

PART 1

Terms of Quotation

1. Introduction

Logistics and Supply Chain MultiTech R&D Centre (“LSCM”) now invites tenderers to submit proposal for its consideration for appointment as the Contractor to carry out reinstatement works for LSCM and adhere to the landlord’s (Hong Kong Science and Technology Parks Corporation) requirements and all reinstatement tasks mentioned in the briefing session.

2. Invitation to Tender

LSCM invites tenders containing proposals for the “Reinstatement Works” with scope of work specified in section 3 below.

LSCM shall not be liable to pay any costs arising out of or incidental to any preparation, submission, enquiry, clarification, negotiation or cancellation of this tender nor shall LSCM be under any obligation to disclose or discuss the assessment result of this tender with any of the Tenderers.

This is an invitation to offer and:

- (i) LSCM shall not be bound to accept the offer with the lowest proposal;
- (ii) LSCM shall not be bound to accept any offer or to make any appointment under this tender;
- (iii) LSCM reserves the right not to consider any proposal that does not meet LSCM's requirements; and
- (v) LSCM reserves the right to negotiate with any Tenderer about any terms, conditions, clauses, paragraphs or parts of this tender, including any part of its technical and price submission, prior to award of contract.

3. Scope of Work

- (a) Facilitate the Facilities Management Office of the Landlord (“FMO”) inspections during works and complete any comments by FMO.
- (b) Demolish, removal and clear away the existing office of LSCM at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong ;
- (c) Reinstating the office of LSCM at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong to base building provision according to the drawings and specifications;
- (d) Some of the reinstatement works shall be carried out by nominated subcontractors of the Landlord, including Main Cable Works, Fire Services Modification Works and MVAC Modification Works. All relevant costs, fees, and expenses charged by such nominated subcontractors shall be fully borne by the successful Tenderer and included in the Tender Price. The successful Tenderer shall act as the main contractor to fully coordinate, manage, and expedite the works of these nominated subcontractors, and shall remain solely responsible for any delays caused by them;
- (e) All provisions of the Landlord, fixtures, fittings and finishes at the Premises and all parts of the building of which the Premises form part must be carefully and properly protected while carrying out any of the reinstatement works;

- (f) After the completion of all relevant works, the successful Tenderer must ensure the affected areas are clean and all installation and/or delivery materials are properly disposed of before handing over the Premises to LSCM, the Landlord and the FMO;
- (g) make good any defective workmanship or materials in relation to the reinstatement works to the Premises for a period of three (3) months from the actual date of handover of the Premises to the FMO (the “**Defects Liability Period**”);

4. Tentative schedule

It is a tentative schedule of the tender process. However, LSCM reserves the right to change the schedule to suit its operation need.

Items	Tentative Schedule
Site Visit to potential tenderer	10 June, 2026
Tender Q&A Submission by Supplier	15 Jun 2026
Posting of Q&A Reply from LSCM	17 Jun 2026
Tender Closing Date	23 Jun 2026, 17:00 HK Time
Tender Presentation	26 or 29 Jun2026
Tender Evaluation	Early of July2026
Tender Award / Issue Purchase Order	Mid of July2026
Delivery schedule	Target commencement of reinstatement: 1 Aug2026 Inspection Date by HKSTP & LSCM 16 Oct 2026 Completion of work: 31 Oct 2026
Expiry of Defect Liability Period (3 months from handover to FMO)	31 Jan 2027

5. Guidelines for Tenders

These guidelines are intended to provide Tenderers with guidance on the procedure for submitting their proposals and the approach that LSCM will generally adopt in assessing such proposals. They do not bind, and are not intended to bind, LSCM in any way. LSCM reserves the right to accept or reject all or any part of a proposal.

5.1 Preparation of Proposal

Your proposal must be presented in sufficient detail to cover the matters set out under the “Scope of Work” in section 3 above.

Each proposal must be separated into the following parts:

5.1.1 The Technical Proposal should include at least the following:

- Annex 4 – Tender Proposal Form
- Copy of valid Business Registration Certificate or equivalent documents
- Copy of insurance certificates such as Public Liability, Employee Compensation listed on Section 5
- Annex 2 – Declaration of Anti-Collusion
- Annex 3 – Declaration of Interests
- Copy of audited financial statements for the last three financial years, such as income statement and balance sheets, directors and auditors reports, cash flow statements

5.1.2 The Pricing Proposal should include at least the following:

- Annex 5 – Schedule and Offer Form

The prices quoted by the Tenderer shall include and shall be deemed to include:

- Delivery at the Tenderer's own risk and expense at such place or places as may be required.
- All royalties and charges for patent rights (if any) and the Tenderer shall indemnify LSCM, its board of directors, Officers, Servants or Agents and save them harmless against all claims for the infringement of such rights.

5.1.3 Charges

- (a) The charges to be quoted by the Tenderer shall be in Hong Kong dollars. Prices quoted in foreign currency will not be considered. Such charges shall be net and where applicable, they shall include trade and cash discounts and all expenses incidental to the due and proper performance of the Contract by the Tenderer.
- (b) If, at the request of the Tenderer, assistance of any Centre staff is provided after normal working hours (i.e. Mondays to Fridays, inclusive, 9:00 am to 6:00 pm; Saturdays, Sundays and public holidays excluded), the Tenderer will be responsible for the overtime remuneration, subsistence allowances and travelling expenses of such Centre staff directly engaged in such assistance.
- (c) Price quoted

It will be assumed, unless the Tenderer clearly stipulates otherwise, that his offer will remain valid for the duration of the Contract. Therefore no request for price variation will be considered. If, however, the Tenderer wishes to submit a conditional offer which contains a price variation clause, he may do so, with clear understanding that such an offer may prejudice the award of the Contract. In any such case the basis of

the price variation formula shall be clearly stipulated and accepted by the Centre in writing.

(d) Accuracy of Quotation Prices

The Tenderer shall make certain the prices quoted are accurate before submitting the Quotation. Under no circumstances will the Centre accept any request for price adjustment on grounds that a mistake has been made in the quotation prices.

5.1.4 Alternative Proposals and Negotiation

Alternative proposals which improve the value of the offer may be submitted. The Centre reserves the right to negotiate with any Tenderer about the terms of the offer.

