereto issued by the Architectural Services Department, Building Ordinance (Cap 123); Fire Services Ordinance (Cap 95); Waterworks Ordinance (Cap 102); Factory and Industrial Undertakings Ordinance (Cap 59); Occupational Safety and Health Ordinance (Cap 509), Electricity Ordinance (Cap 406) and Buildings Energy Efficiency Ordinance (Cap.610);
- 2.3 The scope of work shall include all labour, materials, equipment, fabrication, transportation, assembly and protection necessary to provide air-conditioning system installation in accordance and in compliance with the manufacturer's printed data, drawings, instructions and Works Orders issued by the employer;
- 2.4 The Contractor should provide the drawing and layout plan of conversion to use salt water for toilet flushing the DWSSB;
- 2.5 The Contractor shall ensure that all works shall be carried out in a safe and workmanlike manner causing the minimum of inconvenience to the occupants. No debris or objects of any kind shall be thrown, or allowed to fall from the rooftop and floors. Provide all necessary dust screens, or similar, and water the debris to reduce dust nuisance to a minimum. Due regard is to be given to safety measures throughout the entire contract period;
- 2.6 To supply labour and material to clear away from time to time temporary plants, materials and debris generated from the work and to make good or reimburse the employer any damage caused to the building fabric or services during the execution of the works and exhaustively upon completion of works;
- 2.7 The Contractor shall arrange the project manager and full time site supervisor for site setting out, supervision and co-ordinate with other contractors regarding all interfacing works and sequence of works.

3. Work Commencement

- 3.1 Tentative date of commencement of work: July 2022 or upon received employer's written instruction;
- 3.2 Workdays: 90 working days (including Saturdays);

4. Payment Schedule

Upon acceptance of the proposal, the contract sum will be paid in accordance with the following schedule:

- (i) 20% of the contract sum shall be paid to the contractor as deposit on accepting the proposal;
- (ii) 75% of contract sum shall be paid to contractor against measurement of progress certified by The Hong Kong Council of Social Service;
- (iii) 5% of the contract sum shall be retained as Retention Money and the Retention Money will be released upon completion of works and at the end of the Defects Liability period of 12 months subject to the satisfactory completion of defects.

5. Proposal Submission

- 5.1 Candidates should submit THREE COPIES of the Proposal Documents, reach HKCSS on or before the closing time, which is **12noon sharp on 13 June 2022**;
- 5.2 In case a black rainstorm warning or typhoon signal No.8 or above is hoisted, the Closing Date will be extended to 12:00 noon sharp on the next business day (except Saturday);

- 5.3 “Proposal Documents” means the complete set of three contract documents comprising (a) Form of RFP, (b) Appendix 1 - Price Schedule, and (c) Appendix 2 - Tender Questionnaire;
- 5.4 Incomplete Proposal Documents may not be considered;
- 5.5 Proposal shall constitute an offer from a candidate that shall remain open for not less than 90 days after the closing date;
- 5.6 The prices to be quoted by candidates are to be in Hong Kong dollars and must be shown on the Price Schedule;
- 5.7 Candidates should make certain the prices quoted are accurate before including them in their Proposals. Under no circumstances will any request be accepted for price adjustment on the ground that a mistake has been made in the prices quoted in the Proposal.
- 5.8 Candidates must provide the Price Schedule and all information required therein. Items in the Price Schedule should be fully priced and totaled. The Price Schedule must be duly signed by the Candidate with company chop.
- 5.9 Counter proposals or value-added service from candidates will only be considered in exceptional circumstances and at the absolute discretion of HKCSS on issue of fundamental importance to the Proposal Documents. The counter proposal or value-added service must be put under a separate appendix called “Counter proposal / Value-added Service to the Proposal Documents”;
- 5.10 Candidates shall submit Proposals to meet all the requirements as stated in the Proposal Documents. Proposals with only a partial quotation will not be considered.
- 5.11 After the submission of a Proposal, Candidates shall not attempt to initiate any further contact, whether direct or indirect, relating to the Proposal or the Proposal Documents. HKCSS, through her Representative, shall have the sole right to initiate any such further contact. All contacts initiated by HKCSS and replies from the Candidates to such contacts shall be in writing.

6. Candidates’ Response to Inquires

- 6.1 In the event that clarification of any point of a submitted Proposal is necessary, the relevant Candidate will be advised in writing. Such Candidate shall clarify the queries within three working days in writing.

