



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

21st November, 2019

Dear Sir or Madam,

**Invitation to Tender for Refurbishment Work of Office Bungalow and
Design and Construction of Perimeter Fences**

The Hong Kong Archery Association (HKAA) is pleased to invite you to submit a quotation of refurbishment work of the office bungalow and design and construction of perimeter fences at Lam Sim Fook Archery Range, Tin Shui Wai, New Territories. The quotation form 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 17:00 p.m. on 9th December, 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.



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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 Refurbishment of the office bungalow

- 3.1.1 Demolition works
- 3.1.2 Structural reinforcement of the office bungalow
- 3.1.3 Ceiling and floor of the office bungalow
- 3.1.4 Design and build a room in the bungalow
- 3.1.5 Rooftop waterproof treatment with 5 years of guarantee
- 3.1.6 Exterior and interior refurbishment
- 3.1.7 Design and construct waterproof steel canopy
- 3.1.8 Replacement of existing doors and windows
- 3.1.9 Provide 1 year of warranty of the above works

3.2 Replacement of electrics of the office bungalow

- 3.2.1 Inspection and testing for electrical installations
- 3.2.2 Replacement of existing lighting
- 3.2.3 Replacement of existing antenna and lightning rod
- 3.2.4 Replacement of existing CCTV system
- 3.2.5 Replacement of existing air-condition units
- 3.2.6 Supply and install power sockets

3.3 Design and construction of perimeter fence

4. Terms and Conditions

- 4.1 The materials and workmanship for the works shall follow and be approved by the Employer. In case of doubt or discrepancy, the Employer shall be notified as soon as possible for necessary clarification.



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- 4.2 Apart from the Form of Tender, the Contractor should also complete and submit the Schedule of Rate with the tender. The Contractor have 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 comply 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 references, management organization chart, legal case if applicable together with the tender
- 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 time for completion will be allowed on the grounds of ignorance 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 60 days. HKAA reserves the right of claiming liquidated damages.
- 4.5 Any defects, excessive shrinkage or other faults, which appear within 1 year 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 shall certify the date when, in his opinion, the Contractor's obligations under this clause have been fulfilled.



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- 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 Expect 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 Employer may not accept the lowest tender, and have the right to select proper tenderer to carry out the works.
- 4.9 The Employer may issue instructions regarding the alternation of the design quality or quantity of the works and he or she may confirm in writing any variation made by the Contractor.
- 4.10 Work Completion Certificate (Form WR1 from EMSD) for electrical installation and Practical Completion Certificate shall be issued by the Architect only upon satisfactory completion of the entire works with defects properly rectified.

5. Progress Reports

The Contractor is required to submit the following progress reports to the Employer 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.



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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 program 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 Scope of Works 3.1 to 3.3. The contractor shall provide all insurance document to the employer before the site works
- 7.2 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 17:00 p.m. 9th December, 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, we should appreciate if you would return the form of quotation to us to the above address at your earliest convenience.



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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 Work of Office Bungalow and Design and Construction of Perimeter Fences

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-2019/20-02
Tender Closing Date: 17:00 p.m. 9th December, 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 provide by the agency. Tender shall, unless otherwise indicated by the agency, remain open for 60 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 Sui Wai Lam Sun Fook Archery Range
Tin Sui Wai Lam Sun Fook Archery Range, Tin Sui Wai, NT

R-LSF-2019/20-02

Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.1	Demolition Works Move existing furniture and equipment from the bungalow to the nearby container Demolish the existing finishing on ceiling, floor, window and walls; fittings and furniture, electrical installations etc. (if necessary) General cleaning away rubbish from site during the progress of works Remove and disposal of construction waste before the date of completion of work *(The proposed work shall be approved by the HKAA)	1	Job		
3.1.2	Structural reinforcement of the office bungalow (Appendix 2) Steel beam reinforcements *(Contractor shall consult Building Professionals and assess the condition of the building for detail scope of work) *(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments) *(The use of materials, proposed design and works shall be approved by the HKAA)	1	Job		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.3	Ceiling and floor of the office bungalow				
	A. Ceiling Design, supply and install aluminum dropped ceiling in the office bungalow Reserve space and provide electricity supply for ceiling fans/ wall fans Include all necessary works	1	Job		
	B. Floor Remove and demolish loose debris and existing floor tiles Supply and apply self-leveling cement on the floor Include all necessary works *(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments) *(The use of materials, proposed design and works shall be approved by the HKAA)	1	Job		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.4	Design and build a room in the bungalow	1	Job		
	Design and divide a room by using plasterboard				
	Supply and install a stainless-steel door with stainless-steel door frame for the newly built room inside the office bungalow, door should have a stainless-steel door bolt, stainless-steel spring hinge for self-closing function and a digital door lock (Brand: Samsung)	1	Set		
	Demolish existing windows and supported window frame				
	Supply and install 2 sets of aluminum window frame with clear glass windows (~1000mm x 1400mm), a W:30cm x H:7cm area shall be cut for counter	2	Set		
	Demolish the existing lighting				
	Supply and install lighting by using LED tubes (include all necessary works and materials such as electricity supply, wiring and lighting fixtures etc.)				
	Supply and install 6 sockets	6	Units		
	*(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments)				
	*(The use of materials, proposed design and works shall be approved by the HKAA)				



