

CONDITIONS OF TENDER

TENDER FOR THE PROVISION OF CLEANING SERVICES

All Tenderers are advised to carefully read the instructions contained herein prior to preparing their tender submission. These instructions are Conditions of Tender and any tender which does not follow these will be considered incomplete and may be disqualified.

1. Tender Documents

1.1 The tender documents issued consist of :-

- a) one complete set of contract documents comprising
 - I) Form of Tender
 - II) Service Agreement
 - III) First Schedule
 - (a) Description of Building
 - (b) Public and Common Area
 - (c) Tenanted Area
 - IV) Second Schedule (Scope of Services)
 - (a) Public and Common Area Cleaning
 - (b) Tenanted Area
 - (c) Cleaning Method
 - V) Third Schedule - Deployment of Manpower
 - VI) Fourth Schedule – Details of Cleaning Equipments
 - VII) Schedule – Tender Rates

- b) a duplicate copy of the Form of Tender

2. Invitation to Tender

2.1 Tenderers are invited for the provision of cleaning services to CLI Building, 313 Hennessy Road, Wanchai, Hong Kong.

3. Tender Preparation

- 3.1. All tender documents must be completed in English and in ink or typescript and submitted in the manner stipulated.
- 3.2. Tenderers must submit all necessary supporting documents/information required under the tender. Failure to comply with this requirement may render the tender invalid.
- 3.3. Any alteration or modification to the tender document considered necessary by the Tenderer shall be the subject of a separate letter accompanying the tender, and the Head Tenant of CLI Building shall, in its absolute discretion, decide whether such alteration or modification will be made. The tender should be made, however, on the full understanding by the Tenderer that the terms of the tender document shall otherwise apply, and the Tenderer should therefore base the tender on such terms.

4. Basis of Acceptance

- 4.1 Tenderers should note that their offers will be considered on a complete overall basis. Tenders with only partial quotations will not be considered.

5. Accuracy of Tender Prices

- 5.1 Tenderers should make certain that the prices quoted are accurate before submitting their quotations. Under no circumstances shall the Head Tenant of CLI Building be obliged to accept any request for price adjustment on grounds that a mistake has been made in the tender prices.

6. Price Quoted

- 6.1 All prices quoted in the tender shall be in Hong Kong Dollars and, if accepted by the Head Tenant of CLI Building, shall remain valid and binding for the duration of the contract.

7. Tenderer's Response to Savills Taiping Property Management Limited and/or Sunnoon Development Limited and/or China Life Insurance (Overseas) Company Limited of CLI Building's Enquiries

7.1 In the event that Savills Taiping Property Management Limited and/or Sunnoon Development Limited and/or China Life Insurance (Overseas) Company Limited determines that clarification of any tender is necessary it will advise the tenderer accordingly, indicating whether the tenderer should supplement its tender. Each tenderer shall, thereafter, within 5 working days or such period as specific in the request for clarification submit such information in the form provided.

8. Site Visit

8.1 Tenderers are recommended to attend the site visit to the venue in order to acquaint themselves with the requirements of Savills Taiping Property Management Limited and/or Sunnoon Development Limited and/or China Life Insurance (Overseas) Company Limited and to determine the scale and costs of the services to be provided.

9. Tender Documentation

9.1 The Tender shall be enclosed in a sealed envelope with company chop, addressed, endorsed and deposited as required under our invitation to Tender Letter and shall consist of:-

- a) The Form of Tender, fully completed, signed, witnessed and dated.
- b) The Duplicate of the Form of Tender fully completed, signed, witnessed and dated.
- c) The Form of Tender shall be accompanied by two sealed envelopes with company chop marked "Qualifications" and "Quotation".

9.2 The information relating to the following shall be placed in the envelope marked

“Qualifications”:-

- i) A certified true copy of the Audited Accounts and information on Liquidity and Leverage Ratios for the last 3 years;
- ii) Particulars of company/business organisation as follows:-
 - Years of establishment : _____
 - Number of employees
(managerial, clerical, support): _____

The tenderer must demonstrate that he/she has not less than 1,000 employees.

iii) Track Record

The tenderer must demonstrate that he/she has not less than 5 years' experience in providing cleaning services for commercial property; not less than 3 years' experience in providing cleaning services for commercial property with area not less than 300,000 sq. ft.; and submit a full list of current projects undertaken and scope of services. The tenderer is to provide 3 reference/recommendation letters from current clients, dated within the last 3 months.

iv) Quality Statement

The Tenderer is to submit a Quality Statement with the details of measures intended to provide the Employer with a high quality service and the measures that he/she will implement to ensure that a high standard of service is maintained throughout the contract period.

v) Environmental Issues

The Employer is committed to minimising the negative impact on the environment of its business and related activities, as well as promoting environmental protection to its staff and clients. The tenderer is to produce evidence to indicate that he/she has environmental programmes in place, particularly in respect of waste management, waste-recycling programmes and in the use of cleaning materials.

vi) Organisational Chart/Reporting Structure

The tenderer is to submit an organisational chart showing the details of senior management/supervisory personnel in the Tenderers head office from top down and a flow chart illustrating the proposed reporting structure of the Contract.

vii) Uniform

Tenderers are to provide specification and photographs of uniform and identification for male and female cleaners and supervisors. Such uniform must reflect the high quality management, and image of the CLI Building as a prestigious commercial development.

