

Addendum to Tender for Provision of Comprehensive Maintenance and Repair Services for Lifts and Escalators in Central Mail Centre of the Hongkong Post (Tender Ref.: HKP 202208)

supplies@hkpo.gov.hk <supplies@hkpo.gov.hk>
To: supplies@hkpo.gov.hk

Fri, Nov 25, 2022 at 9:04 AM

Dear Sir / Madam,

We refer to the above tender which was issued on 4 November 2022 and would like to inform you the amendment to the tender document is required. For details, please refer to the letter attached.

The above addendum shall form part of the tender document. Apart from the above, all other terms and conditions of this tender shall remain unchanged. **Please insert and replace the relevant pages by the sheet attached.**


You may wish to remind the interested parties that the Tender Closing Date is **22 December 2022**.

Thank you for your kind attention.

Kind Regards,
Supplies Section
Hongkong Post
Fax: 2347 5205



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 **HKP 202208 Addendum No. 1_Trade commissioner.pdf**
3135K

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Property Maintenance Works Section
5/F, Central Mail Centre
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Kowloon Bay, Kowloon, Hong Kong
Website: www.hongkongpost.hk

25 November 2022

To: Trade Commissioner / Consult Trade Officers

Dear Sir / Madam,

Tender Ref.: HKP 202208

**Provision of Comprehensive Maintenance and Repair Services for Lifts and Escalators
in Central Mail Centre of the Hongkong Post
Tender Addendum No.1**

I refer to the above tender which was issued on 4 November 2022 and would like to inform the following amendments to the tender document are required:

- (a) Content Page, Clauses 1.1, 1.2, 2.5.1, 2.6.1 and 2.7.2 of the Service Specifications (Page 2, 4, 5, 6, 29, 31 and 34) are amended; and
- (b) Clause 1.31 of the Service Specifications (P.21) is added.


I should be grateful if you would notify service providers who in your opinion will be interested in submitting a bid for our requirements.

The above addendum shall form part of the tender document. Apart from the above, all other terms and conditions of this tender shall remain unchanged. Interested service providers should insert and replace the relevant pages by the sheet attached.

Please remind interested parties that the Tender Closing Date is **22 December 2022 at 12:00 noon (Hong Kong Time)**. In case they have already submitted an offer and wish to revise their tender, they can do so by submitting their revised tender in paper form or electronic form according to Paragraphs 3 and 5 of the Terms of Tender of the tender document. **Late tenders will not be considered.**

Should you have any enquiry, please feel free to contact the undersigned at (852) 2908 0240.

Yours faithfully,



(Michelle KONG)

for Postmaster General

Encl.

- 1.22 Return of Surplus / Existing Materials, etc.
- 1.23 Clearance of Debris and Unwanted Materials, etc.
- 1.24 Environmental Requirement
- 1.25 Site Safety Requirement
- 1.26 Information to be submitted to the Government Representative
- 1.27 Remedy on Contractor's Failure to Perform
- 1.28 Contractual Probity
- 1.29 Use Permit
- 1.30 Resumption Permit
- 1.31 Safeguarding National Security

2 EXTENT OF WORKS

- 2.1 General Requirement
- 2.2 Site Co-ordination
- 2.3 On-call Maintenance and Emergency Repair Services
- 2.4 Performance Target on Maintenance Service
- 2.5 Regular Inspection and Servicing
- 2.6 Periodic Examination, Testing and Maintenance
- 2.7 Alteration, Addition and Improvement Works (A A & I Works)

3 PAYMENT

- 3.1 Payment Claim
- 3.2 Claim for Maintenance Service
- 3.3 Deduction of Maintenance Fee for Suspension of Service
- 3.4 Payment for Works Covered by Works Orders

1 GENERAL REQUIREMENTS

1.1 General

The Contractor shall attend fault call, inspect, service, repair, maintain, modify, supply, install, test and commission the lift and escalator installations to meet the functional requirements of various areas of the accommodation. All materials, equipment and appliances shall be originated from the original or reputable manufacturers.

All materials and workmanship shall comply with all relevant sections of the latest edition of the following and all current amendments thereto issued, unless otherwise specified on a particular works order or instructed by the Government Representative :-

- (a) General Specification for Building Services Installation in Government Buildings of the Hong Kong Special Administrative Region 2022 Edition issued by the Architectural Services Department;
- (b) Code of Practice on the Design and Construction of Lifts and Escalators (2021 Edition) issued by the Electrical and Mechanical Services Department;
- (c) Codes of Practice for Building Works for Lifts and Escalators 2011 (2020 Edition) issued by the Building Authority;
- (d) Code of Practice for Lift Works and Escalator Works (2021 Edition) issued by the Electrical and Mechanical Services Department;
- (e) Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment issued by the Fire Services Department;
- (f) Code of Practice for Energy Efficiency of Lift and Escalator Installations issued by the Electrical and Mechanical Services Department;
- (g) The Laws of Hong Kong, the Lifts and Escalators Ordinance (Chapter 618);
- (h) Design Manual: Barrier Free Access 2008 (2021 Edition) issued by the Building Authority;
- (i) Testing and Commissioning Procedure for Lift, Escalator and Passenger Conveyor Installation in Government Buildings of Hong Kong Special Administrative Region 2022 Edition issued by the Architectural Services Department;
- (j) Testing and Commissioning Procedure for Electrical Installation in Government Buildings of Hong Kong Special Administrative Region 2017 Edition issued by the Architectural Services Department;
- (k) Testing and Commissioning Procedure for Air-conditioning, Refrigeration and Mechanical Ventilation Installation in Government Buildings of the Hong

Kong Special Administrative Region 2022 Edition issued by the Architectural Services Department; and

- (I) General Specification for Building 2022 Edition issued by the Architectural Services Department.

