



11th September 2020

Dear Sir / Madam,

Tender Reference No. KT08956
Invitation to Tender for the LED Lighting System
for The HKTA Tennis Centre, Kowloon Tsai Park,
13 Inverness Road, Kowloon City

You are invited to submit a tender for the LED Lighting System for the HKTA Tennis Centre, Kowloon Tsai Park, as specified in the tender documents.

1. Your tender should be submitted, **in copies specified in the tender**, should be submitted in **two separate sealed envelopes** no later than **10:00am on 5th October 2020**. Late tenderers will **NOT** be considered.

The tenderer shall deposit two **separate** sealed envelopes with labels as specified below into the tender box located at **office of Hong Kong Tennis Association (“HKTA”) - Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.**

- a. Label with “Technical Assessment” for LED Lighting System for the HKTA Tennis Centre
- b. Label with “Price Information” for LED Lighting System for the HKTA Tennis Centre


Please note that the envelope labelled with “Technical Assessment” shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered

2. The tenderer shall provide the completed “Company information” as provided in Annex 3 of the tender invitation in the Technical Assessment, containing basic information of the interested tenderer.
3. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted on the tender closing date, the closing time will be postponed to 10:00am of the next working day.
4. It should be noted that Hong Kong Tennis Association (HKTA) will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission
5. All tender documents can be downloaded from the Hong Kong Tennis Association (HKTA) website: <http://www.tennishk.org/hk/tender-information/>

6. There will be a **briefing session at 4:00 p.m. on 18th September 2020** at the HKTA Tennis Centre, Kowloon Tsai Park Tennis Courts, 13 Inverness Road, Kowloon City, Kowloon. Interested tenderers shall complete and return the reply slip in Annex 5 by email to grandi@tennishk.org no later than **5:00 p.m. on 16th September 2020** confirming the attendance of the said tender briefing and state clearly the number of attendees for further arrangement.

7. For queries regarding this tender invitation or/and tender process, please contact Ms Grandi CHAN by telephone 2336 0109 or via email: grandi@tennishk.org

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lai', followed by a period.

Christopher Lai
Chief Executive Officer
Hong Kong Tennis Association

Encl.

Tender Reference No. KT08956
Invitation to Tender for the LED Lighting System
HKTA Tennis Centre, Kowloon Tsai Park

Please adhere the following labels on separate sealed envelopes of your submitted tender

“Confidential”

Technical Assessment

Hong Kong Tennis Association
The Tender Box
Room 1021, Olympic House, 1 Stadium Path,
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: **KT08956 LED Lighting System for The HKTA Tennis Centre**

Name of Tenderer: _____

Closing Time and Date: 10am, 5th October 2020

“Confidential”

Price Information

Hong Kong Tennis Association
The Tender Box
Room 1021, Olympic House, 1 Stadium Path,
So Kon Po, Causeway Bay, Hong Kong

Ref: No.: **KT08956 LED Lighting System for The HKTA Tennis Centre**

Name of Tenderer: _____

Closing Time and Date: 10am, 5th October 2020

Tender Documents for LED Lighting System for The HKTA Tennis Centre, Kowloon Tsai Park

Employer

Hong Kong Tennis Association
Room 1021,
1 Stadium Path, So Kon Po,
Causeway Bay,
Hong Kong

September 2020

1. Introduction

HKTA Tennis Centre is one of the training centers for National Training Squad and organizes local and international tournament as well as open for public to enjoy tennis activities. The existing lighting system at HKTA Tennis Centre of Hong Kong Tennis Association is floodlight. Owing to upgrade the lighting system and energy saving as well as cost saving purposes, Hong Kong Tennis Association planned to change the existing lighting system to LED lighting system. Phase I is planned to conducting the replacement of 4 standard tennis courts (Court 1 to Court 4).

