Expressions of Interest (EOI) and Prequalification of Theatre Rigging System Key Domestic Sub-Contractors for the Park and Black Box Theatre Project of the West Kowloon Cultural District Authority

20 March 2015
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1. INTRODUCTION

West Kowloon Cultural District Authority (the “Authority”) is a public body established under Section 3 of the West Kowloon Cultural District Authority Ordinance, Cap. 601.

Background information about the project of the West Kowloon Cultural District (the “WKCD”) is available at the Authority’s website: “http://www.westkowloon.hk”. The WKCD area plan is in Appendix 1.

2. REQUIREMENTS

The Authority intends to select key domestic sub-contractors for the Design, Fabrication, Supply, Installation, Testing and Commissioning of Theatre Rigging System for the Park and Black Box Theatre (the “Theatre Rigging System Works”).

To achieve the purpose, a two-stage selection process of the Authority will be conducted as below:-

Stage 1 – Expression of Interest (EOI) and Prequalification Process

Contractors are invited to express their interest to be prequalified as shortlisted key domestic sub-contractors for the Theatre Rigging System Works. Contractors shortlisted shall be identified in the Main Contract tender documents as shortlisted key domestic sub-contractors for selection by the Main Contract tenderers as their key domestic sub-contractor for the Theatre Rigging System Works. Interested contractors shall complete and return the Form of Expression of Interest (Form F) to the Authority and lodge the prequalification submissions in accordance with this EOI and prequalification document.

Prequalification assessment will be carried out by a Prequalification Assessment Panel.

Stage 2 – Shortlisted Contractors

The Authority will notify the successful contractors that they are shortlisted for selection by the Main Contract tenderers as their key domestic sub-contractor for the Theatre Rigging System Works.
3. THE PROJECT – BLACK BOX THEATRE

3.1 Project Vision

The Black Box Theatre will be one of the most vibrant cultural hubs within the Park of WKCD and will be strategically intersecting with the middle of the Cultural Boulevard. The Black Box Theatre aims at providing a free space venue for different kind of performances. The Black Box Theatre will be a 3-storey building with a main performing chamber housing 450 seats / 900 standing audience on G/F, equipped with good technical infrastructure and support. Other facilities include a multi-purpose function hall on the G/F for events, a rehearsal room on 2/F and back of house area, etc.

The approximate gross floor area (GFA) of the Black Box Theatre is around 2,950m2.

Interested contractors should note the approach taken and the emphasis adopted by the Authority in implementing the WKCD project, including the Black Box Theatre namely:-

(a) Rigorous value engineering and cost containment will be undertaken to ensure WKCD facilities are value for money, built in a cost effective manner and within budget;

(b) A more functional and pragmatic approach should be adopted in the design and construction of the WKCD facilities, putting emphasis on functionality and contents over the form of the design; and

(c) Creative ways to early deliver the WKCD facilities shall be explored.

3.2 The Site

The Site for the Black Box Theatre (located in the Park) is shown in Appendix 2.

The Site is on reclaimed land adjacent to various items of infrastructure and underground utilities, which include the existing Western Harbour Crossing (WHC) and the MTRC Airport Express Line, the ventilation buildings of the WHC and the MTRCL’s Airport Express Line, existing haul roads, a water pump station, drainage and utilities facilities, etc.
3.3 Procurement of Key Domestic Sub-Contract (KSCD) and Main Contract

The Main Works of the Park and Black Box Theatre will be procured under a single contract containing a number of key domestic sub-contracts (KDSC), of which the Theatre Rigging System Works will be one.

The Main Contract tenderers will be shortlisted from Group “C” of the “Buildings” category of the Development Bureau’s List of Approved Contractors for Public Works (excluding contractors on probationary status). They are required to select a key domestic sub-contractor for the Theatre Rigging System Works from a list of shortlisted key domestic sub-contractors when they submit the Main Contract tenders. The appointed Main Contractor will enter into a Key Domestic Sub-Contract (KDCS) with their selected Theatre Rigging System sub-contractor as their key domestic sub-contractor for the Theatre Rigging System Works.

