

Invitation of Expression of Interest for Project Consultants — Invitation Letter to shortlist Consultants

Date:

To: [Consultant's name and address]

**Re : Invitation of Expression of Interest and Request for Information –
Pre-qualification of Project Consultants for the Repair and
Renovation Works at _____
_____ [Name and Address of Building / Estate]**

We are going to carry out maintenance and improvement works for our building. If your company is interested in undertaking the consultancy for the project, please submit the documents and information listed in the **Appendix** to the Owners' Corporation on or before _____ [Time & Date] at _____ [Address] for preliminary assessment.

In case of doubt, please contact _____ [Name and telephone number of the person authorized by the Owners' Corporation] directly.

Yours faithfully,

For and on behalf of [Name of OC]

Encl. Appendix – List of Documents / Information Required

Drafting Note:

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

Appendix

List of Documents / Information Required

- (1) Background and organization 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 curriculum vitae of the key staff
- (2) Audited accounts and documents on bank credit line (for the last two years)
- (3) Job reference for consultancy service of maintenance work with similar nature for the last 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
- (7) Company Code of Conduct for Staff (if any)

(*delete as appropriate)