

Korean International School

Request for Tender

Issue Date: 29 October 2020
Name & Location of work : Window Replacement Work
(New Block)
Ref no. : KS-2020-003
Working Period: November to December 2020

Closing date & Time: 9 November 2020, 12:00 nn

Korean International School
55 Lei King Road
Sai Wan Ho
Hong Kong
Attn. Ms Sylvia Lam – Facility Assistant Manager
Tel: 2569 5500
Website: www.kis.edu.hk

INSTRUCTIONS TO CONTRACTORS

A. GENERAL

Contractors are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions.

B. SITE PARTICULARS

The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his quotation as to the nature of the Site, the quantities and nature of works and material necessary for the completion of the Works and the means of access to the Site, and in general shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect this quotation. All pre-bidding testing will be for the account of the bidder.

C. SUBMISSION OF QUOTATION

Quotation shall be submitted with reference information as following: -

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Addressed to : Ms Sylvia Lam

Facility Assistant Manager

Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

From: Name & address of the contractor

The reply document must include a cover letter in company letterhead clearly stating the name of the firm and its company registration number, the name(s) and HKID number(s) of the company director(s) and the name, address, email address and telephone number of the bidder's representative.

An incomplete document will lead to the service provider being disqualified.

D. TERMS & CONDITONS

1. During working at site, some restrictions may be imposed by staff of the school or government authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable to the contractor relating to these matters.
2. No compensation shall be payable to the contractor for any damage caused by rains, lightening, wind, storm, floods, typhoon and/or other natural calamities during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.
3. The Scope of works are given as a rough guide to the completion of the renovation and if the work costs more, contractor will have no claim on that account.
4. The quotation shall be based on general conditions of Contract and Contractors are required to quote their own rates against each item in the Scope of Works, which is enclosed. All rates shall remain firm for the contract period.
5. The contractor shall submit details describing experience and capacity in handling similar jobs. The information should include a thorough description of the education, knowledge, and relevant experience as well as certifications or other professional credentials that clearly show the individual is qualified to perform the required work. Service providers should also submit a current detailed résumé of their proposed project manager.
6. If the contractor fails to proceed with the work within the stipulated time as specified. The school reserves the right to charge to the contractor a delay penalty of HK\$1,000 per day.
7. If awarded, the contractor shall submit a Security Deposit 10% of the contract value within 15 days of receipt of the notification of contract award. The deposit will be refunded one month after the completion. The proceeds of the security deposit shall be payable to “Korean International School” as compensation for any loss resulting from the contractor’s failure to complete his obligations under the contract.
8. If awarded, the contractor shall notify Korean International School in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the contractor from any liability or obligation under the contract. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the prior written consent from the Korean International School.

9. Prices quoted must be valid for at least 90 days from the closing of the quotation.
10. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
11. The Korean International School may terminate this contract in whole or in part:
 - i. if the supplier fails to complete any or all of the scope of works within the period(s) specified in the contract, or within any extension thereof granted by the Korean International School;
 - ii. if the Contractor fails to perform any other obligation(s) under the contract; or
 - iii. if the Contractor, in the judgment of the Korean International School, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
12. The contractor shall provide insurance covering the liabilities caused by any accidental loss on the principal's property during contract period.
13. The contractor is required to provide all of the following services:
 - i. The Contractor and his employees shall co-operate with the security guards to present individual's green card and sign in/out during the commencement of the contract period. Those who fail to do so shall be barred from working in the School.
 - ii. The Contractor and his employees must be properly attired at all times and be confined to the areas in which he is working. He must ensure that he does not litter, deface or damage any part of the School.
 - iii. The Contractor shall provide tool box talks at a frequency of one talk per worker on Site commencing from the date of commencement of the Contract Period
 - iv. The Contractor shall keep on Site records of all safety training received by his staff including those on refresher training and make them available for inspection upon request.
 - v. The Contractor shall be responsible for compliance with the requirements of any law, regulation, by-law or public authority relating to site safety at all times and shall bear all costs and expenses connected in compliance with the same.
 - vi. The Contractor shall be responsible to provide all necessary safety devices and safety precautions to eliminate danger to its workmen, staff and the occupants of the school.
 - i. Provisions must be made to prevent the passage of dust and

