



ARCHERY ASSOCIATION OF HONG KONG, CHINA
中國香港射箭總會

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>

TENDER NO. R-LSF-2026-02

TENDER FOR ARCHERY RANGE LEVELING AND AED SUPPLY

FOR

**LAM SIM FOOK ARCHERY RANGE, TIN SUI WAI. N.T.
(S.T.T NO. YUEN LONG DD126)**



ARCHERY ASSOCIATION OF HONG KONG, CHINA
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1. CONDITIONS OF TENDER

1.1 The tender documents issued consist of:

- (a) Conditions of Tender
- (b) Form of Tender
- (c) Conditions of Contract
- (d) Specification
- (e) Scope of Works
- (f) Bill of Rates
- (g) Appendix I
- (h) Appendix II
- (i) Appendix III
- (j) Appendix IV
- (k) Equipment List
- (l) Site Visit Certificate
- (m) Attachment I - IV

1.2 The tender must be addressed to Group Manager – Administration & Procurement and deposited into the **Tender Box** of:

Archery Association of Hong Kong, China
Room 1010, Olympic House,
1 Stadium Path, So Kon Po,
Causeway Bay,
Hong Kong

On or before 5:00 pm 28th September, 2026 and shall be enclosed in a sealed envelope, endorsed :

TENDER FOR ARCHERY RANGE LEVELING AND AED SUPPLY

FOR

LAM SIM FOOK ARCHERY RANGE, TIN SUI WAI. N.T.
(S.T.T NO. YUEN LONG DD126)

and shall consist of:

- (a) One complete set of documents referred to Clause 1.1 above with Form of Tender completed, signed and dated.
- (b) The Bill of Rates fully completed in compliance with the Specification and Scope of Works.



1. CONDITIONS OF TENDER (Cont'd)

- 1.3 In case of black rainstorm warning or typhoon signal No. 8 or above is hoisted before and remains in force beyond the closing time, the closing date & time will automatically be extended to 12:00 noon on the next working day. However, the closing date & time will remain unchanged if the black rainstorm warning or typhoon signal No. 8 or above is lowered or withdrawn two hours or more before the closing time.
- 1.4 Any unauthorised alteration or erasure to the text of the tender documents or any qualification to the tender shall cause the tender to be disqualified.
- 1.5 Any modification of the Scope of Works considered necessary by the Tenderer should be the subject of a separate letter accompanying the tender. Any alteration of prices should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialed by the Tenderer in ink.
- 1.6 Tenders are to be completed in ink or typescript, tenders not so completed may not be considered.
- 1.7 Tenderers must be on the list of approved contractors for public works maintained by the Development Bureau of the Government of the HKSAR.
- 1.8 The Tenderer is required to check the numbers of pages of this tender document and should he find any missing, in duplicate, or indistinct, he must inform the Estate Manager at once and have the same rectified.
- 1.9 Should the Tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or figure contained in the tender documents, he must inform the Commercial Manager in order that the correct meaning may be decided before the date of submission of tenders.
- 1.10 No liability will be admitted, nor claim allowed, in respect of either errors in the Tender due to mistakes in the Bill of Rates which should have been rectified in the manner described in Clause 1.5 above or any doubt as to the precise meaning of any item or figure contained in the tender documents which should have been rectified in the manner described in Clause 1.9 above.
- 1.11 In the event of a Tenderer discovering an error in his tender after it has been deposited, attention in writing may be drawn to the error and an amendment submitted which, provided that the amendment shall have been deposited on or before the time fixed for receipt of tenders, may be accepted.
- 1.12 The Employer is not bound to accept the lowest or any tender he may receive.



1. CONDITIONS OF TENDER (Cont'd)

- 1.13 Acceptance of the Tenderer's offer, in whole or in part, constitutes a binding Contract, and for that purpose no further document is required to be completed by the Tenderer after notification of acceptance.
- 1.14 The successful Tenderer will be notified in writing of the acceptance of his tender.
- 1.15 All tenders shall be in Hong Kong Dollars and no adjustment will be made for fluctuations in exchange rates of currencies.
- 1.16 Late submission or non-complying submission or submission not deposited into the designated Tender Box will not be considered.
- 1.17 This whole set of tender documents should be submitted in completed set to the Employer. Incomplete tender documents will be disqualified.
- 1.18 The Tenderer is advised to visit the sites to ascertain all particulars relating to and affecting the works, the locality of the site and the means of access and to make due allowance in respect of what may be considered necessary for the completion of the works. The successful tenderer shall be deemed to have obtained all necessary information concerning the site conditions which may affect or influence his tender and to be fully aware of the works involved in this Contract.
- 1.19 Tenders shall be valid for acceptance by the Employer for a period of six months from the date of submission. Should this period be exceeded, the Employer will request confirmation of validity of the tender before acceptance.
- 1.20 ANTI-COLLUSION
 - (a) (i) Subject to sub-clause (b) of this Clause, the Contractor shall not communicate to any person other than the Employer the amount of the tender price or any part thereof until the Contractor is notified by the Employer of the outcome of the tender exercise.
 - (ii) The Contractor shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.
 - (iii) Any breach of or non-compliance with this sub-clause by the Contractor shall, without affecting the Contractor's liability for such breach or non-compliance, invalidate his tender.