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.5	<p>Rooftop Waterproof Treatment (Appendix 2)</p> <p>Remove and cast away of existing waterproofing materials</p> <p>Seal all cracks and holes by appropriate repairing chemical grout</p> <p>Replace defective waterproof membrane at roof, prepare and apply waterproofing materials to roof of office bungalow</p> <p>Prepare and apply at least 3 layers of waterproof and weather resistance exterior paint (Brand: SKK) until cover the whole surface of the roof</p> <p>All works shall be done in good condition</p> <p>Provide 5 years guarantee, including all necessary associated works such as grouting etc.</p> <p>*(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments)</p> <p>*(The use of materials, proposed design and works shall be approved by the HKAA)</p>	~28	Sq. m		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.6	Exterior and Interior Refurbishment				
	<p>A. <u>Plastering and painting of the exterior walls</u></p> <p>Remove existing paints and hack off loose plaster down to surface</p> <p>Fix the cracks, fill the holes and prepare surface to ensure it is all clean</p> <p>Prepare and apply at least 3 layers of waterproof and weather resistance exterior paint (Brand: SKK) to cover the whole surface of the wall</p> <p>All works shall be done in good condition *(Color to be confirmed) (Please state the unit price of each square meter.)</p>	~120 (Depends on the actual size of the office bungalow)	Sq. m		
	<p>B. <u>Plastering and painting of the interior walls and ceiling</u></p> <p>Remove existing paints and hack off loose plaster down to surface</p> <p>Fix the cracks, fill the holes and prepare surface to ensure it is all clean</p> <p>Prepare and apply at least 3 layers of waterproof and anti-fungus interior emulsion paint (Brand: Nippon) to cover the whole surface of the walls and ceiling</p> <p>All works should be done in good condition *(Color to be confirmed) (Please state the unit price of each square meter.)</p>	~120 (Depends on the actual size of the office bungalow)	Sq. m		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
	<p><u>C. Office store room refurbishment</u></p> <p>Remove existing paints and hack off loose plaster down to surface</p> <p>Fix the cracks, fill the holes and prepare surface to ensure it is all clean</p> <p>Prepare and apply at least 3 layers of waterproof and anti-fungus interior emulsion paint (Brand: Nippon) to cover the whole surface of the walls and ceiling</p> <p>All works shall be done in good condition</p> <p>*(Color to be confirmed)</p>	1	Job		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.7	<p>Design and Construct Waterproof Steel Canopy (Appendix 2)</p> <p>Covered area: 7m x 4m (Depends on the actual size)</p> <p>The contractor is required to submit shop drawings, material samples and specifications for HKAA authority or Project Manager approval</p> <p>Contractor shall consult Building Professionals and assess the condition of the building for detail scope of work</p> <p>The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments</p> <p>(Please state the unit price of each square meter)</p>	28 (Depends on the actual size)	Sq. m		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.8	Replacement of existing doors and windows (Appendix 2)				
	Supply and install:				
	A. Aluminum Windows (~3000mm x 850mm)	2	Set		
	B. Aluminum Windows (~2000mm x 1400mm)	2	Set		
	C. Aluminum Windows (~3000mm x 1400mm)	1	Set		
	D. Aluminum Windows (~1000mm x 1400mm)	1	Set		
	E. Aluminum Windows (~900mm x 850mm)	1	Set		
	F. Stainless Steel Door (~900mm x 2100mm)	1	Set		
	G. Stainless Steel Door (~800mm x 1800mm)	1	Set		
	A set of windows must include aluminum window frame with clear glass windows				
	A set of doors must include a stainless-steel door frame with stainless-steel door, a lock, a stainless-steel door bolt and a stainless-steel spring hinges for self-closing function				
	*(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments)				



