

Expression of Interest Form
Provision of Property Management Services for
Public Open Space – Kweilin Street & Yee Kuk Street, Sham Shui Po, Kowloon ("the Project")

Please complete Part A to Part C of this expression of interest (EOI) Form and return it to express your interest in submitting the tender for the Provision of Property Management Services for Public Open Space – Kweilin Street & Yee Kuk Street, Sham Shui Po, Kowloon ("the Services"). The background and brief scope of the Services and shortlisting requirements are described on page 3 of this EOI Form for your reference. Should you have any queries, please contact our Mr. James Pong at 2588 2035 or Mr. Ivan Wan at 2588 2117.

Part A. General Information of the Company

Full Company Name and Year established _____

Registered Address _____

Contact (Tel. No.) _____ (Fax. No.) _____

(E-mail Address) _____

Contact Person / Position _____

Current suspension or restriction (including voluntary suspension and restriction) under any of relevant government lists and lists of Hong Kong Housing Authority and Hong Kong Housing Society (if any) ☐ Yes – please provide details
☐ No
(Please tick (✓) the appropriate box)

Part B. Supporting Documents

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

- a) ☐ Copy of Business Registration Certificate, and
- b) ☐ At least 1 on-going job of property management in the past five years including the provision of management services for a scale of open space (both public open space and private open space) within a property with not less than 3,000 sq.ft. GFA.

Part C. Job Reference

Please provide at least 1 on-going job of property management in the past five years including the provision of management services for a scale of open space (both public open space and private open space) within a property with not less than 3,000 sq.ft. GFA.

1	Name of Client	
	Client's Contact / Telephone No.	
	Project Name and Descriptions (with site area of Open Space)	
	Address of the Open Space	
	Type of services provided	
	Year of Commencement	
	Year of Completion	
	Other details of Open Space (if any)	

The information provided by the Company on pages 1 and 2 of this EOI Form and additional pages submitted is hereby certified true, correct and complete by the Company.

Name of Company: _____

For and on behalf of the Company

Signed by: _____
Authorized Signature with Company Chop

Date: _____

Note: If necessary, please make copies to provide more job references.

Project Brief and Shortlisting Requirements

1. Project Background

- 1.1. The public open space (“POS”) within the completed redevelopment project at Kweilin Street and Yee Kuk Street, Sham Shui Po, Kowloon is approximately 6,300 sq.ft. in area; and
- 1.2. The POS was completed in the third quarter of 2015.

2. Brief Scope of the Services

The service provider for the Services shall provide all necessary property management services as described below for the POS for 24 months:

2.1. Staff

- Provision of sufficient manpower of security staff for 24 hours (12 hours per shift) daily.
- The security staff shall patrol, handling special incidents and emergency cases whenever necessary.
- Provision of sufficient manpower of building supervisor for handling emergencies/complaints, supervising security team and maintain the condition of POS.
- Inspections shall be conducted by the building supervisor and report if any abnormal founding

2.2. Cleansing and Pest Control

- Provision of sufficient manpower of cleansing workers daily. The cleansing frequency will be increased during rainy days or whenever necessary.
- The routine cleansing work will be including sweep, clear up rubbish, garbage, leaves, etc. within the POS area.
- Provision of mobile team for carrying out thorough cleansing work including use of high pressure cleansing machine to clear up dust and dirt at floor and wall etc.
- To provide general pest control and rodent control specialist service.

2.3. Repair & Maintenance

- Carrying out regular inspections.
- Provision of sufficient manpower of technician for carrying out minor repairs and maintenance of Electrical Installation, Plumbing and Drainage, Carpenter, Blacksmith, Plaster, Painter, Upkeep and patch repair / replacement the wooden decking, CCTV maintenance, Water fountain, and Miscellaneous works.

2.4. Gardening & Plants

- Provision of manpower for routine watering and pruning on plant and trimming.
- The service provider shall replace the seasonal flowers / plants.
- Provision for plant signage would be arranged according to current plant mix.
- Annual tree inspection by certified arborists will be carried out by the service provider

2.5. Sundry

- To purchase stationeries, signage, fencing tapes and warning tapes, etc.

2.6. Festival Decoration

- Installation of pin lights and/or decorations for Mid-Autumn Festival, Christmas and Chinese New Year.

2.7. Insurance

- Effect the third party liability insurance and property all risk insurance for the POS during the contract period.

3. Shortlisting Requirements

- 3.1. The interested party shall have at least 1 on-going job of property management in the past five years including the provision of management services for a scale of open space (both public open space and private open space) within a property with not less than 3,000 sq.ft. GFA.
- 3.2. The interested party shall declare that it is not currently suspended or restricted from tendering (including voluntary suspension and restriction) under any of relevant government lists and lists of Hong Kong Housing Authority (HKHA) and Hong Kong Housing Society (HKHS).