

# **Tender Notice**

## **Invitation for Expression of Interest**

### **HKAM/TR/2022/006: Provision of Facilities Management Service Contract**

Hong Kong Academy of Medicine (“HKAM”) invites interested companies to submit a request for proposal (RFP) for the facilities management service of HKAM Jockey Club Building at Aberdeen & warehouse premises at Tin Wan for a period of three (3) years commencing from 1 May 2023.

The general scope of service shall include but not limited to facility management services, tenancy management services, procurement services, customer services, technical and engineering support, cleaning services, security services, landscaping services, venue & event setup and management, etc.

Companies who wish to tender the above contract shall complete and return the **Reply to Tender Notice** to [tender@hkam.org.hk](mailto:tender@hkam.org.hk) before **12:00 noon on 25 November 2022**.

The document of RFP will be sent to the interested companies accordingly.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKAM.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKAM. HKAM is not bound to award any contract to any of those companies which have replied to this notice.

**HONG KONG ACADEMY OF MEDICINE**

21 November 2022

## Reply to Tender Notice

### HKAM/TR/2022/006: Provision of Facilities Management Service Contract

(Please complete and return this form to [tender@hkam.org.hk](mailto:tender@hkam.org.hk) and/ or fax: 2505 5577 before 12:00 noon on 25 November 2022. Should you have any queries, please feel free to contact Mr. Raymond Lo at 2871 8714.)

**We are interested to tender for the Facilities Management Service Contract of HKAM (2023-26).**

#### Part A. General Information of the Company

Full Company Name	
Year Established	
Registered Address	
Email Address	
Contact	(Tel. No.)
	(Email Address)
Contact Person/ Position	

#### 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, Company details, and
- b)  At least 1 on-going or completed job of property management in the past 5 years including provision of facilities or/and event support management services for a similar property with (not less than 17,500 sq. m (GFA) and using a building management system (“BMS”) or facility management (“FM”) system. Please provide evidence and information on the use of BMS or FM system, including the details and features of software used and areas of application.

Name of BMS or FM software	
Area(s) of application ➤ may tick (✓) more than one selection	<input type="checkbox"/> Work order Administration <input type="checkbox"/> Preventive Maintenance <input type="checkbox"/> Stock/ Inventory Management <input type="checkbox"/> Contract Management <input type="checkbox"/> Complaint Log <input type="checkbox"/> Venue Setup / Event Management <input type="checkbox"/> Others (please specific):

**Part C. Declaration**

(Please tick (✓) the appropriate boxes below and provide details as appropriate)

1. Is your company currently suspended or restricted (including voluntary suspended and restricted) under any of relevant government lists, lists of Hong Kong Housing Authority and Hong Kong Housing Society?

YES (please provide the details: \_\_\_\_\_)

NO

2. Is your company's business involving the provision of property management services falling within more than one category of services as prescribed by the Property Management Services Authority (PMSA) and the company and responsible staff have been included in the PMSA Registers?

YES (please provide the license no.: \_\_\_\_\_)

NO (please explain: \_\_\_\_\_)

Authorized Signature and Company Chop

\_\_\_\_\_

Date: \_\_\_\_\_

# **Facilities Management Service Contract for HKAM (2023-26)**

## **HKAM/TR/2022/006**

### **1. Invitation for Express of Interest (EOI)**

Hong Kong Academy of Medicine (HKAM) is inviting professional property and facilities management companies to express their interests in undertaking the facilities management for HKAM Jockey Club Building located at 99 Wong Chuk Hang Road, Hong Kong.

### **2. Description of HKAM**

The Building is built on the land of around 4,350 sq. m granted by the Government. Total covered floor area is around 17,500 sq. m. and the total building cost is HK\$230.3 million.

Officially opened in November 1998, the 10-storey building is used mainly for medical education and training purpose with part of it used as administrative offices. It is wholly owned by the Academy but the 4<sup>th</sup> floor has been allocated to the Medical and Dental Councils of Hong Kong.

The Academy also owns premises for about 420sq. m as archive offices in Hing Wai Centre, where four units are used as own storage as well two units will be rented out.

### **3. General Scope of Work**

The general scope of service shall include but not limited to facility management services, tenancy management services, procurement services, customer services, technical and engineering, cleaning, security, landscaping, venue & event setup and management, etc.

The successful tenderer is required to undertake this assignment by providing professional facility management services to ensure all the building services, utilities, ancillaries, fittings and fixtures are operated and maintained according to the best practice in the industry and meeting international standards.

The successful tenderer is also required to undertake other responsibilities such as capital and improvement works, tenancy administration, providing logistic supports to events and functions.

The successful tenderer is expected to deploy competent, qualified, suitably trained and experienced management personnel under a well-organized team structure with support from head office, applying modern, advanced management system and technique necessary to ensure all the daily operations from security, cleaning, landscaping, customer services to other high tech critical operations, as well as technical and engineering standards meeting the industry's best practice.

### **4. Term of Assignment**

The contract assignment shall commence with effect from 1 May 2023 for a term of three (3) years. HKAM has the option to extend the term of a further period of three (3) years subject the sole decision of HKAM.

### **5. Submission of Expression of Interest**

Interested company wishing to express interests in undertaking the facilities management service for HKAM is requested to complete and return Reply to Tender Notice.

### **6. Closing Date**

Late submissions or submission is NOT intended to be comprehensive in this EOI, you are advised to limit your submission to the items as requested.

All submissions are to be returned to [tender@hkam.org.hk](mailto:tender@hkam.org.hk) or fax: 2505 5577 before 12:00 noon on 25 November 2022.

In case a Black Rainstorm warning or typhoon signal no. 8 or above is hoisted between 9:00 am and 12:00 noon (Hong Kong Time) on the EOI closing date, the EOI closing time will be extended to 12:00 noon (Hong Kong Time) on the next working day (excluding Saturday).