香港普通話研習社科技創意小學
香港新界天水圍天秀路 25 號天富苑
電話 24708080 傳真 24708070

學校檔號：XPYPSSC/1920014

邀請書面報價/招標

承投科技創意室裝修工程

敬啟者：

現誠邀　貴機構承投提供隨附的書面報價/投標附表上所列的物料或服務。倘　貴機構不擬接納部分訂貨，請於書面報價/投標附表上清楚註明。

書面報價/投標表格必須一式兩份，並放置信封內封密。信封面清楚註明：

『承投**科技創意室裝修工程**書面報價單/投標書』

書面報價單/投標書應寄往天水圍天秀路 25 號天富苑 香港普通話研習社科技創意小學，並於 2020 年 7 月 14 日(星期二)正午十二時前送達上述地址。逾期書面報價/投標，概不受理。如在該 90 天內仍未接獲訂單，則是次書面報價/投標可視作落選論。另外亦請注意，貴公司必須填妥書面報價/投標表格第 II 部分，否則標書概不受理。

倘　貴公司未能或不擬報價/投標，亦請盡快把書面報價/投標表格寄回上述地址，並列明不擬報價/投標的原因。

學校邀請書面報價/招標承投所需物品/服務時，會以*「整批」/~~「分組」/「分項」~~形式考慮接受供應商的書面報價/投標。

如有查詢，請致電 24708080 與蔡健聰老師聯絡。專此奉達，敬祝

台安！

校長　　謹啟

2020 年 6 月 23 日

承投科技創意室裝修工程的書面報價/投標表格

學校名稱及地址：　香港普通話研習社科技創意小學
新界天水圍天秀路 25 號天富苑

學校檔號：XPYPSSC/1920014

截止書面報價/截標日期及時間：2020 年 7 月 14 日(星期二)正午 12 時

第 I 部分

下方簽署人願意按照所列的價格(其他費用全免)，以及校方提供的任何圖則及/或規格，供應夾附的書面報價/投標附表上所列的全部或部分項目，而交貨期限已於正式訂單上註明。下方簽署人知悉，所有未經特別註明的項目，如已在英國標準規格內有所訂明，則須符合該等規格，書面報價單/投標書由上述截止日期起計 90 天內仍屬有效；校方不一定採納索價最低的書面報價單/投標書或任何一份書面報價單/投標書，並有權在書面報價單/投標書有效期內，採納某份書面報價單/投標書的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效，而其公司所供應的各個項目並無侵犯任何專利權。

第 II 部分

再行確定書面報價單/投標書的有效期

有關本書面報價單/投標書的第 I 部分，現再確定本公司的書面報價單/投標書有效期由起計為 90 天。

下方簽署人亦同意，書面報價單/投標書的有效期一經再行確定，其公司就該事項註明於書面報價/投標表格內的預印條文，即不再適用。

日期：　_____ 年 _____ 月 _____ 日

姓名(請以正楷填寫)：

簽署人：

職銜：　(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：—

公司簽署書面報價單/投標書，該公司在

香港註冊的辦事處地址為

電話號碼：

傳真號碼：

電郵地址：

第 III 部份

1. 《防止賄賂條例》，在學校採購過程中，如學校員工接受供應商和承辦商提供的利益，或供應商和承辦商向學校員工提供利益，均屬違法。

2. 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為，有關投標書將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。

第 IV 部份

香港普通話研習社科技創意小學
申報利益表

1. 你在香港普通話研習社科技創意小學內有沒有任何人或業務利益關係(註譯1) 有/沒有 #
   如有的話，請說明。

   _____

   _____

2. 你的家人或親屬 (註譯 2)有沒有擔任此學校的現任職位？
   有 / 沒有 #
   如有的話，請提供姓名及關係。

   _____

   _____

註譯

(註譯 1) 個人利益包括你參予經營 / 承包學校的各項服務等。
(註譯 2) 你的家人或你的親屬包括：
(a) 你的配偶；
(b) 你的父母；
(c) 你的配偶父母；
(d) 你的兄弟姊妹及其配偶；以及
(e) 你或你的配偶的子女及其配偶。

_____	_____	_____
申報人簽署	申報人姓名	日期

請將不適用的刪去

書面報價/投標附表

The School planned to renovate the existing computer room (Room 121) to become Dream Chasers.

