**Tender For Reinstate and fitting out works for office area and RCC Lab of Hong Kong Industrial Artificial Intelligence and Robotics Centre in the HKSTP 19W Building**

**(Ref: AI00008)**

To: Chief Technology Officer,

Hong Kong Industrial Artificial Intelligence and Robotics Centre Limited ("FLAIR"),

c/o: Hong Kong Productivity Council,

HKPC Building,

78 Tat Chee Avenue,

Kowloon.

I/We, the undersigned, acknowledge for myself/ourselves and the firm and partners therein/Limited Company hereunder mentioned the Hong Kong Industrial Artificial Intelligence and Robotics Centre Limited’s terms of tender, GENERAL TERMS AND CONDITIONS FOR CONTRACT and do hereby agree to supply all or any portion of the articles and services mentioned in the Schedule, which may be ordered by the FLAIR, 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 TERMS AND CONDITIONS FOR CONTRACT 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**

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| --- | --- | --- |
| 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)\*

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\*Applicable to unincorporated company only.

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

1. **Information to be Provided by the Supplier**
   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.

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| --- | --- | --- |
| **Item No.**  **項目編號** | **Description**  **描述** | **Weighting權重 (%)** |
| (1) | **Supplier Profile**   * Please provide company information, including but not limited to:   1) Company Background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2) Year of establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3) No. of staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4) Areas of strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 30%  Breakdown  1)10%  2)5%  3)5%  4)10% |
| (2) | **Client Profile and Job Reference**   * Please provide **at least 2** relevant / similar job / project references in **recent 3 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: * 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)   **Reference 1**  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)  **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) | 40%  Breakdown  Reference 1) 20%  Reference 2) 20% |
| (3) | **Designated Staff to handle FLAIR account**   * Please advise on the number of staff designated to serve FLAIR * 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% |

* 1. 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. | Compliance to General Specifications – The Supplier shall ensure **full compliance** to all the terms, requirements and specifications exclude section 3 as set out in “Part I – **General Specification**”. |  |  |
| 2. | Compliance to all requirements as set out in “section 2 of Part II – Technical Specification”. |  |  |
| 3. | The Supplier acknowledged that any delivery of goods or services after 30 April 2025 will NOT be accepted, and FLAIR has no obligation to make any payment. |  |  |

* 1. 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 Annex 3 – General Terms and Conditions for Contract |  |  |

1. **Tender Evaluation**
   1. A total score of 100 is assigned to “Section 3 Information to be Provided by the Supplier”. Tender with scores less than 60 or failing in any attribute may be regarded as unsuccessful and may not be considered further.
   2. The technical to price assessment weight will be 40% and 60% respectively.
   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

* 1. 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.
  2. In principle, FLAIR may select the tender with the highest total scores from technical proposal and pricing proposal. However, FLAIR reserves the right to accept the whole or part of the tender and is not bound to accept the highest scores or any tender.
  3. Tentative schedule

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

| Items | Tentative Schedule |
| --- | --- |
| Site Visit to potential tenderer | 22 Jan 2025 |
| Tender Q&A Submission by Supplier | 23 Jan 2025 |
| Posting of Q&A Reply from FLAIR | 28 Jan 2025 |
| Tender Closing Date | 5 Feb 2025 |
| Tender Evaluation | Early Feb 2025 |
| Tender Award / Issue Purchase Order | Mid Feb 2025 |
| Delivery schedule | Target commencement of reinstatement:  1 Mar 2025  Inspection Date by HKSTP & FLAIR  18 Apr 2025  Completion of work:  30 Apr 2025 |

1. **All documents / materials submitted to FLAIR will not be returned.**