



16 September 2024

Our Ref.: CDO 1/132/24/A/HHB/Auditorium-1

CONFIDENTIAL

**The Hong Kong Polytechnic University  
Architectural and Associated Consultancy Services for  
Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus  
(Tender Ref.: CDO2024/030)  
Invitation for Expression of Interest**

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The University is planning to convert the existing multi-purpose hall at 1/F of Hung Hom Bay Campus (HHB) to an auditorium. The estimated overall cost is approximately \$65M. The location plan is ... enclosed in Appendix A for information.

The project scope mainly involves the conversion of the existing multi-purpose hall at 1/F of Hung Hom Bay (HHB) Campus to an auditorium with a minimum capacity of 500 seats. This conversion will include all essential provisions to facilitate the application for Places of Public Entertainment (PPE) License for the future auditorium. The proposed floor area is about 2,000 sq.m. and the site work will tentatively commence in end of 2025.

The Architectural and Associated Consultancy Services should include multi-disciplinary consultancy services covering the following areas:

- Architectural services;
- Structural engineering;
- Building services engineering;
- AV/IT services;
- Acoustic consultancy services;
- Theatre design consultancy services; and
- Other related services to complete the project works.

Please advise if you will be interested in submitting the technical and fee proposals for the above by ... completing and returning the attached proforma in Appendix B with a list of ongoing and completed projects in similar nature (i.e. Theatre, auditorium and similar performing space), including the contract cost, scale, and the appointed acoustic / theater design consultants, to our office **on or before 12:00 noon 27 September 2024**. Non-compliance with the above listed submission may result in exclusion for the subsequent tender invitation.

You are also required to declare any involvement or interest if it is considered by you to be in real or apparent conflict with the duties to be performed for this consultancy. An involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process.

The University is not bound to invite any consultants who have expressed interest to submit the technical and fee proposal.

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- ... Please find attached Appendix C regarding the disciplinary action against unsatisfactory performance of consultants for your attention. The University would reserve right to share information about the consultant's performance with University Grants Committee, Architectural Services Department and other sister institutions.

The University does not intend to create any legal nor contractual relationship with you, nor any other consultants invited to express interest, in this selection exercise. The University reserves the right to cancel this selection exercise for any reason, in which case you will be notified accordingly. The University will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission. Without prejudice to the aforesaid, the information provided by the University in this selection exercise shall not be taken as final and is subject to change in the final scope of works to be issued to the short-listed consultants.

Notwithstanding anything to the contrary in this invitation, the University reserves the right to disqualify a consultant in the shortlisting exercise on the ground that the consultant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security, or otherwise the disqualification 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.

Please be informed that a briefing session and site visit will be held as follows:-

Date: 20 September 2024  
Time: 3:00pm  
Venue: HHB-109, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

You are welcome to join the briefing session and site visit and raise any queries where necessary.

- ... Please sign and return the attached return proforma together with the "Declaration of Visitor(s) for Entering the University Campus" form in Appendix D for the briefing session and site visit **on or before 19 September 2024**. Kindly note that the number of attendees is limited to a maximum of two. QR codes for the attendees to entry PolyU Hung Hom Campus will be provided via emails.