The tentative programme for the Main Works of the Black Box Theatre is as follows:-

- Commencement of the Main Works of the Black Box Theatre: Tentative October 2015
- Completion of the whole of the Project: Tentative August 2017

3.4 Project Constraints

(a) Site Surroundings

The Black Box Theatre will be situated in the center of the Park of the WKCD. There are 2 main city infrastructures passing through the site at underground level on either side of the Site: the WHC on the west side and MTRCL on the east side. Interested contractors should note that the Park project area within 30m from the MTRCL property is under MTRCL Schedule Area 3; while the area within 30m from the footprint of the WHC at ground level has guidelines and restrictions from WHC which should be followed strictly.

A short distance from the north west corner of the Black Box Theatre is the Arts Pavilion which will be opened to the public after the first quarter of 2016 and construction activities have to be well planned to avoid disturbance to the Arts Pavilion and ensure its full operation during the course of work.

There will be several construction activities in close proximity to the proposed Black Box Theatre building, including M+ Museum and the newly constructed access road from Austin Road West to the Park. Therefore site logistics and construction procedures will need to be carefully planned.
(b) Building Structure

The building foundation will be a shallow raft foundation constructed by reinforced concrete shear walls and slabs. The superstructure will basically be reinforced concrete column-beam system.

In particular, the main performing space, the Black Box Theatre chamber, will adopt a double-wall system with structural isolation, such that the outer reinforced concrete wall and the inner blockwall would be separated by 25mm air gap and be supported independently. The purpose of adopting such complex structure is to limit the structural-borne noise and vibration transfer into noise critical areas from the exterior or from the surrounding building structure (or vice versa).

The roof of the main performance space – the Black Box Theatre chamber, is constructed in reinforced concrete. The ceiling gallery is a steel c-channel system which is designed to be dismantled easily for theatrical equipment installation. Travelling beam and movable hoist are installed above the ceiling grid for equipment installation.

There is no control room for the black box chamber, instead a mobile type control panel system will be installed at the technical gallery.

(c) Acoustically Isolated Construction (box-in-box)

The design concept of Acoustically Isolated Construction involves balcony structures that are rigidly connected to the outer 300mm reinforced concrete walls and 1500mm reinforced concrete columns. The inner wall of the theatre is then built on the balconies from 140mm filled blockwall.

The acoustic success of this design concept revolves around the degree to which the inner blockwall can be structurally isolated from the outer walls, columns and balconies. Key acoustic features of this design therefore include:-

- A 25mm air gap between the columns and inner filled-blockwall. If lateral restraint between blockwall and the column is required, resilient wall ties could be employed.
- Resilient connections between the inner blockwall and the balconies.

A raised timber dance floor will be employed, resiliently isolated from the slab below and from the walls giving a suggested structure for an isolated dance floor that can support a 750 kg/m² UDL and 10kN point load. Such a floor design may also be adopted for the Function Hall and Rehearsal Room if dance performances and practice are envisaged by the WKCDA at these locations.
The current proposed roof design for the Black Box Theatre chamber is 450mm reinforced concrete, with 13mm plasterboard suspended ceiling below, with acoustic absorption in the ceiling cavity. This ceiling could be situated just below the roof structural cross beams, and just above the main hoisting beam (runway beam) for the theatre flying system.

4. **ANTICIPATED SCOPE OF THE KEY DOMESTIC SUB-CONTRACT (KDSC) WORKS**

4.1 **General**

The Theatre Rigging System Works shall be on a lump sum basis and included in the Main Contract tenders without price or currency fluctuations. The Works are based on the design intent drawings and performance specification prepared by the design consultants of the Project.

Quantities will be provided for reference. The shortlisted key domestic sub-contractors for the Theatre Rigging System Works shall submit their bids to the Main Contract tenderers for them to formulate their tender submission for the Main Contract, in which its price and technical proposal are both subject to tender evaluation.

The Main Contract tenderers will be allowed to select one (1) shortlisted key domestic sub-contractor for carrying out the Theatre Rigging System Works.