- (b) Sub-clause (a)(i) of this Clause shall have no application to the Contractor's communications in strict confidence with:
 - (i) his own insurers or brokers to obtain an insurance quotation for computation of tender price;
 - (ii) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
 - (iii) his bankers in relation to financial resources for the Contract.
- (c) The Contractor shall submit with his tender a duly signed and witnessed letter in the form set out in the Attachment V. The signatory to the letter shall be a person authorized to sign the Contract on the Contractor's behalf.
- (d) The Contractor shall indemnify and keep indemnified the Employer against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (a) of this Clause by the Contractor, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.



2. FORM OF TENDER

TENDER FOR ARCHERY RANGE LEVELING AND AED SUPPLY

FOR

LAM SIM FOOK ARCHERY RANGE, TIN SUI WAI. N.T.
(S.T.T NO. YUEN LONG DD126)

TO : ARCHERY ASSOCIATION OF HONG KONG, CHINA

2.1 Having inspected the site, examined the Conditions of Contract, Specification and Scope of Works for the execution of the captioned Works, I/We, the undersigned, do hereby agree to execute, complete and maintain all or any portion of the said Works as may be accepted at the net rates quoted in the Bill of Rates free of all other charges and in conformity with the said Conditions of Contract, Specification and Scope of Works, during the period of the Contract.

2.2 I/We also certify that the particulars given by me/us below are correct:

Date this day of20.....

Signature..... in the capacity of

.....(State if official position, e.g. Director, Manager, Secretary, etc)

Duly authorized to sign tenders for and on behalf of

.....

..... Hong Kong.

Company
Seal



3. CONDITIONS OF CONTRACT

3.1 DEFINITION

In this Contract, unless the context otherwise requires:

(a) Employer

To mean Archery Association of Hong Kong, China.

(b) Contractor

To mean the person, firm or company contracting for the work of this Contract including his heirs, executors or administrators.

(c) Estate

To mean the place the Contractor executed his work under this Contract. Lam Sim Fook Archery Range, Tin Sui Wai. N.T. (S.T.T No. Yuen Long DD126)

(d) Project Manager

To mean the officer, appointed by the Employer, in charge of the estate for whom the services are to be performed, or such other officer as may be deputed to receive the said services or work.

(e) Archery Range Leveling and AED Supply for Lam Sim Fook Archery Range

To mean the repair work items marked with * in Appendix I, II & III and which will be completed by the Contractor under this Contract without additional charges.

(f) Practical Completion Date

The date on which Archery Range Leveling and AED Supply for Lam Sim Fook Archery Range is satisfactorily completed by the contractor as referred to in Clause 3.1(g) and is certified by the Project Manager in accordance with all the Conditions of Contract of the Archery Range Leveling /AED Supply and Specification contained herein.

(h) Contractor

To mean the company who will be executing the Archery Range Leveling and AED Supply works which will be supervised and managed by the Project Manager



(i) Defect Liability Period

The Consultancy Service Contract will be completed after the Contractor has rectified all defects at the end of the Contractor's Defect Liability Period which shall appear within sixty (60) months after the date of practical completion of the Spotlight Installation Works and the Contractor's final payment being certified by the Project Manager with the acceptance of the Employer. The Project Manager should instruct the Contractor to rectify any defects or other faults of the Archery Range Leveling and AED Supply Works due to materials or workmanship not in accordance with the Specification at the Contractor's own cost.

3.2 PERIOD OF CONTRACT

The contracted work shall be completed within 120 days, and; on or before 28th February 2027 or the Employer reserves the right of claiming liquidated damages.

Any defects, excessive shrinkage or other faults, which appear within 6 months 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 Employer/Project manager. The Employer/Project manager shall certify the date when, in his opinion, the Contractor's obligations under this clause have been fulfilled.



3.3 CONTRACTED AMOUNT

The Contractor is deemed to have included for the cost of all incidentals of labour, materials, supervision and all other things and matters necessary and requisite for the fulfilment of all the conditions of this Contract and the timely and satisfactory completion of the works, whether in the specification such are expressed or not.

There will be no adjustment to the Contract Price, Bill of Rates and the prices appear in the tender for rises or falls in the cost of labour, materials, freight, insurance, money exchange rate fluctuations or any other item occurring after submission of the tender price.

3.4 INVOICES

The Contractor shall produce the original copy of all invoices, vouchers or receipted accounts for any materials if called upon to do so.

3.5 LIABILITY

It is provided and agreed that no final or other certificate, invoice or payment, shall under any circumstances cover or relieve the Contractor from liability for any fraud, default, or wilful deviation from this Contract or as described in the Specification, but he shall remain responsible for such fraud, default or wilful deviation and the consequences thereof, whether the same be discovered or not, previously to the granting of such final or other payment.