- **Schedule and Penalty**
  - Date of Commencement: 22-7-2020 (by latest)
  - Date of Completion: 5-9-2020 (Saturday)
  - Defects Liability Period: THREE (3) months
  - Penalty for Delay: Rate of HKD 5000 per day (including Saturday, Sunday, School holidays and public holidays)
- **Main Idea**
  - The Contractor shall provide full interior design and construction services to turn the existing Computer Room (Room 121) into Dream Chasers, taking the overall design into consideration, in order to achieve a flexible learning environment for students.
  - The services to be provided by the Contractor shall include but not limited to the following:
    - Interior design, floor plan and presentation.
    - Design and construction programmes.
    - Documentation for construction.
    - Construction and renovation.
    - Budgetary control.
    - Deconstruction managemen
- **For the Room**
  - **Interior Design, Floor Plan and Consultation**
    - Provide at least 2 (TWO) options of 3D interior design with design concept, material, color schemes.
    - Submit furniture layout, drawings and specification for the School to approve before commencement of works.
    - The Tenderer is required to provide a detailed design and working drawings in the tender schedule.
    - The function of the room is for STEM Education and doing Innovation Creation Works by students.
    - The design should be adaptable, flexible, mobile, integrated, organized and ergonomic.
  - **Support L&T activities**
    - The room should be able to accommodate at least a minimum of 36 students at individual workstations, facilitating collaborative work in small groups and providing a large floor area for robotic activities.
  - **Wall**
    - The use of wall space should be maximized for creative thinking work.
    - At least two writeable glass should be provided and installed on walls. (Approx. Size: 1200mm X 2000mm)
  - **Power and Network Supply**
    - Six LAN ports and power connections on walls should be reserved.
  - **Storage**
    - Containers and storage options within the Lab for keeping students' on-going hands-on projects should be provided.
  - **Fixture, furniture and Equipment**
    - Furniture or IT equipment to be suggested by the Tenderer for the School's consideration.
    - Fixture and furniture should be included.
    - At least 36 tables and chairs for students should be provided and installed.
    - At least one table for teacher should be provided and installed.
  - **Storage**
    - Containers and storage options within the Lab for keeping students' on-going hands-on projects should be provided.
    - Storage options within the Lab for materials and tools should be provided.
    - Storage options within the Lab with locks for expensive IT equipment (e.g. laptops) should be provided.
      - Charging function should also be considered.
      - At least four cabinets should be provided and installed.
- **Demolition Work of existing Room**
  - Dismantle and cart away the existing fixture and loose furniture, lockers and storage, floor boxes, Audio Visual (AV) equipment, carpet and curtains etc.
  - Make good and touch up the affected area.
  - Disposal of the garbage / destructed materials / equipment.
  - Noise should be kept at the minimum level.
  - Dirt and polluted water should be cleared away every day.
- **Construction Materials**
  - Basic Requirement
    - Non-toxic materials.
    - Non-VOC and water base.
    - Tempered glass should be used.
    - Materials should not be flammable.

- **Site Works Requirement**
  - Site Supervision
    - The Contractor shall provide a qualified site supervisor throughout the site work period. The site supervisor shall be responsible for co-ordination and supervision of site work, attend enquiries and complaints by the School. The

Contractor shall submit the qualifications of site supervisor for approval. The School may request replacement of site supervisor should he found the site supervisor not suitable.