- contaminants into occupied parts of the school campus.
- ii. The Contractor shall provide and maintain all necessary protective coverings along the route and the lift to the site area until the completion of the works.
 - iii. The areas of works must be covered and separated from the occupied spaces of students and staff of the school.
 - iv. All occupied parts of the school campus affected by renovation must be cleaned at the close of the day and while classes are in session.
 - v. The Contractor shall ensure that his stock, goods or equipment are kept within the site and all common corridors and fire escape routes are to be kept clear and unobstructed
 - vi. During the renovation period, only selected toilets will be opened for the use of the Contractor. The Contractor is advised to instruct their employees to take good care of the aforesaid toilets, not to waste water and observe the cleanliness therein
 - vii. Hacking, drilling and other noise generating fitting-out works can only be carried out after school hours or at designated hours after prior application has been made to and consent obtained from the School.
 - viii. The Contractor is fully responsible for the payment of wages to any person employed by the Contractor and must arrange cover for Worker's Compensation and for any other obligation as an employer to the employee.
 - ix. The Contractor will be held responsible for their plant, materials and goods left on site throughout the construction and prior to formal hand over of the Asset. The Contractor will be responsible for making good any damage that has occurred, or defects that may have appeared during the progress of their work, however it may have been caused.
 - x. The Contractor shall indemnify the School against any expense, liability, claim or loss in respect of any injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the School as a result of a breach by the Contractor, his subcontractors, employees, suppliers or agents, of any of the conditions and requirements stated herein.

14. Key Company Personnel

Name	Position	Responsible Role	Qualification/Experience

15. Sub-contractors (if applicable)

Name	Responsible Role	Qualification/Experience

16. Sanitary Facilities:

- i. All materials are to be new, and materials and workmanship are to be of the best quality throughout and subject to the approval of the Chief Operating Officer.
 - ii. The wall of toilet should be tiled at least 1.5 m high, and the floor tiles should be non-slippery and providing curved tiles where walls meet the floor also prevents dirt build-up and facilitates cleaning.
 - iii. The wash basins reserved for kindergarten students should be about 500 mm from floor to rim. All wash basin counters should accumulate standing water so adding a shallow shelf will keep personal items dry while hand washing.
 - iv. All toilets should be installed with flushing system and seat lids. The toilet bowls reserved for kindergarten students should be about 300 mm high from the floor.
 - v. Each urinal should have a user standing space of not less than 450 mm x 450 mm in front of it.
17. If any dispute or difference of any kind whatsoever arises between the School and the Contractor in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the School or the Contractor may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
18. All the works to be carried out by contractor shall be construed in accordance with the laws of the Government of the HKSAR.

19. Scope of Works (Window Replacement Work, New Block)

Item	Description	Amount HK\$	Remarks
i.	Supply labour and material to set up bamboo scaffolding (5.5 m Width x 16.5 m Height) to facilitate the window replacement work		
ii.	Supply labour and material to demolish the existing damaged windows with frame and replace them		
iii.	Supply labour and material to conduct water proofing work for building structure surrounding the windows		
iv.	Supply labour and material to make good and repaint the wall at the end of corridor according to the existing wall colour		
v.	Collection and removal of debris		
vi.	Initial Cleaning to all the affected areas		
vii.	Issue Certificate of Warranty and Work Completion Report		
	Total		