3.6 INSURANCE

- (a) The Employer shall not be liable to the Contractor or any third party for or in respect of any loss, damages or compensation arising under any statute or subsidiary legislation, or at Common Law or in consequence of any accident or injury to any operative or other person whether in the employment of the Contractor or any sub-contractor (if permitted) and the Contractor shall indemnify and keep indemnified the Employer against all claims, demands, liabilities, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.



3.6 INSURANCE (Cont'd)

- (b) The Contractor shall be responsible for all damages, liabilities, loss, claims and proceedings in respect of accidents arising out of this Contract to the general public and to his own workmen and shall provide effective protection to prevent materials from falling into the streets, courts, playgrounds or adjoining properties and ensure the working environment safety. The Contractor shall effect policies of insurance with sufficient coverage against all liability as employer to its employees and operatives and liability under the Employees' Compensation Ordinance. The Contractor shall also effect third party insurance policy for a limit of liability in respect of any one occurrence of not less than HK\$10 million but the total liability over the duration of contract shall be unlimited. It should be a term of both insurance policies that the insurance company shall also indemnify the Employer as the "Principal" to pay any damages or compensation in respect of any operative and other persons who may be employed for carrying out any work or service in pursuance of this Contract and the insurance company shall be the one approved by the Employer (which approval shall not be unreasonably withheld). The policy of such insurance shall continue during the whole of the time that the said persons are employed. The Contractor shall, when required, deposit with the Employer for safe keeping during the Contract period such policy of insurance together with the receipt of payment of the current premium. Compliance with the insurance provisions of this clause shall not limit or modify the Contractor's liability under the "Indemnifying Clause".
- (c) If the Contractor shall fail to effect and keep in force the insurance referred to or any other insurance which he may be required to effect under the terms of the Contract then and in any such cases the Employer may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and recover the same as a debt due from the Contractor or deduct the same from any amount payable to the Contractor under this Contract.

3.7 CONTRACTOR APPLY FOR PAYMENT

Each invoice submitted under this Contract, shall give the order number, particulars of the Works rendered, rate and value and shall be sent by the Contractor to the Estate Manager or as otherwise directed. Unless otherwise provided, payment shall be made after the Works have been performed and only on the certificate of the Project Manager that the Works have, in all respects, been performed in accordance with the requirement of the Contract.

- (a) The Contractor shall apply for a single full payment (100% of the Contract Sum) upon the satisfactory completion of all works, delivery of equipment, and final acceptance by the Project Manager.



3.8 RECOVERY OF SUMS DUE

Whenever under this Contract any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this Contract.

3.9 REJECT PAYMENT

All works performed will be subject to inspection by the Estate Manager before payment. The Estate Manager may withhold payment when the work has not been performed in strict accordance with the requirements of the Contract. Payment for works will be made only on the certificate of the Estate Manager that the works have been performed to his entire satisfaction.

3.10 VARIATIONS

No variations shall vitiate this Contract. Should the Estate Manager require more or less work to be carried out than that stated in the Scope of Works and Specification, the value of such work shall be added to or deducted from the Contract sum at rates to be mutually agreed.

3.11 SUB-CONTRACTORS

The Contract or any part, share, or interest in it, shall not be transferred or assigned by the Contractor, directly or indirectly, to any person, firm or company whomsoever, without the written consent of the Project Manager.



3.12 CONTRACTOR'S EMPLOYEES

The Contractor will be responsible for the efficient performance of the Contract and for the good conduct of his employees while they are working at the Estate. If at any time, in the opinion of the Project Manager, any workman employed by the Contractor work for the Contract is incompetent or acts in an improper manner, the Project Manager may require such workman to be dismissed forthwith and the Contractor shall employ another workman in his place.

3.13 INDEMNIFYING CLAUSE

The Contractor shall be liable for and shall indemnify Archery Association of Hong Kong, China and the Incorporated Owners of the Estate, if any, against any liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of or by reason of the execution of the work.

3.14 CORRUPTION CLAUSE

The Contractor shall ensure that no member of his workforce shall solicit any gift, tip, gratuity or additional payment of any sort from flat and shop owners, tenants, or other residents whether at times of festivals or any other time.

3.15 TERMINATION OF CONTRACT BY THE EMPLOYER

(a) Default

If the Contractor shall make default in any of the following respects viz:

- (i) If he abandoned the Contract;
- (ii) If he is not executing the service in accordance with the Contract Works or is persistently or frequently neglecting to carry out his obligations under the Contract.
- (iii) If he fails to diligently and truly keep, perform and fulfil each and every one of the covenants, clauses, provisos, terms and stipulations;

then, the Project Manager may after giving one day's notice in writing to the Contractor enter upon the property and expel the Contractor therefrom without thereby voiding the Contract or releasing the Contractor from any of his other obligations or liabilities under the Contract. The Employer has the right to claim from the Contractor for damages or loss which the Employer may sustain by reason of the Contractor's failure to perform, fulfil and keep all and every covenants, clauses, provisos, terms and stipulations in this Contract.



