Appendix 2

**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, 15 Hennessy Road, Wan Chai, Hong Kong  
RFP Ref. No: ADM/2021/004**

**Tender Questionnaire**

|  |  |  |
| --- | --- | --- |
| Company Name | : |  |
| Address | : |  |
| Business Registration No. | : |  |
| Duration in Present Business | : |  |
| No. of Senior Staff | : |  |
| Contact Person | : |  |
| Position | : |  |
| Telephone | : |  |
| E-Mail | : |  |

1. **Company Profile** – Please provide a brief company profile

1. **Company Experience** – Do you have any experience in VRV air-conditioning work with similar scope and scale that have been delivered by you company within the last three years?

|  |  |  |  |
| --- | --- | --- | --- |
| □ | Yes | □ | No |

1. **Job Reference** – Do you have any NGO clients within the last three years?

|  |  |  |
| --- | --- | --- |
| □ | Yes, for example: |  |
| □ | No |  |

1. **Project Schedule –** Please provide the following information related to the tendered air-conditioning system replacement work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated order lead time for all material and hardware: | | | | |  |
| Number of days for project completion: | | | | |  |
| Preliminary schedule of the tendered air-conditioning system replacement work: | | | | | |
| **Day** | | **Task** | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| Will you have designated project manager and site supervisor for the tendered work? | | | | | |
| □ | Yes | | □ | No | |

1. **Application for Minor Works** – Please advise which Class of minor work should be applied for this tendered work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | Class I | □ | Class II | □ | Class III |

1. **Eligibility of Handling Minor Works** -

Are you a registered contractor of minor works?

|  |  |  |  |
| --- | --- | --- | --- |
| □ | Yes | □ | No |

Which class of minor works contractor do you register?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | Class I | □ | Class II | □ | Class III |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Authorized Signature) | | |  | (Company Chop) |
|  |  |  | | |
| Name in Block letters | : |  | | |
| Position | : |  | | |
| Company Name | : |  | | |
| Date | : |  | | |