



HONG KONG ARCHERY ASSOCIATION

香港射箭總會

香港 銅鑼灣 掃桿埔 大球場徑一號 奧運大樓 1010 室
Room 1010, Olympic House, 1 Stadium Path, So Kon Po,
Causeway Bay, Hong Kong. Tel : 2504 8148 Fax : 2577 7349
E-mail: hkaa@archery.org.hk http: //www.archery.org.hk

13th August, 2019

Dear Sir or Madam,

Invitation to tender for shooting line pavilion

The Hong Kong Archery Association (HKAA) is pleased to invite you to submit a tender of design and construction of the shooting line pavilion at Lam Sim Fook Archery Range, Tin Shui Wai, New Territories. The form of tender is enclosed for your consideration.

If you are interested in submitting a tender, you are required to complete the form of tender together with relevant documents as stated in the Terms and Condition as below and submit to HKAA secretariat office on or before at 1700, 30th August, 2019 by mail, email or fax. Should you have any queries, please feel free to contact us at 2504 8148.

Yours faithfully,

Hong Kong Archery Association

Encl.



The scope of work, terms and conditions of the relevant project particulars are listed as below:

1. Site Location

Lam Sim Fook Archery Range, Tin Shui Wai, N.T.
(S.T.T. No. 1161 Yuen Long DD126)

2. Project Particulars

Employer - Hong Kong Archery Association (HKAA)

3. Scope of Works

- 3.1 Design and Construct the shooting line pavilion
- 3.2 Demolish and disposal the damaged existing pavilion
- 3.3 Provide 5 years of warranty on the pavilion

4. Terms and Conditions

- 4.1 The materials and workmanship for the works shall follow and be approved by the Project Manager. In case of doubt or discrepancy, the Project Manager shall be notified as soon as possible for necessary clarification.
- 4.2 Apart from the Form of tender, the Contractor should also complete and submit the Schedule of Rate with the tender. The Contractor is advised to consult Building Professionals for advice and make formal application for approval and consent from the Building Authority in order to make sure the design and construction work complies with the laws and regulations. The tendered sum shall be deemed to include all costs associated with all the works, such as provision of temporary electricity and water, overheads, insurances, supervision, safety precautions and all other expenses as well as the contract preliminaries. The tenderer should submit the company profile, job reference, management organization chart, program details, insurance document and legal case if applicable together with the tender.



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- 4.3 The Contractor is advised to visit the Site and make him/herself thoroughly acquainted with the location, general site conditions, accessibility, restrictions for loading and off-loading plans etc., and any other conditions which may affect pricing. No claims for extra payment or extension of the conditions under which the Works are to be carried out.
- 4.4 The contracted work shall be carried out based on a work schedule within a reasonable time period. Contractor shall provide a Gantt chart and set the date of completion. The date of completion shall seek the approval from the Employer. All the contracted work shall be completed no more than 90 days. HKAA reserves the right of claiming liquidated damages.
- 4.5 Any defects, excessive shrinkage or other faults, which appear within 5 years of the date of completion certified by the Project Manager and which are due to materials or workmanship not in accordance with the Contract, shall be made good by the Contractor within a reasonable time entirely at his own cost, unless otherwise instructed by the Project Manager. Project Manager shall certify the date when, in his opinion, the Contractor's obligations under this clause have been fulfilled.
- 4.6 The tender shall be a lump sum fixed price tender for carrying out of the whole works in conformity with the Specifications. The quantities of work as stated in schedule of rate were for reference only and not from part of contract.
- 4.7 Except where specifically stated to the contrary all price entered in the tender shall be at the risk of the Contractor. The tenderer should measure such works before submit tender according to site condition. No adjustment allowed at the settlement of Final Account.
- 4.8 The tender shall be valid and open for acceptance for a period of 90 calendar days from the tender closing date. The employer may not accept the lowest tender and have the right to select proper tenderer to carry out the works.
- 4.9 The Project Manager may issue instructions regarding the alternation of the



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design quality of the Works and he/she may confirm in writing any variation made by the Contractor.