3.15 TERMINATION OF CONTRACT BY THE EMPLOYER **(Cont'd)**

(b) Bankruptcy

The Employer may at any time by notice in writing summarily terminate the Contract without compensation to the Contractor in any of the following event:

- (i) If the Contractor shall at any time be adjudged bankrupt, or shall have a Receiving Order or Order for Administration of his estate made against him or shall take any proceedings for Liquidation or composition under any Bankruptcy Ordinance for the time being in force, or make any conveyance or assignment of his effect or composition or arrangement for the benefit of his creditors, or purport so to do; or
- (ii) If the Contractor, being a company, shall pass a resolution, or the court shall make an order for the liquidation of its affairs, or a Receiver, or Manager on behalf of the debenture holders shall be appointed or circumstances shall have arisen which entitle the Court or debenture holders to appoint a Receiver or Manager.

(c) Abandon of Contract

As refer to Clause 3.15(a)(i), the Employer after repeated verbal warnings, terminate this Contract by one day's notice in writing to the Contractor but without prejudice to the claims by the Employer for breach of Contract and in particular, the right of the Employer to assign the balance of the uncompleted service to another Contractor or Contractors whereupon the Contractor shall be liable for any sums so incurred.

3.16 COMMENCEMENT AND COMPLETION

(a) Commencement of Contract

The Contractor shall commence the works on site within fourteen (14) days upon written notice from the Project Manager.

For the purpose of this Contract, the Date for Commencement of the Contract shall be the seventh day from the date of the Project Manager's written notice to commence working on site.



(b) Completion of the Works

The Contract works under this Contract is to be completed in according to Clause 3.2 after the Date for Commencement of the Contract as stated in the Tender.



3.16 COMMENCEMENT AND COMPLETION (Cont'd)

(b) Completion of the Works (Cont'd)

The works may be required to be carried out in sections or in any order as directed by the Estate Manager.

The Contractor is required to, before the commencement of any section of the work, apply in writing to the Project Manager informing him of all details regarding the nature, extent and location of the works to be carried out, the estimated periods for the completion of such works, any temporary closing down of any area of the Estate required for the purposes of the execution of the works and any other matters which may affect the normal use of any area of the Estate by the tenants or the public.

Such Contractor's application must be given to the Estate Manager well in advance of the commencement of the works so as to allow sufficient time for the Estate Manager serving notice to the tenants and public of the works involved.

Failure on the part of the Contractor to comply with the above requirements may result in the Project Manager disapproving or stopping the execution of the works thereof and no extension of time nor monetary compensation to the Contractor resulting therefrom will be entertained.

3.17 PENALTY FOR LATE COMPLETION

The Contractor shall take all necessary steps to expedite the completion of the works. If the Contractor fails to complete the work by the date for completion stated in Clause 3.2, then the Contractor shall pay or allow to the Employer at HK\$500.00 per day as Liquidated Damages for the period during which the works shall so remain or have remained incompleted, and the Employer may deduct such sum from any monies due or to become due to the Contractor under this Contract.

3.18 PREVENTION OF BRIBERY ORDINANCE

- (a) The Contractor must not under any circumstances offer or make any gift, payment, loan or other advantage to any of the staff of the Employer.
- (b) The offer or making of any such gift, payment, loan or other advantage may constitute an offence under the Prevention of Bribery Ordinance (Chapter 201, Laws of Hong Kong Special Administrative Region).
- (c) It is a condition of the Contract that the Contractor has not committed or been convicted in respect of any offence under the Prevention of Bribery Ordinance (Chapter 201, Laws of Hong Kong Special Administrative Region).



3.18 PREVENTION OF BRIBERY ORDINANCE (Cont'd)

- (d) If the Contractor is at any time convicted in respect of any such offence, the Employer shall be entitled to terminate this Contract by notice to the Contractor. Such termination shall be without prejudice to any right or remedy, which the Employer has or may have against the Contractor but the Contractor shall not be entitled to any compensation whatsoever by reason thereof.

3.19 OFFERING GRATUITIES

- (a) The Contractor shall not, and shall procure that his employees, agents and sub-contractors shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in connection with the tendering and execution of this Contract.
- (b) Failure to so procure or any act of offering, soliciting or accepting advantage referred to in (a) above committed by the Contractor or by an employee, agent or sub-contractor of the Contractor shall, without affecting the Contractor's liability for such failure and act, result in his tender being invalidated.

3.20 INFORMATION NOT TO BE DIVULGED

The Contractor shall not use or divulge, except for the purpose of the Contract, any information provided by the Employer in the Contract or in any subsequent correspondence or documentation. Any disclosure to any person or agent or sub-contractor for the purpose of the Contract shall be in strict confidence and shall be on a “need to know” basis and extend only so far as may be necessary for the purpose of this Contract. The Contractor shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that information is not divulged for purposes other than that of this Contract by such person, agent or sub-contractor. The Contractor shall indemnify and keep indemnified the Employer against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any nature whatsoever the Employer may suffer, sustain or incur, whether direct or consequential, arising out of or in connection with any breach of the aforesaid non-disclosure provision by the Contractor or his employees, agents or sub-contractors.