2. Works Location

Venue	HKTA Tennis Centre, Kowloon Tsai Park Tennis Courts, 13 Inverness Road, Kowloon City, Kowloon
Court	Tennis Court No. 1, 2, 3, 4

3. Requirement

- a. When lighting a tennis court, the objective is to ensure good visibility enabling players to follow the progress of a game. The ball, regardless of its location and speed, should always be clearly visible.
- b. Creating good visibility requires sufficient contrast to be created between objects and their backgrounds, good illumination levels and even distribution of light across the playing surface (uniformity).
- c. According to the guidelines for mid-level competition and club from International Tennis Federation, the requirements of Horizontal Illuminance (Eh average Lux level) is greater than 300 lux (average).
- d. According to the guidelines for mid-level competition and club from International Tennis Federation, the requirements of Uniformity of Illuminance (Emin/Eh ave.) is greater than 0.7.
- e. The mounting height should between 8 and 12m.

4. Scope of Works (Site map refer to Annex 4)

- a. Supply of LED light which fit for the standard mentioned in **Section 3. Requirement**
- b. Installation of the LED lighting system
- c. Preliminaries works including site management, protection of court surface and cleaning
- d. Supply of tailor-made mounting bracket if required
- e. Cable checking
- f. Rewiring work if required
- g. Supply labor to dismantle existing floodlight and install LED light
- h. Provide working platform and any required equipment for installing the LED lights
- i. Insurance (Third Party Liability & Employee Compensation)
- j. Terms & Condition and Operation Manual

5. Photo Reference of Existing Floodlight



6. Tender Contents

Company is required to provide **TWO** set of documents (one should be submitted in the **Technical Assessment without any cost information** and another **should be submitted in the Price Information**)

Part I. Tender with **Technical Assessment** submitted should include the following:

- a. **Background of the Company** (in Technical Assessment) (Complete the Annex 3)
 - i. Name of the Tenderer (in English and Chinese)
 - ii. Office address and its telephone number
 - iii. A photocopy of the current Business Registration Certificate
 - iv. A letter certifying the person who signs this tender is an authorized person to sign contracts on behalf of the tenderer
- b. **Credentials** (in Technical Assessment)
 - i. Experience and record in related installation of LED lighting system for tennis courts in Hong Kong with similar scale
 - ii. Testimonials from previous clients
- c. **Servicing Team and Workers Details** (in Technical Assessment)
 - i. Details of servicing team for this said project described in the tender document
 - ii. List of workers who involving the said project and provides relevant document or license if required

- d. **Description of the works detail and schedule** (in Technical Assessment)
- i. Organization chart for the said project (on-site and off-site management)
 - ii. Manpower and efficiency in providing the replacement works
 - iii. Type and Brand of the LED Light, and its specification
 - iv. Detailed works contents, plan and steps for the said project
 - v. Detailed works schedule including preparation and dismantle period
 - vi. Equipment list that will be provided for the said project
 - vii. Safety plan
- e. **Expression of Interest** (in Technical Assessment)
- i. Complete Annex 1
- f. **Warning Clauses** (in Technical Assessment)
- i. Complete Annex 2

Part II. Tender of LED Lighting System with Price Information submitted should include the following:

(Company can add and edit the items according to the works requirement)

Replacement of LED Lighting System at HKTA Tennis Centre, Kowloon Tsai Park	
<u>Descriptions</u>	<u>Unit Price (HK\$)</u>
a. Supply of LED Lighting	
b. Installation of the LED lighting system	
c. Preliminaries works including site management, protection of court surface and cleaning	
d. Cable checking	
e. Rewiring work if required	
f. Supply of tailor-made mounting bracket if required	
g. Provide working platform and any required equipment for installing the floodlight	
h. Insurance (Third Party Liability & Employee Compensation)	
i. Terms & Condition and Operation Manual	
Total Project Cost:	

Authorized Signature & Company Chop: _____

Name of Person Authorized to Sign (in Block Letters): _____

Name of Applicant in English (in Block Letters): _____

Position: _____ Date: _____

7. Tender Selection Criteria

The selection of the successful tenderer will be based on the respective applicants' score out of 100 for the following areas:

Price	70%
Technical Assessment	30%

The criteria that will be used to assess the Technical Assessment will be as follows:

- a) Any work sample and experience of relevant past project in similar scale
- b) Manpower and staff resources
- c) Works details
- d) Safety plan
- e) Any testimonials provided

8. Condition of Contract

a. Compliance with Government Ordinance

- i) The Contractor shall comply with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong), Immigration Ordinance (Cap. 115 of the Laws of Hong Kong), Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong), Public Health and Municipal Services Ordinance (Cap. 132 of the Laws of Hong Kong) and Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong).

b. Anti-Collusion

- i) The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of Hong Kong Tennis Association. The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer's liability for such breach or noncompliance, invalidate his tender.
- ii) If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Association may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.

c. Insurance

- i) Company shall have public liability insurance with a reputable insurance company to cover all of its liabilities under ordinances, statute or at common law during the works period.

