

Invitation of Expression of Interest for Pre-qualification of Project Consultants (Advertisement for Open Invitation)

Invitation of Expression of Interest Pre-qualification of Project Consultants for Repair and Maintenance Works at [Name and Address of Building / Estate]

This is to invite project consultants to express interest in undertaking the above consultancy for the project. Interested consultants please submit the following documents and information to the Owners' Corporation on or before _____ **[Time & Date]** at _____ **[Address]** for pre-qualification.

- (1) Background and organisation of the company (including the year of formation in Hong Kong, number of staff with professional qualification, list of associate consulting firms/subsidiaries, etc.); and CV of the key staff;
- (2) Audited accounts and documents on bank credit line (for the past two years);
- (3) Job reference for consultancy service of maintenance work with similar nature for the past three years, detailing the locations and total value of the maintenance works (preferably attached with the appointment letter issued by the employers, i.e. the Owners' Corporation).
- (4) Copies of relevant government registration licences, including Authorized Persons' Register, Business Registration Certificate;
- (5) *Quality assurance certification (e.g. ISO 9001);
- (6) Proof of Professional Indemnity Insurance; and
- (7) Company Code of Conduct for Staff (if any).

Contact for enquiry: _____ **[Name & Telephone number of the person authorized by the OC]**

Owners' Corporation of **[Name and Address of Building / Estate]**

_____ **[Date]**

(*delete as appropriate)

Drafting Note:

To provide an indication of the possible scale of the project, OCs may include some basic information in the advertisement, such as the number of blocks and flats involved.