3.21 DECLARATION OF INTEREST

- (a) The Contractor shall require his employees, agents and sub-contractors who are involved in this Contract to declare in writing to the Contractor any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract. In the event that such conflict or



potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed.

- (b) The Contractor shall prohibit his employees who are involved in this Contract from engaging in any work or employment other than in the performance of this Contract, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Contract. The Contractor shall also require their subcontractors and agents to impose similar restriction on their employees by way of a contractual provision.
- (c) The Contractor shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that his employees, agents and subcontractors are aware of the prohibitions in this clause.

3.22 CONTRACTOR'S DECLARATION

The Contractor shall also submit a signed declaration in Attachment IV prescribed or approved by the Employer to confirm compliance with the provisions on ethical commitment as stated in the aforesaid clauses 3.18, 3.20 and 3.21. If the Contractor fails to submit the declaration as required, the Employer shall be entitled to withhold payment until such declaration is submitted and the Contractor shall not be entitled to interest. To demonstrate compliance with the aforesaid clauses 3.18, 3.20 and 3.21 on prevention of bribery, confidentiality and declaration of interest, the Contractor and their sub-contractors employed for the performance of duties under this Contract are required to deposit with the Employer a code of conduct issued to their staff.

3.23 CONTRACTS (RIGHTS OF THIRD PARTIES) ORDINANCE

The parties agree that no person other than the parties hereto will have any right under the Contracts (Rights of Third Parties) Ordinance (Cap. 623) to enforce or enjoy the benefit of any of the terms of this Contract.



4. SPECIFICATION

4.1 STATUTORY OBLIGATION

Unless stated elsewhere in this document, all workmanship, materials and standards shall conform to the Specification:

All construction works and equipment supply shall be carried out in accordance with the relevant laws of Hong Kong, including but not limited to the Buildings Ordinance, Occupational Safety and Health Ordinance, and other relevant codes of practice.

4.2 SITE VISIT & OBTAIN A CERTIFICATE

The Contractor needs to visit the site to acquaint himself with details about the site condition for the leveling of the archery field and construction of the concrete walkway. Any claim regarding the site condition will not be considered.

The Contractor shall contact our Project Manager for the arrangement of site visit.

4.3 MATERIAL DELIVERY

Prior arrangement should be made with the Project Manager regarding the delivery of material to the Site.

4.4 WORKMANSHIP

All persons employed by the Contractor on the work shall be competent and skilled in their respective trades. Any work not in compliance with the specification and requirement shall be condemned, retest and reinspect at the Contractor's own expense.

4.5 SITE IN CHARGE

The Contractor shall constantly keep on the Site a competent foreman and any instruction given to him by the Employer or his representatives shall be deemed as given to the Contractor.



4.10 TESTING OF LOW VOLTAGE INSTALLATIONS (Cont'd)

4.6 PROTECTION OF THE WORK

The Contractor shall protect all works and materials from damage by his work and workmen, and shall be liable for all damage thus caused.

When the installation and or equipment are being repaired, replaced, installed and altered, the Contractor shall make provision for the safe custody of the works and equipment until they are finally inspected, tested and accepted by the Project Manager. The Contractor shall protect such works against theft, injury, damages or inclement weather.

4.7 REMOVAL OF DEBRIS

- (a) Before leaving the work site, the Contractor should remove debris as much as practicable and tidy up and ensure that the work site is left in such a way as not to form any fire hazard or cause any inconvenience to the Employer and other activities in the Vicinity. The Contractor's materials, equipment and belongings should be stored in a tidy manner to the satisfaction of the Employer.
- (b) Clear away all debris arising and clean glass, floors, and other areas on completion, to the Employer's satisfaction. Remove all surplus materials etc., on completion of the work.

4.8 WORK NOT INCLUDED IN THE CONTRACT

The Employer reserves the right to place those works that are not included in the Scope of Works elsewhere.



5. SCOPE OF WORKS

- (1) The Contractor shall carry out archery range leveling and construct a concrete walkway (Construction area: 50M (L) x 1.5M (W) = 75sq.m).
- (2) The Contractor shall supply one unit of Heart Guardian AED.



6. BILL OF RATES

Ref.	Item	Quantity	Unit	Rate	Total
1	Leveling of Archery Field – Construction of concrete walkway (Construction area: 50M (L) x 1.5M(W) = 75sq.m.	1	Job		
6	Heart Guardian AED	1	Unit		
Total Carried to this Installation				\$	

Company Chop : _____

Authorized Signature : _____

In the Capacity of : _____

Date : _____



7. EQUIPMENT LIST

Tenderer shall provide following information

	<u>Brand</u>	<u>Type</u>	<u>Model</u>
(a)	Heart Guardian AED		
(b)	Concrete Materials		



