



10 April 2019

School Ref.: T18/19-04

By Registered Mail

Company name

Company address

Attn: XX

Dear XX

Invitation to Tender

**Provision of Design and Renovation Services for Creative Studio & Dance Room
for Tung Wan Mok Law Shui Wah School**

1. You are invited to tender for the undertaking of services of the items as specified in the enclosed tender schedule based on the enclosed document.
2. Your sealed tender, **in duplicate**, should be clearly marked on a plain envelope:

TENDER REFERENCE: T18/09-04

**Provision of Design and Renovation Services for Creative Studio & Dance Room
for Tung Wan Mok Law Shui Wah School**

- 2.1 A two-envelope system applies to the captioned tender as below:
 - (i) "Fee Proposal" Envelope (FP) – The FP should include the completed Form of Tender (in duplicate), Schedule of Quantities and Rates, Summary of Tender and relevant documents. The FP should be sealed in an envelope clearly marked "Tender Reference: T18/19-04 – Fee Proposal", Provision of Design and Renovation Services for Creative Studio & Dance Room for Tung Wan Mok Law Shui Wah School; and
 - (ii) "Non-Price Proposal" Envelope (NP) – The NP should be prepared in accordance to the "Guidelines for the Preparation of Technical Proposal" as shown in attached Schedule B. The NP should be sealed in an envelope clearly marked "Tender Reference: T18/19-04 – Non-Price Proposal, Provision of Design and Renovation Services for Creative Studio & Dance Room for Tung Wan Mok Law Shui Wah School".

- 2.2 The weighting of the FP is 30% while the NP is 70% for the captioned tender. The School has its sole discretion to adjust the weighting based on the School's needs.
- 2.3 The sealed envelope, which comprises of two sealed envelopes inside, i.e. Fee Proposal Envelope (FP) and Non-Price Proposal Envelope (NP), should be addressed and forwarded to Tung Wan Mok Law Shui Wah School (Shek Pik, Lantau Island, Hong Kong) and arrive **not later than 3:00pm on 8 May 2019**.
- 2.4 Late tenders will not be accepted. Your tender will remain open for 180 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 180 days. You are requested to note that unless Annex 1 and 2 of the Tender Form is completed, the tender will not be considered.
3. If you are unable or do not wish to tender, your returning of the Tender Form with reason to the above address before the Closing Date will be greatly appreciated.
4. The School reserves the right to reject any tender and/or accept part or whole of the tender it considers appropriate. The School is not bound to accept the lowest or any quotation and accept no financial liability for any cost incurred in submitting the tender.
5. Before preparing the tender, Contractors are invited to visit and inspect the site to acquaint themselves thoroughly with all related aspects of the existing building, the location, general site conditions, accessibility, working space and any other conditions which may affect their tender. The site visit (maximum of 4 persons for each tenderer) will be conducted on 17 April 2019 at 10:00am.
6. The tenderer, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the School employees, Tender Board members, or any parent or student representatives in a committee responsible for considering any matter in relation to this contract. Any such offer by the tenderer 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 Ms. Lai at 2980 2383.

Yours sincerely,



Principal