The Contractor's attention is also drawn to the requirements of BS7671-The IEE Wiring Regulations for Electrical Installations, 18th Edition. All inspection, checking, adjusting, servicing, modifying, testing, maintenance and repairing services for those installations not exempted from such Regulations shall be carried out by competent persons provided by the contractor in a safe, prompt and workmanlike manner to the satisfaction of the Government Representative.

The Government Representative shall demand the Contractor to submit all necessary information to facilitate monitoring of compliance with the Construction Workers Registration in accordance with the requirements set out by the Government Representative.

1.2 Lift and Escalator Installation

The lift and escalator installation works shall comprise the design implementation, supply of the whole of the materials (except those supplied by Government) and labour necessary for carrying out the following works to the lift and escalator installations as listed in the Equipment Schedule in Appendix '8' and those subsequently added under covered by works order/site instruction:

- (a) Preventive and planned routine maintenance (including air conditioning units and associated ventilation fans for lift car and lift shaft if any) of the lift and escalator installations;
- (b) Attending emergency and/or fault call-out service;
- (c) Demolition of existing lift and escalator installations as directed by the Government Representative;
- (d) Comprehensive maintenance and repairs of, modification, alterations and additions to lift and escalator installations;
- (e) Testing and commissioning of the lift and escalator installations in accordance with the latest edition of Testing and Commissioning Procedure for Lift, Escalator and Passenger Conveyor Installation in Government Buildings of Hong Kong Special Administrative Region 2022 Edition issued by the Architectural Services Department, including the submission of the Testing and Commissioning Certificates and the Records of Tests.
- (f) Testing and commissioning of electrical installations in accordance with the latest edition of Testing and Commissioning Procedure for Electrical Installation in Government Buildings of Hong Kong Special Administrative Region 2017 Edition issued by the Architectural Services Department, including the submission of the Testing and Commissioning Certificates and

the Records of Tests.

- (g) Testing and commissioning of air conditioning installations in accordance with the latest edition of Testing and Commissioning Procedure for Air-conditioning, Refrigeration and Mechanical Ventilation Installation in Government Buildings of Hong Kong Special Administrative Region 2022 Edition issued by the Architectural Services Department, including the submission of the Testing and Commissioning Certificates and the Records of Tests.
- (h) Other associated builder's work, steel work or related works, such as the repairing of the pit sump pump system; air conditioning units for lift car, lift shaft ventilation fan, CCTV system; lift shaft and pit lighting and power system; cleaning of lift shaft, lift pit and escalator pit, etc., as instructed by the Government Representative, including the periodic inspection, testing and certification of the lift installation under the Lifts and Escalators Ordinance, Cap.618.

1.3 Voltage of the Equipment and Appliances Offered

The equipment and appliances offered shall be rated at 380 volts, 3 phase 4-wire/220 volts single phase two wire $\pm 6\%$ at 50Hz.

1.4 Shut-down of Lift and Escalator System

Shut-down of lift and escalator system at the premises or site concerned during execution of works shall be kept to minimum. The Contractor shall dispatch sufficient technical staff to execute diligently the works within 1 hour or as directed by the Government Representative.

If shut-down is deemed necessary and is not caused by any incident which required to be reported to Director of Electrical and Mechanical Services, the following guideline must be observed:

- a) Shut down of any installation must be strictly on need basis and resumed as soon as possible.
- b) Avoid shut down all lifts or escalators within Central Mail Centre at the

continue to be used and operated unless a resumption permit has been obtained. The Contractor shall provide every means such as isolating the power supply and provide suspension notice at the main landing to prevent inadvertent opening of lift or escalator by other persons.

1.31 Safeguarding National Security

Appearance or packing of goods or services containing any messages (whether, explicit and / or implicit) which will / may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security should strictly be prohibited.

- (ii) Total number of system fault for each call;
- (c) Fault Call Rectification :-
 - (i) Fault rectification time on each system fault;
 - (ii) Total time taken for the repair right from fault call received until fault rectified for each system breakdown (urgent or non-urgent fault repair);
 - (iii) Details of contingent measures taken or alternatives made, if applicable.

2.4.2 The monthly system "Service Availability" shall be maintained and should not be lower than 99%.

2.4.3 The "Response Time to Fault Call" shall be less than 1 hour (or 30 minutes if passenger is trapped) for any fault call, other than the target response time requirement specified in Clause 2.3 of this Service Specifications.