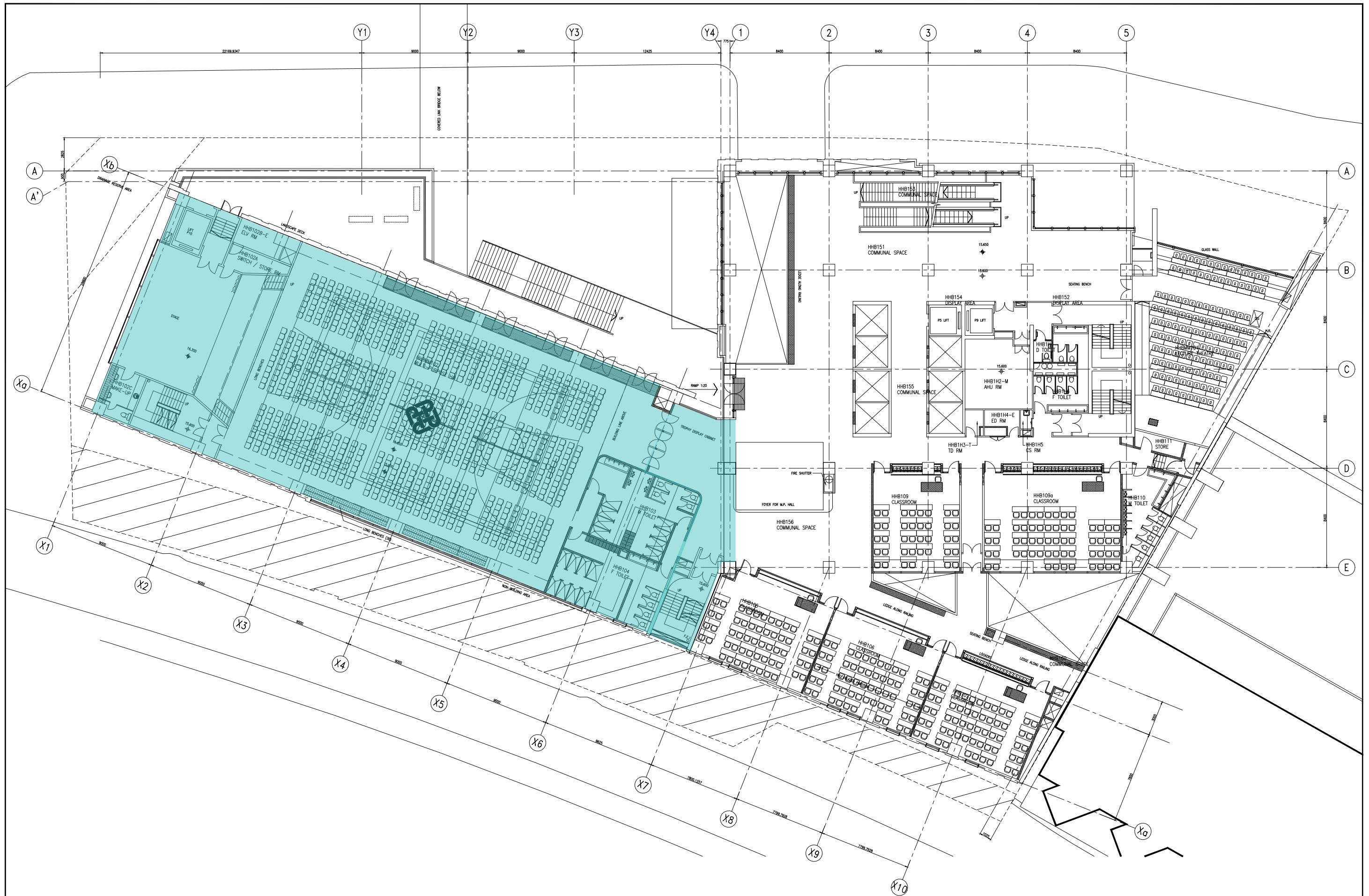
Please feel free to contact our Ms. Jo Chan at 2766 7236 (email: jo-yen.chan@polyu.edu.hk) should you have any queries or require further information.

Yours faithfully

Kwan Siu Lun  
Assistant Project Director (Project Manager)  
Encl.

