



亞洲婦女協進會有限公司
ASIA WOMEN'S LEAGUE LIMITED

Dear Sir/Madam,

Re: Invitation for Fee Proposal: Consultancy Services for Waterproofing and Repair Works for 4/F and 5/F at Asia Women's League Limited Self-Financing Home for the Elderly

Asia Women's League Limited (AWLL) is pleased to invite your company to submit a Lump Sum Fee Proposal for the provision of professional consultancy services regarding the investigation and rectification of water seepage at our premises located at **3 Hereford Road, Kowloon Tong.**

1. Project Description

The project involves the investigation and rectification of water seepage at **13 specific locations** across the 4th and 5th floors (including bedrooms, nurse rooms, and dining room).

- **Key Work Scope:** Scaffolding (approx. 35.6m in width), external wall hacking to concrete surface, re-application of waterproofing membranes, and internal pressure grouting (injection).
- **Operational Constraints:** As the premises is a functioning elderly home, all works must be planned with strict noise, dust, and odor control to minimize disturbance to residents.

2. Scope of Consultancy Services

The appointed Consultant shall be responsible for:

- **Investigation Stage:** Conducting site surveys of the 13 identified locations to confirm seepage sources and recommend effective repair methodologies.
- **Tendering Stage:** Preparing technical specifications and a Schedule of Works (BQ); assisting the League in inviting contractors, evaluating tenders, and providing a formal recommendation for appointment.
- **Supervision Stage:** Providing regular on-site supervision; formally witnessing and certifying 24-hour water tests for all rectified locations; and verifying the final account for payment.

亞洲婦女協進會陳昆棟頤養之家護理安老院
Asia Women's League Limited Chan Kwun Tung
Care and Attention Home for the Elderly
電話 Tel: 2336 6255 傳真 Fax: 2338 8593

亞洲婦女協進會何梁潔庭頤養之家護理院
Asia Women's League Limited Ho Leung Kit Ting
Care and Attention Home for the Elderly
電話 Tel: 2337 6603 傳真 Fax: 2337 2204

亞洲婦女協進會頤養之家
Asia Women's League Limited
Self-financing Home for the Elderly
電話 Tel: 2337 6617 傳真 Fax: 2337 2250

亞洲婦女協進會何梁潔庭自負盈虧活動中心
Asia Women's League Limited
Ho Leung Kit Ting Self-financing Activity Centre
電話 Tel: 2337 6674 傳真 Fax: 2337 2750

亞洲婦女協進會油麻地頤老中心
Asia Women's League Limited
Yaumatei Neighbourhood Elderly Centre
電話 Tel: : 2384 8465 傳真 Fax: 2385 3804

香港九龍塘禧福道三號

3 Hereford Road, Kowloon Tong, Hong Kong

電話 Tel: 2337 3897 傳真 Fax: 2337 2714 網址 Website: www.awl.org.hk

- **Compliance & Licensing:** Ensuring all works and materials comply with the Social Welfare Department (SWD) licensing requirements for residential care homes.

3. Evaluation and Selection Criteria

- Your submission shall be made in accordance with the following enclosed documents:
 - (a) **Brief (Appendix 1);**
 - (b) **Fee Proposal Form (Appendix 2) :** A Lump Sum Fee inclusive of all out-of-pocket expenses (broken down by stage);
 - (c) **Letter of Anti-collusion Undertaking (Appendix 3).**
 - (d) **Technical Proposal: A proposed Project Schedule and a list of similar previous projects (specifically in healthcare or elderly facilities);**
 - (e) **Insurance: A copy of a valid Professional Indemnity Insurance (PII) certificate.**
- Your fee Proposals will be assessed based on a weighted scoring system:
 - (a) **Fee Proposal (70%):** Competitive and reasonable pricing.
 - (b) **Technical Experience & Capability (30%):**
 - Proven track record in seepage rectification (10%).
 - Experience in handling regulatory requirements, particularly for SWD-licensed facilities (10%).
 - Proposed project team qualifications and work schedule (10%).

4. Submission Requirements

- **Two sets of duly signed proposals** should be submitted in a sealed envelope, marked "**Confidential**" and mailed to the following address before **5:00 PM, 27th May (Wed), 2026:**

Chairlady

Asia Women's League Ltd.

3 Hereford Road, Kowloon Tong, Kowloon

(Consultancy Services for Waterproofing and Repair Works for 4/F and 5/F at Asia Women's League Limited Self-Financing Home for the Elderly)



亞洲婦女協進會有限公司
ASIA WOMEN'S LEAGUE LIMITED

5. **Safeguarding National Security**

In accordance with the duty to safeguard national security, AWLL may disqualify tenderers or terminate contracts immediately upon the occurrence of any of the following situations:

- The tenderer has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security;
- The continued engagement of the tenderer or its employees is contrary to the interest of national security;
- The League reasonably believes that any of the events mentioned above is about to occur.

6. **Terms and Conditions**

- The League is not bound to accept the lowest or any proposal.
- The fee proposal shall remain valid and binding for a period of **90 days**.
- **Site Visit:** Consultants are highly encouraged to conduct a site visit. Please contact **Ms. Betty Cheng (Administrative Assistant) at 2337 6603** or **Ms. Fanny Chan (Administrative Officer) at 2336 6255** to arrange an appointment.
- **Prevention of Bribery:** The bidder, its employees, and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap 201) to any staff of the Agency. Any such offer will render the contract null and void.
- **Inclement Weather:** In case of Typhoon Signal No. 8 or above, or Black Rainstorm Warning, the closing time will be postponed to 12:00 noon on the first working day after the signal is lowered.

Yours faithfully,

LO ELSIE
Chairlady

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