5.2 Submission of Proposal

Your tender should be submitted with both “Technical Proposal” and “Pricing Proposal” with **one set of original document, one set of duplicated document and one soft copy on CD Rom/USB drive**, which should be sealed and returned by hand in a plain envelope **not later than 17:00, 23 Jun 2026 (HK Time)**.

In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal announced by the Government is/are in force, for any duration between 0830 and 1700 hours (Hong Kong time), the latest date and time before which Tenders are to be submitted to our tender box will be extended to one working day.

Late tenders may not be accepted.

5.3 Quotation to Remain Open

The Quotation shall, unless otherwise indicated by the Tenderer, remain open for not less than 90 days after the Tender Closing Date. If the Tenderer is unable to comply with this requirement, he must clearly state the period for which the Quotation is valid for acceptance below. If before the expiry of the agreed validity period the Tenderer’s offer is withdrawn, due notice will be taken of his action and this may well prejudice his future standing as a service provider.

5.4 Award

5.4.1 At no time shall the Centre be considered to be under any obligation or commitment to purchase any product or service from any respondent to the tender unless after a written contract or purchase order has been entered into with such respondent. The award is intended to be made to the Contractors whose overall proposal is determined by the Centre at its sole discretion to be the most advantageous to it.

5.4.2 The Centre will evaluate proposals in strict confidential. Contractors acknowledge that the Centre may elect at its sole option to accept all or any items of the Contractors' offer and that the Centre has sole discretion whether or not to accept any of the

Contractors' proposals irrespective to its prices. If a quote is submitted on the basis of an overall acceptance of all the services offered, this must be clearly stated in the proposal. The Centre reserves the right to negotiate with any Contractors about the tender offer.

5.4.3 It should be noted that the Centre would not be responsible for the reimbursement of any cost incurred by Contractors for the preparation of the submission.

5.4.4 During the project period, the Centre may place additional / revise current order of items. The Service Provider should be bound to provide such additional items at the quoted price or revise current order as per the Centre requirements.

5.4.5 The unit rate quoted shall be applied throughout the whole of the project period.

5.4.6 The Quotation will be accepted on an “overall” basis. Incomplete quotation will not be considered. The Centre reserves the right to accept none, any or part of the offer.

5.4.7 The Centre is not bound to accept the lowest or any offer and reserves the right to accept none, all or any part of any offer.

The appointment of the successful Tenderer to provide the Services is on a non-exclusive basis.

5.4.8 The successful Tenderer will receive as an indication of acceptance a fax or a letter of acceptance. This fax or letter of acceptance shall constitute a binding contract. Tenderers who do not receive any notification within the validity period of their offers shall assume that their quotations have not been accepted.

5.5 Consideration of Offers

The Centre is not bound to consider an offer in the event of a claim being received by the Centre alleging or the Centre having grounds to believe that the deliverables to be supplied by the Tenderer under the Quotation are infringing copyrights or have otherwise infringed the intellectual property rights in the goods or product of a third party.

5.6 Documents of Unsuccessful Tenderers

Documents of unsuccessful Tenderers may be destroyed not less than three months after the date the Contract has been awarded.

6. Payment

In consideration of the Contractor's performance of the Service in accordance with Particular Specification and subject to the General Conditions, and to the satisfaction of the Centre, the Centre shall pay to the Contractor subject to any deductions provided herein and in the following manner:

Phase	Delivery of Service / Goods Schedule	Payment
1	Upon Order of Purchase is signed and issued	30%
2	Completion of all demolition and site preparation works	20%
3	Completion of all structural repairs and interior finishing	20%
4	Completion of final inspection by LSCM and/or the FMO and handover of the Premises to the FMO	25%
5	Upon the expiry of the Defects Liability Period	5%
	Total	100%

7. Personal Data Provided

- (a) The Tenderer's personal data provided in the Quotation will be used for quotation evaluation and contract award purposes. If insufficient and inaccurate information is provided, the Quotation may not be considered.
- (b) The Tenderer shall acknowledge and consent that the Tenderer's personal data provided in the Quotation may be disclosed to government departments and non-government organisations.
- (c) The Tenderer shall have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the Tenderer's personal data provided in the Quotation.
- (d) Enquiries concerning the personal data collected by means of the Quotation, including the making of access and corrections, shall be addressed to the Procurement Officer issuing the Quotation.

8. Contractors' Performance Monitoring

The Tenderer is advised that shall he be awarded the Contract his subsequent performance will be monitored and may be taken into account when his future quotations are evaluated. The Quotation will be rejected if by the Quotation Closing Date, the Tenderer is under suspension from submitting quotations for the Centre.

9. Cancellation of Quotation

Without prejudice to the Centre's right to cancel the Quotation, where there are changes of requirement after Quotation Closing Date for operational or whatever reasons, the Centre is not bound to accept any conforming quotation and reserves the right to cancel the Quotation.

10. Offers to be Bound

- (a) All parts of the Quotation Documents submitted and offered by the Tenderer will be bound on the Tenderer. A Tenderer is deemed to have satisfied itself as to the

correctness of its quotation. In the event that a Tenderer discovers an error in its quotation after the quotation has been deposited, the Tenderer may correct the same in a separate letter. No request for adjustment or variation whatsoever will be allowed or entertained after the Quotation Closing Date.

- (b) Should it be found on examination by the Centre after the Quotation Closing Date that a Quotation has made errors in the figures stated in its quotation that may have a significant effect on the quotation, the Tenderer may be informed of the errors and asked to confirm in writing whether it is prepared to abide by the corrected figures.
- (c) The Centre may require a Tenderer to clarify any aspect of its quotation by way of provision of additional information or documentary proof. A quotation may not be considered if the Tenderer fails to comply with the Centre's request for clarification.
- (d) Correspondence exchanged between the Centre and the Tenderer about the quotation may upon the parties' agreement form part of the Contract after the Contract has been awarded.
- (e) Variation to any part of the Contract will not be allowed after the Contract has been awarded unless prior approval has been obtained from the Centre Representative.

11. Prevention of Bribery Ordinance

Offering an advantage to any Centre employee is an inducement to or reward for giving assistance in procuring any tender with the Centre will render the quotation null and void.