KSL/CK/WFN/JC/vc

Appendix A - Location Plan  
 Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus 1/F



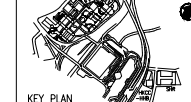
GENERAL NOTES:  
 \* ALL DIMENSIONS ARE IN MILLIMETER EXCEPT OTHERWISE NOTED  
 \* DO NOT SCALE DRAWING  
 \* ALL MEASUREMENTS SHOULD BE VERIFIED ON SITE

REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
AF	17/05/16	REV. TEXT	STUDENT	AA
AC	28/07/16	UPDATING SPATIAL INFORMATION FOR SPK	STUDENT	AC
AF	25/06/16	RETURNED ONE BOUNDARY AND ROOM ID	STUDENT	AF
AF	05/06/16	REV. ROOM NUMBER (HBB104, HBB105, HBB106, HBB107)	STUDENT	AF

REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
AA	04/05/08	AS PERMITTED DWG	AND	AND
ANNA	17/07/08	GENERAL REVISION	ANNA	ANNA
ANNA	17/11/08	REV.	ANNA	ANNA
ANNA	25/06/09	RETURNED ONE BOUNDARY AND ROOM ID	ANNA	ANNA
ANNA	05/06/16	REV. ROOM NUMBER (HBB104, HBB105, HBB106, HBB107)	ANNA	ANNA

