

Letter Reference: GT19001
9 April 2019

Dear Sir or Madam,

Consultancy Services for A&A Works at G.T. (Ellen Yeung) College TKO Campus

You are invited to submit a fee proposal for the above consultancy.

Please comply with the following Conditions of Tender:’

- 1) Your fee proposal including a lump sum fee to consolidate your sub-consultants, fee proposal form, fee breakdown form, manning schedule, project programme, schedule of rates for printing & copying should be sealed in envelope with cover label “**Fee proposal for Consultancy Services for A&A Works at G.T. (Ellen Yeung) College TKO Campus**”.
- 2) The fee proposal shall be submitted directly to my office at **No. 10 Ling Kwong Street, Tiu Keng Leng, Tseung Kwan O** by 12:00 noon, 30 April 2019; late submission shall not be accepted.
- 3) Any unquoted tasks shall be considered as having been included in the tender sum.
- 4) We are not bound to accept the lowest or any proposal made and accept no financial liability for your costs in submitting a proposal. In addition, the School might reject bids which are considered to have been priced unreasonably low..
- 5) We will evaluate the proposal based on your submitted price, past performance/ similar or relevant job reference, company background, value added services and your compliance with the tendering specifications & procedures. You should attach with your fee proposal any relevant information you consider appropriate.
- 6) We may accept certain part of the proposal or the entire proposal.
- 7) You are required to comply with the Terms and Conditions of Tender.

If you are not going to submit a fee proposal, please notify us by contacting Ms True Wong at 2535 6869 before the closing date. Otherwise, we might assume that you are not interested in our future tenders.

Should you have any queries, please do not hesitate to contact Ms. True Wong at 2535 6869.

Yours faithfully,

David Chan (Mr.)
Vice-Principal

Consultancy Services
for A&A Works at G.T. (Ellen Yeung) College TKO Campus

Fee Proposal Form

To : **G.T. (Ellen Yeung) College**

I/We submit our Fee Proposal as follows:

Fee Basis : Lump Sum

Proposed Fee :	(1) Lead Consultant's fee	\$
	(2) All Sub-consultants' fees	\$ _____
	Total Fee	HK \$

A&A Works at G.T. (Ellen Yeung) College TKO Campus

Fee Breakdown Form

(Break down of lump sum consultancy fee among disciplines)

The following is the breakdown of the lump sum consultancy fee :

Name of Consultant/ Sub-consultants	Amount (HK\$)	% of Total
Total HK\$		100 %

Note to Consultant : The breakdown of lump sum consultancy fee is to be provided for the consultant and all sub-consultants.

A&A Works at G.T. (Ellen Yeung) College TKO Campus

Manning Schedule

No.	Name of Consultant/ Sub-consultants	Name of personnel	Position

Note to Consultant : The manning schedule is to be filled in by consultants. It should include the name and position of the proposed key personnel of consultant and all sub-consultants for the project.

**Consultancy Services for A&A Works
at G.T. (Ellen Yeung) College TKO campus**

1.0 Scope of the Project

The project shall include the alteration and addition works at ground floor covered playground, near external plant rooms adjacent open playground and on 5/F & 6/F at G.T. (Ellen Yeung) College TKO campus as follows:

- 1.1 Repartitioning at the existing covered playground including demolition of walls of existing multi-purpose room and toilets, and construction of new walls to layout 4 classrooms, male and female toilets;
- 1.2 Addition of new store room building near the existing external plant rooms adjacent open playground; and
- 1.3 Repartitioning of the existing Rooms 303 & 304 into three classrooms, Rooms 403 & 404 into three classrooms, Rooms 503 & 504 into three classrooms and Rooms 603 & 604 into three classrooms.

2.0 Scope of Services

The scope of services includes, but not limited to, the following tasks:-

- 2.1 Acquire building requirements, preliminary drawings and other related information from the School and/ or extract plans, calculations and relevant information from Buildings Department/ ICU;
- 2.2 Make application and negotiation with relevant government authorities including Building Authority, Education Bureau, Fire Services Department, etc. and utilities companies to get approval of the construction work and other related issues;
- 2.3 Prepare relevant drawings, calculations and forms, etc. for submission of building, structural and drainage plans and make subsequent amendments as necessary in order to obtain Building Authority's approval;
- 2.4 Obtain consent from Building Authority for the commencement and carrying out of construction works in accordance with the approved plans;
- 2.5 Carry out the statutory duties of both Authorized Person (AP) and Registered Structural Engineer (RSE) as required under Buildings Ordinance;
- 2.6 Provide Technical Competent Person(s) (TCP) in AP and RSE streams for site supervision under the relevant Technical Memorandum and Code of Practice issued under the Buildings Ordinance;
- 2.7 Prepare Tender documents, drawings and specifications and invite tenders for the construction works;
- 2.8 Conduct analysis on returned tenders and to make recommendation on the selection of the contractor;

- 2.9 Attend progress meetings and make periodic site visits to monitor and inspect the progress and quality of the works and to determine if the works are in accordance with the approved plans;
- 2.10 Make periodic valuations of work done on site and issue interim payment certificates and perform other administrative duties under the building contract;
- 2.11 Prepare contract documents and contract drawings for the works and settle the Final Account with the contractor;
- 2.12 Submit Form of Completion (BA13 and/ or BA14) to the Building Authority on completion of works

3.0 Schedule of Payment

Fee installments shall follow the schedule below:-

Upon completion of scheme design - 10%

Upon approval of all submission plans by Building Authority - 25%

Upon completion of tendering and award of main contract - 25%

Upon completion of 50% of the works - 15%

Upon issue of completion certificate and full completion of the works - 15%

Upon issue of Defects Rectification Certificate - 5%

Upon issue of Final Account - 5%

4.0 Disbursement

The disbursement to be rendered in connection with the following shall be paid/ reimbursed by the School:-

- 4.1 Statutory charges for government submissions & certificates;
- 4.2 Printing and copying of drawings and documents for submission to government departments and utility companies, and for tendering and construction; Schedule of Rates for printing and copying of drawings and documents should be submitted with the fee proposal.

5.0 Project Schedule

The consultancy services are tentatively to be awarded within the 2nd quarter of 2019 and the project shall be completed by the 4th quarter of 2019 or 1st quarter of 2020.

Project programme shall be submitted with the fee proposal.

6.0 Remarks

You are required to include the following costs in your fee proposal:-

- 6.1 Structural engineering consultant and RSE;
- 6.2 Building services engineering consultant and Registered Energy Auditor (REA);
- 6.3 Quantity surveyor services.