7. Proposal Evaluation

- 7.1 Evaluation will be separated into three stages, (1) Technical Criteria Stage, (2) Financial Evaluation Stage and (3) Combined Technical and Financial Score Stage;
- 7.2 The major evaluation criteria of RFP will include but not limited to:

Stage I: Technical Criteria Stage		Rating
1.	Quality of the Candidate’s Submissions	40%
2.	Ability to comprehend and deliver full services with professionalism (technical and project management)	35%
3.	Proven track record and experience for the provision of similar services	20%
4.	Have a good sense of understanding with and/or past experience working with the non-profit Sector and other considerations	5%
Total Rating of Technical Score		100%

Stage II: Financial Evaluation Stage	
1. Price	100%
Total Rating of Financial Score	100%

7.3 In Stage I, proposals will be assessed against the technical criteria relative to the tenderers' quality and experiences. Proposals which fail to obtain a passing score in any technical vetting item will not be considered further in Stage II - Financial Evaluation Stage;

7.4 In Stage III, HKCSS panel will select the Contractor according to the combined score of Stage I & II. Weighting of 40% and 60% are assigned to the technical assessment and financial assessment respectively. The calculation equations are shown as follows:

$$\text{Technical Score} = 40 \times \frac{\text{technical mark}}{\text{highest technical mark among those conforming tenders}}$$

$$\text{Financial Score} = 60 \times \frac{\text{lowest price among those conforming tenders}}{\text{tender price}}$$

$$\text{Combined Score} = \text{Technical Score} + \text{Financial Score}$$

7.5 After the vetting of the submitted Proposals and decisions made, an Awarded Party shall enter into a Contract with HKCSS.

8. Acceptance of Tender

8.1 HKCSS does not need to accept all the services provided under this Proposal and HKCSS is at the liberty to accept any parts thereof, HKCSS is not bound to accept the lowest or any quotation which may be received;

8.2 HKCSS will enter into a Contract with an Awarded Party. Tenderers who do not receive any not specifically mentioned in the Tender Validity Period of their offer shall assume that their offers have not been accepted;

8.3 Documents of unsuccessful Candidates will not be returned to the Candidates regardless the result of bidding.

9. Equipment and Services Marketed by Other Parties

9.1 If any Proposal includes equipment and services marketed by other parties or companies, the proposing Candidate shall act as the prime contractor and the sole point of contact with regard to contractual stipulations including payment of all charges. In addition, an Awarded Party will be responsible for meeting all other requirements of the Proposal specifications.

9.2 Use of sub-contractors/joint partners is allowed but must be clearly disclosed in the Proposal. All communications connected with or arising out of the Proposals shall be conducted directly between HKCSS and the Candidate(s) irrespective of the number of sub-contractors/joint partners proposed

10. Offer of Products and Services

10.1 Candidates shall declare that all the products and equipment used in supplying the Services will fit for the purpose(s) for which they are intended and further shall warrant that there is no infringement of copyright or patent or intellectual property rights of any kind or nature in connection with all the products and/or equipment whatsoever;

11. Participation from HKCSS

- 11.1 Candidates should specify, if necessary, what participation and/or resource requirements they expect HKCSS to involve and/or commit. Agreement to such involvement and/or commitment is entirely at the absolute discretion of HKCSS.

12. Personal Data Provided

- 12.1 Candidates' personal data provided in the Proposals will be used for Proposal evaluation and contract award purposes. If insufficient and inaccurate information is provided, such Proposal may not be considered;
- 12.2 Candidates have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the candidate's personal data provided in the Proposal.

13. Confidentiality

- 13.1 Every recipient of the Proposal Documents must keep the Proposal Documents confidential and must not disclose any of their contents to any other party without the prior written permission of HKCSS. The confidentiality must be maintained by all parties even after the entering into of a contract with an awarded party;
- 13.2 The Candidate/recipient who receives this set of Proposal Documents agrees to the confidentiality undertakings and return requirements stipulated above.

14. Prevention of Bribery Ordinance

It is an offence under the Prevention of Bribery Ordinance that Staff member(s) accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to Staff member(s) relating to Council purchases. The Council should not permit its staff to receive advantages (including payment of commission) from suppliers and contractors. They should inform suppliers and contractors in writing that the offer of such advantages to Council staff relating to their official duties is illegal. This could be done by incorporating a statement in the terms of quotations and tenders.

15. Site Visit

- 15.1 The Contractor shall be deemed to have visited and inspected the Site and made himself thoroughly acquainted with the location, quantity, access, means of communication, general site conditions, contours, nature of soil, positions of existing underground services, storage and working space, restrictions on loading and off-loading materials, etc. and any other conditions which may affect the tender;
- 15.2 The Contractor is also required to examine the existing building on Site and private or public property adjacent to or abutting the Site, and obtain all information which may affect the tender. No claim will be considered for extra payment or extension of time arising from the Contractor's failure to implement the requirements of this clause and therefore pleading ignorance of the Site and/or of the existing buildings, etc. Permission to visit and inspect the Site may be obtained by prior arrangement with the Employer.

16. Enquiry

Any enquiries from Candidates concerning the Proposal Documents or relating to any requirement specifications up to the date of lodging the Proposal shall be in writing and shall be submitted to:-

Contact person : Mr. Fok Wing Lok / Ms. Helen Yip
Tel : 2864 2920 / 2864 2911
Email : wl.fok@hkcss.org.hk / helen.yip@hkcss.org.hk