2.4.4 The Contractor shall deliver full maintenance and repair services in accordance with the performance targets of lift and escalator installations as specified in Appendix '7' to this Service Specifications.

2.5 Regular Inspection and Servicing

All planned maintenance works should be well planned, coordinated, equipped with sufficient staff and organized to the satisfaction of the Government Representative. All cost for all works required is deemed included in the itemized rates in the Schedule SR1 of Schedule of Rates.

2.5.1 Scope of Inspection and Servicing

The Contractor shall dispatch competent and specially trained technicians to each installation at least once a week according to the Maintenance Schedules given in Part 11 of the General Specification for Building Services Installation in Government Buildings of the Hong Kong Special Administrative Region which could be downloaded from the website of Architectural Services Department in terms of frequency and scope of work, to keep the installations in a clean, smooth, quiet and safe operating condition. The Contractor shall also check and clean the drain holes in the lift and escalator pits at the immediate point of exit from the said pits to ensure the drain provided is free from blockage due to any kind. The Contractor shall also clear all the debris and wastewater in the pit during their inspection. The Contractor shall report to the Government Representative for emergency repair any flooding happened in the pit during their maintenance work and attend the repair to be carried out by others.

The Contractor shall report any defects that he notices with the building fabric, cladding or the lighting/power socket, ventilation/air-conditioning in machine room, safety notices and signs, floor intersection guards and any safeguards for

reveal any items of unsatisfactory nature not included in the last preceding quarterly inspection report. Such interim report shall be submitted within seven working days of such inspection.

2.6 Periodic Examination, Testing and Maintenance

2.6.1 General

The Contractor shall carry out periodic examination including all kind of additional Brake Load Test, Mobilization and Demonilization of Dummy Load Test for Escalators, annual and every 5 years testing and maintenance for every lift and escalator in accordance with those stipulated in the provisions of the latest edition, at the time of implementation of the Contract, without any additional charge, of the following:-

- (a) Lifts and Escalators Ordinance, Cap. 618.
- (b) Code of Practice for Lift Works and Escalator Works.
- (c) Maintenance Schedule in Part 11 of the General Specification for Building Services Installation in Government Buildings of the Hong Kong Special Administrative Region.
- (d) Any other regulation or by-law of any local or other duly constituted authority, including all EMSD requirements, which may be applicable to such tests or not.

and in the presence of Registered Lift or Escalator Engineer and/or witnessed by the Government Representative. The Registered Lift Engineer shall submit the duly signed Form EMSD/LE11 or Form EMSD/LE12 to the Director of Electrical and Mechanical Services, with copy to the Government Representative, for issuance of use permits annually at their expense. The use permit shall be displayed in a certificate frame as mentioned in Clause 1.29.

Should there be any amendment of the above after the implementation of the Contract which results in additional maintenance cost being incurred, the Contractor shall submit a quotation indicating details of the additional cost involved to the Government Representative for consideration.

2.6.2 Submission of Programme

Within 6 weeks of the commencement of the Contract and the first week of each subsequent contract year thereafter, the Contractor shall submit his tentative programme covering the periodic examination and testing for all lifts and escalators for the whole contract year. The programme shall be formulated so as to minimize interruption of lift or escalator services and the inconvenience to the users.

For new maintenance work added to the Contract by future site instructions, the Contractor shall submit an individual programme to the Government

and technical information for materials/parts/components offered, fully priced and with sufficient and satisfactory documentary evidence in support of the quotation.

The Government reserves the right to reject the Contractor's offer if considered unreasonable due to high "star rates" for non-scheduled items and/or inferior quality of materials/parts/component offered, and to put the said Works out for tender and employ another registered installation contractor to undertake the Works, even though such works will be connected to the system under the maintenance of the Contractor. When such works are completed to the satisfaction of the Government Representative, the Contractor shall be obliged to take the works into maintenance along with the original system. A site instruction will be issued by the Government Representative for this purpose.

2.7.2 Nature of Works

For all AA & I Works, the Contractor shall include all costs for labour and materials to supply and install, test and commission the part of system that has been altered or added by him as well as maintaining the completed work half year at no extra cost, or until 6 months after the expiry of Contract Period, whichever period is shorter. The Contractor shall be required to carry out all necessary works in the Defect Liability Period as specified in the current edition of the General Specification for Building Services Installation in Government Buildings of the Hong Kong Special Administrative Region. The quality of material used and workmanship shall be in compliance with the same Specification.

Upon completion of the Works, the Contractor shall submit a maintenance plan for the above Works to the Government Representative for approval and shall provide two copies of equipment operation and maintenance manual(s) together with relevant drawing(s) where applicable to the Government Representative for record purpose.

Where the extent of Alteration, Addition or Improvement Works is such that it affects the original classification of the installation, the Contractor shall initiate such actions and submit the relevant forms to the Director of Electrical and Mechanical Services Department as required by the Lifts and Escalators Ordinance, Cap. 618. The costs on the preparation of submission are deemed included in the quotation.