

**Design and Build Services for Upgrading the Library
of Christian Alliance International School
located at 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong
(Tender reference: CAIS-LIB2019)**

Conditions of Tender

1. Tender Invitation

This document is an invitation of tender of design and build services for upgrading the library of Christian Alliance International School (referred as “School”). The tender invitation documents shall consist of the following:

- i. Brief and Annex A in Appendix 1
- ii. Schedule of Fees in Appendix 2
- iii. Fee Proposal Form in Appendix 3
- iv. Checklist of Submission in Appendix 4

2. Tender Submission

- A. All Tender Documents shall be properly prepared, signed and enclosed in a plain sealed envelope in DUPLICATE marked “Private and Confidential” and the project title stated below:

*“Design and Build Services for Upgrading the Library
of Christian Alliance International School
(Ref: CAIS-LIB2019)”*

- B. Tenders shall submit all required documents as listed in the Checklist of Submissions.
- C. The whole set of documents should be returned BY HAND to the tender box at

Christian Alliance International School
33 King Lam Street
Lai Chi Kok, Kowloon

not later than **2:00pm, 12 April 2019 (Friday)**, thereafter referred as Tender Submission Date. Late submission will NOT be considered.

- D. In the event of a typhoon signal no. 8 or above or black rainstorm warning hoisted between 9:00am and 2:00pm on the Tender Submission Date, the closing time will be postponed to 2:00pm on the following working day (i.e. Mondays to Fridays).
- E. Tenders must remain open for consideration (unless previously withdrawn) for **one hundred and fifty (150) days** from the Tender Submission Date stated in Condition of Tender. This tender shall remain binding upon the School and may be accepted at any time before the expiration of that period.

3. Design and Build Proposal to be submitted

The Design and Build work include the design, construction and finishing of the areas. Tenderer must submit in the returned tender the followings to demonstrate the design approaches:

- i. A project plan highlighting the key milestones and their completion dates for the design and build of the library upgrade for Zones A, B and C.
- ii. A design brief explaining how to achieve the proposed project requirements given in Appendix 1. It should include design philosophy, key design concepts and basic drawings. A separate table in highlighting the design for fulfilling the requirements of International Baccalaureate Diploma Programme and Language Laboratory has to be submitted.
- iii. Proposed key specifications for the library in Zones A, B and C.
- iv. A table specifying all the key proposed construction work, including the supply and installation of audio, video and multi-media system, and any alteration of existing M&E system (if applicable). A separate table in highlighting the construction work in fulfilling the design for International Baccalaureate Diploma Programme and Language Laboratory has to be submitted.
- v. Simulated aesthetic “look” of the internal of the library after the upgrade.

4. Site Visit

Tenderer is advised to attend the site visit on **1 April 2019** so as to ascertain all local conditions and restrictions likely to affect the extend of the design and build services. No claims existing from failure to do so will be considered.

5. Checking Tender Documents

Tenderer shall be required to check the page numbers of the tender documents. Should he find any missing, in duplicate or indistinct, he must inform the School at once and have the same rectified.

6. Queries

- A. Should the tenderer of any reason whatsoever be in doubt as to the precise meaning of any description, item or figure contained in the tender documents, or should he find any discrepancy or query therein, he must inform the School at once with at least two working days before the Tender Submission Date.
- B. Only answers in writing addressed to all tenderers the School shall be deemed to affect the Tender Documents in any way. Such letters will be bound in with, and shall become part of, the Contract Documents.
- C. No liability will be admitted, nor claim allowed, in request of errors in the appointed contractor’s tender due to mistakes in mis-interpretation of the tender documents which should have been rectified in the manner described in Clause 6.B.

7. Proposal Fee

- A. Tenderer shall state in the Fee Proposal Form (see Appendix 3) a lump sum price to be charged for the execution of the services assigned by the tenderer.
- B. In the absence of any fee in the Fee Proposal Form, the tender may not be considered.

8. Employer not Bound

The School is not bound to accept the lowest or any tender it may receive and will not defray any costs incurred in tendering.

9. Erasure and Alteration

Tenderers are informed that unauthorized alteration or erasure by them to the text of the documents issued for tender purposes will not be allowed and, if such alteration or erasure shall have been made in form of qualification in their tender documents submitted, the tender shall not be considered.

10. Prevention of Corruption

Tenderer should inform his employees that soliciting or accepting of advantage as defined in the Prevention of Bribery Ordinance (Chapter 201) is not permitted.