12. Warranty Against Collusion

- (a) By submitting a quotation, a Tenderer is regarded to have represented and warranted to the Centre that in relation to the Invitation to Quotation:
 - (i) save with the prior written consent of the Centre, it has not communicated and will not communicate to any person other than the Centre the amount of any price submitted in its quotation;
 - (ii) it has not fixed and will not fix the amount of any price submitted in its quotation by arrangement with any person;
 - (iii) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a quotation; and
 - (iv) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.
- (b) In the event that a Tenderer is in breach of any of the representations and/or warranties in sub-clause (a) above, the Centre shall be entitled to, without compensation to any person or liability on the part of the Centre:
 - (i) reject the Tenderer's quotation;

- (ii) if the Centre has accepted the quotation, withdraw its acceptance of the Tenderer's quotation; and
 - (iii) if the Centre has entered into the contract with the Tenderer, terminate the contract.
- (c) By submitting a quotation, a Tenderer is regarded to have undertaken to indemnify and keep indemnified the Centre against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties in sub-clause (a).
- (d) A breach by a Tenderer of any of the representations and/or warranties in sub-clause (a), may prejudice its future standing as a Centre contractor or service provider.
- (e) Sub-clause (a) shall have no application to Tenderer's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the prices quoted in its quotation, or with its professional advisers, consultants or sub-contractors to solicit their assistance in preparation of its quotation.
- (f) The rights of the Centre under sub-clauses (b) to (d) are in addition to and without prejudice to any other rights or remedies available to it against the Tenderer.
- (g) Nothing in this clause shall limit the Centre's absolute right to determine or to request any other information/supporting documents/items in connection with or arising out of this Invitation to Quotation.
- 13.** By submitting a Quotation, the Contractor authorises the Centre to obtain from any person whose particulars are set out in the Quotation all such information which the Centre considers appropriate and relevant. If any consent from any other person is required for the Centre to obtain any such information, the Contractor represents that such consent has been duly obtained.

14. Enquiries

Any enquiries from the Tenderer concerning this quotation invitation document up to the date of lodging their Quotation with the Centre shall be in writing and shall be submitted to:

Attn.: Mr. Robert Wong
Assistant Procurement Manager,
Logistics and Supply Chain MultiTech R&D Centre
Level 11, Cyberport 2
100 Cyberport Road
Hong Kong

Telephone: (852) 3796 9263 / 3796 9260
Facsimile: (852) 3106 0202
E-mail Address: procurement@lscm.hk

PART 2
General Conditions of Contract

1. Total Services and Variation

- (a) The Services to be performed under the Contract shall be as laid down in the Particular Specification and shall be carried out, as and when required, to the satisfaction of the Centre Representative or his nominated staff. All orders placed under the Contract shall be issued in writing and the Centre will not be responsible for Services performed on oral instructions issued by any person whomsoever.
- (b) The Contractor shall not extend the Services beyond the requirements specified in the Particular Specification except as directed in writing by the Centre Representative; but the Centre Representative may, subject to the proviso hereinafter contained, at any time during the contract period by notice in writing direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the Services and/or the contract period, and the Contractor shall carry out such variations, and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Schedule.

Provided that no such variation shall, except with the consent in writing of the Contractor, involve a net addition to or deduction from the contract price of more than ten per cent or the contract period of more than six months, unless otherwise mutually agreed by the Contractor and Centre.

- (c) Where a variation has been made to the Contract the amount to be added to or deducted from the contract price in accordance with that variation shall be determined in accordance with the rates specified in the Schedule so far as the same may be applicable and where rates are not contained in the said Schedule, or are not applicable, such amount shall be such sum as is reasonable in the circumstances.

Due account shall be taken of any partial execution of the Services which are rendered useless by any such variation.

2. Assignment

The Contractor shall not, without the written consent of the Centre Representative, assign or otherwise transfer the Contract, or any part share or interest therein, and the performance of the Contract by the Contractor shall be deemed to be personal to him.

3. Quality of Services

- (a) The Services shall be as specified in the Particular Specification and shall fulfil all the conditions and terms of any drawings and specifications (if any) supplied to the Contractor.
- (b) Any drawings and specifications reasonably required for the Contractor's guidance in the execution of the Contract shall be provided by Centre free of charge but shall be returned on completion of the Contract.

4. Inspection and Acceptance

All Services performed in pursuance of the Contract shall be subject to inspection and shall not be deemed to have been accepted unless either:

- (a) The Centre Representative shall so certify; or
- (b) The Services are not rejected as being unsatisfactory within 21 days of the date upon which they were executed.

5. Rejections

- (a) Without prejudice to any statutory rights, the Centre Representative or his nominated staff may reject any Services (or part thereof) which do not strictly conform to the conditions of sub-clause (a) of clause 3 hereof.
- (b) Within 24 hours of being notified in writing of the rejection of any Services the Contractor shall be required to take the necessary action to rectify such rejected Services.

6. Centre Property

When the Centre property is issued to the Contractor under the Contract, the Contractor shall be responsible for the due return of all such property. Should any such property be lost or damaged from any cause whatsoever while in the possession or control of the Contractor or his servants, workmen or agents, the Contractor shall pay for the same at total original cost plus 20%. A count of the articles or material in the possession of the Contractor may be made at any time by the Centre Representative and the Contractor shall render such assistance as is necessary for this purpose.

7. Centre Premises/Contractor's Premises

- (a) The Contractor, shall ensure that all persons engaged by him in carrying out the Contract keep to such parts of Centre premises as are necessary for the due discharge of the Contractor's obligations under the Contract.
- (b) Where the Services are carried out on the Contractor's premises such premises shall be open to inspection by the Centre Representative or his nominated staff at all reasonable times.
- (c) The safety of any vehicles used by the Contractor and brought alongside or onto Centre premises, as the case may be, shall be the responsibility of the Contractor, who shall indemnify the Centre in respect of any loss or damage to such Centre premises.

8. Illegal Workers

- (a) The Contractor undertakes not to employ illegal workers in the execution of any Centre contracts. Should the Contractor be found to have employed illegal workers in breach of this undertaking, the Centre Representative may, on behalf of the Centre,

by notice in writing, terminate the Contract and the Contractor is not entitled to claim any compensation.

- (b) The Contractor shall be liable for all expenses necessarily incurred by the Centre as a result of the termination of the Contract.

