

## Letter of Invitation for Tender (without Project Consultant)

Date:

To: [Contractor's name and address]

### Tender Invitation - Maintenance Project

You are invited to submit a tender for the maintenance works for our building at \_\_\_\_\_  
\_\_\_\_\_**[Name and address of building]**. The details of the works requirements are as shown in the attached Form of Tender **[, Drawings, Specifications]**<sup>1</sup> and Schedule of Works.

If your company is interested in undertaking the above maintenance works, please submit the completed Form of Tender **[, your proposed drawings, specifications]**<sup>2</sup> and Schedule of Rates in a sealed envelope to the Tender Box at \_\_\_\_\_  
\_\_\_\_\_**[Address]** on or before \_\_\_\_\_**[Time & Date]**. Late submission will not be accepted.

Your tender should also include a photocopy of your company code of conduct, Business Registration Certificate, certificate(s) of Registered General Building Contractor/ Registered Fire Service Installation Contractor/ Licensed Plumber<sup>3</sup>. The details of similar projects undertaken including position, contact details of referees and information of your company's financial condition should also be submitted.

Should you require a site visit, please contact \_\_\_\_\_**[Name]**  
at \_\_\_\_\_**[Telephone Number]**. For any queries, please contact \_\_\_\_\_**[Name]** at \_\_\_\_\_**[Telephone Number]**.

Stamp and Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Chairman

Management Committee of the Owners' Corporation

Encl. Form of Tender<sup>4</sup> [,Specifications, Drawings]<sup>1</sup> and Schedule of Works

*Notes on using the sample letter of invitation for tender*

- 1. To be deleted if no specifications and drawings are provided to the tenderer.*
- 2. To be deleted by the OC before invitation of tender if the tenderer is not invited to submit drawings and specifications.*
- 3. Delete as appropriate.*
- 4. Please see the Appendix for a sample Form of Tender.*

## Appendix — Sample Form of Tender

### Form of Tender

for

\_\_\_\_\_ **[Description of Works]**<sup>1</sup> (the Works)

at

\_\_\_\_\_ **[Name and Address of Building]**<sup>1</sup> (the Site)

The details of the Works are given in the following documents

- a) Schedule of Works numbered \_\_\_\_\_<sup>2</sup>
- b) Specifications numbered \_\_\_\_\_<sup>3</sup>
- c) Drawings numbered \_\_\_\_\_<sup>3</sup>

#### NOTES:

- (1) If a tender is being made by a partnership or an unincorporated body, the names and addresses of all partners shall be given in the spaces provided below.
- (2) In all cases, the tenderer must give the number and date of the Business Registration Certificate here:

Number \_\_\_\_\_<sup>4</sup>      Date \_\_\_\_\_<sup>4</sup>

To: The Owners' Corporation of \_\_\_\_\_ **[name and address of building]**<sup>1</sup>

1. Having inspected the Site and examined the conditions of contract as contained in the Letter of Awards<sup>5</sup> **[, Specifications, Drawings]**<sup>6</sup> and the Schedule of Works for the execution of the above Works, I/We offer to execute, complete and maintain the whole of the Works described within these Tender Documents in conformity with the **[Specifications, Drawings,]**<sup>6</sup> Conditions of Contract and Schedule of Works for the sum of Hong Kong Dollars \_\_\_\_\_<sup>4</sup> only (HK\$ \_\_\_\_\_)<sup>4</sup>.
2. I/We undertake to complete the Works within \_\_\_\_\_ days<sup>1</sup> including Sundays and public holidays after the Date of Commencement.
3. I/We agree to abide by this Tender for a period of \_\_\_\_\_ days<sup>4</sup> from the date of submission thereof and that it may be accepted at any time before the expiry of that period.
- 4) I/We agree that unless and until a formal Agreement is prepared and executed, this Tender together with the written acceptance thereof by the Employer subject to the provision of clause 3 hereof shall constitute a binding contract between us.

5) The Contract Conditions in the Letter of Award shall be filled in as follows: -

Clauses

5.2.1 Stage payment

_____	<sup>1</sup>	HK\$	_____	<sup>4</sup>
_____	<sup>1</sup>	HK\$	_____	<sup>4</sup>
_____	<sup>1</sup>	HK\$	_____	<sup>4</sup>

5.2.3 Minimum payment for each invoice 90% / \_\_\_\_\_ %<sup>7</sup>

5.2.4 Defect liability period 3 months / \_\_\_\_\_ months<sup>8</sup>

5.3 Minimum amount of third party liability insurance \_\_\_\_\_<sup>1</sup>

6) I/We understand that the Employer is not bound to accept the lowest or any tender he may receive.

7) I/We agree to abide by the probity and anti-collusion clauses attached at Appendix A<sup>9</sup>.

Name and Signature \_\_\_\_\_<sup>4</sup>

in the capacity of \_\_\_\_\_<sup>4</sup>

duly authorized to sign tender for and on behalf of \_\_\_\_\_<sup>4</sup>

Registered Address of Firm \_\_\_\_\_<sup>4</sup>

Date \_\_\_\_\_<sup>4</sup>

Witness (signature) \_\_\_\_\_<sup>4</sup>

Name \_\_\_\_\_<sup>4</sup>

Address \_\_\_\_\_<sup>4</sup>

Names of Partners

Addresses of Partners

\_\_\_\_\_<sup>4</sup>

\_\_\_\_\_<sup>4</sup>

\_\_\_\_\_<sup>4</sup>

\_\_\_\_\_<sup>4</sup>

Notes for tenderer:

1. If a tender is being made by a partnership or an unincorporated body, the names and addresses of all partners shall be given in the spaces provided above.
2. In the case of a limited Company, insert the name of the Company.
3. The tenderer may collect a copy of the Letter of Award<sup>5</sup> showing the terms and conditions from the owners' corporation.

*Notes on using the sample form of tender.*

1. *To be inserted by the OC before invitation of tender.*
2. *The OC should list the items of works to be carried out by the contractor in the Schedule of Works. The OC may ask the tenderer to propose working drawings, list of materials and their specifications where appropriate, which then form part of the contract.*
3. *The OC inserts the number of the drawings and specifications if these are provided to the tenderers by the OC. Otherwise, the OC deletes these before invitation of tender.*
4. *To be inserted by the tenderers.*
5. *Caution : The sample "Letter of Award" is only for simple and small scale works, aiming to provide a general reference to the OCs, and it does not purport to cater for all possible situations and types of works. OCs may also consider using a Form of Contract, and if so, they may make reference to the sample contract documents published by the professional bodies, e.g. the "Standard Form of Contract For Decoration, Repair and Maintenance Works" issued by the Hong Kong Institute of Surveyors. Where a Form of Contract is adopted, the OC has to make suitable amendments on this sample document (i.e. the Form of Tender) accordingly.*
6. *To be deleted by OC if no specifications and drawings are provided to the tenderers.*
7. *If a different payment percentage is required, OC deletes "90%" and inserts the desired percentage before invitation of tender.*
8. *If a different defect liability period is required, OC deletes "3 months" and inserts the desired period.*
9. *Attaches the sample "Probity and anti-collusion clauses in the Tender Document" in the Form of Tender.*