4.2 **Specialist Theatre Rigging System**

The Theatre Rigging System Works to be included in the Main Contract Works generally include the design and engineering, supply, installation, testing and commissioning of the over-stage and under stage rigging system including curtain track system as well as the support for Theatre Systems Integrator (TSI) in respect to spatial coordination and the system installations inside or passing through the Theatre Areas and Performances Related Spaces.
5. COMPETENCY AND QUALIFICATION OF SHORTLISTED CONTRACTORS

5.1 The shortlisted key domestic sub-contractors are expected to possess the necessary qualifications in the respective disciplines to undertake the Theatre Rigging System Works. They must be able to demonstrate a proven track record in carrying out this role of a similar nature and on a similar scale and complexity to fulfil the requirements of the Authority.

5.2 The shortlisted key domestic sub-contractors must meet the following key assessment criteria and requirements:-

<table>
<thead>
<tr>
<th>Assessment criteria and requirements</th>
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</thead>
<tbody>
<tr>
<td>(1) Project Experience</td>
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<tr>
<td>1.1 (a) Completion of at least five (5) projects of similar scale and nature within the last five (5) years;</td>
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<tr>
<td>(b) The applicant or the lead applicant should have been incorporated for a minimum of twelve (12) years;</td>
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<tr>
<td>(c) Demonstrable track record on projects of a similar size, materials, systems and complexity (globally and in HK);</td>
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<tr>
<td>(d) The contract sum of at least one (1) of the projects referred to in sub-items (a), (b) or (c) above must exceed HK$ 15 Million; (Where the contract sum is not in HK dollars, it shall be based on the current exchange rate of the HSBC Bank at the closing date of the EOI and prequalification submission).</td>
</tr>
<tr>
<td>(2) Reference</td>
</tr>
<tr>
<td>2.1 Letter(s) of Satisfaction from the employer(s) of their previous project(s);</td>
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<tr>
<td>(3) Technical Resources</td>
</tr>
<tr>
<td>3.1 Technical support representation in Asia, including emergency technical support; and</td>
</tr>
<tr>
<td>3.2 Qualified and competent team composition and key personnel, including licensed engineering personnel with membership of relevant recognized professional associations.</td>
</tr>
</tbody>
</table>
6. **ANTICIPATED PROGRAMME**

The indicative timetable for the shortlisting of key domestic sub-contractors for the Theatre Rigging System Works and the award of the Main Contract is as follows and the Authority may amend the timetable from time to time.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Tentative Schedule (Hong Kong Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issue of EOI and prequalification document</td>
<td>March 2015</td>
</tr>
<tr>
<td>2. Closing date for EOI and prequalification submissions</td>
<td>April 2015</td>
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<tr>
<td>3. Evaluation of submissions &amp; shortlisting key domestic of sub-contractors</td>
<td>April / May 2015</td>
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<td>5. Invitation to Main Contract Tender</td>
<td>May 2015</td>
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<td>6. Main Contract Tender return</td>
<td>July 2015</td>
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<td>7. Main Contract Tender analysis and assessment</td>
<td>August / September 2015</td>
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<tr>
<td>8. Award of Main Contract</td>
<td>October 2015</td>
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7. **SUBMISSION**

7.1 **Submission Lodgement and Closing Time**

All EOI and prequalification submissions, (including the completed Forms A to G and supporting documents) must be sent by post or delivered by hand, and MUST reach the following address no later than **12:00 noon (Hong Kong Time) on the closing date 16 April 2015**. Submissions will not be accepted via email or facsimile.

“Tender Box
West Kowloon Cultural District Authority
29th Floor, Tower 6
The Gateway, 9 Canton Road,
Tsim Sha Tsui, Kowloon,
Hong Kong.”

Late submissions will not be accepted. Any new or additional information provided by applicants after their submissions shall not be accepted or considered.

If a rainstorm black warning or typhoon signal No.8 or above is hoisted or remains hoisted between 9:00 a.m. and 12:00 noon on the closing date, the closing time will be extended to 12:00 noon (Hong Kong Time) on the next working day (working days: 9:00am to 6:00pm Monday to Friday except public holidays) following the affected closing date.