The Employer and its representative reserve their right to request the successful contractor to provide specially designed uniform to the contractor's workmen on site without extra cost to the Employer. Any such request must be dealt with by the contractor in an expeditious manner.

9.3 In the envelope marked "Quotation", the duly completed tenders documents, must be enclosed.

10. Award of Contract

10.1 The successful tenderer will receive a letter of acceptance from The Head Tenant of CLI Building ("China Life Insurance (Overseas) Company Limited") and/or Savills Taiping Property Management Limited prior to the execution of the Articles of Agreement in this tender document. This letter of acceptance shall constitute a binding contract.

11. Tender to Remain Open

11.1 The tender shall remain open for not less than 120 days after the tender closing date.

12. Saving

12.1 The Head Tenant of CLI Building shall not be bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender.

13. Tenderer's Enquiries

13.1 For verbal enquiries, please contact Ms. Ivy Ho at 2157 1483 (common area) or Mr. Steven Zhu at 2812 4520 (tenanted area).

14. Tender Submission

14.1 The tender shall be submitted to the tender box located at 24/F, CLI Building, 313 Hennessy Road, Wanchai, Hong Kong by 22 December 2021 at 3pm.

FORM OF TENDER

To : Sunnoon Development Limited
c/o China Life Insurance (Overseas) Company Limited
24/F
CLI Building
313 Hennessy Road
Wanchai, Hong Kong

Dear Sirs

We offer to undertake the cleaning work in respect of the CLI Building, 313 Hennessy Road, Wanchai, Hong Kong in conformity with your Service Agreement and the Enclosure attached hereto for a charge per month as per the Fifth Schedule of the Service Agreement.

We shall insure against all liability arising under Item (19) to (22) of your attached Service Agreement.

This tender together with your written acceptance thereof shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest tender or any other tender that you may receive.

APPENDIX

Period of Contract : Thirty Six (36) months from 1st March 2022 to 28th February 2025; terminable upon one month's notice by Savills Taiping Property Management Limited on behalf of Sunnoon Development Limited and China Life Insurance (Overseas) Company Limited.

Monthly charge to be paid monthly in arrears.

“Qualifications” envelope is enclosed and the following documents are also included:

1. Certified true copy of the Audited Accounts and information on Liquidity and Leverage Ratios for the last 3 years:-

Audit Period : _____

Audit Firm : _____

2. Declaration of whether major work accident happened within 24 months from the contract commencement date.

3. Supporting of not less than 3 years' experience in providing cleaning services for commercial property with area not less than 300,000 sq. ft.:-

Period : _____

Name of the Commercial Property : _____

Yours faithfully : _____
Contractor's Signature : _____
Contractor's Name (Print) : _____
Designation : _____
Name of Contractor : _____
Address : _____

Date : _____

(Note : The appendix forms part of the tender)

**ARTICLES OF AGREEMENT
TENDER FOR THE PROVISION OF CLEANING SERVICES**

This Agreement is made on the _____ day of _____ 2021

BETWEEN

**SUNNOON DEVELOPMENT LIMITED
CHINA LIFE INSURANCE (OVERSEAS) COMPANY LIMITED
c/o SAVILLS TAIPING PROPERTY MANAGEMENT LIMITED
(herewith referred to as “the Employer” of one part)**

AND

(herewith referred to as “the Contractor” of the other part)

For : CLI Building, 313 Hennessy Road, Hong Kong

Commencing : 1st March 2022

Expiring : 28th February 2025

Now, it is hereby agreed as follows :-

GENERAL CONDITIONS OF CONTRACT

- 1) In this agreement the following definitions shall apply: -
 - The Building Means the Building listed in the First Schedule.
 - The Work Means the services listed in the Second Schedule.
- 2) Transfer or Assigning Agreement The Contractor is prohibited from transferring or assigning, directly or indirectly, to any person or persons whatsoever any part of this Agreement. The Contractor shall submit the names of all Sub-Contractors to the Employer for approval.
- 3) Sub-Contractor and Agents The Contractor shall remain responsible for the acts and omissions of all his Sub-Contractors, their agents, servants and workmen as fully as if they were the acts and omissions of the Contractor, his agents, servants and workmen.
- 4) Variations
 - a) The Employer shall have power to vary the work described in the schedule and no variation shall vitiate the Agreement.
 - b) No payment shall be made by the Employer to the Contractor in respect of any variation on the Agreement unless the Contractor receives a written order from the Employer prior to the commencement of the work involved in such a variation.
- 5) Notices & Instructions Any notice or instructions to be given to the Contractor under this Agreement may be served by sending:-
 - a) The same by post (or registered post) to or by leaving the same at the Contractor's registered office.
 - b) All notices and instructions by post shall be deemed to have been duly served two days after posting.
 - c) Any notice to be given to the Employer under this Agreement may be served by sending the same by registered post to or by leaving the same at the Employer's registered office.
- 6) Order & Control of Work The Employer shall have full power and authority to issue such instructions as he may reasonably deem necessary for the order of proceeding and carrying out the works including specifying the times at which the work is to be carried out.

