



LIST OF CONSULTANTS

List of Consultants for Provision of Quantity Surveying Consultancy Services for Alterations and Additions Works (Reference No. OSC2025)

The Campus Development Office is compiling a list of consultants for provision of quantity surveying consultancy services for alterations and additions projects. The consultancy services to be provided shall include all pre and post-contract quantity surveying services for alterations and additions works within the main campus, student halls of residence and other premises of the University.

The alterations and additions works would involve, but not limited to, all trades of works such as building, structural engineering, building services engineering, acoustic, information and communications technology (ICT), interior fitting out, laboratory service, telephone system, audio-visual system, electronic system, security system, furniture, fittings and equipment and other associated works.

Preference will be given to firms with quantity surveying experience in institutional or Government projects of alterations and additions works nature.

Application for Inclusion on the List of Consultants

Qualified and interested firms shall complete the Consultant Profile Form as attached and return to the Campus Development Office, Room Z517, Block Z, The Hong Polytechnic University, Hung Hom, Kowloon, on or before **19 September 2024 (Thursday)** by post and by email to cdotender@polyu.edu.hk.

The submission must be clearly stated with the reference number of the consultant list being applied for, and shall be enclosed with all the documents required. Incomplete or late applications will **not** be considered.

Request for more information about the submission requirements may be made by email to chi-kin.sing@polyu.edu.hk or by phoning to Mr. CK Sing at 2766 7223.

Disciplinary action against unsatisfactory performance of consultants as detailed in the Appendix A.

The University is not bound to invite any consultants who have shown interest, or who have been included in the compiled list, to submit fee proposals for any of the consultancy services.



Disciplinary Action against Unsatisfactory Performance of Consultants

1. The Campus Development Office (CDO) will take disciplinary action against all consultants with unsatisfactory performance.
2. For consultant(s) with unsatisfactory performance, the Project-in-charge should issue verbal warning at the first time and the first notice of written warning# by Assistant Project Director and at the second time onwards to the consultant concerned to urge for their review and improvement.
3. The consultant(s) will be suspended from tendering exercise for six months after receiving the second notice of written warning#, and if the third notice of written warning# issued by Assistant Project Director is received, the consultant(s) would be suspended from tendering exercise for twelve months. The consultant(s) would be excluded in the next review for inclusion as the Office Consultant List would be reviewed once every two years. However, the consultant(s) may appeal to a Review Panel (consisting of Assistant Project Director and other senior staff member(s) appointed by the Director of Campus Development (DoCD). If the Panel is satisfied with the explanation given by the consultant(s), it may recommend to DoCD to cancel the penalty.
4. The consultants' performance for a consultancy agreement shall also be continuously assessed until the certificate of completion of works has been issued.
5. For the notice of written warning received as mentioned in item 2 and 3 above, it will be accumulated and counted across all projects in hand of the consultant(s) currently handled with The Hong Kong Polytechnic University.

Remarks:

“#”: notice of written warning should be issued in the form of letter.