

P R O F O R M A

Request for Market Information (“RFI”) for

Provision of Furniture related to the theme of Chinese Medicine Culture for the Chinese Medicine Hospital

To : Project Director (CMHPO)
(Attn. Sam CHEUNG)

[by fax: 2127 4795 or email: ssscheung@healthbureau.gov.hk]

Your ref: (1) in L/M to HHB/H/24/17/3/9/1

In response to the RFI of the CMH, my/our company, with contact details provided in Part 1 below, would like to provide the information and relevant supporting documents in **Part 2** of this Proforma.

Part 1 – Furniture Provider’s Contact Details

From:

(Name of the Furniture Provider): _____

(please fill in)

Name and Post of Contact person: _____

(please fill in)

Email: _____

(please fill in)

Telephone no.: _____

(please fill in)

This document does not constitute any offer or invitation / solicitation of any offer in connection with the exercise described herein. Neither this document nor any activities in connection therewith shall create any legal obligations or liabilities in any way on the part of the Health Bureau (HHB) or the Government of Hong Kong Special Administrative Region. Neither this document nor anything contained herein shall form the basis of any contract or commitment whatsoever. In responding to the RFI, a respondent shall be deemed to have agreed to all the terms of this Request for Market Information.

Part 2A– Estimation of Service Fee of this RFI

Please provide service fee in table below for tasks as listed in Paragraph 3 - “Scope of Work” of Part 3:

Task One – Bespoke Furniture (Paragraph 3.2)	Design Fee <u>(Cost of production, delivery and installation is included)</u> (HK\$)
Item (B1) to (B25) of Appendix 1	

Task Two – Proprietary Furniture (Paragraph 3.3)	Project Management Fee <u>(Cost of delivery and installation is included)</u> (HK\$)
Item (P1) to (P32) of Appendix 1	

Part 2B – Information about the Provider

Please answer Yes or No in the last column.

Please provide relevant job reference, works experience and/or personnel resumes for item(s) with answer “Yes”, and the enquired information specified in item(s).

No.	Criteria	Yes/No
A.	The Furniture Provider’s experience and expertise in providing bespoke furniture in similar assignments	
1.	The Furniture Provider has experience in providing bespoke furniture and design of art works for the premises of public or private parties in Hong Kong in the past ten (10) years.	
2.	The Furniture Provider has experience in providing bespoke furniture and design of art works for Government bureau/ department, statutory body under Hong Kong legislation or Hong Kong Government subvented body in the past ten (10) years.	
3.	The Furniture Provider has experience in providing bespoke furniture and design of art works associated with Government “design & build” contract in the past ten (10) years.	

No.	Criteria	Yes/No
4.	The Furniture Provider has experience in providing bespoke furniture and design of art works in building projects of medical or healthcare institutions (e.g. hospital) at public or private parties in the past ten (10) years.	
5.	The Furniture Provider has experience in providing bespoke furniture and design of art works in building projects comprising Chinese Medicine (“CM”) culture theme elements in the past ten (10) years.	

Part 3 – Details of Requirement

Purpose and Background Information of the RFI

1. Purpose

The Government of the Hong Kong Special Administrative Region (the “**Government**”) acting through the Chinese Medicine Hospital Project Office (“**CMHPO**”) / Health Bureau wishes to appoint a furniture provider (the “**Contractor**”) to provide bespoke and proprietary furniture (the “**Furniture**”) with contemporary Chinese cultural style which could align with the general impression of Chinese Medicine (“**CM**”). The items required are shown in **Appendix 1 (for bespoke and proprietary furniture)**. The concerned works items shall include assembling and mounting at all specified locations. The Contractor shall provide design details and specifications with ballpark figures of cost estimates of all concerned Furniture for procurement use of supply, delivery and installation. The concerned Furniture will be used at the major public areas of the Chinese Medicine Hospital (“**CMH**”) located at Tseung Kwan O Area 78, Pak Shing Kok, New Territories. The Furniture are expected to be completed within three (3) months or earlier from the date of letter of acceptance.

2. Background of the Provision

2.1 The Chief Executive announced in the 2018 Policy Address the Government's commitment to the development of Chinese medicine which stated that “through government subsidizing defined Chinese medicine services, Chinese medicine will be incorporated into the healthcare system in Hong Kong”. The 2018 Policy Agenda stated that “the proposed Chinese medicine hospital will be constructed by the Government through a contractor and operated by a non-profit-making organization”. Following this policy intent, the Government appointed Hong Kong Baptist University Chinese Medicine Hospital Company Limited, a company limited by guarantee (“**the Operator**”) to manage, operate and maintain the CMH pursuant to a service deed in June 2021.