- 7) Provision of Labour
- a) The Contractor shall provide skilled labour and a competent supervisor whilst carrying out work detailed in this Agreement.
 - b) Such personnel shall sign in and out at the management office of the Building each day and will comply with all reasonable instructions or directions given to them by the Employer whilst working on or in the Building.
 - c) Labour provided by the Contractor will be of such a mental and physical ability as would lead the Employer reasonably to believe they are capable of carrying out the works contained in this Agreement. The final decision of such ability to rest with the Employer.
 - d) The Employer may request the Contractor to remove any labour provided if in the reasonable opinion of the Employer such labour is unsuitable for the task. A refusal to abide by this request will be considered to be a breach of the terms of this Agreement.
 - e) All work carried out by such personnel shall be performed to the satisfaction of the Employer. For this purpose, inspections may be conducted at any time through the Building at the discretion of the Employer and at which the Contractor must be present. At this time all floor drains will be checked to ensure that the trap seals operate efficiently and effectively.
 - f) Notwithstanding sub-paragraph (b) above such personnel shall at all times be deemed to remain under the direct supervision and control of the Contractor.
 - g) The Contractor shall arrange mobile service team support at contractor own cost to complete the monthly cleaning items if necessary.
- 8) Tackle, etc
- The Contractor shall provide all necessary tackle, scaffolding, plant tools, protective sheets and all other requisites necessary for the completion of the work.
- 9) Materials
- Unless otherwise stated the materials throughout shall be to the approval of the Employer.
- 10) Additions Deletions and Alterations
- The Employer shall have the right to terminate the Agreement in respect of any of the works either included in the Schedules hereto or which have subsequently been added to the Agreement with one month's written notice.

- 11) Damage to or Loss of Equipment
The Contractor shall make good (or at the discretion of the Employer pay to the Employer the costs of making good) any loss or damage caused to the equipment or other property situated in the Building arising out of the execution or purported execution of any work on this contract within a period of one month from first being notified of the defect.
- 12) Prior Termination
The Agreement may be terminated at any time by the Employer by giving :-
- a) One month's written notice if in the reasonable opinion of the Employer the Contractor has consistently failed to provide a satisfactory service PROVIDED ALWAYS that the Contractor shall have been given at least 28 (twenty-eight) days preliminary notice by the Employer calling upon him to improve his standard of service.
 - b) Forthwith upon written notice if the Contractor commences to be wound up (not being a member's voluntary winding up for the purpose of amalgamation or reconstruction or carries on his business under a Receiver for the benefit or his creditors or any of them).
- The rights and obligations of the Contractor shall cease upon the termination or expiration of the Agreement but such events shall not affect any rights of action which have already arisen.
- 13) Remuneration
- a) All payments due under this Agreement shall be made and paid in Hong Kong Dollars (after deduction of tax and bank charges if any) by cheque to the Contractor.
 - b) The Employer reserves the right to withhold any payment if the work to which it relates has not been carried out satisfactorily.
- 14) Penalty
The Employer reserves the right to deduct payment from the Contractor should the work not be carried out satisfactorily or should the manpower be less than as stipulated in the Third Schedule of this Agreement.
- The Employer reserve the right to deduct part of the contract sum in case there is shortage of manpower after 3 consecution days without prior approval. The penalty amount will be calculated based on the following method:-
- Shortage of manpower (in man hour) x Cleaner Salary (Unit Rate of Salary indicated in the Fifth Schedule) x 1.5