9. Default

If the Contractor shall fail to carry out all or any of the Services provided for in the Contract within the Contract period or such extended period as may be agreed in accordance with clause 1(b) of the General Conditions hereof, the Centre may at its absolute discretion terminate the whole or any part of the Contract by notice in writing to the Contractor, but without prejudice to any claims by the Centre for breach of Contract including but not limited to its right of Centre to assign the balance of the uncompleted Services to another contractor or contractors whereupon the Contractor shall be liable for any sums so incurred in excess (hereinafter called 'any excess') of the Contract price.

10. Recovery of Sums Due

Whenever under the Contract any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other Centre contracts.

11. Liability for Damages or Compensation

- (a) The Centre and its employees or agents shall not be under any liability whatsoever for or in respect of:
 - (i) any loss of or damage to any of the Contractor's property or that of its employees or agents however caused (whether by any Negligence of the Centre or any of its employees or agents or otherwise).
 - (ii) any injury to or death of any of the Contractor's employees or agents save and except any such injury or death caused by the Negligence of the Centre or any of its employees or agents.
- (b) The Contractor shall indemnify the Centre and its employees or agents against any claim or demand made against or liability incurred (including all costs, charges or expenses whatsoever) by the Centre or any of its employees or agents in respect of:
 - (i) any loss, damage, injury or death referred to in sub-clause(a) of this clause (save and except injury or death caused by the Negligence of Centre or any of its employees or agents).
 - (ii) any loss or damage sustained by or any injury to or death of any third party in consequence of any Negligence of the Contractor or any of its employees or agents.
- (c) The Contractor shall indemnify the Centre against any loss of or damage to any

property of the Centre or of any of its employees or agents or any injury to any employee or agent of the Centre arising out of the Negligence of the Contractor or any of its employees, sub-contractors or agents.

- (d) For the purposes of this clause 'Negligence' shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance.

12. Insurance

12.1 Employees' Compensation Insurance

LSCM shall not be liable for or in respect of any damages or compensation payable at law in respect of or in consequence of any accident or injury to any person in the employment of the Supplier, save and except an accident or injury resulting from the negligence of LSCM, its agents or servants. The Supplier shall indemnify and keep indemnified LSCM against all such damages and compensation save and except as aforesaid, and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Compliance with the insurance provisions of this clause shall not limit or modify the Supplier's liability under the indemnity aforesaid.

The Supplier shall insure against such liability with an authorized Insurer in Hong Kong and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall, when required produce to LSCM such policy of insurance and the receipt for payment of the current premium.

The Supplier's insurance under this clause shall take the form of an Employees' Compensation Insurance Policy complying with the latest requirements of the Hong Kong Employees' Compensation Ordinance and covering this Common Law liability for an unlimited amount during the period of insurance.

12.2 Third Party & Public Liability Insurance

The Supplier shall indemnify and keep indemnified LSCM against all losses and claims in respect of injuries to any person or damage to any property whatsoever that may arise out of or in consequence of the provision of the Service and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Compliance with the insurance provisions of this clause shall not limit or modify the Supplier's liability under the indemnity aforesaid.

The Supplier's insurance must have a valid cover note of Third (3rd) Party Insurance & Contractor's All Risk Insurance for the sum of HK\$30million per claim for unlimited claim during the fit-out / reinstatement period and all external work involved, the insurance shall be in joint name of Urban Property Management Limited as the Facilities Managing Agent as well as Hong Kong Science & Technology Parks Corporation as the Owner and the Contractor / its Sub-contractor / landlord's approved/maintenance contractor of evert tiers. The Third (3rd) Party Insurance & Contractor's All Risk Insurance policy shall include the clauses to the same effect as:

1. The cross liability clause

2. Indemnity to principal clause
3. Waiver of subrogation clause
4. The Insurer shall inform Hong Kong Science and Technology Parks Corporation and the Facilities Management Office within 60 days advance notice in the event of cancellation of insurance or any change in the coverage provided under the Policy. And Contractor shall be liable for providing the notice in the event of any changes or cancellation during the insurance period.

Please refer to Appendix 7 (Insurance Requirement).

13. Bankruptcy

The Centre Representative may at any time by notice in writing summarily terminate the Contract without entitling the Contractor to compensation in any of the following events:

- (a) if the Contractor shall at any time be adjudged bankrupt, or shall have a receiving order or orders for administration of his estate made against him, or shall take any proceedings for liquidation or composition under any Bankruptcy Ordinance for the time being in force, or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purports so to do; or
- (b) if the Contractor, being a company shall pass a resolution or the court shall make an order for the liquidation of its assets, or a receiver or manager shall be appointed on behalf of the debenture holders, or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or manager.

Provided always that such determination shall not prejudice or affect any right or action or remedy which shall have accrued or shall accrue thereafter to the Centre.

14. Corrupt Gifts

- (a) If the Contractor or any employee or agent of the Contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance (Chapter 201) or any subsidiary legislation made thereunder or under any law of a similar nature in relation to the Contract or any other Centre contracts, the Centre Representative may, on behalf of the Centre, summarily terminate the Contract, without entitling the Contractor to any compensation therefor.
- (b) The Contractor shall be liable for all expenses necessarily incurred by the Centre as the result of the termination of the Contract.

15. Consent to Disclosure

The Centre shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information on the awarded Contract, without any further reference to the successful Contractor, the name and address of the successful Contractor, description of Services and the amount of the Contract.

16. Publicity

The Contractor shall submit to the Centre Representative all advertising or other publicity material relating to the Contract or the products supplied or other work done in connection with the Contract wherein the Centre's name is mentioned or language used from which a connection with the Centre can reasonably be inferred or implied. The Contractor shall not publish or use any advertising or other publicity material without the prior written consent of the Centre Representative.

17. Governing Law

The Contract shall be governed by and construed in accordance with the laws of Hong Kong and the parties hereby agree to submit to the jurisdiction of the courts of Hong Kong in relation to any matters arising out of the Contract.

18. Termination

The Contract may be terminated by LSCM on giving one month prior written notice to the Supplier.

Without prejudice to any other remedy LSCM may have against the Supplier, LSCM shall have the right to terminate the Contract immediately if the Supplier:

- (i) is wound up or is petitioned to be wound up, commits an act of bankruptcy or compound or arrange with its creditors or have a receiving order made against it or being a limited supplier enters into compulsory or voluntary liquidation (except for the purposes of amalgamation or restructure only).
- (ii) refuses or prevents the furnishing of services / goods under the contract.
- (iii) breaches or violates any of the terms and requirements contained in the contract.