5. Progress Reports

5.1 The Contractor is required to submit the following progress reports to the Employer Administrator regularly until 14 days after substantial completion of the whole of the Works and as and when work is carried out during the Defects Liability Period:

- (a) weekly progress photographs to be submitted on the first working day following the week recorded.

6. Payment

6.1 The Employer shall make the payment for each of the Work items on 28 days after it has been completed and certified by the Project manager.

6.2 Subject to the other provision of the Contract, the Contract Price shall be paid to the Contractor by instalment in accordance with the following schedule:

Number of instalments	Payment Date	Percentage of Contract Price (%)
Phase 1	3 days after commencement	30%
Phase 2	completion of 50% of works according to the programme submitted	30%
Phase 3	after work completed and inspected	40%

7. Insurance

7.1 The Contractor is required to effect and maintain appropriate insurance for the Works.

7.2 The Contractor shall provide all insurance document to the employer before the site works.



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7.3 The Contractor is also required to insure for and shall indemnify the Employer against claims or proceeding arising in respect of injury to property or injury to or the death of persons in the course of carrying out the Works.

8. Return of Tender

8.1 Your tender must be returned to the tender box of this office at:

Hong Kong Archery Association

Room 1010, Olympic House, 1 Stadium Path,

So Kon Po, Causeway Bay, Hong Kong

on or before at 1700, 30th August, 2019 in a plain and sealed envelope with cover marked project name. Late submission will not be accepted.

8.2 If you are unable or do not wish to tender please return the form of tender to the above address at your earliest convenience.