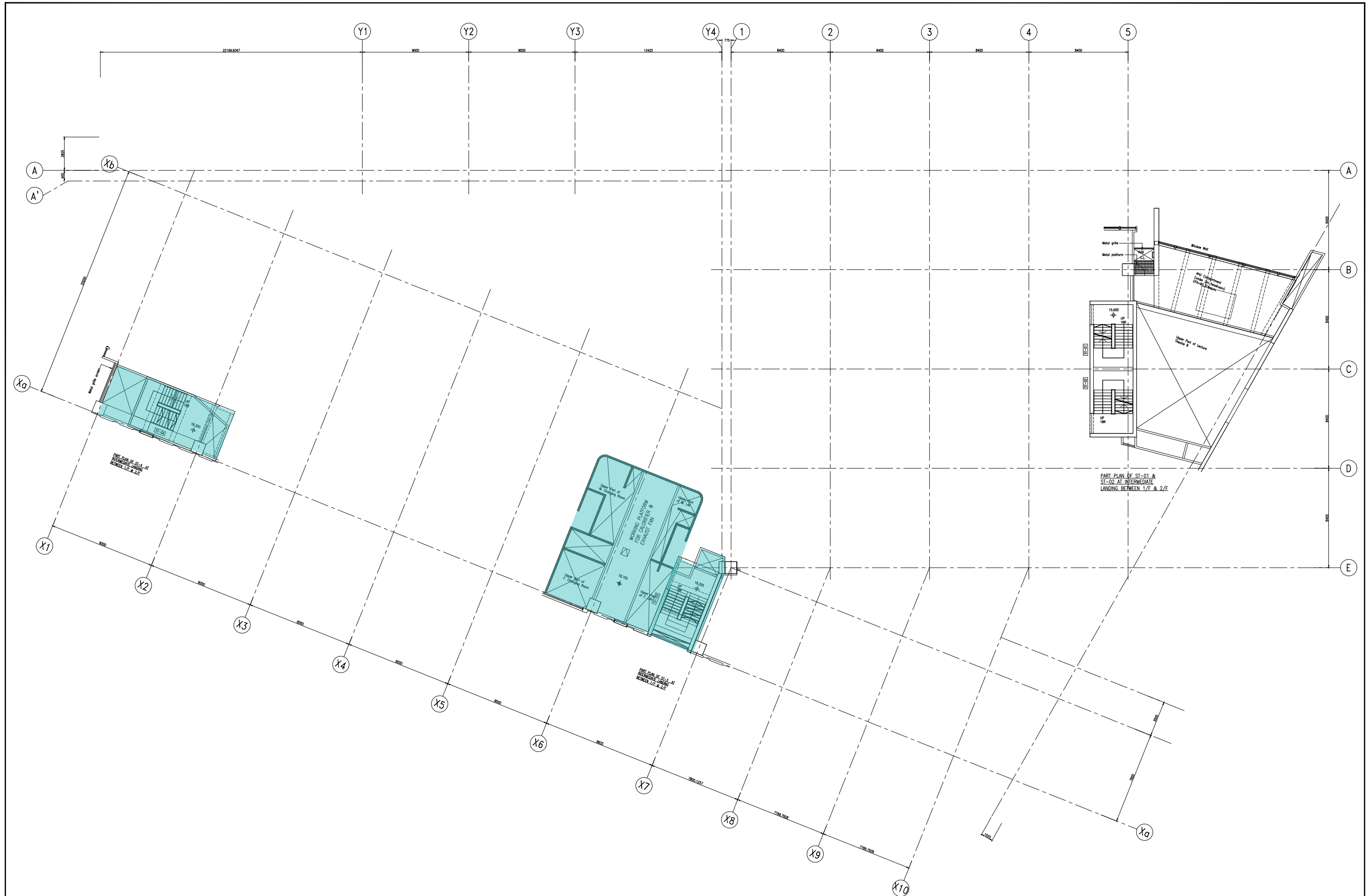


THE HONG KONG  
 POLYTECHNIC UNIVERSITY  
 Campus Development Office  
 Hung Hom Kowloon Hong Kong  
 Tel: (852)2706 7766 Fax: (852)2953 1146



PROJECT	THE HONG KONG POLYTECHNIC UNIVERSITY
DISCIPLINE	ARCHITECTURAL PLAN
FILE NAME	AR01FHBB-AG.DWG
DRAWING NUMBER	AR/01F/HBB
SCALE	1:100
REVISION	AC

Appendix A - Location Plan  
 Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus 1M/F



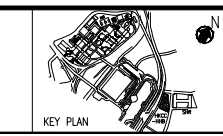
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REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
AA	04/05/08	AS PLOTTED DWG	JSD	
AB	17/11/08	REPORT TO I&S	JSD	
AC	28/07/14	UPDATING SPATIAL INFORMATION FOR I&S	STRENGTHEN	WYTH

REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
AA	04/05/08	AS PLOTTED DWG	JSD	
AB	17/11/08	REPORT TO I&S	JSD	
AC	28/07/14	UPDATING SPATIAL INFORMATION FOR I&S	STRENGTHEN	WYTH