- 15) Government Regulations It is the Contractor's responsibility to comply with all Government Regulations. In particular the Contractors attention is drawn to the Construction Sites (Safety) Regulations issued under the Factories & Industrial Undertakings Ordinance and he shall ensure that in particular proper safety precautions are taken, especially when working from exposed heights.
- 16) Transportation All transportation incurred by the Contractor in connection with the Agreement or parts, thereof, shall be borne by the Contractor. Furthermore, employees of the Contractor are NOT permitted to use the passenger lifts for any purposes, unless the service lifts are out of order or in use during refuse collection. All garbage and cleaning equipment/ materials may only be carried via the service lifts.
- 17) Compliance with Statutory Rules The Contractor shall carry out all work within this Agreement in strict accordance with the Laws, Ordinances, Regulations, Orders and By-Laws of Hong Kong Special Administration Region which have a bearing upon the contractors' performance and duties.
- 18) Employee's Compensation Claim The Contractor will indemnify the Employer from and against all claims for compensation under the Fatal Accidents Ordinance, the Employee's Compensation Ordinance or at Common Law by any workmen employed in the execution of the said works whether in his/their employ or in the employ of any Sub-Contractor whether such Sub-Contractor be employed or engaged directly by him/them or by or under any other Sub-Contractor engaged in the said works.
- 19) Employee's Compensation Insurance The Contractor shall maintain and cause every Sub-contractor to maintain such insurance policies as are necessary to cover all liability in respect of all employees and other persons who may be employed on the works. A premium will be payable by the Contractor.
- The Employee's Compensation Insurance policies are to be taken out with an Insurer to be approved in writing by the Employer and the policies and receipts are to be deposited with the Employer prior to commencement of the work.
- The policies must be issued on a "Joint Policy" basis, i.e. the policy should be issued in the name of the "Main Contractor and of all Contractors whilst engaged about the Business".
- The policies must be issued on an unlimited liability basis in respect of claims arising at Common Law.

- 20) Insurance of the Work & Public Liability Insurance
- The Contractor shall effect and maintain for the benefit of and in the joint names of the Employer and the Contractor and/or Sub-Contractor an Insurance policy covering liability at law for accidental third party bodily injury and/or property damage, including that of the Employer, arising out of the execution of the Agreement other than the following excesses :-
- a) HK\$10,000.00 in respect of damage to property owned by the Employer.
- b) HK\$5,000.00 in respect of all other damage or injury.
- the amount of excess being the responsibility of the Contractor.
- Such insurance shall be for a limited Indemnity of HK\$30 million in respect of any one occurrence.
- 21) Period of Insurance
- The period of Insurance of the Employee's Compensation and Public Liability Insurance Policies shall be for the period of the Agreement.
- 22) Other Insurance
- The Contractor shall effect & maintain and in the manner to be prescribed, such other Insurance policies as the Employer may from time to time determine.
- 23) Gratuities
- No gratuity will be paid by the Employer to the Contractor or his staff on the occasion of Chinese New Year or at any festive occasion throughout the year and the Contractor or his staff shall not solicit any such gratuities either directly or indirectly from the Employer, the Employer's staff, tenants or occupiers of the Building.
- 24) Variations and Fluctuations
- The Employer shall have power to vary the work described under Contract Schedules attached as and when required and no such variation shall vitiate his/her Contract.
- Additional cleaning work may be added to this Contract, from time to time, at the rates entered by the Tenderer in the Schedule attached hereto. If no rate so entered is applicable, a new rate is to be agreed between the Parties.
- The Employer and the Employer's Representative(s) shall have the right to revoke any Variation before the Contractor commences work.

- 25) Machinery and Materials The Contractor shall provide all necessary machinery including bio degradable garbage bags, cleaning materials, wet vacuum machines etc for the proper execution of the work. Such machinery and materials shall be of a high standard and suitable for use in the Building. Specific space will be provided for the storage of machinery and materials and on no occasion are machines and materials to be left anywhere else in the Building. From time to time the Contractor shall provide the Employer with a schedule of machinery and materials being used in the performance of the Contract.
- 26) Recovery of Sums Due Whenever under this Contract any sum of money shall be recoverable from or payable by the Contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this Contract.
- 27) Summary Termination 27.1 The Employer may, at any time by notice in writing, summarily terminate the Contract without compensation to the Contractor on any of the following grounds:-
- a) If the contractor:-
 - i) has abandoned the Contract;
 - ii) is not, in the opinion the Employer's Representative(s), executing the service in accordance with the Contract or is persistently or flagrantly neglecting to carry out his/her obligations under the Contract.
 - b) If the Contractor shall at any time be adjudged bankrupt, or shall have a Receiving Order or Order for Administration of his estate made against him or shall take any proceedings for liquidation or composition under any Bankruptcy Act for the time being in force, or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport so to do, or
 - c) If the Contractor, being a company, shall pass a resolution, or the court shall make an order for the liquidation of its affairs, or a Receiver, or Manager on behalf of the debenture holders, shall be appointed.

Provided always that such determination shall not prejudice or effect any right of action or remedy which shall have accrued or shall accrue thereafter to the Employer and provided always that the Contractor shall claim no compensation whatsoever from the Employer.

27.2 In any of the cases for which the three preceding sub- clauses a) - c) provide, or in any case where in the opinion of the Employer's Representative(s) the Contractor is not satisfactorily performing his duties, the Employer may, without prejudice to the right to summarily terminate the Contractor employed and pay another Contractor or engage its own cleaning staff to carry out and complete the work and may purchase all materials necessary for the carrying out of the work. In such cases, the value of the work done shall be assessed by the Employer and the Employer shall have the right to recover such sums from the Contractor in accordance with clause 26.