8. ATTACHMENT I

WORK PLACE SAFETY GUIDANCE NOTE

1. The Contractor shall conduct a risk assessment and fill the 「施工前危害及因素評估」 then submit it to the Estate Management Office for approval.
2. The Contractor shall take adequate and reasonable practical measures to prevent any incident or accident occurrence as per the direction/instruction made to the returned submission 「施工前危害及因素評估」。
3. The Contractor shall ensure that all contract planning takes into account the health and safety of all persons who may be affected by the work.
4. The Contractor shall protect the health and safety of all persons, including the general public, affected by its operations.
5. The Contractor shall provide skilled labourer (certified worker/competent person) in carrying out work and comply at all times with all relevant statutory, code of practice and contractual health and safety requirements.
6. The Contractor shall provide trained, experienced and competent safety management and supervision.
7. The Contractor shall provide and maintain plant, places and systems of work that are safe, without risks to health and prevent from fire.
8. The Contractor shall provide all personnel with adequate information, instruction, training, supervision and equipment in relation to occupational health and safety. Including but not limited to the followings :
 - (a) Adequate / approved type personal protective equipment shall be provided and ensure that the worker(s) use properly. Such as; mask, goggle, ear plug, safety belt, helmet, glove and safety shoe etc.
 - (b) Material delivered on site shall be stacked safely and cause no hazards to both the worker(s) and general public.
 - (c) Cordon off the work place and post up notice to alert people not to enter. Diversion shall be made to the convenience and safety of the passerby.
 - (d) Proper notice shall be posted during work. Such as “Work in progress”, “Work at height” and “Danger – Keep Clear” etc.
 - (e) Fire extinguisher shall be in place when hot work or naked flame process must be carried out on site. Adequate precaution measure shall be taken to prevent out break of fire.



8. ATTACHMENT I (Cont'd)

WORK PLACE SAFETY GUIDANCE NOTE (Cont'd)

- (f) Safety harness or safety belt must be worn when work at height. Adequate working platform shall be used when carrying out work at a height 2m and above. Reasonable practical measures must be taken to prevent falling or dropping object.
 - (g) Switch off (and isolate in case of main circuit breaker) and lock up switch before carrying out electrical repair. Warning notice must be properly posted.
 - (h) Read MSDS before use or handling of chemical substance. Neither mis-handling such substance or dangerous goods nor keeping more than the exempted storage on site is allowed.
 - (i) Follow through the code of practice in carrying out bamboo scaffolding and provide valid certificate "Form 5" before work.
 - (j) Follow through the statutory requirements in use of lifting appliances and lifting gear. Provide valid certificates (Form 1, Form 4, and Form 5) before work.
9. The Contractor shall effectively control, co-ordinate and monitor the activities as well as its work system of all sub-contractors in respect of occupational health and safety.
10. The Contractor shall inspect all the work place, correct wrongful acts and seek continual improvement in respect of occupational health and safety performance. Management Office will conduct inspection during the course, and suspension notice will be given in case of serious mal-practice or the worker in violation of this guideline or the safety system of work.
11. The Contractor shall establish effective communication and joint consultation on occupational health and safety matters with all relevant parties involved in contract works and report to Estate Management Office in case of incident or accident occurrence.



8. ATTACHMENT II

ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE

The Contractor shall comply with and observe all ordinances, by-laws, regulations and rules being in force in Hong Kong governing the control of any form of pollution, including air, noise, water and waste, and the protection of the environment.

1. Avoidance of Nuisance

- (a) All works are to be carried out in such a manner as to cause as little inconvenience as possible to nearby residents, property and to the public in general.
- (b) All works shall be carried out in such a manner as to minimise adverse impacts on the environment during execution of the works.
- (c) The site shall be maintained in a clean and tidy condition. Materials shall be stored in an orderly manner. Rubbish and debris shall be removed frequently.
- (d) Wastes and other materials shall not be burned on site.

2. Noise Pollution Control

- (a) The Contractor shall comply with the Noise Control Ordinance (Cap. 400) and with any regulations made under the Ordinance, including restrictions placed on noise from construction work and the requirements to seek Construction Noise Permits.
- (b) Methods of working shall be devised and arranged to minimise noise impacts.
- (c) All plant and equipment to be used on site shall be properly maintained in good operating condition so as to minimise noise emission.
- (d) Plant and equipment shall be effectively sound-reduced by means of silencers, mufflers, acoustic linings or shields, acoustic sheds or screens or other means to avoid disturbance to any nearby noise sensitive receivers.
- (e) Hand held percussive breakers and air compressors shall comply with the Noise Control (Hand-held Percussive Breakers) Regulation and Noise Control (Air Compressors) Regulation under the Noise Control Ordinance. Only those which have been tested and have Noise Emission Labels shall be allowed on site.



8. ATTACHMENT II (Cont'd)

ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE (Cont'd)

3. Air Quality

- (a) The Contractor shall comply with the Air Pollution Control Ordinance (Cap. 311) and any regulations made under the Ordinance.
- (b) All plant and equipment to be used on site shall be properly maintained in good operating condition so as to minimise air emissions (such as black smoke).
- (c) Methods of working shall be devised and arranged to minimise dust emission.
- (d) Effective water sprays shall be used during the delivery and handling of sand, aggregate and other similar materials and when dust is likely to be created and shall be used to dampen all stored materials during dry and windy weather.
- (e) Vehicles with an open load carrying area used for moving potentially dust-producing materials shall be covered. The covers shall extend down to the sides of the vehicle, and shall be fully secured to prevent wind blown dust.
- (f) The site shall be frequently cleaned and watered to minimise dust emissions.
- (g) Working areas for uprooting of trees, shrubs or vegetation or the removal of boulders, poles or pillars should be sprayed before during and after the operation so as to maintain the entire surface wet.
- (h) Stockpiles should be covered by impervious sheeting or sprayed so as to maintain the entire surface wet.