19. Safeguard of National Security

LSCM may immediately terminate the Contract upon the occurrence of any of the following events:

- (a) the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of the Contractor or the continued performance of the Contract is contrary to the interest of national security; or
- (c) the Centre reasonably believes that any of the events mentioned above is about to occur.

Part 3 Particular Specification

1 Introduction

The Centre is soliciting reinstatement and fitting out proposals from the Contractor for the office at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong

2 Definitions

2.1 In this Contract, unless the context otherwise specifies, the following expressions have the following meaning:

“Contract” means the agreement concluded between the Logistics and Supply Chain MultiTech R&D Centre Limited (“the Centre”) and the Contractor including the letter of acceptance, specifications and other documents, which are incorporated by the reference herein.

“Contractor” means the party who undertakes to provide Services to the Centre.

“Centre Representative” means the Chief Executive Officer, of the Centre.

“Services” means all the deliverables, works, duties and obligations to be carried out by the Contractor pursuant to the provision of this Contract.

2.2 Words importing the singular only also include the plural and vice versa where the context requires.

3. Services to be Provided

The Contractors are requested to provide the Services to the Centre in accordance with the Particular Specifications.

3.1 Scope of Service

As per the Works Scopes and Statutory Requirements/Ordinances/Regulations, the Contractor shall provide and employ all necessary designers, professional persons who are registered engineer board / recognized by HKSAR Government, manpower, materials and tools/ equipment for completion of reinstatement and building of the fitting out works for office of Logistics & Supply Chain MultiTech R&D Centre at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong .

The landlord of the office is Hong Kong Science and Technology Parks Corporation.

- 3.2 The supplier must provide labour, tools and material to perform the reinstatement work and must adhere to all requirements of landlord as following but not limited to:
- Appendix 1 - The landlord's Approved Maintenance Contractors List
 - Appendix 2 – Tenant Fit-Out Guide
 - Appendix 3 - Safety Requirement for Construction Fit Out Reinstatement Works
 - Appendix 4 - Reinstatement Standard and Requirements
 - Appendix 5 – The Facility Check Form
 - Appendix 6 - Handover Photo
 - Appendix 7 – Insurance Requirement
 - Appendix 8 – Schedule of Drawings
 - Appendix 9 - 科學園裝修工程安全事項簡報
 - Appendix 10 - Material List for reinstatement works
 - Appendix 11 – Annex A-W
 - Appendix 12- HKSTP SHE Handbook 2026-03 ver. 9.0
- 3.3 Perform reinstatement work included but not limited to all reinstatement tasks mentioned in the briefing session and adhere to landlord’s requirements.
- 3.4 Perform the following tasks in office and adhere to landlord’s requirements. Including but not limited to the following:
- (a) Facilitate the FMO inspections during works and complete any comments by FMO.
 - (b) Demolish, removal and clear away the existing office of LSCM at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong ;
 - (c) Reinstating the office of LSCM at Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong to base building provision according to the drawings and specifications;
 - (d) Some of the reinstatement works shall be carried out by nominated subcontractors of the Landlord, including Main Cable Works, Fire Services Modification Works and MVAC Modification Works;
 - (e) All provisions of the Landlord, fixtures, fittings and finishes at the Premises and all parts of the building of which the Premises form part must be carefully and properly protected while carrying out any of the reinstatement works;
 - (f) After the completion of all relevant works, the successful Tenderer must ensure the affected areas are clean and all installation and/or delivery materials are properly disposed of before handing over the Premises to LSCM, the Landlord and the FMO;
 - (g) make good any defective workmanship or materials in relation to the reinstatement works to the Premises for a period of three (3) months from the actual date of handover of the Premises to the FMO (the “**Defects Liability Period**”);
 - (h) The Contractor shall conduct weekly meetings and submit reports via email/messaging, including completion percentages (e.g., demolition, MEP), updated site photos, and details on technical issues or delays, such as Landlord/FMO materials lead times.
 - (i) The Contractor shall be responsible for the careful dismantling, transport, and secure relocation of designated equipment and furniture from the office area (Units 1616–1620) to specified locations within the same building. Furthermore, the Contractor

shall manage the handling and disposal of all dismantled materials, equipment, and unwanted furniture, ensuring all such arrangements are subject to the prior approval of the Centre Representative or their nominated staff.

- (j) The Contractor shall provide adequate floor, wall, and lift protection in common areas. The Contractor is strictly liable for any damage to Science Park property or Landlord's fixtures, and must repair or reinstate such damage to the satisfaction of the Centre and FMO at their own expense.
- 3.5 Supply all items mentioned in the Facility Check Form (Appendix 5) and return to landlord.
- 3.6 The supplier shall handle all communications, applications and approval requests with the landlord concerning the office reinstatement project. This includes addressing any landlord concerns and ensuring compliance with all landlord's requirements.
- 3.7 The supplier shall prepare and submit all necessary application documents for the office reinstatement project. This includes obtaining any required permits, licenses, and approvals from relevant authorities and the landlord.
- 3.8 The supplier shall seek LSCM's endorsement on documents when necessary. LSCM will be responsible only for reviewing and endorsing the documents prepared by the supplier.
- 3.9 Specific items mentioned in Tenant Fit-out Guide (Appendix 2) must be completed by the landlord's approved contractors / maintenance contractor according to the landlord's Approved Maintenance Contractors List (Appendix 1)
- 3.10 Supply of normal power, potable water and air-conditioning will be suspended once your reinstatement work (including protection work) is commenced. The supplier is responsible for arranging and providing their own electricity and water supply for the duration of the project.
- 3.11 The supplier shall use materials strictly in accordance with the Material List for reinstatement works (Appendix 10).
- 3.12 The supplier must secure proper insurance cover according to landlord's requirement.
- 3.13 The supplier must strictly adhere to the safety guidelines (Appendix 3 & 9) provided by landlord.
- 3.14 The supplier shall be responsible for any and all penalties, fines, or charges imposed by the Landlord as a result of non-compliance, delays, or any other issues arising during the

reinstatement project. The Supplier agrees to indemnify and hold harmless the Client from any such penalties, ensuring full compliance with the Landlord's requirements and timelines.

