

PROVISION OF CARPARK MANAGEMENT SERVICE
FOR HOUSING AUTHORITY'S CARPARKS AND CONTROL OF ESTATE ROADS
NOTICE OF PRE-QUALIFICATION OF TENDERERS

It is intended to invite applications from interested eligible contractors for pre-qualification of tenderers to be included in the pre-qualified service providers list for provision of management service for Housing Authority (HA)'s carparks and control of estate roads. The pre-qualified service providers list will be valid for one year upon formally approved.

2. General duties in managing HA's carparks and control of estate roads include but not limited to -

- (a) provide on-site staff for the operation and management of carparks and control of estate roads;
- (b) collect and bank the daily collection of carpark revenues;
- (c) keep the carpark facilities including all fixtures and fittings in good repair and condition at all times;
- (d) clean the carpark premises, including daily removal from the carparks all refuse and rubbish and discharging them properly;
- (e) impound, remove, detain and sell vehicles of unauthorized parking; and
- (f) deal with and settle all complaints and disputes arising from the use of the carpark facilities.

3. Tenderers satisfying the criteria listed below are invited to apply for pre-qualification-

- (a) the tenderer, including the parent company and subsidiaries of the same group, must be a properly incorporated company with limited liability under the laws of Hong Kong Special Administrative Region. The tenderer should have a sound financial backing with minimum capital requirements as follows -

Category	Working Capital Required	Employed Capital Required
Operation and Management of Housing Authority's Carparks and Control of Estate Roads	Sum of (i) 1 month value of Carpark Operator and other tender(s)/contract(s)#, and (ii) 2 months value of PS2* or similar tender(s)/contract(s) with works content # e.g. cleansing, security, PMA, property management services without works content. * in case the tenderer is on the HA's list of Property Service Agents	(i) 20% of total assets; or (ii) 40% of monthly tender value, whichever is higher

- (b) the tenderer must have been actively engaged in the management of one or more local carparks with a total of not less than 500 parking spaces for the past two consecutive years;
- (c) the tenderer and its related companies (if applicable) must not be at one time undertaking HA's contracts with a portfolio of parking spaces exceeding 15,000;
- (d) the tenderer who has obtained one or more convictions in respect of the employment-related Ordinances ^{Note 1} since 1 May 2006 in the course of or in relation to the performance of any of his/her contract(s) with any government department, the HA or a public body or a private company or organization or otherwise, his/her application for the pre-qualification within a period of five years from the date of the conviction will not be considered; and
- (e) the tenderer who has, under the Demerit Point System, received a total of three or more demerit points over a rolling period of 36 months from the HA or any other government departments immediately preceding the month of the pre-qualification closing date, his/her application for the pre-qualification within a period of five years from the issue date of the third demerit point will not be considered.

^{Note 1} The Ordinances concerned include the Employment Ordinance (Cap. 57), the Employees' Compensation Ordinance (Cap. 282), the Immigration Ordinance (Cap. 115) and the Mandatory Provident Fund Schemes Ordinance (Cap. 485)

4. The service providers to be qualified are required to confirm their compliance with “related company restriction” ^{Note 2} when accepting pre-qualification invitation of this notice. For related companies, only one of these companies is allowed to submit a tender for each tender.

5. The service providers are also required to confirm in writing their acceptance of “tender irregularity restriction”, when accepting pre-qualification invitation of this notice, as follows -

“Without prejudice to the rights and remedies which the HA may have, should the service provider fail to submit application after he/she has committed to do so or withdraw the application after submission, his/her participation in future pre-qualification exercises will be adversely affected, as such failure has reflected the poor attitude and sincerity of a service provider in preparing and submitting the pre-qualification application.”

6. Service providers committing any circumstances warranting not to be invited for or awarded HA’s tenders for carpark management contracts will not be invited to participate in this pre-qualification exercise.

7. Interested eligible service providers may obtain the application documents for pre-qualification during working hours Monday to Friday at the following office starting from 5 February 2016 -

Commercial Properties Management Unit
1/F, Block 2,
Housing Authority Headquarters,
33 Fat Kwong Street,
Homantin, Kowloon, Hong Kong
(Tel No. 2761 5367 or 2761 5368) (Fax: 2761 5740)

8. Application in writing including all the information as required in the pre-qualification documents (except “Financial Information for Financial Evaluation”) shall be enclosed in one envelope, the “Financial Information for Financial Evaluation” shall be enclosed in a separate **Confidential Financial Evaluation Envelope**, and the outside must be clearly labeled. The two envelopes shall then be enclosed in a covering envelope labeled with “Application for Pre-qualification of Tenderers for Provision of Carpark Management Service for Housing Authority’s Carparks and Control of Estate Roads”, and addressed to **The Chairman, Tender Opening Committee, Hong Kong Housing Authority, on or before 10:00 a.m. on Friday, 4 March 2016 in one of the following ways:**

- (a) be deposited personally in the Hong Kong Housing Authority Tender Box situated at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon, Hong Kong, or
- (b) be sent by post or courier to:

^{Note 2} For the purpose of this requirement, companies are deemed to be related if their relationship falls within the meaning of “related parties” as defined in the Hong Kong Institute of Certified Public Accountants (HKICPA) – Hong Kong Accounting Standard (HKAS 24)(revised) on Related Party Disclosures.

The Chairman, Tender Opening Committee,
Hong Kong Housing Authority,
c/o Receipt & Despatch Unit,
Basement 1, Block 2,
Housing Authority Headquarters,
33 Fat Kwong Street, Homantin, Kowloon,
Hong Kong

9. Late Submission shall not be considered. Only those service providers who can satisfactorily demonstrate the necessary experience and capability will be considered in this pre-qualification application. Inclusion of pre-qualified tenderers will be at the entire discretion of the HA.

10. The HA reserves the right to accept or reject any application and is not obliged to give reasons for its discretion thereof.

5 February 2016

Stanley YING Director of Housing