- 28) Typhoon Precautions and Emergency The Contractor's Site Manager, Shift Supervisors and workers should assist to protect the Building against damage on the advent of typhoon or other natural disasters. In the event that typhoon signal no. 8 or above is hoisted, an emergency team of not less than 2 male workers will remain on duty in the Building on a 24-hours basis for emergency cleaning purposes with no extra cost.
- 29) Security Before commencement of the Contract, the Contractor shall deposit a list of all personnel to be engaged for the work with the Employer's Representative(s). Such list shall contain the names together with their roles, addresses and Hong Kong Identity Card numbers.
- 30) Uniform The Contractor's Shift Supervisors and workers are required to wear proper uniforms and company identity cards approved by the Employer at all times.
- 31) Submission of Job Sheets The Contractor will submit job sheets in respect of all weekly, monthly, quarterly or other non-daily works defined in the Second Schedule.
- 32) Programme of Works
- 32.1 Upon signing of the contract, contractor shall submit a master programme of works to the Employer for approval. This programme shall be strictly complied with.
- 32.2 The Contractor shall properly organise the Works to fulfil the approved programme.
- 32.3 The submission to and approval by the Employer of such a programme (and revisions if applicable) shall not relieve the contractor of any of his/her duties or responsibilities under the Contract.
- 32.4 The contractor shall update his programme upon request by Employer during the course of Contract.

- 33) Property Belonging To the Tenants, Employer and the Employer's Representative(s) The Contractor shall not take away any property on or around the area of work belonging to the Tenants, Employer and/or the Employer's Representative(s).
- 34) Early Termination It is, hereby, agreed that the probation period for the contract is three (3) months from the commencement of Contract. The Employer may at any time during such period terminate this Contract without any compensation to the Contractor by giving 14 days' prior written notice to that effect to the Contractor. It is further agreed that the Employer may at any time after the probation terminate this Contract without any compensation to the Contractor by giving one month's prior written notice to that effect to the Contractor.
- 35) Attendance Record The Contractor shall keep a daily attendance record which each and every employee of the Contractor shall be required to sign at the beginning and the end of their relevant shift and such attendance record will be supplied to the Employer upon demand.
- 36) Contractor's Site Office Space will be provided where available by the Employer within the Building for the storage of materials and equipment as necessary for the performance of the Contract.
- 37) Dispute Any dispute under this Contract shall be dealt with in accordance with Arbitration Ordinance Chapter 341.
- 38) Performance Bond The Contractor shall within thirty (30) days of the award of this Contract provide Sunnoon Development Limited and China Life Insurance (Overseas) Company Limited with a demand Performance Bond in a form and from a banker or other institution approved by the Employer in the sum of 10% of the contract sum.
- 39) Quality Services It is the intention that the employees who work with the Contractor provide at all times the best possible level and standard of service to the occupants of the CLI Building.

As witness by the hands of the parties hereto the day and year first above written.

Signed by : _____
Savills Taiping Property Management Limited
for and on behalf of Sunnoon Development Limited and China Life
Insurance (Overseas) Company Limited
in the presence of :-

Witnessed by : _____

Signed by : _____
For and on behalf of
in the presence of :-

Witnessed by : _____

FIRST SCHEDULE

A) **Building** : CLI Building, No.313 Hennessy Road, Wanchai, Hong Kong

B) **Public and Common Area**

It should cover all the common parts of the Building, which will include but will not be limited to the following: -

- 1) Corridors
- 2) Lift Lobbies
- 3) Lifts (including Cargo Lifts)
- 4) Escalators
- 5) Toilets and sinks
- 6) Staircases (internal and external, including handrails landings, pipings, lighting fixtures, and the doors thereto)
- 7) Internal surface of window glazing for G/F
- 8) Entrance including the external face of shop display windows and doors
- 9) Carpark and Loading Bay
- 10) Building surrounds
- 11) Roofs
- 12) Management Office and Information Counter
- 13) A/C control rooms
- 14) Miscellaneous Area includes: -
 - a) Mechanical (Relief) Floor and Plant rooms including: -
 - i) Air Handling Unit Rooms
 - ii) Meter Rooms
 - iii) Telephone ducts
 - iv) Switch Rooms
 - v) Lift Motor Rooms
 - vi) Lift Machinery Rooms
 - vii) Generator Rooms
 - viii) MDF Rooms

C) **Tenanted Area**

- 1) Offices, Shops G2-3 at G/F and Shop G5 at G/F
- 2) Pantries
- 3) 2/F Customer Service Centre
- 4) Internal window glazing and mullions of offices

SECOND SCHEDULE

(SCOPE OF SERVICES)

A) PUBLIC AND COMMON AREA

日常清潔 (星期一至星期五)