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.1.9	<p>*(The use of materials, proposed design and works shall be approved by the HKAA)</p> <p>Provide 1 year of warranty of the above works</p> <p>Contractors shall include a 1-year warranty for all works from the date of completion of works</p>	1	Job		



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Replacement of electrics of the office bungalow
Tin Sui Wai Lam Sun Fook Archery Range, Tin Sui Wai, NT

R-LSF-2019/20-02

Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.2.1	Inspection and testing for electrical installation Conduct inspection, testing and certification for fixed electrical installations Inspect, repair and upgrade all electrical installations include wiring, cables, meters, switches and other relevant parts. Replace all electrical appliances *(The work shall be carried out by registered persons and must comply with legal requirements issued by the Electrical and Mechanical Services Department or other relevant departments) *(The use of materials, proposed design and works shall be approved by the HKAA)	1	Job		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.2.2	<p>Replacement of existing lightings of (Appendix 2):</p> <p>A. Office Room</p> <p>B. Storage Rooms</p> <p>Supply and install lighting by using LED tubes (include all necessary works and materials such as electricity supply, wiring and lighting fixtures etc.)</p> <p>*(The work shall be carried out by registered persons and must comply with legal requirements issued by the Electrical and Mechanical Services Department, CLP or other relevant departments)</p> <p>*(The use of materials, proposed design and works shall be approved by the HKAA)</p>	1	Job		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.2.3	Replacement of existing antenna and lightning rod (Appendix 2) Supply and install: A. Antenna B. Lightning rod The lightning protection installation must be installed to IEC 62305, BS EN 62305 or other recognized standards proposed by EMSD Include all relevant works such as fixing and wiring works *(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments) *(The contractor is required to submit plans, material samples and specifications for HKAA approval)	1 1	Set Set		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.2.4	Replacement of existing CCTV system (Appendix 2) Supply and install a CCTV system that support full HD 1080p video, mobile remote access and cloud storage Include all necessary fixing and wiring works and other relevant works *(The contractor is required to submit shop drawings, material samples and specifications for HKAA approval)	1	Job		
3.2.5	Replacement of existing Air Condition Units (Appendix 2) Supply and install 4 units of brand-new window air conditioners (Brand: Panasonic with 2.5 horse power) Install 1 unit in the office and 3 units in 3 rooms. Include site survey, installation, dismantling of old appliance and other relevant works *(The use of materials, proposed design and works must comply with legal requirements issued by the Building Department or other relevant departments) *(The contractor is required to submit specifications for HKAA approval)	4	Units		



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Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.2.6	<p>Supply and install 14 power sockets in the office bungalow</p> <p>Supply and install 14 power sockets in the office bungalow</p> <p>Include all relevant works such as electrical wiring works</p> <p>*(The work shall be carried out by registered persons and must comply with legal requirements issued by the Electrical and Mechanical Services Department or other relevant departments)</p> <p>*(The use of materials, proposed design and works shall be approved by the HKAA)</p>	14	units		



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Design and Construction of Perimeter Fences

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

R-LSF-2019/20-02

Item	Description	Qty	Unit	Rate (HK\$)	Amount (HK\$)
3.3	<p>Design and Construction of Perimeter Fences</p> <p>Supply stainless-steel or Zinc coatings on iron and steel fence (G.I.) fences with around 1.7m height (Please provide quotations for each material, and state the unit price of each meter)</p> <p>Install the fences with the distance of around 80 meters long</p> <p>The specification of the fences must be approved by HKAA authority before the installation.</p> <p>*(The contractor is required to submit shop drawings, material samples and specifications for HKAA approval)</p>	~80	meters		

