

PROVISION OF PROPERTY MANAGEMENT AGENCY SERVICE FOR
THE DOMAIN, SHOPPING SPINE AND YAU LAI SHOPPING CENTRE
NOTICE OF PRE-QUALIFICATION OF TENDERERS

It is intended to invite tenders in October 2023 from qualified tenderers for the provision of property management agency service for the Domain, Shopping Spine and Yau Lai Shopping Centre, shopping centres developed by the Housing Authority (HA) in Yau Tong.

2. The Domain is an eight-storey (including the roof level) shopping centre and is annexed to Yau Tong MTR Station. It provides some 150 shops with the gross floor area of around 45 000 m². The Domain is pitched at a district mall level and positioned as a trendy and chic shopping centre with variety of eateries and retail shops. It is connected with the Shopping Spine and Yau Lai Shopping Centre via its open plaza and the concourse of Yau Tong MTR Station to form an entity of a new shopping attraction in Yau Tong area.

3. General duties in managing the Domain, Shopping Spine and Yau Lai Shopping Centre include but not limited to -

- (a) general day-to-day management for the properties and facilities in the shopping centre such as open plaza, roof garden, public transport interchange, audio and video system, LED television screens, etc.;
- (b) general day-to-day management services for the parking and loading and unloading facilities;
- (c) tenancy management and control;
- (d) launching and implementing promotional events/activities and seasonal/promotional decoration works;
- (e) processing and vetting commercial tenants' fitting-out proposals;
- (f) providing technical advice/support for property improvement and asset enhancement;
- (g) carrying out minor repairs and maintenance works;
- (h) handling general complaints and public enquiries and organizing public relation activities for the shopping centre;
- (i) manning rent office and carrying out revenue control duties; and
- (j) providing landscape maintenance services of the shopping centre.

4. 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 follow:

Working Capital Required	Employed Capital Required
<p>Sum of</p> <p>(i) 1 month value of Property Management Agent (PMA) and other tender(s)/contract(s)[#], and</p> <p>(ii) 2 months value of PS2* or similar tender(s)/contract(s) with works content</p> <p>[#] e.g. cleansing, security, carpark operator, property management services without works content.</p> <p>*in case the tenderer is on the Housing Authority List of Property Services Agents Group PS2</p>	<p>Higher of (i) & (ii)</p> <p>(i) 20% of total assets</p> <p>(ii) 40% of 1 month of tender value</p>

- (b) the tenderer must be currently managing an aggregate retail space of not less than 100,000 m² gross floor area in local shopping centres within private sector developments, with one of the shopping centres with retail space of not less than 40,000 m² gross floor area;
- (c) the tenderer must have a proven work record in Hong Kong by producing job references of at least three shopping centres engaged in the past five years immediately before the date of invitation for pre-qualification;
- (d) the tenderer must have been directly engaged in shopping centre management for the past ten consecutive years; and

- (e) the tenderer must be employing more than 300 full time professional, technical or supporting staff (excluding security and cleansing staff). At least five staff as directorate or managerial level are practicing members of one of the following professional bodies with not less than five years' post-qualification experience in shopping centre management and must have been working for the tenderer for more than two years immediately before the date of invitation for pre-qualification:
- (i) The Hong Kong Institute of Housing (HKIH), or equivalent;
 - (ii) The Hong Kong Institute of Surveyors (HKIS) (General Practice Division or Property and Facility Management Division), or equivalent;
 - (iii) The Housing Managers Registration Board; or
 - (iv) The Surveyors Registration Board (General Practice Division or Property and Facility Management Division).
- (f) the tenderer who has obtained one or more convictions in respect of the employment-related Ordinances ^{Note 1} 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. They must also have clean records against the ordinances under the expanded sanctions ^{Note 2}; and
- (g) 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.

5. The tenderers are required to confirm their compliance with “related company restriction” ^{Note 3} 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.

^{Note 1} The Ordinances concerned include the Employment Ordinance (Cap. 57), the Employees' Compensation Ordinance (Cap. 282), the Criminal Procedure Ordinance (Cap. 221) or the Immigration Ordinance (Cap. 115), the Occupational Safety and Health Ordinance (Cap. 509) or the Factories and Industrial Undertakings Ordinance (Cap. 59), the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and the Minimum Wage Ordinance (Cap. 608).

^{Note 2} For offences convicted under sections 7AA, 43B(3A) and 43BA(5) of the Mandatory Provident Fund Schemes Ordinance (Cap. 485), and any offence under the Occupational Safety and Health Ordinance (Cap. 509) or the Factories and Industrial Undertakings Ordinance (Cap. 59), the conviction in respect of which individually carries a maximum fine corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221), conviction record will count if it is obtained on or after 1 April 2019.

^{Note 3} 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.

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

- (a) for those tenderers on HA Lists of Property Services Agents:

“Without prejudice to the rights and remedies which the HA may have, should the tenderer fail to submit tender after he/she has committed to do so or withdraw the tender after submission, he/she will be subject to prevailing regulatory actions stipulated in the 《Guide to Registration of Works Contractors and Property Management Services Providers》”; and

- (b) for those tenderers not on HA Lists of Property Services Agents:

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

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 31 March 2023 -

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 Property Management Agency Service for the Domain, Shopping Spine and Yau Lai Shopping Centre”, and addressed to **The Chairman, Tender Opening Committee, Hong Kong Housing Authority, on or before 10:00 a.m. on Friday, 28 April 2023 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:

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

The tender closing time and date will automatically be deferred to 10:00 a.m. on the following Monday or next earliest possible working day of the following week in the following circumstances:

- (a) If Tropical Cyclone Warning Signal No. 8 or above is issued before and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (b) If a “Black” Rainstorm Warning or “extreme conditions after super typhoons” is announced by the Government (via the Information Services Department) before and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (c) When the Director of Housing announces the closure of the Housing Authority Headquarters Building due to unforeseen circumstances and the Housing Authority Headquarters Building remains closed for any duration within two (2) hours before the tender closing time on the tender closing date.

For the avoidance of doubt, the tender closing time and date will remain unchanged if Tropical Cyclone Warning Signal No. 8 or above or the “Black” Rainstorm Warning or “extreme conditions after super typhoons” is lowered or cancelled, or the Housing Authority Headquarters Building is reopened, two (2) hours or more before the tender closing time on the tender closing date.

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.

31 March 2023

Agnes WONG *Director of Housing*