工作時間	崗位	工作內容	工作頻次
(08:00 – 18:00)	清潔員 1	清掃大廈外圍、停車場及更亭	循環工作
		清倒垃圾桶	循環工作
		清潔 5/F 寫字樓	循環工作
		清潔 5/F 茶水房	循環工作
		清掃後樓梯及清抹扶手	每日一次
		清理各層貨運升降機大堂 垃圾及紙皮	循環工作
(07:00 – 17:00)	清潔員 2	G/F 大堂停車場清潔	循環工作
		抹扶手梯, 清潔 G/F 洗手間	
		清潔及消毒客層客用升降機控制	
		清潔 G/F 大堂及停車場, G/F 貨用升降機大堂	
		G/F 大堂清潔及車場, G/F 貨用升降機大堂	
		清理各層大堂	
G/F 大堂清潔			

日常洗手間清潔 (星期一至星期五)

工作時間	崗位	工作內容	工作頻次
(07:00 – 07:30)	清潔員 3-4	25/F – 22/F 主力清潔	每日兩次
(07:30 – 08:00)		21/F – 18/F 主力清潔	
(08:00 – 08:30)		17/F – 14/F 主力清潔	
(08:30 – 09:00)		13/F – 10/F 主力清潔	
(09:00 – 09:30)		9/F – 6/F, 2/F 主力清潔	
(09:30 – 11:00)		補充 25/F – 2/F 廁紙, 搵液, 抹手紙及小清潔	
(12:00 – 12:30)		25/F – 22/F 主力清潔	
(12:30 – 13:00)		21/F – 18/F 主力清潔	
(13:00 – 13:30)		17/F – 14/F 主力清潔	
(13:30 – 14:00)		13/F – 10/F 主力清潔	
(14:00 – 14:30)		9/F – 6/F, 2/F 主力清潔	
(14:30 – 16:00)		補充 25/F – 2/F 廁紙, 搵液, 抹手紙及小清潔	

每週清潔

工作時間	崗位	工作內容	工作頻次
星期六	清潔員 1-4	深層清潔 G/F 玻璃、地面	每週一次
		清潔停車場	
		深層清潔各層男女洗手間	
		清倒垃圾桶	
		清潔排所有水溝 / 渠口	
		清潔升降機機內高位及地坑	
星期日及公眾假期	清潔員 1	消毒清潔各層客運升降機大堂	循環工作

每月清潔

1. 噴灑式滅蟲服務。
2. 為地下大堂及各層大堂的雲石地台打蠟。

B) TENANTED AREA

日常清潔 (星期一至星期五)

工作時間	崗位	工作內容	負責樓層
(07:00 – 09:00)	清潔員 1	抹淨所有出入口大門、門框及門上名牌	2/F, 16/F, 19/F 及 20/F (19/F 需於 08:30 完成)
(07:00 – 16:00)	清潔員 2	抹淨所有房間(包括會客室及會議室)、職員寫字檯、空置寫字檯、間隔(包括玻璃及鏡鋼)、各式櫃子(包括文件櫃、木櫃等)、電話、各式文儀設備等	6-13/F, 18-20/F 及 22-25/F
	清潔員 3	抹淨職員座椅及梳化	
(15:00 – 16:30)	清潔員 4	抹淨茶几	22-25/F
(14:00 – 16:00)	清潔員 5	抹淨茶水間內木櫃、不鏽鋼盆、雪櫃、微波爐、蒸餾水機、熱水爐(如有)等	6-9/F, 13/F, 18/F 及 20/F
	清潔員 6	掃淨所有膠地板及雲石地台，並使用吸塵機清潔地毯 清走所有垃圾桶內之廢棄物，並抹淨垃圾桶及更換新垃圾膠袋	14-17/F 及 21/F

每週清潔

工作時間	崗位	工作內容	負責樓層
星期六	清潔員 1-6	深層清潔寫字樓範圍	每週一次

每月清潔

1. 掃抹潔淨各類型窗簾及窗台。
2. 掃淨地台，並重劃清潔地毯污漬。
3. 噴灑式滅蟲服務。
4. 為 10 樓至 12 樓單位內的雲石地台打蠟。
5. 掃抹潔淨天花、冷氣風口、回風口百葉及照明裝置。