11. Enquiry

Should the tenderer have any enquiry, please contact Mr. Timothy Wong by email wongst@caisbv.edu.hk or at telephone number 3699 3899.

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This invitation to tender is issued by the Facilities Management Office of Christian Alliance International School (hereafter referred to as CAIS), for the provision of refurbishment works for the upgrading the library in Christian Alliance International School.

1. Background

1.a Library is located on Level 3 inside the Campus of the King Lam Street. The location plan with the area related to this design-and-build work indicated is attached in Annex A of this Appendix.

1.b The area is already completed with book shelves and services counter and several multi-purpose areas with folding partitions. There were around 55,000 numbers of books in Library collection record in February 2018. Basic installations for air-conditioning and ventilation, electrical supply, data and telephone system, access control system, fire services and lighting are in place. The tenderer should consider ways to incorporate the above said existing provisions in order to deliver a feasible design which can reduce alteration / demolition. However, the tenderer may suggest appropriate modifications to the existing provisions wherever they help to give good spaces review and functional effects.

In addition to providing access to traditional forms of knowledge like books, periodicals and print information, students have access to other forms of media and devices they will need to create and share. Students can determine how best to use the space and resources to study or to work on school assignments, projects or coursework individually or with others.

1.c Zone A will be an informal and interactive area, approx. 320 sq. m. The area will be operated in school hours, the design proposal shall include the following facilities or functions:

- Services Counter and Book Return Box;
- For Primary students use;
- Reading/ self-study area;
- Means of Escape is required;
- Shelving units for books
- 1 no. of seminar room with wiring for projectors
- 1 no. of refreshment zone with water dispenser(s)
- 1 printing area with photo-copiers, printers, etc
- Mixture of movable furniture for either individual study and interactive discussion
- Furniture set (bright colour), i.e. one seat chair, two sofa, three seat, etc.
- Sockets provision along the area for convenient use of notebook-computers
- PA system for announcement and background music
- Provision of WiFi Services

1.d Zone B will be an informal and interactive area, approx. 320 sq. m. The area will be operated in school hours, the design proposal shall include the following facilities or

functions:

- For Secondary students use;
- Reading/ self-study area;
- Means of Escape is required;
- Shelving units for books
- At least 10 nos. of study carrels (back to back);
- Mixture of movable furniture for either individual study and interactive discussion
- Furniture set (bright colour), i.e. one seat chair, two sofa, three seat, etc.
- 1 no. of seminar room with wiring for projectors
- 1 printing area with photo-copiers, printers, etc
- This area will likely be managed by the students, therefore a young and energetic atmosphere will be appropriate, while the furniture and equipment shall be robust and durable, so as to minimize maintenance / repair required.
- Sockets provision along the area for convenient use of notebook-computers
- PA system for announcement and background music
- Provision of WiFi Services

1.d Zone C will be relatively quiet and more study-oriented area, approx. 240 sq. m. The area will be operated in school hours, the design proposal shall include the following facilities or functions:

- Relevant works will be carried out as the first phase;
- Room usage of existing Library Storeroom should be redefined/ changed;
- Means of Escape is required;
- Multi-media facilities;
- International Baccalaureate Diploma Programme (including computer terminals to enable the use of research database, sound-proof division for video and audio recording, listening practices, demonstrating international mindedness, group presentation/ discussion, past papers) and Language laboratory;
- Self-studies carrels;
- Storage of books/ magazines; and
- This area will likely be managed by the students, therefore a young and energetic atmosphere will be appropriate, while the furniture and equipment shall be robust and durable, so as to minimize maintenance / repair required. Sockets provision along the area for convenient use of notebook-computers
- PA system for announcement and background music
- Provision of WiFi Services

1.e The design theme for both Zone A, Zone B and Zone C should be cheerful, colorful and warm. The tenderer should propose suitable wall and floor finishes, furniture, signage and decoration, if any, so that a pleasant area is developed for studying.

2. Development Programme

To fit the about schedule, design and construction work for Zone A, Zone B and Zone C shall be completed by **31 July 2019**. Since the school days will end on 28 June 2019, the tenderer should compromise with the School to work out the construction phases so as to minimize the effect to the operation of the library during school days.

3. Scope of Services

The scope of services covered by the fee proposal shall include the following:

Stage 1: Preliminary Design Proposal

- Provide design concept for School including perspective, layout plans and illustration, etc.