The sealed envelope enclosing the submission should be clearly labelled “Submission in Response to the EOI and Prequalification for Theatre Rigging System for the Park and Black Box Theatre for the West Kowloon Cultural District Authority” and should bear the company name of the applicant or lead applicant.

7.2 **Submission Requirements**

The applicant or the lead applicant shall comply with the following conditions:-

(a) must include Hong Kong registered or international equivalent relevant professionals, who shall be familiar with trade practices, statutory and licensing requirements, codes and regulations;

(b) must include members who have relevant prior experience and qualifications in provision of the type of services described in this EOI and prequalification document;

(c) must respond to this EOI and prequalification process according to the assessment criteria and requirements set out in this EOI and prequalification document;
(d) should have been incorporated for a minimum of twelve (12) years;

(e) must declare by completing “Form E” any actual, potential or perceived conflict of interest or involvement which may arise with respect to the carrying out of the Theatre Rigging System Works. Any involvement or interest declared shall be carefully considered but will not automatically bar the applicants from being further considered in the selection process; and

(f) must complete and submit the Form of Expression of Interest (Form F).

Applicants who have submitted the EOI and prequalification submissions shall be deemed to have fully agreed to and accepted the requirements, rules and conditions set out in this EOI and prequalification document.

Applicants who do not abide by the rules, requirements or conditions set out in this EOI and prequalification document may be disqualified. Any disqualification shall be at the absolute discretion of the Authority. The decision of the Authority shall be final and binding on all parties concerned.

Documents submitted in response to this EOI and prequalification document will not be returned. The Authority reserves the right to suspend, not to proceed with or to cancel this EOI and prequalification process without the giving of any explanation. The Authority shall not be bound to shortlist any applicants who have submitted the EOI and prequalification submission, and reserves its absolute right not to include any applicants (whether or not it has submitted EOI and prequalification submission) in the list of shortlisted key domestic sub-contractors for the Theatre Rigging System Works in the Main Contract tender documents for selection. The Authority shall not be liable to pay any costs arising out of or incidental to any preparation and submission for, or enquiry about, or cancellation of the EOI and prequalification process. The Authority is under no obligation to discuss the evaluation result with any person. The Authority reserves its right to negotiate with any parties.
If the Authority becomes aware that a shortlisted key domestic sub-contractor has ceased to be able to meet the qualification requirements, then the Authority may, at its discretion, disqualify the shortlisted key domestic contractor from inclusion in the list of shortlisted key domestic sub-contractors in the Main Contract tender documents. In such case, the Authority may add another pre-qualified key domestic sub-contractor in the list. All shortlisted key domestic sub-contractors will be required to make a statement at the tender return for the Main Works Contract to confirm that there has been no material change in their qualifications.

### 7.3 EOI and Prequalification Submission

The objective of this EOI and prequalification is to provide the Prequalification Assessment Panel with a clear, concise and considered demonstration of the applicant’s credentials and ability to undertake the Theatre Rigging System Works for the Project. The EOI and prequalification submission should focus on how the applicant intends to address a project of this type, and its capability to manage and deliver the Theatre Rigging System Works.

The EOI and prequalification submissions will be evaluated according to the assessment criteria as detailed in Paragraph 8.2 of this document.

The EOI and prequalification submissions shall include the following:

1. Project Experience

   Proven experience shall be as required by Paragraph 5 of this document. The applicants should, upon obtaining consents from their respective clients, provide the following information about their previously completed projects or projects currently undertaken by them in Hong Kong and/or overseas:

   - (i) The name, location, use and nature of the project;
   - (ii) Key components of the Theatre Rigging System installation works (additional sheets may be used);
   - (iii) Amount of motorised line sets;
   - (iv) Completion year;
   - (v) Name and contacts of the technical department head for reference;
   - (vi) Work experience with government and/or public bodies;
   - (vii) Construction cost for the Theatre Rigging System Works (Where the contract sum is not in HK dollars, it shall be based on the current exchange rate of the HSBC Bank at the closing date of the EOI and prequalification submission);
(viii) A minimum of five (5) shop drawings taken from the applicant’s proposed comparable projects indicating the general setting out of the flying system and pit lifts in plan and section; and