- 3.15 The project will be considered complete only upon final acceptance by the landlord appointed representative. Any deficiencies or non-compliance issues identified by the representative must be rectified by the supplier at no additional cost.

4. Technical Specification

4.1 Evaluation Criteria

A total score of 100 will be assigned in Technical Score. The passing mark is 60.

Only tenders getting at least 60 marks will be considered further.

Item No. 項目編號	Description 描述	Weighting 權重 (%)
(1)	<p><u>Supplier Profile</u></p> <p>- Please provide company information, including but not limited to:</p> <p>1) Company Background: _____</p> <p>2) Year of establishment: _____</p> <p>3) No. of staff: _____</p> <p>4) Areas of strengths: _____</p>	<p>30%</p> <p><u>Breakdown</u></p> <p>1)10%</p> <p>2)5%</p> <p>3)5%</p> <p>4)10%</p>
(2)	<p><u>Client Profile and Job Reference</u></p> <p>- Please provide at least 2 relevant / similar job / project references in recent 5 years related to engineering or reinstatement work in HKSTP premises, with each project amount exceeding HKD200,000; information should include but not limited to the following:</p> <ul style="list-style-type: none"> • Names of client(s) • Project name with project sum • Scope of work & proof of experience which involved to engineering / reinstatement work in HKSTP premises • Photos/videos as proof of experience (If applicable) 	<p>40%</p> <p><u>Breakdown</u></p> <p>Reference</p> <p>1) 20%</p> <p>Reference</p> <p>2) 20%</p>

	<ul style="list-style-type: none"> Reference/complimentary letter from clients (If applicable) <p>Reference 1</p> <p>1. Name of client: _____</p> <p>2. Project name: _____</p> <p>3. Project sum: _____</p> <p>4. Scope of work:</p> <p>5. Please provide photos/videos as proof of experience (Y/N)</p> <p>6. Reference/complimentary letter from clients (Y/N)</p> <p>Reference 2</p> <p>1. Name of client: _____</p> <p>2. Project name: _____</p> <p>3. Project sum: _____</p> <p>4. Scope of work:</p> <p>5. Please provide photos/videos as proof of experience (Y/N)</p> <p>6. Reference/complimentary letter from clients (Y/N)</p>	
(3)	<p><u>Designated Staff to handle LSCM account</u></p> <ul style="list-style-type: none"> Please advise on the number of staff designated to serve LSCM Please provide the CV of the project in-charge, which should include but not limited to, title, years of experience, areas of competence, qualifications, etc. 	30%

4.2 Mandatory Requirements

The Supplier is mandatory to complete the following table which requires full compliance to be considered further in the tender evaluation process.

Description/ Requirement	Fully Comply (Yes/ No)	Remarks, if any
The Supplier shall ensure full compliance to all the terms, requirements and specifications as set out in this tender document.		

4.3 Terms and Conditions Compliance

The Supplier should state its compliance on the Terms and Conditions in the following table.

No.	Description/ Requirement	Fully Comply (Yes/ No)	Remarks, if any

1.	Compliance to all the terms, as set out in Part 2 - General Conditions of Contract		
----	--	--	--

5. Price Specification

The Tenderer shall complete the tables in the Schedule and Offer Form (Annex 5) to show the prices for the provision of the proposed solutions. All other associated costs shall be specified (if any).

5.1 Prices

Item No.	Description	QTY	Unit Price (HK\$)	Total Price (HK\$)
1	Reinstatement Work Office area, Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong . (Please refer to Part 3 – Particular Specification)	1 job		
2	Cost of Insurances per the requirements as stated in Part 2 – General Specification, Section 12	1 job	INCLUDED	INCLUDED
3	(Others if any, please specify)			
			Total price	

5.2 Validity of Quoted Prices

The offer provided above shall remain valid and open for acceptance by LSCM for a period of not less than 90 days after the Tender Closing Date. No change shall be made without the prior consent of LSCM.

Remarks:

The submitted pricing proposal must comply with the submitted technical proposal in accordance with those requirements set by LSCM in “Part 3 Particular Specification”.

6. Tender Evaluation

- 6.1 A total score of 100 is assigned to Technical Specification. Tender with scores less than 60 or failing in any attribute may be regarded as unsuccessful and may not be considered further.
- 6.2 The technical to price assessment weight will be 40% and 60% respectively.
- 6.3 Score Calculation Methodology

Technical Score

Supplier Technical Score = (Supplier Score / Highest score) x 40%

Price Score

Supplier Price Score = (Lowest Price / Supplier Price) x 60%

Overall Supplier Score

Overall Supplier Score = Supplier Technical Score + Supplier Price Score

6.4 Tender responses will be evaluated by two processes: i) Technical Evaluation, and ii) Price Evaluation. Technical Evaluation will be carried out first to ensure that the solutions proposed meet all mandatory requirements specified in this invitation to tender. Price Evaluation will be conducted for tenderers who have passed the technical evaluation.

7. Other Requirements

7.1 Security Requirements

All information collected and documents compiled for this work assignment shall not be disclosed to any unauthorized persons.

7.2 Assignment of Contract or Sub-Contracting

The Contractor shall not assign or otherwise transfer this contract or any of its rights and obligations hereunder whether in whole or in part without written consent of the Centre. Any use of subcontractors should be pre-approved by the Centre and if at any time the service provider sub-contracts any portion of the contract, the Contractor shall be responsible for any acts or omissions of the sub-contractor as though it were its own. The Contractor shall undertake to ensure that any approved sub-contractor shall have adequate insurance coverage no less onerous than the requirements the Contractor is subject to.

7.3 Liquidated Damages

If the Contractor fails to deliver the Services or complete the Services in accordance with the Schedule, then it shall follow up all related activities without any extra cost to the Centre. The Centre may without prejudice to any other methods of recovery, deduct the sum of such damages from any monies due or to become due to the Contractor under this and/ or any other contract valid at the time between the Centre and the Contractor. The payment or deduction of such damages shall not relieve the Contractors from the obligations to deliver the Services or complete the Services or from any other of its obligations under the contract.