Existing External View



3/F External Condition



4/F & 5/F External Condition



Existing Internal Condition

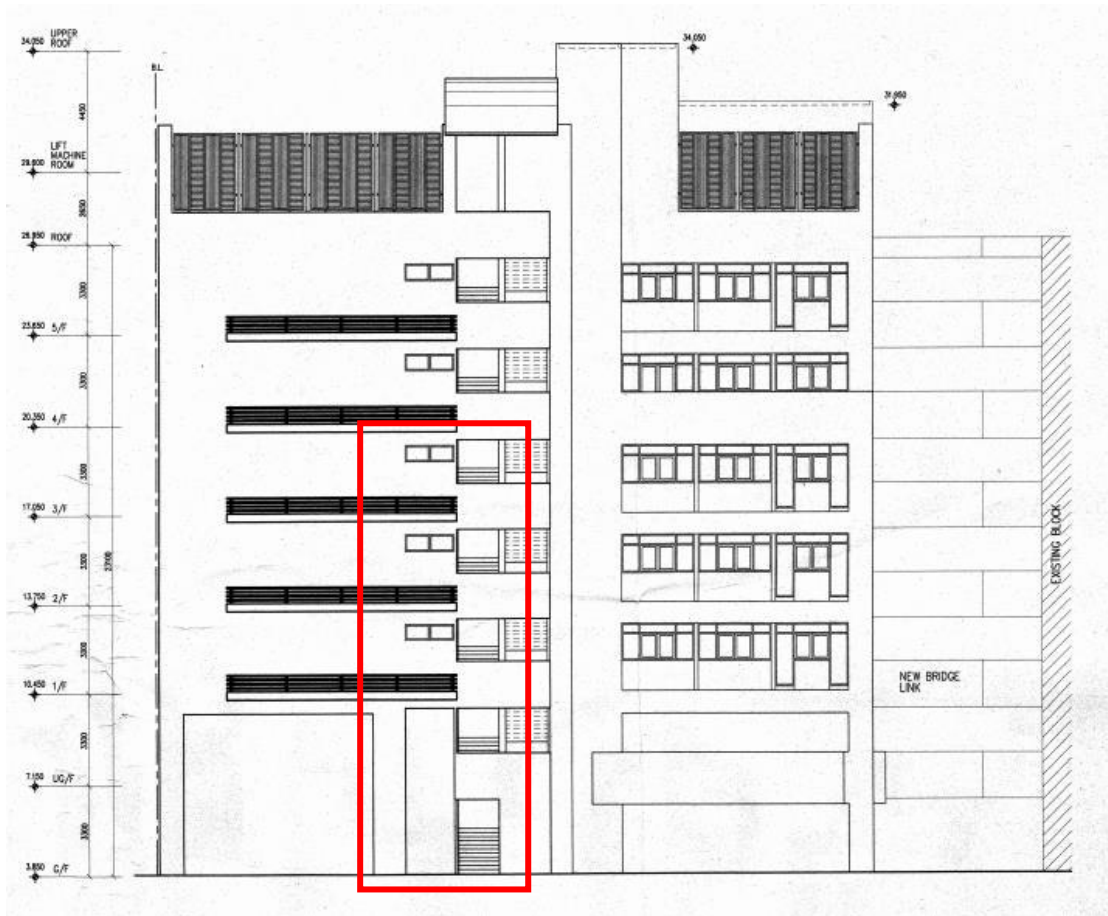
3/F



5/F



Scaffolding Area



20. Payment Schedule:

Deposit 40%

Interim Payment 40%

On Completion 20%

21. Warranty Period: 12 calendar months after completion

22. PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE CONTRACTOR

I, the undersigned, confirms and acknowledges that:

- i. I understand the above conditions and requirements and undertake to abide by them when working in the school.
- ii. The information furnished is true, correct and accurate
- iii. Any conflict of interest will be declared in the comment space below

Comment:

Representative's Full Names:	Capacity:	HKID No.
Signature:		Date:
Address:		
Email:	Contact Number:	

All the works to be carried out by contractor shall be construed in accordance with the laws of the Government of the HKSAR.