- ii) Company shall take out and maintain Employee's Compensation Insurance to cover all of its liabilities under the ordinance, statute or at common law for all persons employed by Company in the provision of services under the contract.

9. Terms & Conditions

All tender application satisfying the requirements of this request for proposals will be evaluated to establish which of the applicants' best fulfills the needs of the Hong Kong Tennis Association (HKTA). This tender document, however, does not commit the HKTA to award a contract, to pay any costs incurred in the preparation of the tender application or a contract for the goods and/or services offered. The HKTA reserves the right to accept or reject any or all tender applications received as a result of this tender document, to negotiate with all qualified tenderers or to cancel this tender, if it is in the best interests of the HKTA to do so. The decision of the HKTA shall be final.

Annex 1 – Expression of Interest (Please attached to the Technical Assessment)

_____ wishes to register interest and apply to be the
(insert name of organization)

LED Lighting System supplier of the HKTA Tennis Centre, Kowloon Tsai Park. I confirm that the information given in the submitted proposal documents are true, complete, accurate and not misleading.

Authorized Signature & Company Chop: _____

Name of Person Authorized to Sign (in Block Letters): _____

Name of Applicant in English (in Block Letters): _____

Position: _____

Date: _____

Annex 2 – Warning Clauses (Please attached to the Technical Assessment)

To: Hong Kong Tennis Association

Dear Sir/Madam,

Warning Clauses

1. By submitting a tender, the applicant represents and warrants that in relation to the LED Lighting System. The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of Hong Kong Tennis Association. The tenderer is also prohibited from colluding with other bidders in this tendering exercise in whatever forms (e.g. price rigging). Any breach of or non-compliance with these clauses by the tenderer shall, without affecting the tenderer’s liability for such breach or noncompliance, invalidate his tender.
2. If the supplier/contractor or any employee or agent of the supplier/contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance in relation to the tender or the contract, the Association may terminate the contract without entitling the supplier/contractor to any compensation therefore, and the supplier/contractor shall be liable for all losses and expenses necessarily incurred by the Association as the result of such termination of the contract.

I understand the above undertakings.

Authorized Signature & Company Chop: _____

Name of Person Authorized to Sign (in Block Letters): _____

Name of Applicant in English (in Block Letters): _____

Position: _____

Date: _____

Annex 3 – Company Information (Please attached to the Technical Assessment)

1 Name of Company (English) : _____
(Chinese) : _____

2 Registered Office : _____

3 Postal Address : _____
(If different from above) _____

4 Telephone : _____

5 Business Registration Certificate No. : _____
(Please attach a copy)

6 Contact Person

- (a) Name : _____
- (b) Title & Department : _____
- (c) Direct line : _____
- (d) Fax. No. : _____
- (d) Email address : _____