In case of late delivery, the following liquidated damages will apply unless prior consent is received from the Centre:

Nos. of late days from the agreed delivery date	Penalty
< 7 calendar days	10% of the total contract value

8 to 14 calendar days	15% of the total contract value
15 to 21 calendar days	20% of the total contract value
22 to 28 calendar days	25% of the total contract value
> 29 calendar days	30% of the total contract value

7.4 Work Site Damages

The Contractor shall make sure that there is no damage to the existing work site during and after the service assignment. Any damage to existing utilities, equipment or system resulting from the performance of works during the service assignment shall be repaired to the Centre and Science Park Facilities Management Office (FMO) 's satisfaction at the Contractors' expenses.

7.5 Nuisance Work Period

Please refer to the fit-out guide.

7.6 Defects Liability Period (DLP)

3 months DLP period & 1 working day response time during DLP.

The Defects Liability Period shall be Three (3) months counting against from the acceptance note issued by the Centre.

Appendix 1

Terms of Quotation (Supplement)

1. Tender Briefing

Briefing session and site inspection – The Contractor shall and shall procure its nominated sub-contractor to attend a briefing session and site inspection to make themselves thoroughly acquainted with the location, general site conditions, accessibility, restrictions for loading and off loading materials, etc. provided that the attendance of the sub-contractor shall not be construed as any implication of consent of LSCM as required under Part 3 Particular Specification. The site visit and briefing session will be held as follows:

Date: 10 Jun, 2026

Time: 15:00

Venue: Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong

Prior appointment has to be made with our Mr. Robert Wong at telephone 3796 9263 or Ms. Claudia Lam at telephone 3796 9260/ via email to procurement@lscm.hk on or before **8 Jun 2026 HK Time** for the briefing and site visits session.

Any clarification questions must be sent by using the Annex 1 – Clarification Question from Tenderer via email to procurement@lscm.hk on or before **15 Jun 2026 HK Time**. The questions with the answers will be posted on LSCM's website www.lscm.hk on or before **17 Jun, 2026 HK Time**. In this event anonymity will be maintained. Late enquiries may not be considered.

2. Presentation Proposal

All responders are invited to present their proposal between 26 or 29 Jun, 2026 (by appointment) at the Centre's office at:

Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong

Each service provider will be given 45 minutes to present and 15 minutes for Q&A.

Annex 1 – Clarification Questions from Tenderer

Supplier Name: _____

Questions from supplier	Answers from LSCM

Remark:

Any clarification questions must be sent via email to procurement@lscm.hk **on or before 15 Jun 2026 HK Time**. Any late submission may not be accepted.

Annex 2 – Declaration of Anti-Collusion

To: Logistics & Supply Chain MultiTech R&D Centre Limited

“Reinstatement Works for LSCM Office Relocation Project”

I / We(1), confirm that as at the time of submission of this Proposal and other than the Excepted Communications referred to in the last paragraph below, I / We(1) had not communicated to any person other than LSCM the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I / We(1) or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above Project until the tenderer is notified by LSCM of the outcome of the tender exercise and other than the Excepted Communications, I / We(1) will not communicate to any person other than LSCM the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not I / We(1) or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

The expression “Excepted Communications” means our communications in strict confidence with our own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with our consultants or sub-contractors to solicit their assistance in preparation of tender submission.

Signature: _____

Name: _____

Position: _____

Company: _____

Date: _____

Note:

- 1. Delete as appropriate.

Annex 3 – Declaration of Interests

To: Logistics & Supply Chain MultiTech R&D Centre Limited

I hereby declare that (1) :

- I, associated persons, group companies and each member of my professional staff (and their associates and associated persons) have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties under this Proposal.
- I, associated persons, group companies and each member of my professional staff (and their associates and associated persons) have / potentially(2) have pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties under this Proposal. The particulars of such matter are stated below:

(a) Persons/companies with whom/which I have official dealings and/or private interests:

(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above:

Signature: _____

Name: _____

Position: _____

Company: _____

Date: _____

Note:

1. Please put a “” in the appropriate box
2. Delete as appropriate

Annex 4 – Tender Proposal Form

**Tender For Reinstatement works for office area of Logistics & Supply Chain
MultiTech R&D Centre Limited (LSCM) at Unit 1616-1620 in the HKSTP 19W
Building**

To: Procurement Manager
Logistics & Supply Chain R&D Centre Limited

I/We, the undersigned, acknowledge for myself/ourselves and the firm and partners therein/Limited Company hereunder mentioned the Logistics & Supply Chain MultiTech R&D Centre Limited’s terms of tender, GENERAL CONDITIONS OF CONTRACT and Particular Specification, and do hereby agree to supply all or any portion of the articles and services mentioned in the Schedule, which may be ordered by LSCM, at the prices quoted in the said Schedule, for delivery on or before the date mentioned in the said Schedule free of all other charges subject to and in accordance with the terms of tender and the GENERAL CONDITIONS OF CONTRACT, Particular Specification and (if any) the Special Conditions of Contract on the appendix attached hereto.

I/We certify that we have not (a) communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender; (b) entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; (c) offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

I/We, the undersigned, for myself/ourselves and the firm and partners therein/Limited Company hereunder mentioned hereby warrant that the sale and/or supply of the Scheduled goods/services or any of them by me/us/the said firm/Limited Company will not infringe any patent in respect thereof registered under the Patents Ordinance (Chapter 514) and that My/Our Business Registration and Workmen’s Compensation Policy are currently in force.

This tender is submitted with the authority and on behalf of:-

Company Chop

Company Full Name _____

Business Registration No. _____
(attach BR copy)

Registered Address _____

Contact Telephone No. _____ Fax No. _____

E-mail Address _____

Signature of Tenderer _____

Name of Tenderer _____
(in Block Letter)

Name of Partner(s) and Residential Address(es)* _____

*Applicable to unincorporated company only.

IMPORTANT!!! NO PRICE OR COST should be included in the Technical Proposal.

3. Information to be Provided by the Supplier

3.1 Evaluation Criteria

A total score of 100 will be assigned in this Section. The passing mark is 60.

Only tenders getting at least 60 marks will be considered further.