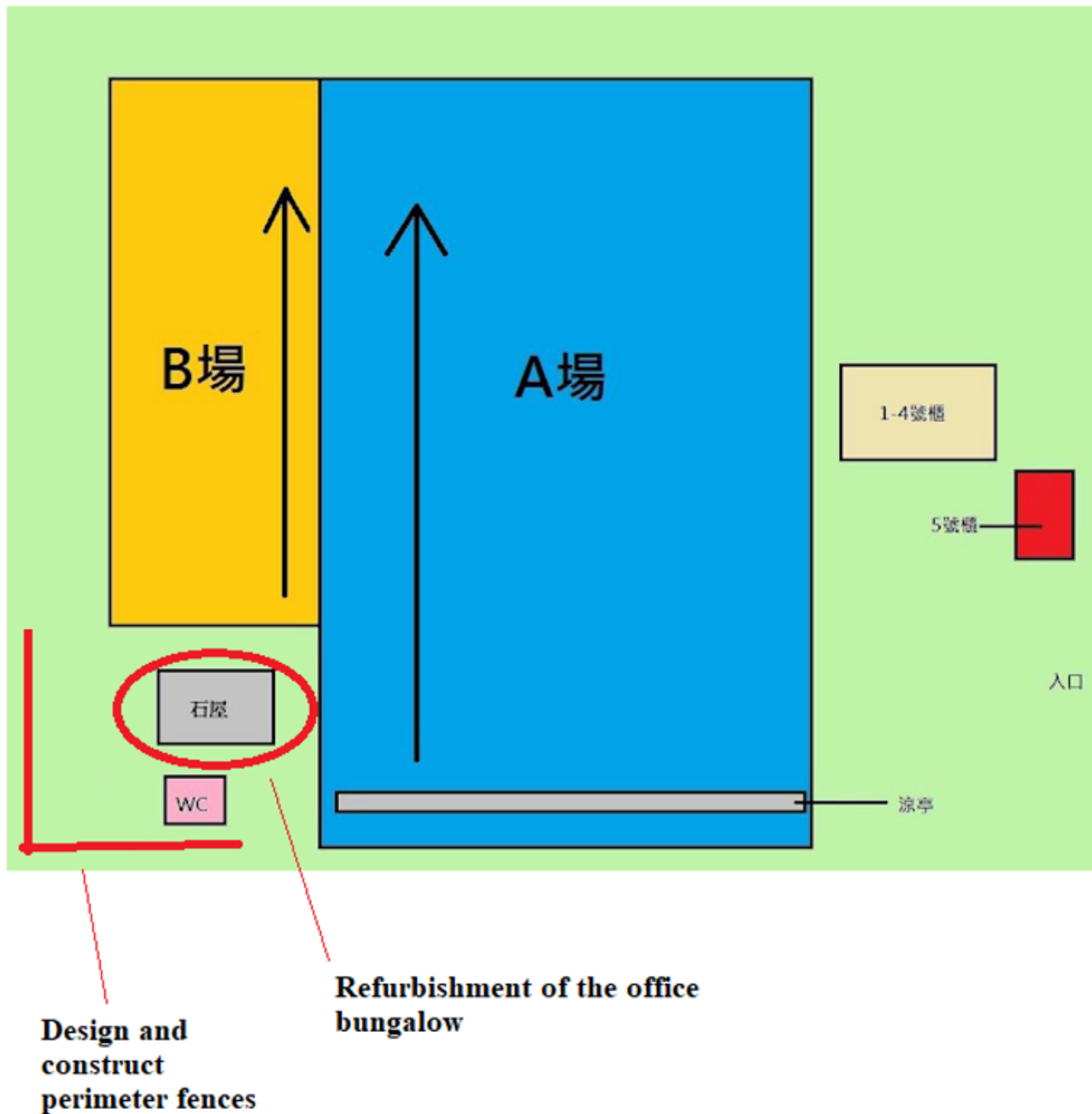


HONG KONG ARCHERY ASSOCIATION 香港射箭總會

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Causeway Bay, Hong Kong. Tel : 2504 8148 Fax : 2577 7349
E-mail: hkaa@archery.org.hk http: //www.archery.org.hk