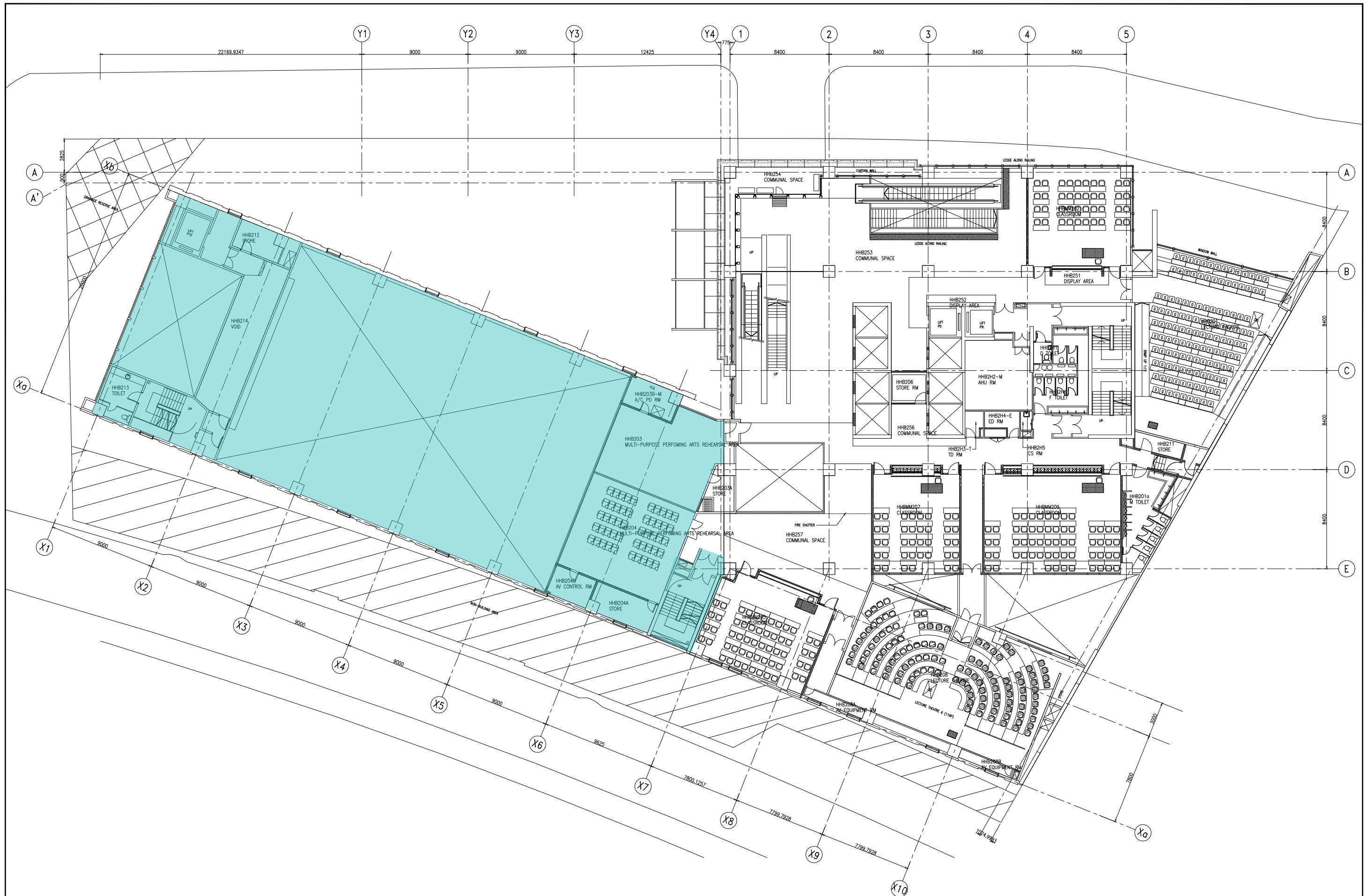


THE HONG KONG  
 POLYTECHNIC UNIVERSITY  
 Campus Development Office  
 Hung Hom Kowloon Hong Kong  
 Tel (852)2706 7766 Fax (852)2353 1146



ENGINEERING DISCIPLINE	ARCHITECTURAL PLAN	FILE NAME	AR01MHHB-AC.DWG
DRAWING	ARCHITECTURAL LAYOUT - 1/M PLAN (HONG KONG COMMUNITY COLLEGE - HUNG HOM BAY)	DRAWING NUMBER	AR/01M/HHB
SCALE	1:100	REVISION	AC

Appendix A - Location Plan  
 Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus 2/F



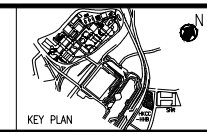
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 \* DO NOT SCALE DRAWING  
 \* ALL MEASUREMENTS SHOULD BE VERIFIED ON SITE

REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
AP	04/05/10	REV. ROOM DIVISIONS, STAIRS, LIFTS, REVISIONS, HORIZONTAL DIMENSIONS (1:100)	NANCY	AK
AG	16/06/10	REV. COMMON AREA	Maria	
AM	28/07/10	UPDATING SPATIAL INFORMATION FOR REVIT	STATIONARY	MOYR
AI	18/07/10	REV. ROOM DIVISIONS, STAIRS, LIFTS, REVISIONS, HORIZONTAL DIMENSIONS (1:100)	STATIONARY	MOYR
AJ	22/08/10	REV. ROOM ID & DIVISIONS, HORIZONTAL DIMENSIONS (1:100)	STATIONARY	MOYR

