

Letter of Invitation

Our Reference : **JY-16111J**

Date : **25 November 2016**

Dear Sirs,

Architectural and Associated Consultancy Services for DSS Major Repairs in 2016/2017 for China Holiness College

You are invited to submit lump sum fee proposal for the above consultancy by **China Holiness College** (hereinafter referred to as “the School”) at **18 Wai Wai Road, Sham Shui Po, Kowloon, Hong Kong** (hereinafter referred to as “the School Address”).

Your submission shall be made in accordance with the following enclosed documents :-

- (i) Memorandum of Agreement and General Conditions of Employment
- (ii) Special Conditions of Employment
- (iii) Brief
- (iv) Schedule of Fees
- (v) Fee Proposal Form (Appendix 1) and Fee Breakdown Form (Appendix 2)
- (vi) Manning Schedule (Appendix 3)
- (vii) Letter of Anti-collusion and Undertaking (Appendix 4)

Your fee proposal should be submitted directly to my office at the School Address in plain envelopes on which should be marked with heading “Fee Proposal for Architectural and Associated Consultancy Services for **DSS Major Repairs in 2016/2017 for China Holiness College** ”, before **12:00 noon, 16 December 2016**. The completed Fee Proposal Form (Appendix 1), Fee Breakdown Form (Appendix 2), Manning Schedule (Appendix 3) and Letter of Anti-collusion and Undertaking (Appendix 4) should be submitted with the tender submission letter. Late submission will not be considered.

Please download the full set of Tender document from the following link:

<https://drive.google.com/file/d/0B018IEFgpJ7XLWR2LWZ3bnY5Y0U/view?usp=sharing>

The School shall have the right to disclose to any third person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such manner as it deems fit:-

- (i) the fees, costs and expenses payable by the School for engaging the selected consultant including sub-consultants; and
- (ii) the fee proposal submitted by the selected consultant.

The School is not obliged to accept the lowest or any fee proposal made and accepts no financial liability for your costs in submitting a fee proposal. In addition, the School will reject bids which are considered to have been priced unreasonably low.

You are required to confirm in your tender submission letter that you agree to abide by your fee proposal for a period of ninety (90) days from the due date for submission of fee proposal and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

You shall submit a duly signed letter for anti-collusion in the form set out at Appendix 4 to this letter. The letter shall be signed by a person authorized to sign contracts/agreements on the consultant's behalf.

Your failure to comply with any requirement in this letter and the enclosed documents may render your tender invalid.

Yours faithfully,

Ms. Lydia Mei-kuen Tso
Principal
For and on behalf of
China Holiness College

c.c. [Subvented Projects Division of Architectural Services Department] (Attn: Mr. P. H. Lau - (w/e))
[Education Bureau] (Attn : Ms. Law Hau-yee - (w/e))