2.2 The CMH will serve as the flagship CM institution leading the development of CM in Hong Kong, the CMH aspires to be not only the first of its kind in Hong Kong, but also be missioned to demonstrate genuine CM ideas as well as to promote CM to patients and the general public. The CMH will also be a change driver promoting service development, education and training, as well as innovation and research. The CMH will have inpatient, day-patient, outpatient and community services, providing pure Chinese medicine services and services with Chinese medicine playing the predominant

role including integrated Chinese and Western medicine services.

2.3 Major features of the site of the CMH are summarized in the table below:

Location	Area 78 in Pak Shing Kok, Tseung Kwan O
Gross site area	Approximately 4.3 hectares
Land use zoning	“Government, Institution or Community (8)”
Site level	Approximately 68.0mPD
Height restriction	Maximum building height 106mPD

Please refer to the following link for information of CMH:

https://www.healthbureau.gov.hk/en/chinese_medicine/information_centre/index.html

Tentative Hand-over Timelines

2.4 The Government proposes to hand over the management of the premises (which include the hospital building(s)) to the Operator in 3Q of 2025 and the CMH is planned for operation in 4Q-2025.

Themes incorporated in Building Works

2.5 The building of CMH is planned and coordinated by the Architectural Services Department (“ArchSD”) and constructed according to “design and build” (“D&B”) contract mode. According to the contract requirement, the elements of Chinese culture and Traditional Chinese Medicine concepts will be incorporated into the CMH’s building design and its furniture and equipment in association with specific CM culture.

2.6 Visual and symbolic presentations of the CM culture related themes should be incorporated into the interior design at designated locations. LED display panels are set up at designated locations in CMH to provide a platform where digital themes and contents can be presented in association with the CM culture themed building elements at specific zones. QR codes connecting to related CM information can be used to complement essential theories in Traditional Chinese Medicine or to introduce nearby departmental services. These aim to foster in-depth understanding of CM by general public.

2.7 Use of low-profile and abstract formats to create spatial atmosphere incorporating important theories of Traditional Chinese Medicine into the interior designs of all specified floors and major public areas, in which the themes in Chinese Medicine shall be related to the services provided by the corresponding sectors in CMH.

2.8 Lift core backdrop on each floor from G/F to 7/F will be set up to exhibit the historical development of Chinese Medicine, tentatively from Qin Dynasty to Qing Dynasty in chronological order, as well as famous doctors and selection of contents from classical literatures in Chinese Medicine.

2.9 The atrium on G/F of CMH has exhibition space whereby flexible and removable devices can be installed to facilitate regular changes in exhibition topics

according to needs in public education and service development by the Operator. History of Hong Kong Chinese Medicine development is expected to be the exhibition topic upon CMH opening.

Scope of Work

3. The Furniture Provider is required to perform the following:

3.1 The works scope of the Provision is divided into two parts, “Task One” and “Task Two”, for each works items tabled in **Appendix 1**.

3.2 **Task One** refers to the Bespoke Furniture including:

3.2.1 CM Themed Physical Elements:

3.2.1.1 Tailor-made detailed design proposal;

3.2.1.2 Contemporary Furniture with Oriental style, e.g. Chinese herbs, paintings, calligraphy, sculptures, etc.

3.2.1.3 Reference images or preliminary design sketch of the proposed furniture;

3.2.1.4 Proposed materials, dimensions (e.g., length, width, height, seat height, diameter) and weight;

3.2.1.5 Preliminary cost estimate, specifications and production lead time for the design, supply and installation of tailor-made furniture;

3.2.1.6 Proposed execution plan of procurement.

3.3 **Task Two** refers to the Proprietary Furniture including:

3.3.1 CM Themed Physical Elements:

3.3.1.1 Goods available on the market which fits into the context of each interior area and adjustment of size to fit into the designated space.

3.3.1.2 Contemporary Furniture with Oriental style, e.g. Chinese herbs, paintings, calligraphy, sculptures, etc.

3.3.1.3 Reference images of the proposed furniture

3.3.1.4 Proposed materials, dimensions (e.g., length, width, height, seat height, diameter) and weight;

3.3.1.5 Preliminary cost estimate, specifications and market procurement approach for the supply and installation of market available furniture;

