

To: Consultancy Services Provider of Design & Project Management Date: 8 February 2024

From: **Hong Kong Chu Hai College** Direct: 2972 7389  
– Mr. Vincent Lee

Email: [fmd@chuhai.edu.hk](mailto:fmd@chuhai.edu.hk) General Line: 2972 7388

Address: **Hong Kong Chu Hai College**  
GAO-Facilities Management Division, Rm W102, 1/F, West Wing, 80 Castle Peak Road, Castle Peak Bay, Tuen Mun, N.T.

Our ref.: HKCHC-RFQ-OBORRI-20240208 No. of pages: 3 pages

Subject: Request for Quotation - Consultancy Services for Interior & E&M Design with Renovation Project Management of One Belt One Road (OBOR) Research Institute at Room W401-W403, 4/F West Wing, Hong Kong Chu Hai College

Dear Sir / Madam,

We are pleased to invite you to complete this Request for Quotation for captioned works. Please **submit your quotation by email at [fmd@chuhai.edu.hk](mailto:fmd@chuhai.edu.hk) on or before the deadline at 5:00 p.m. on 29 February 2024 (Thu)**. Late submission will NOT be considered.

**Should you require a [site visit](#) for better understanding of the design and project details, please feel free to [contact Mr. Vincent Lee at 2972 7389 or by email at \[fmd@chuhai.edu.hk\]\(mailto:fmd@chuhai.edu.hk\) for arrangement.](#)**

Thank you for considering our invitation, and we look forward to receiving your timely reply.

### **Project Particulars**

1. **Project Title**  
Consultancy Services for Interior & E&M Design with Renovation Project Management of One Belt One Road (OBOR) Research Institute at Room W401-W403, 4/F West Wing, Hong Kong Chu Hai College, 80 Castle Peak Road, Castle Peak Bay, Tuen Mun, N.T.
2. **Project Location**  
Hong Kong Chu Hai College - 4/F West Wing, Room W401, W402 & W403
3. **Objectives of Assigned Services**  
Hong Kong Chu Hai College (as "the Employer") would like to renovate the aforesaid areas to "OBOR" Research Institute with the design elements as follows:
  - 3.1 Convert the existing three classrooms/offices into a research institute with an administrative office for about 10 staff, a dry pantry with relevant equipment provision, a meeting room for about 10 people, a research room with relevant equipment provision and the external walls outside these 3 rooms facing the inner common corridor of 4/F with the conceptual ideas of One Belt One Road initiative, including both interior and exterior design. Final elements or requirement for the design are to be confirmed by the end use and the "Employer" afterwards.
  - 3.2 Including all renovation design of E&M works and builder works to fulfill the statutory requirements (such as ceiling lighting, E-light, fire services installation, MVAC system, electrical & ELV network& wiring etc.).

#### 4. Scope of Works of the Assigned Services

The consultant shall provide comprehensive interior & exterior and all E&M & builder's works design & project management services including but not limited to:

- 4.1 To retrieve latest approved plans and all other necessary documents for design;
- 4.2 To include the design elements as stipulated in clause 3;
- 4.3 To carry out design, 3D images or / and all necessary presentation and perspective drawings with **at least 3 design options**, and complete with all related layout plans, sections and elevations etc. for the Employer's consideration;
- 4.4 To submit design proposal, the consultant has a duty to advise the Employer the implications, pros and cons of each of his design proposals from the technical, time, degree of statutory compliance and financial point of view;
- 4.5 Preparation of tender document, issuance of invitation of tender, tender negotiation, analysis and assessment of returned tenders for the Employer;
- 4.6 To provide project management services and provision of technically competent persons for site supervision. To carry out regular site inspections at least twice weekly with site safety walks and supervision of the construction works.
- 4.7 To monitor and report the site work progress, overall program, materials quality, workmanship, T&C records and follow up defect inspection with defect report and defect rectification works upon the site work completion, and provide all necessary information or resolution for site related matters to the Employer whenever necessary.
- 4.8 To attend meetings with the Employer weekly to present / discuss of the design and site works related matters;
- 4.9 On the Employer's further instruction, to modify the design to the satisfaction of the Employer with provision of relevant revised design & perspective drawings, layout plans, sections and elevations etc. for the Employer's record. (No claim for modification of the design and related document provision will be allowed which should be included in the scope of work)

#### Total Service Fee

<u>Item</u>	<u>Description</u>	<u>Amount (HK\$)</u>
1	Service Fee for Consultancy and Design Services	
2	Service Fee for Project Management Services	
	<b>Total Services Fee:</b>	

## Payment Terms

Payment are to be made upon completion of each work stage with following breakdowns:

	<u>Payment Stage</u>	<u>% of Total Fee</u>	<u>Amount (HK\$)</u>
1	Upon appointment of services		
2	Completion and Acceptance of Design Scheme		
3	Completion of Tendering Stage		
4	Completion of Project Management Services		
	<b>Total:</b>		

## Remarks:

Estimated Time for Completion: **Within 90 calendar days** after confirmation by Employer:

1. Terms of Payment: As certified after satisfactory completion of the captioned works with written acceptance of completion of the services of each payment stage and periodic payment will then be settled within **30** calendar days against invoice received date.
2. Defects Liability (if applicable) - 12 months defects liability period from the date of issue of Practical Completion Certificate by the Employment shall be allowed, the Contractor shall remedy and rectify any defects to the satisfaction of the Employment during the defect liability period. The Contractor shall include all relevant costs incurred for satisfactory completion of the defect rectification.
3. All designs and details of design should be in strict compliance with relevant requirements in Building Ordinance and other Government Regulations;
4. Any plans, if any, should be prepared and submitted to relevant Government's authority for approval by the Consultancy Services Provider, but the submission related fee is not included in this quotation and to be claimed separately in actual amount reimbursement basis with official supporting document submission;
5. Any out-of-pocket fee shall be included in the contract sum / quoted services fee;
6. Any cost for the printing of drawings and documents shall be included in the contract sum / quoted services fee;

Should you have any enquiries please contact Mr. Vincent Lee at 2972 7389 / 2972 7388.

Yours sincerely,




Hong Kong Chu Hai College Limited

Quotation submitted by,

Authorized Signature & Company Chop  
Consultant Company Full Name:

Date of Submission:



## Floor Plan of 4/F, W401, W402 & 403