4. Waste Disposal

- (a) The Contractor shall comply with and observe the Waste Disposal Ordinance (Cap. 354) and any regulations made under the Ordinance.
- (b) Sewage, waste water or effluent containing sand, cement, silt or any other suspended or dissolved material arising from the works shall not be allowed to flow from the site onto any adjoining land. Waste matter or refuse shall not be allowed to be deposited anywhere within the site or onto any adjoining land.



8. ATTACHMENT II (Cont'd)

ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE (Cont'd)

4. Waste Disposal (Cont'd)

- (c) Fuel and lubricating oil leakage from plant and storage areas shall be prevented from contaminating the construction area. Layers of saw dust, sand or equivalent material shall be laid underneath and around the plant to soak away any possible leakage of oil. The contaminated saw dust, sand or equivalent material shall be replaced with clean material on a regular basis.
- (d) Existing site drainage systems shall be properly maintained at all times including removal of solids in sand traps, manholes and stream beds.
- (e) All inert construction waste material suitable for reclamation or land formation shall be segregated and disposed of at such public dumping areas as may be specified from time to time by the Director of Civil Engineering Services.
- (f) All non-inert construction waste material deemed unsuitable for reclamation or land formation and all other waste material shall be disposed of at a public landfill.
- (g) Asbestos waste shall be handled in accordance with the 'Code of Practice on the Handling, Transportation and Disposal of Asbestos Waste'.
- (h) Producers of chemical waste (such as lubricating oil, paints, solvents and thinners, acid and alkali etc) must register with EPD as Chemical Waste Producers.
- (i) Chemical wastes must be properly labelled and stored in a bounded area prior to disposal.
- (j) Chemical wastes must be taken away by a licensed chemical waste collector, disposed of at a licensed disposal facility and trip tickets/disposal records must be kept.



8. ATTACHMENT II (Cont'd) ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE (Cont'd)

5. Water Pollution Control

- (a) The Contractor shall comply with the Water Pollution Control Ordinance (Cap. 358) and the Technical Memorandum Standards for Effluents Discharged into Drainage and Sewerage Systems, Inland and Coastal Waters.
- (b) The Contractor shall carry out the works in such a manner as to minimise adverse impacts on the water quality in Hong Kong waters.
- (c) Effluent, foul or contaminated water and cooling or hot water shall not be discharged directly or indirectly (through run-off) into any public sewer, stormwater drain, channel, stream-course or the sea without the prior approval of the relevant authority.
- (d) Before commencing any demolition works, all sewer and drainage connections should be sealed to prevent building debris, soil, sand etc. from entering public sewers/drains.
- (e) Chemicals, including fuels, lubricating oils, paints, solvents and thinners etc, and concrete agitator washings shall not be discharged directly or indirectly (through run-off) into any public sewer, stormwater drain, channel, stream course or the sea.

6. Ecological/Landscape Protection

- (a) Ensure trees to be maintained are not damaged during construction work.
- (b) If hoardings are necessary ensure they are positioned correctly to provide dust and visual screening for sensitive receivers.
- (c) No vegetation of any type shall be removed from land areas outside the works boundary.
- (d) Avoid unnecessary off-site damage to vegetation through erection of fencing or other measures.
- (e) Ensure landscape restoration works commence at the earliest opportunity to reduce visual impact of the works.
- (f) Exposed earth should be properly treated by methods such as hydroseeding as soon as possible after earth works are completed.



8. ATTACHMENT II (Cont'd)

ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE (Cont'd)

7. Environmental Emergency Procedures

7.1 Typhoon And Heavy Rainstorms

Precautions to be taken when typhoon or rainstorms are likely:

- (a) Silt removal facilities, channels and manholes shall be maintained and deposited silt and grit removed regularly;
- (b) Temporarily exposed slope surfaces shall be covered by tarpaulin or other means; and
- (c) Trenches shall be dug and backfilled in short sections and measures taken to prevent ingress of rainwater.

Action to be taken when a typhoon or rainstorm is imminent or forecast:

- (a) Silt removal facilities, channels and manholes shall be checked to ensure that they can function properly;
- (b) Open stockpiles of construction materials on site shall be kept to a minimum; and
- (c) All temporary covers to slopes and stockpiles shall be secured.

Actions to be taken after typhoons or rainstorms:

- (a) Silt removal facilities, channels and manholes shall be checked and maintained to ensure satisfactory working conditions.