每季清潔

1. 掃抹潔淨消防滅火喉塵埃。
2. 清洗各層地毯。

C) CLEANING METHODS

- 1) Buffing
Includes machine buffing with bristle and or pad and periodic use of steel wool or spun nylon to remove traffic marks or heavy soiling until the buffed surface has a completely clean, uniform appearance and an even, glossy finish on a polished surface.
- 2) Cleaning Wall
Surface Painted, papered or wooden wall surfaces are never to be wet cleaned except by special instruction, and are only to be dry cleaned by light feather dusting to the full height.
- 3) Damp Mopping
Includes cleaning of floor or other surfaces with yarn or sponge mops, warm or cold water and detergent or stain removal agents if required, using the minimum of water until the mopped surface is free from dirt, dust, debris and surplus water.
- 4) Damp Wiping
Removal of grease, finger marks or using film from painted or other surfaces, using soft cloth rinsed and cleaned in a solution of mild detergent and warm water which is wrung out before use.
- 5) Dry Mopping
Includes light polishing of non-trafficked areas, usually, of polished floors with a light impregnated polishing mop.
- 6) Dusting
Includes use of impregnated or damp dusters or hand mops, feather whisks or vacuum dusting with appropriate nozzles, until the dusted surface is free from visible dirt, dust, cobwebs, stains or marks.
- 7) Floor Dry Cleaning
Machine cleaning to remove traffic marks and embedded dirt, using steel wool or spun nylon and emulsion or spirit wax. Machine to be fitted with vacuum pick-up to remove grit, dust etc., leaving the surface clean, bright and even.
- 8) High Dusting
Removal of dust, cobwebs, etc., from walls, ceiling and other surfaces above normal reach from floor level using dry mops, dusters or feather whisks or vacuums with appropriate nozzles. Including the cleaning of light fittings with damp leathers and dry duster polishing until free from dust, cobwebs and visible marks.

- 9) Metal Cleaning Includes hand cleaning of metal surfaces, particularly door and window fittings and certain false ceilings, until the surfaces are without deposits, tarnish or stains and have a uniformly bright appearance, (metal polishes may only be used subject to approval, having regard to the effect of some metal polishes upon plated surfaces).
- 10) Primary Waxing Includes the application of two coats of approved base emulsion seal or water emulsion wax with a clean applicator or two coats of liquid spirit or paste wax over the entire area after wax removal with light buffing between coats.
- 11) Scouring Includes cleaning of glazed sanitary ware, using spun nylon pads or sink swabs with non-abrasive cleaning powder or liquid to remove all marks, stains and accumulations, (no acid may be used except by special instructions).
- 12) Scrubbing Includes cleaning floors or other surfaces with a nylon brush or an approved agitating type machine with detergent solution followed by clear water rinse and pick-up or removal of liquid until the scrubbed surface is without embedded dirt, film stains, marks and standing water with a clean even appearance.
- 13) Sweeping Includes hand brushing, with or without dust arresting compound, by impregnated mops, or mechanical brush/vacuum sweeping to remove all dirt, dust, debris and grit without damage or disfigurement of furniture, doors and skirting.
- 14) Touch-Up Application of wax in heavy traffic areas between waxings, including damp mopping and drying of entire area prior to application to wax, and buffing of entire area after application of wax.
- 15) Wax Removal Includes removal of all wax or other polish from a floor surface down to the floor material, using approved stripping compounds and hand rubbing or spun nylon agitation, followed by clear water rinse and pick-up immediately after until the floor is without dirt, stains, deposits, cleaning solution, wax or polish, and the floor has a bright appearance when dry.

THIRD SCHEDULE

A) Deployment of Manpower by Grade and by Shift

Note: At least one supervisor to be employed in each shift.
The specified manpower is the minimum requirement from the Employer.

CLI BUILDING

a) PUBLIC AND COMMON AREAS:

1 Full Time Forman working from 0800 – 1800 hours daily

1 Full Time Cleaner working from 0700 – 1700 hours daily

2 Full Time Toilet Attendants working from 0700 – 1700 hours daily

b) TENANTED AREA:

1 Cleaner working from 0700 – 0900 hours daily

2 Cleaners working from 0700 – 1600 hours daily

2 Cleaners working from 1400 – 1600 hours daily

1 Cleaner working from 1500 – 1630 hours daily

Remarks: Monthly and quarterly cleaning service to be carried out by mobile team if necessary.

If extra manpower required, the unit rate will be:

1 Full Time Cleaner: _____ (Daily rate)

1 Part Time Cleaner: _____ (Hourly rate)

FOURTH SCHEDULE

DETAIL OF CLEANING EQUIPMENT

(To be supplied by the Contractor and housed in the Building for use by the Contractor)

The Contractor shall complete the following tender summary details:

<u>TYPE</u>	<u>NOS.</u>	<u>PURPOSE</u>	<u>MANUFACTURER</u>	<u>AGE</u>	<u>REMARKS</u>

FIFTH SCHEDULE

The Contractor shall complete the following tender summary details. The rates quoted will be used to calculate variations (if any) to the contract.

A) PUBLIC AND COMMON AREAS:

- 1) a) Standard charge for 1 Full Time Foreman working 10 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

- b) Standard charge for 1 Full Time Cleaner working 10 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

- c) Standard charge for 1 Full Time Supervisor working 10 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

- d) Standard charge for 2 Full Time Toilet Attendants working 10 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

- 2) Total Price HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

B) TENANTS AREAS:

1) a) Standard charge for 3 Cleaners working 2 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

b) Standard charge for 2 Cleaners working 7 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

c) Standard charge for 1 Cleaner working 1.5 hour shift daily.

HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

2) Total Price HK\$ _____ Per Month (01/03/2022-28/02/2023)

HK\$ _____ Per Month (01/03/2023-28/02/2024)

HK\$ _____ Per Month (01/03/2024-28/02/2025)

Remark: Monthly charge \$2,840 shall be deducted for each floor carrying out fit-out work.
Please fill in Appendix I to indicate the price for individual unit

C) DISINFECTANT SERVICE FOR THE WHOLE BUILDING (THROUGHOUT THE WHOLE CONTRACT PERIOD):

Total Price HK\$ _____ Per Job (01/04/2022-28/02/2023)

HK\$ _____ Per Job (01/03/2023-28/02/2024)

HK\$ _____ Per Job (01/03/2024-28/02/2025)

Optional Items with Price valid throughout the whole contract period:

D) EXTERNAL WINDOW CLEANING:

Total Price (Including Gondola relocation)

HK\$ _____ Per Job (01/04/2022-28/02/2023)
(i.e. one complete cleaning cycle)

HK\$ _____ Per Job (01/04/2023-28/02/2024)
(i.e. one complete cleaning cycle)

HK\$ _____ Per Job (01/04/2024-28/02/2025)
(i.e. one complete cleaning cycle)

E) OFFICE CLEANING AT ROOM 5A, YICK WAH BUILDING:

Total Price HK\$ _____ Per Job (01/04/2022-28/02/2023)

HK\$ _____ Per Job (01/03/2023-28/02/2024)

HK\$ _____ Per Job (01/03/2024-28/02/2025)

F) OFFICE CLEANING AT 6/F, GREAT SMART TOWER:

Total Price HK\$ _____ Per Month (01/04/2022-28/02/2023)
(including toilet cleaning)

Total Price HK\$ _____ Per Month (01/04/2023-28/02/2024)
(including toilet cleaning)

Total Price HK\$ _____ Per Month (01/04/2024-28/02/2025)
(including toilet cleaning)

G) MARBLE FLOOR RENOVATION AT MAIN LOBBY OF CLI BUILDING:

Total Price HK\$ _____ Per Job (01/04/2022-28/02/2023)

HK\$ _____ Per Job (01/03/2023-28/02/2024)

HK\$ _____ Per Job (01/03/2024-28/02/2025)

N.B. All the above rates are inclusive of the following:

- 1) Wages
- 2) Wage Related Costs
- 3) Insurance, Provident Funds, Long Service Provisions or the like
- 4) Sickness Benefits
- 5) Annual Bonus
- 6) Holidays
- 7) Public Holidays
- 8) Uniforms
- 9) I.D. Cards
- 10) Plastic Sacks
- 11) Equipment
- 12) Materials
- 13) Chemicals
- 14) Machinery
- 15) Transport
- 16) Overheads
- 17) Management Back Up Service
- 18) Profit/Contribution

Appendix I: Tenants Areas – Cleaning Price for Individual Unit

Unit	Approximate Area (sq. ft.)	Cleaning Price per month (HK\$)		
		01/04/2022-28/02/2023	01/03/2023-28/02/2024	01/03/2024-28/02/2025
G2-3, G/F	1,880			
G5, G/F	754			
2/F	6,677			
6/F	4,596			
701, 7/F	1,210			
702, 7/F	1,102			
703-4, 7/F	2,284			
8/F	4,596			
9/F	4,596			
1001, 10/F	1,169			
1002, 10/F	1,143			
1003, 10/F	1,226			
1004, 10/F	1,058			
1101, 11/F	1,650			
1102-3, 11/F	1,302			
1104, 11/F	1,644			

Appendix I: Tenants Areas – Cleaning Price for Individual Unit (Cont'd)

Unit	Approximate Area (sq. ft.)	Cleaning Price per month (HK\$)		
		01/04/2022-28/02/2023	01/03/2023-28/02/2024	01/03/2024-28/02/2025
1201-3, 12/F	3,538			
1204, 12/F	1,058			
13/F	4,596			
1401-2, 14/F	4,151			
1403, 14/F	445			
1501, 15/F	1,650			
1502, 15/F	662			
1503, 15/F	1,071			
1504, 15/F	1,213			
1601A, 16/F	787			
1601B, 16/F	696			
1602-3, 16/F	1,525			
1604, 16/F	1,588			
17/F	4,596			
1801-2, 18/F	2,312			
1803, 18/F	1,226			
1804, 18/F	1,058			

Appendix I: Tenants Areas – Cleaning Price for Individual Unit (Cont'd)

Unit	Approximate Area (sq. ft.)	Cleaning Price per month (HK\$)		
		01/04/2022-28/02/2023	01/03/2023-28/02/2024	01/03/2024-28/02/2025
1901, 19/F	1,169			
1902, 19/F	1,143			
1903, 19/F	1,226			
1904, 19/F	1,058			
20/F	4,584			
21/F	4,584			
22/F	4,246			
23/F	4,246			
24/F	4,246			
2501, 25/F	1,154			
2502, 25/F	1,058			
2503-4, 25/F	2,034			