

The Hong Kong Polytechnic University
Campus Facilities and Sustainability Office
PUBLIC NOTICE

Notice for Inviting Expression of Interest for Tendering for Term Contract

The Campus Facilities and Sustainability Office is compiling tenderer list for Repairs and Maintenance Term Contract.

List of Tenderers for Building Services Repairs and Maintenance Term Contract 2025/2028 (Reference No. BSRM25)

The term contract shall be for mainly repairs and maintenance works, with only a small proportion on alterations and additions works. The value of Works Orders issued under the contract will normally be below HK\$1,000,000 each. Acceptance standard of the works will be high and timely completion is essential. The estimated expenditure of this term contract is around HK\$54 million for three years. Tender for this contract will be around March 2025.

The contract works shall comprise mainly electrical, extra-low voltage and air-conditioning works with relatively minor associated building works to be carried out by approved domestic building sub-contractors who shall be a General Building Contractors registered under the Building Ordinance.

Should you have the interest in tendering, please also complete the Contractor Profile Form which can be downloaded from the below web link for our consideration:

<https://polyu.hk/zjIPt>

The University will evaluate and select the contractors according to the following aspects:-

- (i) Relevant job reference
- (ii) Annual turnover and audited accounts for the past three years
- (iii) Appropriateness of key personnel
- (iv) Health, safety and environment policy
- (v) Quality of work

Please note that your domestic sub-contractors shall be fulfilled the following requirements:

(a) ELV sub-contractor

The sub-contractor shall be in possession of a valid Security Company License issued by the Security and Guarding Services Industry Authority.

Applications for Inclusion on the Lists of Tenderers

The submission must be stamped with the company chop, enclosed with all necessary supporting documents and clearly stated the following:

“Building Services Repairs and Maintenance Term Contract 2025/28
(Reference No. BSRM25)”

Please note that we accept the application via email only. Interested contractors shall submit the application via email bsrm25.eoi@polyu.edu.hk to the Campus Facilities and Sustainability Office of The Hong Kong Polytechnic University on or before **12 February 2025**.

Incomplete or late applications may **not** be considered.

The University is not bound to invite any contractors who have expressed interest to tender.

Interested contractors shall note that in case of tendering deficiencies, the procedures in the Appendix A would be followed.

Please feel free to contact Ms Sam Tam at 2766 7215 or Ms Hidy Wu at 2766 7089 in case you require further information.



CFSO Internal Circular No. 6/05

1. Campus Facilities and Sustainability Office will take disciplinary action against all contractors committing offences of tendering deficiencies.
2. If the contractors cannot provide valid justifications, the following are considered offences -
 - a) withdrawal of a submitted tender,
 - b) failure to collect tender documents and/or submit a genuine tender in which interest to tender has been indicated.
3. Contractors having committed the ‘first offence’ will receive a warning letter and if a ‘second offence’ is committed in next tendering, the contractors will be suspended from tendering for a period of 1 year or next tendering whichever the period is longer.
4. The following aims to clarify the definition of offence related to various tendering stages and also outlines relevant disciplinary action to be taken against contractors:-

Contractors’ Response during Various Tendering Stage	Action to be Taken by Campus Facilities and Sustainability Office
Not accept tender invitation	No penalty
No response to tender invitation by the stipulated deadline	Not considered as an offence but contractor will be warned in written
Fail to collect tender documents after indicating interest to tender	An offence if valid reason is not provided
Fail to submit genuine tender by the tender submission date	An offence and disciplinary action as outlined in para. 2 to be taken
Withdraw tender after submission	An offence and disciplinary action as outlined in para. 2 to be taken

5. Any queries relating to this circular shall be directed to the Cost and Contract Section if you need further clarification. Queries from your subordinates shall, in the first instance, be dealt with by yourself whenever possible.