Appendix 1

Floor Plan of the Archery Range





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Appendix 2

Outlook of office bungalow



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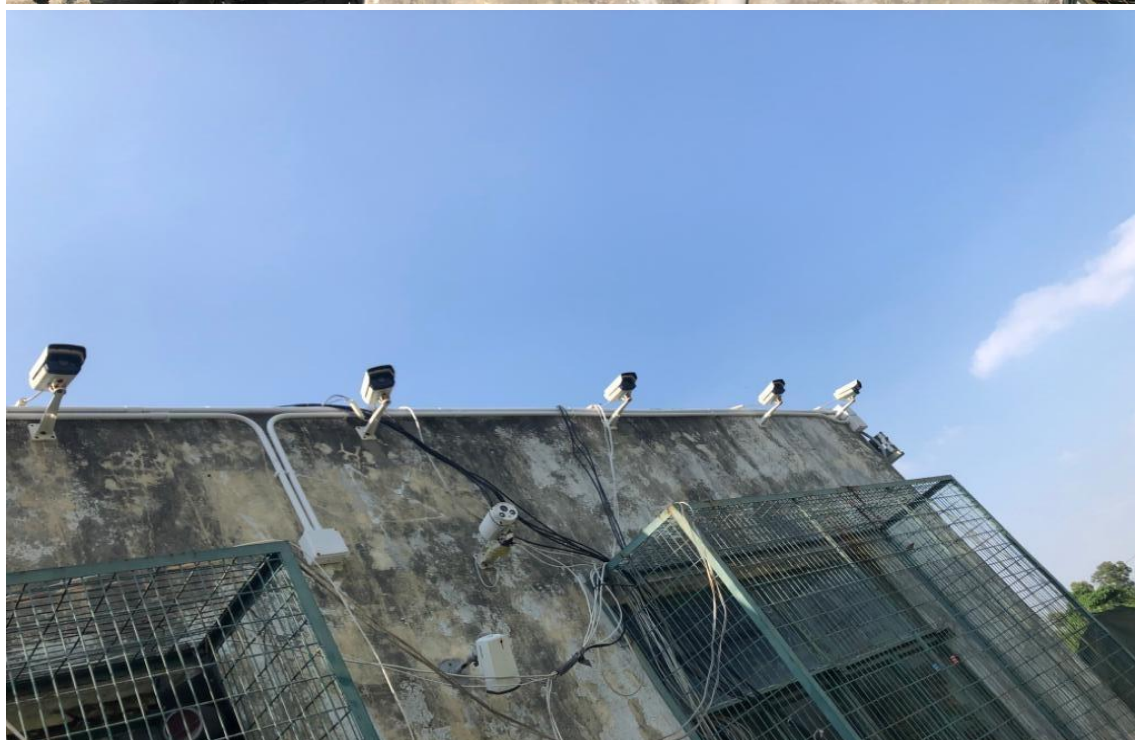
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Rooftop Condition of office bungalow





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Interior Condition

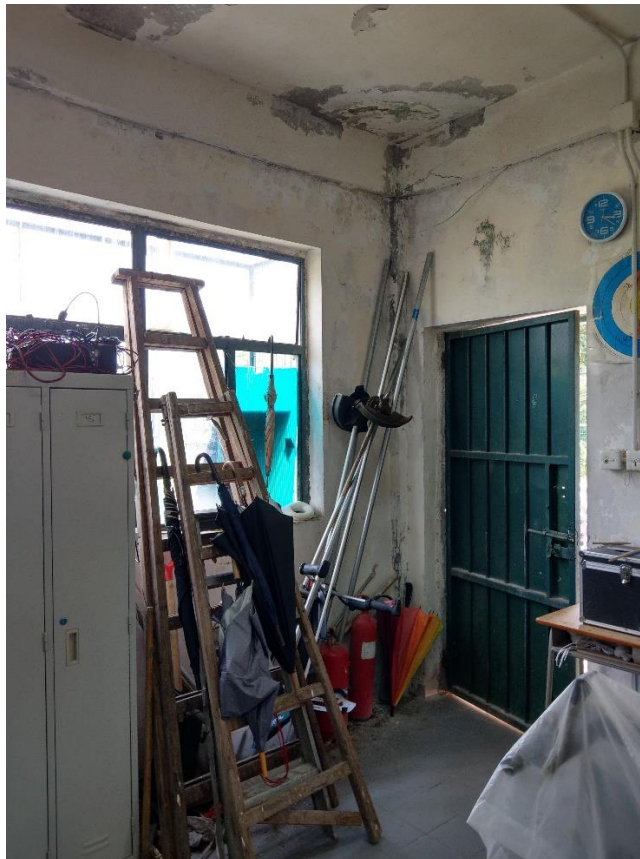


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天水圍藍新福射箭場

辦公室改善工程及圍欄興建招標邀請

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 11 月 30 日(星期六)

時間：早上 11 時正

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

截止投標日期：

2019 年 12 月 9 日下午 5 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 11 月 21 日