REV.	DATE	DESCRIPTION	DRAWN & CHECKED	REVIEWED & APPROVED
		REV. ROOM DIVISIONS, STAIRS, LIFTS, REVISIONS, HORIZONTAL DIMENSIONS (1:100)	STATIONARY	MOYR



THE HONG KONG  
 POLYTECHNIC UNIVERSITY  
 Campus Development Office  
 Hung Hom Kowloon Hong Kong  
 Tel: (852) 2706 7766 Fax: (852) 2953 1146



PROJECT	THE HONG KONG POLYTECHNIC UNIVERSITY
DISCIPLINE	ARCHITECTURAL PLAN
FILE NAME	AR02FHMB-AK.DWG
DRAWING NUMBER	AR/02F/HMB
SCALE	1:100
REVISION	AK



Our Ref.: CDO 1/132/24/A/HHB/Auditorium-1

To: Campus Development Office  
The Hong Kong Polytechnic University  
Hung Hom  
Kowloon

(Email: cdotender.cdotender@polyu.edu.hk)

**The Hong Kong Polytechnic University**  
**Architectural and Associated Consultancy Services for**  
**Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus**  
**(Tender Ref.: CDO2024/030)**  
**Invitation for Expression of Interest**

---

We **are / are not\*** interested in submitting technical and fee proposals for the above.

Authorized signature

\_\_\_\_\_  
(Name, occupation and signed with company chop)

Name of company

\_\_\_\_\_

Date

\_\_\_\_\_

Name of contact person

\_\_\_\_\_ Tel. \_\_\_\_\_

Email address of  
contact person

\_\_\_\_\_

*\*Delete as appropriate.*

*Please complete and return by fax and post **on or before 12:00 noon 27 September 2024.***

KSL/CK/WFN/JC/vc

16 September 2024



**The Hong Kong Polytechnic University**  
**Campus Development Office**  
**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 Senior Project Manager 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 Senior Project Manager 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 Senior Project Manager and other senior staff member(s) such as Division Head 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.



Our Ref.: CDO 1/132/24/A/HHB/Auditorium-1

To: Campus Development Office  
The Hong Kong Polytechnic University  
Hung Hom  
Kowloon

(Email: cdotender.cdotender@polyu.edu.hk)

**The Hong Kong Polytechnic University**  
**Architectural and Associated Consultancy Services for**  
**Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus**  
**(Tender Ref.: CDO2024/030)**  
**Briefing Session and Site Visit**

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With reference to your letter ref.: CDO 1/132/24/A/HHB/Auditorium-1 dated 16 September 2024, please be informed that we **shall / shall not\*** attend the briefing session and site visit for the above at 3:00pm on 20 September 2024.

Authorized Signature

\_\_\_\_\_ (Name, occupation and signed with company chop)

Name of Company

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Contact Person

Tel.

\_\_\_\_\_

Email Address of  
Contact Person

\_\_\_\_\_

*\*Delete as appropriate.*

*Please complete and return by email and post **on or before 19 September 2024.***

KSL/CK/WFN/JC/vc

16 September 2024





**The Hong Kong Polytechnic University**  
**Declaration of Visitor(s) for Entering the University Campus**

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**Subject:** Architectural and Associated Consultancy Services for  
Conversion of Multi-purpose Hall to Auditorium at Hung Hom Bay Campus  
(Tender Ref.: CDO2024/030)

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**Reason(s):** Entering the Hung Hom Bay Campus for Briefing Session and Site Visit

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Please complete, sign and return the form via email (cdotender.cdotender@polyu.edu.hk). Kindly note that the attendance of each tenderer is limited to a maximum of two visitors.

	<b>Company Name</b>	<b>Full Name of Visitors</b>	<b>Contact Number</b>	<b>E-mail address</b>	<b>Date of Entering the University Campus</b>	<b>Signature</b>	<b>Code Ref #</b>
1							
2							

Remark: # to be inserted by PolyU