Authorized Signature & Company Chop: _____

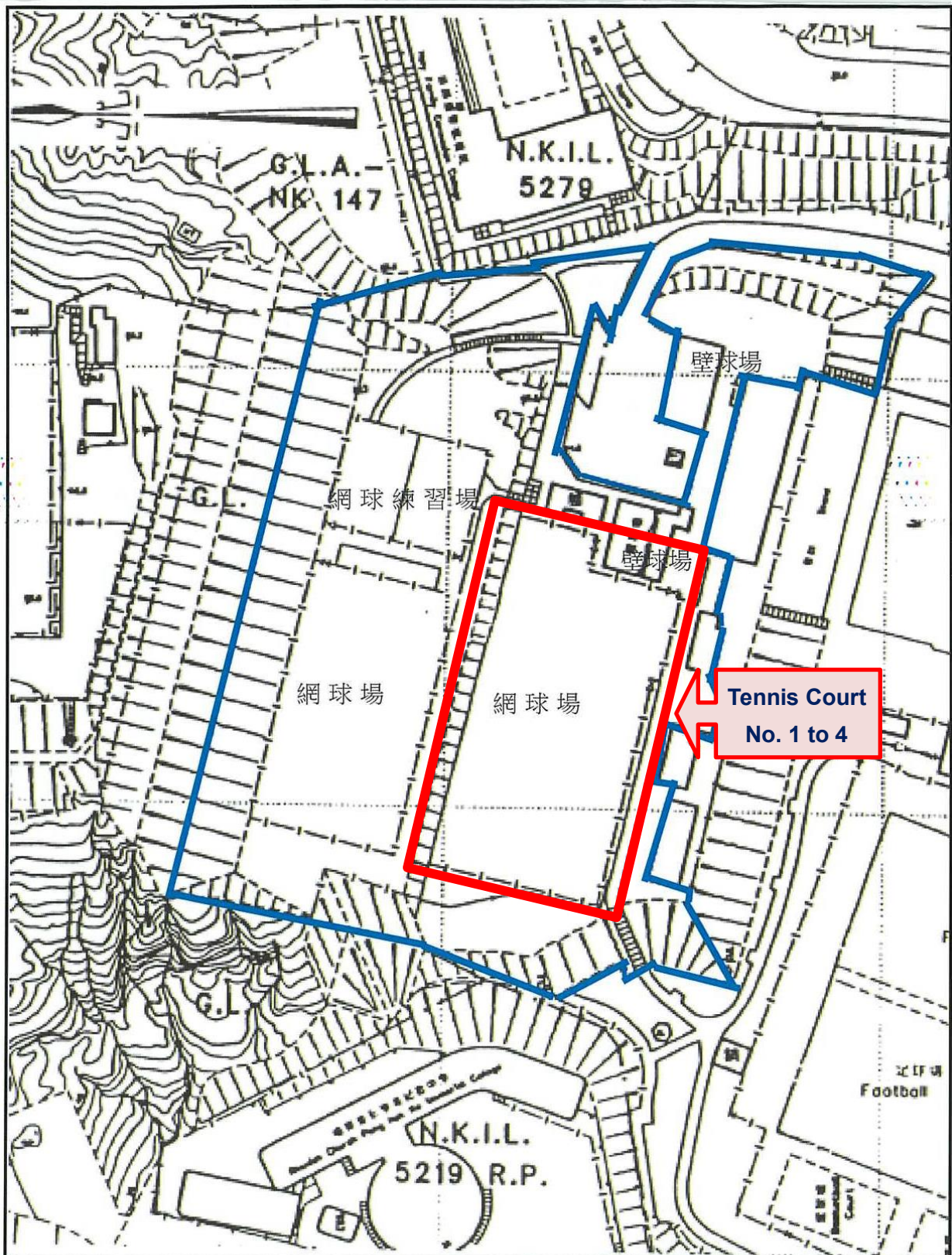
Name of Person Authorized to Sign (in Block Letters): _____

Name of Applicant in English (in Block Letters): _____

Position: _____

Date: _____

Annex 4 – Site Map of HKTA Tennis Centre, Kowloon Tsai Park (within the red area)



(非按比例)

Annex 5: Reply Slip for Tender Briefing (Return by Email)

I/we would like to attend the tender briefing for the LED Lighting System for The HKTA Tennis Centre **at 4:00 p.m. on 18th September 2020** at the HKTA Tennis Centre, Kowloon Tsai Park Tennis Courts, 13 Inverness Road, Kowloon City, Kowloon.

1 Name of Company (English) : _____
(Chinese) : _____

2 Contact Person

(a) Name : _____
(b) Title & Department : _____
(c) Mobile Phone No. : _____
(d) Direct line : _____
(e) Email address : _____

Full Name of Attendee(s)	Post/Title

Note:

1. Each Tenderer shall register for five attendees at most.
2. Please return the completed reply slip by **[email to grandi@tennishk.org](mailto:grandi@tennishk.org) no later than 4:00 p.m. on 16th September 2020.**
3. Please contact Ms. Grandi CHAN at 2336-0109 or email **grandi@tennishk.org** for any enquiry.

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