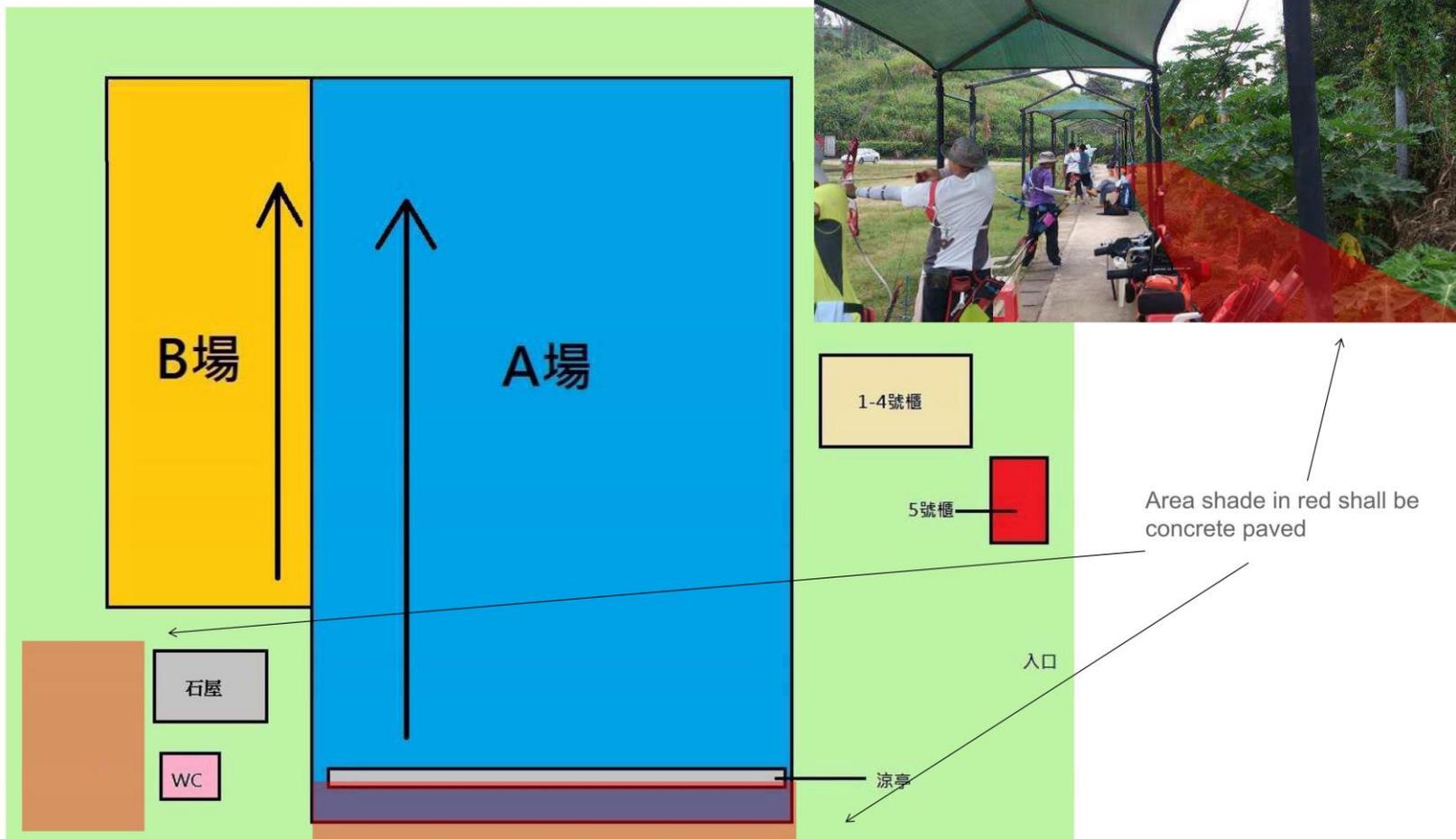


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Appendix

Concrete paving area





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香港射箭總會 Hong Kong Archery Association

Form of Tender for Tin Shui Wai Lam Sun Fook Archery Range Refurbishment

Agency Name: Hong Kong Archery Association
Address: Room 1010, Olympic House, 1 Stadium Path, So Kon Po,
Causeway Bay, Hong Kong
Tender No.: R-LSF-2019/20-01
Tender Closing Date: 17:00 30th August, 2019

The undersigned hereby offer to supply all or any part of the items described overleaf from date of order at the price or prices quoted free of all other charges and in accordance with any drawing and/or specifications provided by the agency. Tender shall, unless otherwise indicated by the agency, remain open for 90 days after the closing date stated above; and the agency is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrant that this Company's Business Registration and Employee's Compensation Insurance Policy are currently in force and that the items which this Company offers to supply do not to my knowledge infringe any patents in respect thereof registered under Registration of Patent Ordinance.

From:
Company: _____ (“Supplier/Contractor”)
Name & Position: _____
Signature &
Company Seal: _____
Address: _____

Tel: _____
Fax: _____
Email: _____
Date: _____



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Refurbishment to Tin Shui Wai Lam Sun Fook Archery Range

Tin Shui Wai Lam Sun Fook Archery Range, Tin Shui Wai, N.T.

Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
1.	Design and Construct the shooting line pavilion (Appendix 1) <ul style="list-style-type: none">• Design shall be consulted with the Project Manager or Hong Kong Archery Association• Including cable trunking for illumination and loudspeaker installation• Provide 5 years of material warranty on above work	Around 70	Meters		
2.	Demolish and disposal the damaged existing pavilion	Around 70	Meters		
3.	Insurance of the above work	1	Job		



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天水圍藍薪福射箭場改善工程招標邀請

香港射箭總會正籌備上述工程，現誠邀公共工程合約資格的承建商參與投標。

承建商將會被邀請出席投標前實地考察，內容如下：

日期：2019 年 8 月 24 日(星期六)

時間：上午十一時正

地點：元朗福順街 - STT No. 1161 (Y.L) 天水圍藍薪福射箭場

截止投標日期：

2019 年 8 月 30 日下午五時正

備註：

- 1) 投標者必須於截止投標日期或之前，把投標書放入指定地點的投標箱內。地點：**香港射箭總會**香港銅鑼灣掃桿埔大球場徑一號奧運大樓 1010 室
〔辦公時間：星期一至星期五上午九時至下午六時（午膳時間下午一時至二時）〕

如有興趣出席投標前實地考察，請於辦公時間內致電 2504 8148 或電郵至 hkaa@archery.org.hk 與秘書處聯絡及登記資料。

香港射箭總會
2019 年 8 月 13 日