- Site Safety
  - The Contractor shall carry out all works and maintain site safety according to the Labour Department's requirements and the Contractor shall provide adequate safety devices to all workers or any third party entering the site.
- Site Protection and Cleaning
  - The contractor shall carry out temporary protection properly to lift car, passage, AV equipment, furniture & properties deemed necessary by the School
  - The contractor shall carry out temporary protection to contract works & properties deemed necessary by the School. The Contractor shall protect the access / glass / door / wall / tiles properly during the demolition and cart away works.
  - The Contractor shall bear all liability arising from losses and legal prosecutions. The Contractor shall from time to time cart away all rubbish promptly from site.
  - The contractor shall make good and touch up the affected areas on site.
- Storage of Material
  - Site storage and fabrication space is very restricted. The Contractor shall arrange for himself to have suitable off-site for fabrication and storage. The Contractor is NOT allowed to have materials stored inside the Site without the approval of the School that may be necessary in order to ensure continuity of material supplies to the Site.
- Working Platform & Scaffolding
  - The Contractor shall erect safety working platforms, including working at high level, double layer scaffolding in accordance with relevant regulation for their execution of work.
- Schedule of Rates
  - The Contractor shall note that all dimension shall verify onsite and should not order materials or commence works solely based estimation. The School shall not be liable for any expense incurred by the Contractor in connection with incorrect ordering or abortive works.
- General Specification
  - The Contractor shall be deemed to have examined the following General Specifications applicable to this Contract:
    - General Specification for Building (GS) 2007 Edition issued by the Architectural Services Department, the Government of Hong Kong Special Administrative Region and all amendment thereto.
  - General Specification for Electrical Installation in Government Buildings of the Hong Kong Administrative Region issued by the Building Services Branch, Architectural Services Department - 2007 Edition and all subsequent amendments thereof.
- Contractor's Obligations
  - The Contractor's attention is drawn to his obligation but not limited to the following ordinance and regulations:
    - The Industrial Training Ordinance
    - Pneumoconiosis (Compensation) Ordinance
    - The Industrial Undertakings Regulations
    - The Construction Sites (Safety) Regulations
    - The Employee's Compensation Ordinance
    - The Noise Control Ordinance
    - The Air Pollution Control (Construction Dust) Ordinance
- House Rules and Restrictions
  - The Contractor shall note that the following housekeeping rules within the School Campus and shall strictly be adhered to during the whole contract period:
    - No smoking within the School Campus is permitted at any time.
    - All workers on Site must not be naked to the waist and shall be properly dressed.
    - All areas of the School Campus shall be kept sanitary and clean.
    - All workers must not litter within the School Campus nor within the site.
    - All workers must not speak foul language within the School Campus.
    - No radio broadcasting within the School Campus is permitted at any time.
    - All workers and personnel of the Contractor and his sub-contractors on Site must wear working pass.
    - No gambling within the School Campus is permitted at any time.
    - The Contractor shall also conform to the regulations and restrictions imposed by the School. The Contractor shall allow in his tender any extra cost incurred in complying with such regulations and restrictions which may be imposed or altered from time to time.
    - The Contractor shall make every endeavor to cause the minimum nuisance, noise, dust or any other disturbance or inconvenience to the neighboring properties, students, pedestrians and traffic.
    - The Contractor shall closely liaise with the School at all times regarding restrictions on working date/time and the Contractor shall plan his works to suit the School's requirements and takes all necessary measures to minimize the disturbance to the operation of the School. The Contractor is responsible to seek the School prior approval for their work schedule.
    - The Contractor is required to carry out noisy works outside the School hours, Saturday and School holidays. Notwithstanding that, the Contractor may allow carrying out some noisy works during the School hours but shall be subject to the School's prior approval. The contractor shall apply to the School at least 7 working days

in advance and clearly state the details of noisy works for the School's consideration.

- In case the Contractor intends to carry out any non-noisy work in the School area during the School hours, he shall give at least 7 working days' notice to the School for approval. Notwithstanding such approval, the School reserves the right to stop any works if they consider it reasonably necessary in order that the School operation will not be affected. No claim whatsoever by the Contractor in this respect will be considered.
- The Contractor is deemed to have allowed in his tender for complying with all the above requirements, all other related requirements described in other parts of this Contract and all other reasonable constraints imposed by the School from time to time during Contract Period. No claim for extra payment or extension of contract period will be allowed. Furthermore, the Contractor shall be liable to and indemnify the School from any claim arising from his failure to comply with the above requirements.

❖ **Optional items**

- ➢ One tempered glass door.
- ➢ Replacement of existing lights and fans if needed.
- ➢ IOT Smart Devices for the room
  - Cloud Energy Management System
  - Gateway: Signal Communication with devices
  - Installation

(1) Description/Specification	(2) Quantity Required	(3) Unit Rate (HK$)	(4) Total Amount (HK$)	(5) Delivery Offered
❖ **Design & Build the Dream Chasers** ❖ **Meet the schedule of works and agreed on the Penalty as stated.** ❖ **Comply all requirement of the tender except :**	1			

- **<u>Site Visit</u>**
  - Interested parties please contact the school for a site visit. A site visit should be arranged from 24-6-2020 to 13-7-2020 at Xianggang Putonghua Yanxishe Primary School of Science And Creativity.
  - Q&A raised at the site visit will not be posted out for others reference
- **<u>Selection criteria</u>**

  School is looking for a contractor based on the following criteria
  - Creative and Innovation Design which fit school plan and enable efficient L&T activities
  - Proposed pricing fit with School budget
  - Solution suitability to School
  - Equipment and services level that can offer
  - Case reference
  - Other useful information

- **<u>Payment</u>**
  - Payment will be settled in three installments within a year.

本公司/本人明白，如收到學校訂單後未能供應書面報價/投標書上所列物料或服務，本公司/本人須負責賠償學校從另處採購上述物料或服務的差價。

公司印鑑

供應商名稱：_____

獲授權簽署報價單/投標書的代表的姓名及署名

姓名(請以正楷填寫)：_____ 簽署：_____

日期：_____

承投科技創意室裝修工程(一式兩份)

學校檔號：XPYPSSC/1920014
截止書面報價/截標日期：2020年7月14日(星期二)正午12時正

寄新界天水圍天秀路25號
香港普通話研習社科技創意小學校長收

請將此回郵地址貼在信封上
(供應商不可在信封面上顯示該公司的身份)