

**The Hong Kong Council of Social Service**  
**Tender Invitation – Supply and Install window-type air conditioner at Yip Shing**  
**Street Modular Social Housing Project**  
**Requirements and Specifications**

<b><u>RFP Ref. No:</u></b>	<b>SH/2022/002</b>
<b><u>Invitation for tender:</u></b>	Request for Proposal on Supply and install window-type air conditioner at Yip Shing Street Modular Social Housing Project
<b><u>Date of Invitation to Tender:</u></b>	15 August 2022
<b><u>Closing Date &amp; Time:</u></b>	30 August 2022 (Tuesday) 5pm
<b><u>Proposal submission address:</u></b>	The Hong Kong Council of Social Service (HKCSS) <u><b>The Tender Box</b></u> , 13/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai, Hong Kong

**1. Background**

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.

Modular Social Housing Project is a transitional social housing project launched by The Council with the joint efforts of different funders, private companies, and NGOs/social enterprises, supported by the Government. The project adopts modular integrated construction to build transitional social housing in idle land which available for short-term usage.

We are now call for tender proposal for the work of window air conditioner purchase and installation at Yip Shing Street Modular Social Housing Project. Please refer the work details below.

**2. Description of works**

	Description	Qty
<b>1.</b>	Provide third-party liability insurance and employment compensation insurance by the contractor	1 Lot
<b>2.</b>	Prepare Safety Training Certificate (“Green card”) and all	Included

	necessary equipment and materials to enter the construction site	
<b>3.</b>	Coordinate with the main contractor of the project	1 Lot
<b>4.</b>	Supply A/C Model (please provide quotation for all three models) 1. Ryobishi RB-09MC 2. Rasonic RC-X9HA 3. Midea MWH-09CM3X1 or Equivalent  Warranty requirement: at least 1 year	116 Nos
<b>5.</b>	Installation of A/C which include connection A/C to electricity point and condensation pipe Enclosed and used aluminum plate to cover the space between A/C and A/C frame	116 Sets
<b>6.</b>	Remove canvas covering A/C space and replace into aluminum plate	12 Nos
<b>7.</b>	Clear all debris and material left behind (only created by installation of air conditioner)	Included

**3. Provided by HKCSS**

1. A/C platform
2. Electricity point
3. Condensation pipe

**4. Work Commencement**

- 4.1 Tentative date of commencement of work: mid/end of Sep 2022 or upon received written instruction
- 4.2 Workdays: 14 working days (including Saturdays);
- 4.3 Other works by the main contractor may be carried out in the same site during the same period, coordination on the work is required.

**5. Payment Schedule**

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

- (i) 50% of the contract sum shall be paid to the contractor as deposit on accepting the proposal
- (ii) 50% of contract sum shall be paid to contractor against measurement of progress certified by HKCSS

## **6. Proposal Submission**

- 6.1 Your proposal should include the following.
- Cost for A/C
  - Installation cost
  - Warranty for A/C
  - Transportation cost (if any)
  - Staircase cost (if any) (no elevator is provided in the building)
- 6.2 Please seal ONE copy of proposal in an envelope and indicate “Supply and install window-type air conditioner at Yip Shing Street Modular Social Housing Project” in front of the envelope. The proposal should mail to Tender Box, 13/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong **on or before 30 August 2022 (Tuesday) 5pm**. Late submission will not be accepted;
- 6.3 If black rainstorm warning or tropical cyclone warning signal No. 8 or above is issued by Hong Kong's Observatory, the tender opening day and time will be postponed to 12noon on the next working day after all signal is cancelled;
- 6.4 “Proposal Documents” means the complete set of three contract documents comprising(a) Form of RFP, (b) Price Schedule, and (c) Tender Questionnaire;
- 6.5 Incomplete Proposal Documents may not be considered;
- 6.6 Proposal shall constitute an offer from a candidate that shall remain open for not less than 90 days after the closing date;
- 6.7 The prices to be quoted by candidates are to be in Hong Kong dollars and must be shown on the Price Schedule;
- 6.8 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;
- 6.9 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;

6.10 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;

6.11 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.

**7. Candidates' Response to Inquires**

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.

**8. Proposal Evaluation**

Financial Evaluation	Rating
1. Price	100%
<b>Total Rating</b>	<b>100%</b>

**9. Acceptance of Tender**

9.1 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;

9.2 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;

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

**10. Personal Data Provided**

10.1 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;

10.2 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.

## **11. Confidentiality**

11.1 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;

11.2 The Candidate/recipient who receives this set of Proposal Documents agrees to the confidentiality undertakings and return requirements stipulated above.

## **12. 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.

## **13. Site Visit**

13.1 Site Layout plan is provided. 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;

13.2 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.

**14. 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: Ms. Queenie Kwok

Tel: 3596 7558

Email: [queenie.kwok@hkcss.org.hk](mailto:queenie.kwok@hkcss.org.hk)