

Booklet Front Cover

PUBLIC WORKS DEPARTMENT

HONG KONG

BOOKLET CONTAINING :-

- (i) Conditions of Tender.
- (ii) Form of Tender.
- (iii) Article of Agreement and General Conditions of Contract for Civil Engineering Construction/Architectural Works.
.....
- (iv) General Specification for
- (v) Particular Specification.
- (vi) Bills of Quantities.

If required (

FOR THE

Job Title

FOR THE

HONG KONG GOVERNMENT

CONTRACT NO. OF

Division/Office
.....
Public Works Department,
Hong Kong.

(Date of preparation of Documents)

Bound Drawings Front Cover

PUBLIC WORKS DEPARTMENT

HONG KONG.

TITLE OF CONTRACT

CONTRACT NO.

The following drawings are contained herein :-

Drawing Nos.

SIGNED, SEALED and DELIVERED by the Contractor in the presence of -

.....
.....witness

or

The Common Seal of the Contractor was affixed in the presence of -

.....
.....witness

or

SIGNED, SEALED and DELIVERED for and on behalf of and as lawful attorney of the contractor under the power of attorney dated

.....by
.....in

the presence of -

.....
.....witness

SIGNED, SEALED and DELIVERED for an on behalf of the Government by

.....
(name and appointment of officer) in the presence of -

.....
.....witness

Dated this Day of 197 .

PUBLIC WORKS DEPARTMENT

HONG KONG

TITLE OF CONTRACT

CONTRACT NO.

PROVISIONAL BILL(S) OF QUANTITIES

for which

A PHOTOCOPY OR CARBON COPY

MUST BE SUBMITTED WITH THE TENDER

AND MUST INCLUDE A COPY OF THIS

COVER WITH THE NAME OF THE

TENDERER SHOWN

NOTE : Failure to submit a legible photocopy or carbon copy with the tender will invalidate the tender.

Name of Tenderer : _____

PUBLIC WORKS DEPARTMENT

HONG KONG

TITLE OF CONTRACT

CONTRACT NO.

BILL(S) OF QUANTITIES

for which

A PHOTOCOPY OR CARBON COPY

MUST BE SUBMITTED WITH THE TENDER

AND MUST INCLUDE A COPY OF THIS

COVER WITH THE NAME OF THE

TENDERER SHOWN

NOTE : Failure to submit a legible photocopy or carbon copy with the tender will invalidate the tender.

Name of Tenderer : _____

GOVERNMENT OF HONG KONG
PUBLIC WORKS DEPARTMENT
CONDITIONS OF TENDER

1. The tender documents issued consist of :
 - (a) One complete set of contract documents comprising :-
 - (i) Form of Tender.
 - (ii) Articles of Agreement and Conditions of Contract.
 - (iii) General Specification (if required).
 - (iv) Particular Specification (if any).
 - (v) Bills of Quantities.
 - (vi) Schedule of Plant and Labour to be supplied by Contractor (if required by the Particular Specification).
 - (b) One set of drawings (as and only when required for purposes of tendering).
 - (c) One duplicate copy of the Form of Tender.
 - (d) Two duplicate sets of the Bills of Quantities (One in the case of Resettlement and Low Cost Housing Contracts) for contractor's own use.

Where drawings are issued, they should be returned to the issuing office after submission of the tender. Where drawings are not issued with the tender documents, they may be inspected at the appropriate Public Works Department Office during normal office hours.

2. The tender shall be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or letter of invitation to tender, and shall consist of :
 - (a) The complete set of documents referred to at 1(a) above with the Bills of Quantities fully priced as to each item, extended, cast and totalled and the Form of Tender fully completed, signed, witnessed and dated. The total of the Bills of Quantities must agree with the sum shown in the Form of Tender.
 - (b) The duplicate Form of Tender fully completed, signed, witnessed and dated.
3. No unauthorised alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure will not be considered.
4. The Contractor shall be required to check the numbers of the pages of the Bills of Quantities against the page numbers given in the Summaries, and should he find any missing, in duplicate, or indistinct, he must inform the appropriate Public Works Department officer at once and have the same rectified.

