

Expression of Interest Form
Fitting Out Works to Convert Storage Area at Unit 1012, Cheung Sha Wan Plaza into Office
for the Urban Renewal Authority

Please complete Part B to Part D of this Expression of Interest Form (EOI) with necessary documents and return by fax (fax no: 2588 2502) at or before 2:00pm, 1 September 2017 to express your interest in submitting a tender regarding the fitting out works to convert storage area at Unit 1012, Cheung Sha Wan Plaza into office area for the Urban Renewal Authority (the “Works”).

Part A. Project Background and Brief

The storage area at Unit 1012, Cheung Sha Wan Plaza (“CSW 1012”) has a total gross area of around 1,600 sq. ft. The Works include but not limited to design and submission of relevant drawings and documents regarding building services to suit the layout plan, modifications of building services and builder’s work on wall / ceiling / floor finishes. The Works are tentatively scheduled to commence in early November 2017.

For the avoidance of doubt, the Authority is not bound to invite tenders from any of the contractors expressing interest. If you have any query, please contact Ms. Angela Ng on 2588-2621.

Part B. General Information of the Company

Registered Company Name _____

Registered Address _____

Contact (Tel)_____ (Fax) _____

(E-mail address) _____

Contact Person / Position _____

Current suspension from tendering under any
relevant Government List(s) of contractors
(Please tick (✓) the appropriate box)

- ☐ Yes – please provide details
☐ No

Part C. Job Reference

Please provide at least three (3) job references on office fitting out works carried out in Hong Kong and completed in the past five years (i.e. 2012-2017), including one with contract value of at least HK\$1.3 million.

1)	<p>Description of Office Fitting Out Works: _____</p> <p>_____</p> <p>a) Role : <input type="checkbox"/> Main Contractor <input type="checkbox"/> Sub-Contractor (please tick the appropriate box)</p> <p>b) Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Contract Period: from _____ to _____</p> <p>Contract Value: _____</p> <p>Employer's Name: _____</p> <p>Main Contractor's Name: _____</p>
2)	<p>Description of Office Fitting Out Works: _____</p> <p>_____</p> <p>a) Role : <input type="checkbox"/> Main Contractor <input type="checkbox"/> Sub-Contractor (please tick the appropriate box)</p> <p>b) Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Contract Period: from _____ to _____</p> <p>Contract Value: _____</p> <p>Employer's Name: _____</p> <p>Main Contractor's Name: _____</p>

3)	Description of Office Fitting Out Works: _____ a) Role : <input type="checkbox"/> Main Contractor <input type="checkbox"/> Sub-Contractor (please tick the appropriate box) b) Any reference letters or performance reports from the Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Contract Period: from _____ to _____ Contract Value: _____ Employer's Name: _____ Main Contractor's Name: _____
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Part D. Supporting Documents

Please provide the following documents for reference and put a tick (✓) in the box if the document is enclosed:-

- a) Copy of relevant page(s) of the signed contract to indicate names of the Employer and the Main Contractor, contract period and contract value as supporting documents of information filled in Part C above. ☐

- b) Copy of reference letters or performance reports from Employers in relation to Part C above ☐

Name of Company : _____

Authorized Signature with Company Chop

Name and Position of Signatory : _____

Date : _____