

The Hong Kong Council of Social Service
Tender for Replacement of Air-conditioning system at Hen Wing, 13/F,
Duke of Windsor Social Service Building, Hennessy Road, Wan Chai, Hong Kong
Requirements and Specifications

RFP Ref. No: **ADM/2021/004**

Invitation for tender: Replacement of Air-conditioning system at **Hen Wing, 13/F,**
Duke of Windsor Social Service Building, 15 Hennessy Road,
Wan Chai, Hong Kong

Date of Invitation to Tender: 20 December 2021

Closing Date & Time: 12 January 2022 at 5pm

Proposal submission address: The Hong Kong Council of Social Service (HKCSS)
The Tender Box (No. 2), 13/F, Duke of Windsor Social Service
Building, 15 Hennessy Road, Wanchai, 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 490 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 air-conditioning system replacement for our office located at Hen Wing, 13/F, Duke of Windsor Social Service Building, 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:

| DESCRIPTION | | QTY | |
|-------------|--|-----|-----|
| 1. | To supply and install protection cover for the working and public area, including Notice and Warning sign | 1 | Lot |
| 2. | To supply labour to dismantle existing 10Hp split type unit in one go | 1 | Lot |
| 3. | To supply and install VRV unit Manufacturer: "Daikin" Outdoor unit Model: RUXYQ12BA Cooling capacity: 33.5kW(12HP) Indoor unit Model: FXFP45LVC (Cassette Type) Cooling Capacity: 4.5kW (1.6HP) | 1 | Set |
| | | 3 | Set |

| DESCRIPTION | | QTY | |
|-------------|--|-------------|-----------------|
| | Model: FXFP56LVC (Cassette Type) Cooling Capacity: 5.6kW (2HP) | 2 | Sets |
| | Model: FXAQ25AVM (Wall Mounted Type) Cooling Capacity: 2.8kW (1HP) | 4 | Sets |
| | Model: FXAQ35AVM (Wall Mounted Type) Cooling Capacity: 3.6kW (1.3HP) | 2 | Sets |
| 4 | To supply and install condensate drain pump (for wall mounted VRV indoor unit) | 6 | Nos |
| 5 | To supply and install refrigerant pipe c/w armaflex insulation, pipe fitting and necessary accessories - For VRV outdoor unit - For VRC indoor unit | 1 11 | Lot Lots |
| 6 | To supply and install aluminum cladding for refrigerant pipe running outside the building boundary | 1 | Lot |
| 7 | To supply and install PVC condensate drain pipe c/w armaflex insulation, pipe fitting and necessary accessories | 11 | Lots |
| 8 | To supply labour to dismantle existing air duct | 1 | Lot |
| 9 | To supply and install fresh air fan (Panasonic Low Noise Series Cabinet Fan) (for 30pax in 1700sq.ft) | 1 | Lot |
| 10 | To supply and install fresh air duct c/w fiberglass insulation | 1 | Lot |
| 11 | To supply and install air grille c/w O.B.D. – 300mm x 200mm | 11 | Lots |
| 12 | To supply and install conduit, control and wiring - For VRV Outdoor unit (GI type conduit) - For VRV indoor unit (c/w remote controller) (PVC conduit) | 1 11 | Lot Lots |
| 13 | To supply and install central remote controller c/w conduit and wiring (Model: DCS302C611) | 1 | Lot |

| DESCRIPTION | | QTY | |
|-------------|---|-----|------|
| 14 | Power supply for VRV indoor unit | 11 | Lots |
| 15 | Power supply for fresh air fan | 1 | Lot |
| 16 | Power supply for condensate drain pump | 6 | lot |
| 17 | To replace existing power cable for AC outdoor unit | 1 | Lot |
| 18 | Wall and floor openings and make-good work | 1 | Lot |
| 19 | All debris to be cleared away | 1 | Lot |
| 20 | Bamboo scaffolding for refrigerant pipe installation | 1 | Lot |
| 21 | Testing & commissioning | 1 | Lot |
| 22 | Formal submission for minor works | 1 | Lot |
| 23 | To supply and install 600 x 600 tube light panel c/w conduit and wiring (Unit rate only; exact amount is subject to the actual need) | 1 | Nos |
| 24 | To supply and install 1200 x 600 tube light panel c/w conduit and wiring (Unit rate only; exact amount is subject to the actual need) | 1 | Nos |
| 25 | To relocate existing tube light panel c/w conduit and wiring (Unit rate only; exact amount is subject to the actual need) | 1 | Nos |

- 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); 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 of AC layout plan;
- 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: February / March 2022 or upon received employer's written instruction;
- 3.2 Workdays: 50 working days (including Saturdays);
- 3.3 Renovation work by other appointed contractors would be carried out in the same site and same period. Coordination on the work schedule is needed.

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 **5pm sharp on 12 January 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. | Cost Effectiveness of the Candidate's Submissions | 80% |
| 2. | Other considerations (e.g. Value added services to be offered etc.) | 20% |
| 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;
- 10.2 Anything not specifically mentioned in the Proposal Documents but necessary for the fulfillment of the guarantees and requirements called for in any requirement specifications and/or the Contract, or necessary for the satisfactory working of the Project of Replacement of Air-conditioning system at Hen Wing, 13/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai, Hong Kong is to be provided under the Contract.

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 Layout plan of 13/F & Roof is provided;

15.2 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;

15.3 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 : Ms Franki Wong
Tel : 2864 2981
Email : franki.wong@hkcss.org.hk