3.3.1.6 Proposed execution plan of procurement.

- 3.4 Attendance of design meetings for review of Government's comments for incorporation into design proposals:
 - 3.4.1 Kick-off face-to-face design meeting upon commencement of the Contract on Task One works scope;
 - 3.4.2 Interim design meetings including one (1) face-to-face meeting at Government office and adequate ad-hoc design review (web) meeting(s) before finalization of Task One design proposal;
 - 3.4.3 Kick-off face-to-face design meeting upon commencement of the Contract on Task Two works scope;
 - 3.4.4 Interim design meetings including one (1) face-to-face meeting at Government office and adequate ad-hoc design review (web) meetings before finalization of Task Two design proposal;
 - 3.5 The following CMH building design information can be referred for the abovementioned Tasks One and Two:
 - 3.5.1 **Appendix 2** – CMH furniture index and reference photos
 - 3.5.2 **Appendix 3** – CMH proposed furniture locations
 - 3.6 The proposed furniture should be marked clearly on the layout plans for user easy identification of location and quantities.
4. Quality and Detailed Requirements of the Provision:
 - 4.1 Proposals shall conform to essence of Chinese culture and Theories of Traditional Chinese Medicine;
 - 4.2 Proposals shall generally be able to fit into the overall style of the contractor's building, interior and landscape. All proposed revisions to the said design proposals shall not adversely affect the D&B master program and/or building structural design;
 - 4.3 Proposals shall take into full consideration of the feasibility in procurement, installation and maintenance, as well as economic benefits;
 - 4.4 Academic accuracy in the designs involving Chinese culture wordings shall be ensured;
 - 4.5 All proposed furniture shall be coherent with the specified Chinese Medicine Culture design themes, the interior and facade designs of the building;
 - 4.6 To ensure all related contents shall conform to existing legislations in Hong Kong.
 5. Deliverables and Timeframe
 - 5.1 All designs must be finalised 3 months after the award of contract.

The tender validity is 120 days from closing. The Contract period is **from the contract award date till the end of the warranty period.** The Furniture are expected to be ready to delivery and installation by late Nov 2025, with all the tasks set out in paragraph 3 to be completed by late Aug 2025, unless otherwise advised by the Government and subjected to the construction progress of the CMH.

5.2 The Contractor shall submit deliverables as required by the Government including those mentioned below (“Deliverables”) to the satisfaction of the Government in accordance with the following timetable:

<u>Deliverables</u>	<u>Submission Deadline / Required Time for Submission</u>
Task One and Task Two	
(a) 1 st Draft Proposal for Bespoke Furniture covering works scope for Task One and 1 st Draft Proposal for Proprietary Furniture covering works scope for Task 2.	Four (4) weeks from the date of letter of acceptance
(b) 2 nd Draft - Amendments of (a) after receiving the Government’s comment.	Two (2) weeks for the Government to comment on the 1st draft received in (a) and subsequently Two (2) weeks for contractor to provide (b)
(c) Shop Drawings based on the confirmed 2 nd draft	Two (2) weeks for the Government to review 2nd Draft in (b) and subsequently Two (2) weeks for contractor to provide (c)
(d) Final proposal with approved shop drawings	Two (2) weeks for the Government to review the drawings And subsequently Two (2) weeks for contractor to revise drawings if any comment from the Government to provide (d)

(e) Written or oral advice to the Government in response to any requests of the Government under paragraph 3.2 and 3.3 regarding Task One and Task Two works scope.	Whenever requested by the Government
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The timeframe shall be subjected to the construction progress of the CMH.

- 5.3 All Deliverables shall be in the form of a written report in Chinese or English supported by detailed graphic plans and designs, exhibit items/ exhibit contents specifications, and other references or documents related to this service contract.
 - 5.4 The Contractor is required to provide advice to the Government throughout the period of the Contract in accordance with paragraph 5.1.
 - 5.5 All Deliverables shall be prepared in Chinese or English in both hard and soft copies. The hard copies shall be printed and bound in recycled A3 or A4 paper as appropriate while soft copies shall be provided in WORD or ADOBE ACROBAT formats or other formats to be agreed by the Government. Prior agreement with the Government Representative in writing is required for any amendment to the timetable. None of the Deliverables shall be deemed to have been completed until and unless the Government Representative has confirmed acceptance of the same in writing.
6. Coordination Matters with works departments of the Government
- 6.1 Coordination on Interfacing of AV system and architectural elements with EMSD and ArchSD would be needed if applicable. Manpower (other than the transportation or porter) with knowledge of electrical and architectural fields should be available for on-site coordination and handling of emergency matters.
7. Production and Delivery
- 7.1 Production could only be started after obtaining our formal written approval.
 - 7.2 Production must be completed within three months after approval obtained. Furniture delivery need to be arranged with government representative.
 - 7.3 The furniture is subject to WTOGPA. Contractor should arrange transportation and porter service at its own cost to deliver the furniture in good time and condition to the designated locations in the CMH as required by the Government representative(s).

8. Payment and Claim for defect/replacement

- 8.1 The payment would be arranged 30 days after receipt of the payment advice/request from contractor provided the goods are received in full and in good condition. The government reserves the right not to pay for any defect goods found for whatever reason due to production or transit mistake as put forward by contractor. The Government also has the right to claim for any loss which affected the operations of the CMH, furniture users due to the goods provided.

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