5. Should the Tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or figure contained in the tender documents, he must inform the appropriate Public Works Department officer in order that the correct meaning may be decided before the date of submission of tenders.
6. No liability will be admitted, nor claim allowed, in respect of errors in the Contractor's tender due to mistakes in the Bills of Quantities which should have been rectified in the manner described above.
7. Any qualification of tender or of the Bills of Quantities may cause the tender to be disqualified.
8. The Contractor shall be deemed to have made allowance in his prices generally to cover items of Preliminaries and profit, attendance and other expenses in connection with Prime Cost, Provisional and other items if these have not been priced against the respective items.
9. All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.
10. In the event of a Tenderer discovering a genuine error in his tender after it has been deposited, attention in writing may be drawn to the error and an amendment attached which, provided that the amendment shall have been deposited on or before the time fixed for receipt of tenders, may be accepted.
11. Should it be found on examination of a tender that the Tenderer has made mistakes in the Bills of Quantities, the mistakes will be corrected in accordance with relevant Public Works Departmental Circular on Examination of Tenders.

GOVERNMENT OF HONG KONG
PUBLIC WORKS DEPARTMENT
CONDITIONS OF TENDER

1. The tender documents issued consist of :
 - (a) One complete set of contract documents comprising :-
 - (i) Form of Tender.
 - (ii) Articles of Agreement and Conditions of Contract.
 - (iii) Specification and Summary of Tender.
 - (b) One set of drawings (as required for purposes of tendering).
 - (c) One duplicate copy of the Form of Tender.
 - (d) One duplicate copy of the Specification and Summary of Tender.
 - (e) Two copies of Equipment Schedule (Air-conditioning Contracts only).
 - (f) Two copies of the Schedule of Rates (separate Electrical Contracts only).

The set of drawings shall be returned to the issuing office after submission of the tender.

2. The tender shall be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or letter of invitation to tender, and shall consist of :
 - (a) The complete set of documents referred to at 1(a) above with the Summary of Tender completed and the Form of Tender fully completed, signed, witnessed and dated. The total of the Summary of Tender must agree with the sum shown on the Form of Tender.
 - (b) The duplicate Form of Tender fully completed, signed, witnessed and dated.
 - (c) One completed copy of the Equipment Schedule (Air-conditioning contracts only).
 - (d) One copy of the Schedule of Rates, fully priced as to each item, extended, cast, totalled and signed. The total must agree with the sum shown in the Form of Tender (separate Electrical Contracts only).
3. No unauthorised alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure will not be considered.
4. The Contractor shall be required to check the numbers of the pages of the Specification and Summary of Tender and should he find any missing or indistinct, he must inform the appropriate Public Works Department officer at once and have the same rectified.

5. Should the Tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or figure contained in the tender documents, he must inform the appropriate Public Works Department officer in order that the correct meaning may be decided before the date of submission of tenders.
6. No liability will be admitted, nor claim allowed, in respect of errors in the Contractor's tender due to mistakes which should have been rectified in the manner described above.
7. Any qualification of tender may cause the tender to be disqualified.
8. The Contractor shall be deemed to have made allowance in his prices generally to cover items of Preliminaries and profit, attendance and other expenses in connection with Prime Cost, Provisional and other items if these have not been priced against the respective items.
9. All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.
10. In the event of a Tenderer discovering a genuine error in his tender after it has been deposited, attention in writing may be drawn to the error and an amendment attached which, provided that the amendment shall have been deposited on or before the time fixed for receipt of tenders, may be accepted.
11. Should it be found on examination of a tender that the Tenderer has made mistakes in his tender, the mistakes will be corrected in accordance with relevant Public Works Departmental Circular on Examination of Tenders.

GOVERNMENT OF HONG KONG
PUBLIC WORKS DEPARTMENT
CONDITIONS OF TENDER

1. The tender documents issued consist of :
 - (a) One complete set of contract documents comprising :-
 - (i) Form of Tender.
 - (ii) Articles of Agreement and Conditions of Contract.
 - (iii) Specification with Summary of Tender and/or Schedule of Quantities.
 - (b) One set of drawings (if applicable).
 - (c) One duplicate copy of the Form of Tender.
 - (d) One duplicate copy of the Specification with Summary of Tender and/or Schedule of Quantities.
 - (e) Two copies of the Schedule of Rates (Electrical Sub-Contracts only).

Where drawings are issued they should be returned to the issuing office after submission of the tender.