8. ATTACHMENT II (Cont'd)

ENVIRONMENTAL MANAGEMENT GUIDANCE NOTE (Cont'd)

7. Environmental Emergency Procedures (Cont'd)

7.2 Spillage

In the event of spillage or leakage of fuel/chemicals/wastes the following actions shall be undertaken:

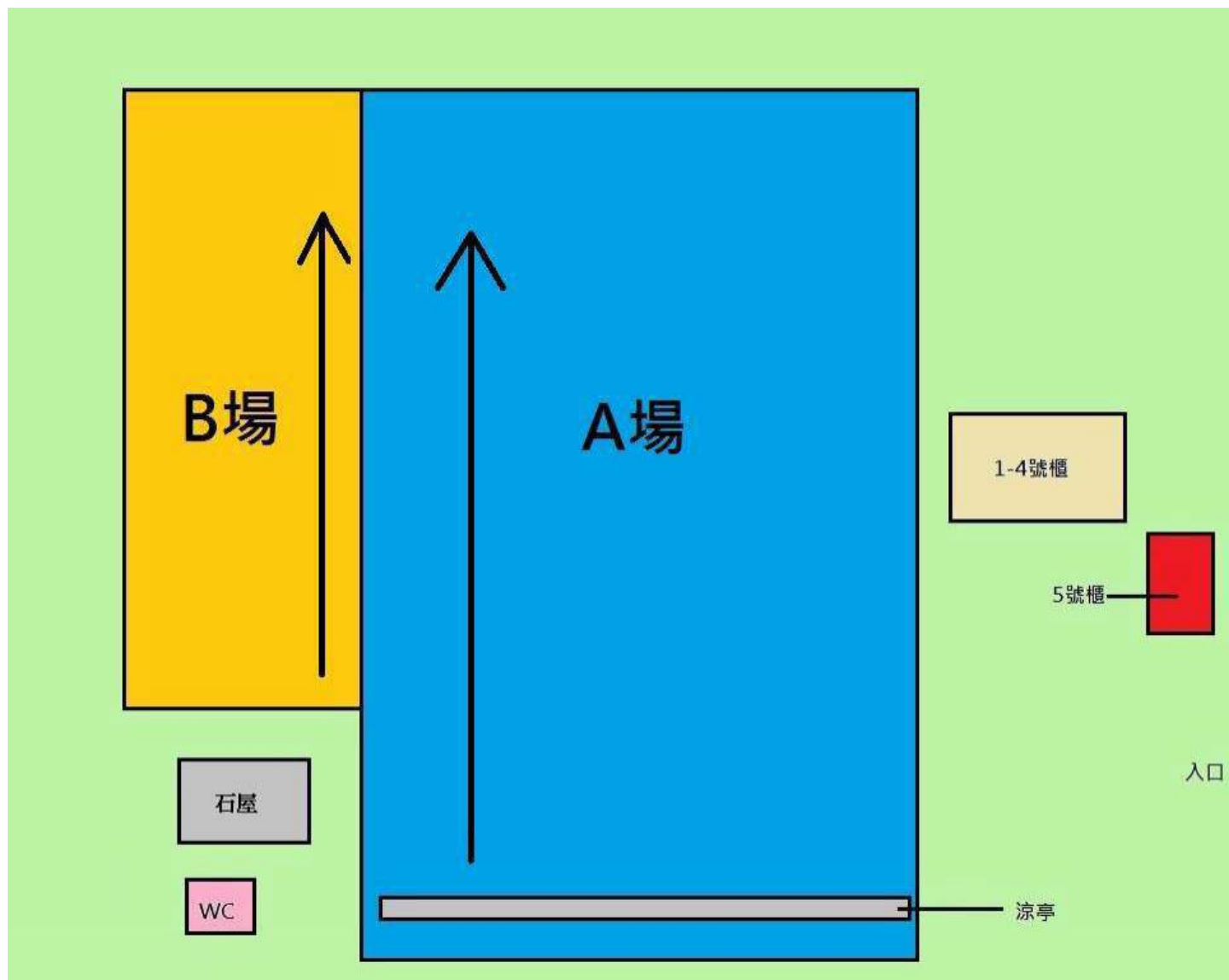
- (a) Alert all persons in the vicinity and inform the person in-charge of the site;
- (b) Assess the situation and if the spill is serious and will cause danger to nearby people, water bodies, natural habitat etc. the Fire Services Department (FSD) shall be informed and the area evacuated until FSD arrive;
- (c) If safe to do so persons wearing appropriate protective clothing shall stop the spillage and contain the spillage (preventing it from entering waterways and drainage systems etc.) with sawdust, sandbags or soil barriers;
- (d) The sawdust/sandbags soaked with chemical or contaminated soil shall be disposed of in accordance with the Waste Disposal (Chemical Waste) Regulations.

7.3 Emergency Contact Telephone

In the event of an emergency the Contractor shall contact Estate Management Office for advice and assistance.

Site Illustratlon

Tin Sui Wai Lam Sun Fook Archery Range, Tin Sui Wai , NT





ARCHERY ASSOCIATION OF HONG KONG, CHINA
中國香港射箭總會

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>

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, Archery Association of Hong Kong, China reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that Archery Association of Hong Kong, China may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) Archery Association of Hong Kong, China reasonably believes that any of the events mentioned above is about to occur.