



15 February 2012

School Ref: GHS-1112-SD-03

Dear Sir/Madam,

INVITATION TO TENDER

Tender for Technical and Fee Proposals

**Consultancy Services for Renovation of 1/F & 2/F General Office and G/F Reception Area
For Good Hope School ('the School') at 330 Clear Water Bay Road, Kowloon**

1. You are invited to tender for the *undertaking services of the items* as specified in the enclosed tender schedule based on the enclosed document "General Conditions and Scope of Services". If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

Tender for Technical and Fee Proposals

**Consultancy Services for Renovation of 1/F & 2/F General Office and G/F Reception Area
For Good Hope School ('the School') at 303 Clear Water Bay Road, Kowloon**

2.1 A two-envelope system applies to the captioned tender as below:

- (i) Pricing Envelope (PE) - The PE should include the completed Tender Schedule, copy of the Business Registration Certificate, and Declaration of Interest (if applicable). The PE should be sealed in an envelope clearly marked "Tender Ref. GHS-1112-SD-03 – Tender for Technical and Fee Proposals Consultancy Services for Renovation of 1/F & 2/F General Office and G/F Reception Area for Good Hope School – Pricing Envelope"; and
- (ii) Technical Envelope (TE) – The TE should include the indicative implementation programme for the services specified in the Tender Schedule, the Company Profile, past track records and two samples of previous design work in the similar settings. The TE should be sealed in an envelope clearly marked "Tender Ref. GHS-1112-SD-03 – Tender for Technical and Fee Proposals Consultancy Services for Renovation of 1/F & 2/F General Office and G/F Reception Area for Good Hope School – Technical Envelope").



- 2.2 The weighting of the PE is normally 40% while the TE is 60% for the captioned tender. The School has its sole discretion to decide the weighting based on the School's needs.
- 2.3 The sealed envelope, which comprises of two sealed envelopes inside, i.e. Pricing Envelope (PE) and Technical Envelope (TE), should be addressed to Good Hope School (303 Clear Water Bay Road, Kowloon) and forwarded to arrive not later than 12:00 noon on 28 February 2012.
- 2.4 Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.
3. You are required to provide the School with two preliminary designs for the G/F Reception Area. Please refer to the attached Tender Schedule I & II for details.
4. If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.
5. Tenders will be accepted on an * 'overall'/'group'/'itemised' (* Please delete as appropriate) basis.
6. The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the School employees, Finance Committee members, Campus Development Committee members, or any parent or student representative in a committee responsible for considering any matter in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The School may also cancel the contract awarded and hold the bidder liable for any loss or damage the School may sustain.

Should you have any enquiries, please contact our Mr Hackman Lee or Ms Eliva Au at 2321-0250.

Yours sincerely,

Mr. Paul Chow
Principal
Good Hope School