2. The tender shall be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or letter of invitation to tender, and shall consist of :
 - (a) The complete set of documents referred to at 1(a) above with the completed Summary of Tender and/or Schedule of Quantities fully priced as to each item, extended, cast and totalled and the Form of Tender fully completed, signed, witnessed and dated. The total of the Summary of Tender must agree with the sum shown on the Form of Tender.
 - (b) The duplicate Form of Tender fully completed, signed, witnessed and dated.
 - (c) One copy of the Schedule of Rates fully priced as to each item, extended, cast, totalled and signed and the total must agree with the sum shown on the Form of Tender (Electrical Sub-Contracts only).
3. No unauthorised alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure will not be considered.
4. The Contractor shall be required to check the numbers of the pages of the Specification, Schedule of Quantities (if any) and Summary of Tender and should he find any missing or indistinct he must inform the appropriate Public Works Department officer at once and have the same rectified.

5. Should the Tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or figure contained in the tender documents, he must inform the appropriate Public Works Department officer in order that the correct meaning may be decided before the date of submission of tenders.
6. No liability will be admitted, nor claim allowed, in respect of errors in the Contractor's tender due to mistakes which should have been rectified in the manner described above.
7. Any qualification of tender may cause the tender to be disqualified.
8. In the event of a Tenderer discovering a genuine error in his tender after it has been deposited, attention in writing may be drawn to the error and an amendment attached which, provided that the amendment shall have been deposited on or before the time fixed for receipt of tenders, may be accepted.
9. Should it be found on examination of a tender that the Tenderer has made mistakes in his tender, the mistakes will be corrected in accordance with relevant Public Works Departmental Circular on Examination of Tenders.
10. In stating the period required for completion of the sub-contract, the Tenderer is not required to allow for inclement weather as so defined in the General Conditions of the main contract.

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PUBLIC WORKS DEPARTMENT
CONDITIONS OF TENDER

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 - (ii) Articles of Agreement and Conditions of Contract.
 - (iii) General Specification (if required).
 - (iv) Particular Specification (if any).
 - (v) Bills of Quantities.
 - (vi) Schedule of Plant and Labour to be supplied by Contract (if required by the Particular Specification).
 - (b) One set of drawings (as and only when required for purposes of tendering).
 - (c) One duplicate copy of the Form of Tender.
 - (d) Two duplicate sets of the Bills of Quantities for contractor's own use.

Where drawings are issued they should be returned to the issuing office after submission of the tender. Where drawings are not issued with the tender documents they may be inspected at the appropriate Public Works Department office during normal office hours.

2. The tender shall be enclosed in a sealed envelope addressed, endorsed and deposited as required by the Gazette Notification or letter of invitation to tender, and shall consist of :

- (a) The complete set of documents referred to at 1(a) above with the Bills of Quantities fully priced as to each item, extended, cast and totalled and the Form of Tender fully completed, signed, witnessed and dated. The total of the Bills of Quantities must agree with the sum shown on the Form of Tender.
- (b) The duplicate Form of Tender fully completed, signed, witnessed and dated.
- (c) The Contractor shall submit at the same time a separate legible photocopy or carbon copy of the priced Bills of Quantities which form part of the above tender. If any discrepancy is discovered between rates quoted in the original tender and the photocopy or carbon copy, the tender will not be considered. Failure to submit a legible photocopy or carbon copy with the tender will invalidate the tender.

3. No unauthorised alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure will not be considered.

4. The Contractor shall be required to check the numbers of the pages of the Bills of Quantities against the page numbers given in the Summaries, and should he find any missing, in duplicate, or indistinct, he must inform the appropriate Public Works Department officer at once and have the same rectified.

5. Should the Tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or figure contained in the tender documents, he must inform the appropriate Public Works Department officer in order that the correct meaning may be decided before the date of submission of tenders.
6. No liability will be admitted, nor claim allowed, in respect of errors in the Contractor's tender due to mistakes in the Bills of Quantities which should have been rectified in the manner described above.
7. Any qualification of tender or of the Bills of Quantities may cause the tender to be disqualified.
8. The Contractor shall be deemed to have made allowance in his prices generally to cover items of Preliminaries and profit, attendance and other expenses in connection with Prime Cost, Provisional and other items if these have not been priced against the respective items.
9. All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.
10. In the event of a Tenderer discovering a genuine error in his tender after it has been deposited, attention in writing may be drawn to the error and an amendment attached which, provided that the amendment shall have been deposited on or before the time fixed for receipt of tenders, may be accepted.
11. Should it be found on examination of a tender that the Tenderer has made mistakes in the Bills of Quantities, the mistakes will be corrected in accordance with relevant Public Works Departmental Circular on Examination of Tenders.