Item No. 項目編號	Description 描述	Weighting 權重 (%)
(1)	<p><u>Supplier Profile</u></p> <ul style="list-style-type: none"> - Please provide company information, including but not limited to: <ol style="list-style-type: none"> 1) Company Background: _____ 2) Year of establishment: _____ 3) No. of staff: _____ 4) Areas of strengths: _____ 	<p>30%</p> <p><u>Breakdown</u></p> <p>1)10%</p> <p>2)5%</p> <p>3)5%</p> <p>4)10%</p>
(2)	<p><u>Client Profile and Job Reference</u></p> <ul style="list-style-type: none"> - Please provide <u>at least 2</u> relevant / similar job / project references in <u>recent 3 years</u> related to engineering or reinstatement work in HKSTP premises, with each project amount exceeding HKD200,000; information should include but not limited to the following: <ul style="list-style-type: none"> • Names of client(s) • Project name with project sum • Scope of work & proof of experience which involved to engineering / reinstatement work in HKSTP premises • Photos/videos as proof of experience (If applicable) • Reference/complimentary letter from clients (If applicable) <p><u>Reference 1</u></p> <ol style="list-style-type: none"> 1. Name of client: _____ 2. Project name: _____ 3. Project sum: _____ 4. Scope of work: _____ 	<p>40%</p> <p><u>Breakdown</u></p> <p>Reference</p> <p>1) 20% Reference</p> <p>2) 20%</p>

	5. Please provide photos/videos as proof of experience (Y/N) 6. Reference/complimentary letter from clients (Y/N) Reference 2 1. Name of client: _____ 2. Project name: _____ 3. Project sum: _____ 4. Scope of work: 5. Please provide photos/videos as proof of experience (Y/N) 6. Reference/complimentary letter from clients (Y/N)	
(3)	Designated Staff to handle LSCM account <ul style="list-style-type: none"> - Please advise on the number of staff designated to serve LSCM - Please provide the CV of the project in-charge, which should include but not limited to, title, years of experience, areas of competence, qualifications, etc. 	30%

3.2. Mandatory Requirements

The Supplier is mandatory to complete the following table which requires full compliance to be considered further in the tender evaluation process.

Item	Description/ Requirement	Fully Comply (Yes/ No)	Remarks, if any
1.	The Supplier shall ensure full compliance to all the terms, requirements and specifications as set out in this tender document.		

3.3. Terms and Conditions Compliance

The Supplier should state its compliance on the Terms and Conditions in the following table.

No.	Description/ Requirement	Fully Comply (Yes/ No)	Remarks, if any
1.	Compliance to all the terms, as set out in Part 2 - General Conditions of Contract		

4. Tender Evaluation

4.1 A total score of 100 is assigned to Technical Specification. Tender with scores less than 60 or failing in any attribute may be regarded as unsuccessful and may not be considered further.

4.2 The technical to price assessment weight will be 40% and 60% respectively.

4.3 Score Calculation Methodology

Technical Score

Supplier Technical Score = (Supplier Score / Highest score) x 40%

Price Score

Supplier Price Score = (Lowest Price / Supplier Price) x 60%

Overall Supplier Score

Overall Supplier Score = Supplier Technical Score + Supplier Price Score

4.4. Tender responses will be evaluated by two processes: i) Technical Evaluation, and ii) Price Evaluation. Technical Evaluation will be carried out first to ensure that the solutions proposed meet all mandatory requirements specified in this invitation to tender. Price Evaluation will be conducted for tenderers who have passed the technical evaluation.

4.5. Tentative schedule

It is a tentative schedule of the tender process. However, LSCM reserves the right to change the schedule to suit its operation need.

5. All documents / materials submitted to LSCM will not be returned.

Annex 5 – Schedule and Offer Form**Part A – Fee Specification**

Please submit “Pricing Proposal” with **one set of original documents**, **one set of duplicate documents** and **one soft copy on CD ROM/USB Drive**, which should be sealed in separate plain envelope.

The Tenderer shall complete the tables below to show the prices for the provision of the proposed solutions. All other associated costs shall be specified (if any).

1. Prices

1.1 Price Table

Item No.	Description	QTY	Unit Price (HK\$)	Total Price (HK\$)
1	<u>Reinstatement Work</u> Office area Unit 1616-1620, Floor 16, 19W Building, Hong Kong Science Park, Shatin, Hong Kong . (Please refer to Part 3 – Particular Specification)	1 job		
2	Cost of Insurances per the requirements as stated in Part 2 – General Specification, Section 12	1 job	INCLUDED	INCLUDED
3	(Others if any, please specify)			

2. Validity of Quoted Prices

The offer provided above shall remain valid and open for acceptance by LSCM for a period of not less than 90 days after the Tender Closing Date. No change shall be made without the prior consent of LSCM.

Remarks:

The submitted pricing proposal must comply with the submitted technical proposal in accordance with those requirements set by LSCM in “Part 3 Particular Specification”.

Part B – Payment Schedule

In consideration of the Contractor’s performance of the Service in accordance with Particular Specification and subject to the General Conditions of Contract, and to the satisfaction of the Centre, the Centre shall pay to the Contractor subject to any deductions provided herein and in the following manner:

Phase	Delivery of Service / Goods Schedule	Payment
1	Upon Order of Purchase is signed and issued	30%
2	Completion of all demolition and site preparation works	20%
3	Completion of all structural repairs and interior finishing	20%
4	Completion of final inspection by LSCM and/or the FMO and handover of the Premises to the FMO	25%
5	Upon the expiry of the Defects Liability Period	5%
	Total	100%

Part C – Information of the Tenderer

Name of the Tenderer _____

Name and Signature of
Authorised
Representative (with
Company Chop) _____
(Name: _____)

Telephone Number _____

Fax Number _____

Date _____

- Appendix 1 - The landlord's Approved Maintenance Contractors List
- Appendix 2 – Tenant Fit-Out Guide
- Appendix 3 - Safety Requirement for Construction Fit Out Reinstatement Works
- Appendix 4 - Reinstatement Standard and Requirements
- Appendix 5 – The Facility Check Form
- Appendix 6 - Handover Photos
- Appendix 7 – Insurance Requirement
- Appendix 8 – Schedule of Drawings
- Appendix 9 - 科學園裝修工程安全事項簡報
- Appendix 10 - Material List for reinstatement works
- Appendix 11 – Annex A-W
- Appendix 12- HKSTP SHE Handbook 2026-03 ver. 9.0

(separate file)

(To be released upon request and return of ANNEX 2 and 3)