

Invitation for Pre-Qualification
Provision of Sales Consultancy for Disposal of Reserved Flats of
Project DL-1:SSP – Astoria Crest

Please complete Part A to Part C of this Pre-Qualification (“PQ”) form and return it to express your interest in submitting the tender for the provision of consultancy services for Sales Consultancy for Disposal of Reserved Flats of Project DL-1:SSP – Astoria Crest. The Project Brief and Shortlisting Requirements is attached on page 3 of this PQ form for your reference. Should you have any queries, please contact our Mr. Norman Kwok at 2588 2746 or Mr. Jeff Wu at 2588 2137.

Part A. General Information of the Company

Full Company Name _____

Year in which the Company was established _____

Registered Address _____

Contact (Tel) _____ (Fax) _____

(Email) _____

Contact Person/ Position _____

Current suspension and/or Restriction from the lists of the Government, the Hong Kong Housing Authority and the Hong Kong Housing Society (Please tick the appropriate box) Yes, please provide details
 No

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
- b) Proposed organization chart with CVs

Part C. Job Reference

Please provide at least one (1) project references in which you have completed or are currently undertaking the consultancy services for sales and marketing services in relation to the Residential Properties (First-hand Sales) Ordinance for residential project in Hong Kong in the past 5 years before the closing date of PQ. You may use separate sheet for more projects.

	Project Name and Address	No. of Residential Units	Project reference (with brief description of service, e.g. intermediary arrangement)	Client	Year of completion (e.g. 2020 / currently undertaking)
1.					
2.					
3.					

Company information	Total number
Number of full time in-house staff who acquire the following: - possess a valid Estate Agent's Licence (Individual) issued by Estate Agents Authority; and - have relevant work experience in providing sales and marketing services for at least one (1) residential project in Hong Kong in the past 5 years	

The above information is certified true, correct and complete by:

Authorized Signature: _____

Name and Capacity: _____
(For and on behalf of the above company)

Date: _____

Please make copies of this part of the form if you need more space for entries

Project Brief and Shortlisting Requirements

1. Project Background

- 1.1. The project – Astoria Crest 傲凱 is a demand-led redevelopment project of the Authority and is located at Hai Tan Street, Sham Shui Po, Kowloon (“the Project”). Occupying a total site area of about 483 m², the Project delivers a total floor area of about 3,639 m² and provide 87 residential units.
The address of the website designated by the Vendor for the development for the purposes of Part 2 of the Residential Properties (First-hand Sales) Ordinance 傲凱 : www.astoriacrest.com.hk/
- 1.2. According to the development agreement with Cheong Sing Property Development Limited, a wholly-owned subsidiary of Far East Consortium International Limited, has delivered possession of total 15 residential units (“Reserved Flats”) which are situated at the lowest five residential floors of the development to the Authority after completion. One of the Reserved Flats was selected by an owner-occupier of the Project and the remaining 14 Reserved Flats are planned to sell in open market.
- 1.3. The Certificate of Compliance of the Project was issued on 3 April 2019. To facilitate the sales, it is required to procure a sales consultant for the provisional of disposal of Reserved Flats in compliance with the Residential Properties (First-hand Sales) Ordinance (“RPFSSO”).

2. Scope of the Services

To the satisfaction of our Authority, providing consultancy services which shall include but not limited to tasks as follows:

- A. Sales Consultancy Services
- B. Intermediary Arrangement (*The Successful Consultant, including its holding company(ies), associated corporation(s) and/or subsidiary(ies) would not be appointed by the Authority as intermediary, and vice versa.*)
- C. Provision and Recruitment of Sales Ambassadors
- D. Support of Flat Selection Operation and Signing of Preliminary Agreement for Sale and Purchase
- E. Print and Production of Marketing Collaterals
- F. Uploading and submission of sales documents to Sales of First-hand Residential Properties Authority and its Electronic Platform

3. Shortlisting Requirements

- 3.1. Potential tenderers shall have at least one (1) completed job reference in providing sales and marketing services in relation to the Residential Properties (First-hand Sales) Ordinance for residential project in Hong Kong in the past 5 years before the closing date of PQ exercise; and
- 3.2. Potential tenderers shall have at least one (1) in-house staff who (i) possess a valid Estate Agent’s Licence (Individual) issued by Estate Agents Authority and (ii) have relevant work experience in providing sales and marketing services for at least one (1) residential project in Hong Kong in the past 5 years before the closing date of PQ exercise.