Stage 2: Preparation of Detailed Design

- Prepare design drawings (both Architectural and Building Services) with details that are adequate for implementation
- Prepare material sample for the School's selection

Stage 3: Construction Stage

- Complete the site works according to the agreed design.

4. Delivery

Please submit the following information **on or before 12th April 2019**:

1. Fee, Design and Construction Services Proposal;
2. Company Profile;
3. Reference of Similar Projects Completed.

Tenderers are required to conduct a presentation at the School on **17 April 2019** to illustrate the design, key specifications, and project key milestones time line.

The decision of the tender is expected to be announced on **30 April 2019**.

Annex A: Location Plan of Level 3, Library, of CAIS Campus



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1. Definition

“Approved” herein under means approved in writing by the School before the cost, remuneration or expense is incurred.

2. Lump Sum Fees

2.1. The remuneration of the Contractor for the performance of the Services shall be a Lump Sum, subject to the limitations, reservations and adjustment in Schedule of Fees Clauses 4 and 5 below.

2.2. The Lump Sum Fees should include all services together with the materials, labour and facilities for the preparation, implementation and completion of this assignment in its entirety to the complete satisfaction of the School.

2.3. The Lump Sum Fees should fully cover the purchasing cost of insurance and safety precautions.

3. Schedule of Payment

Interim payments on account for the fee stipulated in Schedule of Fees Clause 2 above in respect of each identified partial service shall be made in accordance with the following payment schedule. Payments will be made within two (2) calendar months upon receipt of the Contractor’s invoice.

Time of payment	Percentage of Lump Sum Fee	Percentage of Cumulative Total Contractor Fee
Retainer	5%	5%
Upon the School’s acceptance of the <i>preliminary design proposal</i> listed in Clause 3.i to Clause 3.v in the Conditions of Tender and Section 3 of Project Brief in Appendix 1	10%	15%
Upon the School’s acceptance of the <i>detailed design proposal</i> listed in Clause 3.i to Clause 3.v in the Conditions of Tender and Section 3 of Project Brief in Appendix 1	15%	30%
Upon the commencement of on-site work for Zones A, B and C	10%	40%
Upon the completion of all work for Zones A, B and C	55%	95%
Upon the Expiry of Defect Liability Period, i.e. 12 months after practical completion	5%	100%

4. Out of Pocket Expenses

Nil.

5. Adjustment of the Lump Sum Fee

- 5.1. Where the Contractor considers that he is entitled to payment for an additional work, the Contractor shall provide with justifications in writing of such claims and get approval from the School's Representative before the Contractor commences the additional works.
- 5.2. The notice provision in sub-clause 5.1 of this Clause shall be a condition precedent to payment for additional works.
- 5.3. If the School agrees that the works are additional, it shall agree to pay the adjusted Lump Sum Fee to include the additional works.

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Fee Proposal Form

To: Christian Alliance International School

1. Having inspected the site, examined Proposal Brief and its Annex, Conditions of Tender, Schedule of Fees, Checklist of Submissions and all Appendices of the above named project, I / We would like to offer our services for the above named project in conformity with the said Project Brief and Schedule of Fees at a Lump Sum Fee of HK\$_____ . The breakdown of the Lump Sum Fee in different zones are as follows:

Zone A: HK\$_____

Zone B: HK\$_____

Zone C: HK\$_____.

2. I / We agree to abide by the Fee Proposal for a period of **150 days** from the Tender Submission Date as stated in Condition of Tender. This tender shall remain binding upon me / us and may be accepted by the School at any time before the expiration of that period.
3. I / We understand that the School is not bound to accept the lowest or any tender which he may receive.

Signed (*with company chop*): _____

Name: _____ in the capacity of _____

For and on behalf of _____

Date: _____

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Checklist of Submission

Here is a checklist of submission:

- Project plan highlighting the key milestones for the design and build of the library upgrade
- Design brief including design philosophy, key design concepts and basic drawings
- Design brief fulfilling the requirements of International Baccalaureate Diploma Programme
- Design brief of Language Laboratory
- A table specifying all proposed construction work, including the supply and installation of audio, video and multi-media system, and any alteration of existing M&E system,
- A table highlighting the construction work in fulfilling the design for International Baccalaureate Diploma Programme
- A table highlighting the construction work for Language Laboratory
- A simulated aesthetic “look” of the internal of the library after the upgrade
- Fee Proposal Form
- Company profile
- Reference of similar projects completed
- The tender documents in duplicate.