(ix) Example drawing(s) (maximum 3 pages) and specifications (maximum 3 pages in A4) in pdf format that the applicant has prepared for previous projects of similar scale (in terms of a comparable winch, capacity and speed based on a winch capacity and speed, to be variable, to a maximum of 2m per second);

(2) Reference

(i) Letter of Satisfaction and references provided by the main or principal contractors for employers of previous projects;

(3) Technical Resources

(i) Company Organisation Chart;
(ii) CVs of key personnel and any key sub-sub-contractors that form the contractor’s team for the Theatre Rigging System Works; and
(iii) Details of the post installation support service for the Theatre Rigging System, indicating typical response time for attendance on site and location of the support staff.

7.4 Submission Format

Applicants are required to submit One original and Nine hard copies (with two CD copies) of their submissions. The copies of the submissions should be marked with "COPY" on the covers and all submissions should be in A4 portrait format and a minimum font size of 12 with no more than 14 sheets printed double sided. Attached to each set of the submissions are the curriculum vitae of the key personnel to be employed for the Project (maximum 2 pages per person), the organisation chart (1 page of A3 size), the letters of association, reference letters (if any), and Forms (A to G) with supporting documents including additional sheets allowed under the respective Form. Any excess pages in the submissions will be considered as evidence of inability to comply with submission requirements.

7.5 Language

The submission in response to this EOI and prequalification document is required to be in English.
8. SUBMISSIONS EVALUATION

8.1 Prequalification Assessment

The Authority will assess the applicants’ prequalification submissions and identify and shortlist suitable contractors for inclusion in the list of shortlisted key domestic sub-contractors in the Main Contract tender documents for the Main Contract tenderers’ selection when they submit the bid for the Main Contract for the Project.

The selection of shortlisted key domestic sub-contractors will be made in accordance with the Authority’s Procurement Procedures. A Prequalification Assessment Panel will be set up to evaluate the prequalification submissions of the contractors.

8.2 Selection Criteria

The Authority will assess the prequalification submissions based on the following criteria and weighting:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
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<tbody>
<tr>
<td>(1) Project Experience</td>
<td>50%</td>
</tr>
<tr>
<td>Quality and relevance of the examples given in relation to Theatre Rigging System Works including technical examples as described in above Paragraph 7.3(1).</td>
<td></td>
</tr>
<tr>
<td>(2) References</td>
<td>20%</td>
</tr>
<tr>
<td>Degree of satisfaction from the employer(s) of their previous project(s).</td>
<td></td>
</tr>
<tr>
<td>(3) Technical Resources</td>
<td>30%</td>
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<tr>
<td>Availability and quality of proposed resources.</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
9. **AMENDMENTS, ENQUIRIES AND AUTHORITY’S WEBSITE**

9.1 Amendments

The Authority may amend this EOI and prequalification document from time to time and will post such amendment on the Authority’s website. The Authority will NOT separately notify the applicants of any such amendment. Applicants are advised to check the Authority’s website from time to time for any new information or amendments.

9.2 Enquiries

Any enquiries about submission of the response to the EOI and prequalification document must be made formally before **12:00 noon 31 March 2015 (Hong Kong Time)** in writing to the Authority by email in **English** to the following e-mail address. Verbal enquiries will not be entertained.

Email address for enquiries: charlotte.wong@wkcda.hk

9.3 Authority’s Website

Invitation and details of the EOI and prequalification can be found in the Authority’s Website at:-

http://www.westkowloon.hk/tender

All requirements, terms and conditions as announced in the Authority’s website concerning the EOI and prequalification shall be binding upon all applicants.

The Authority shall not be responsible for any loss or damage whatsoever arising out of or in connection with the information provided in the Authority’s website and the applicants will be deemed to have made all necessary inquiries for the purpose of preparing their EOI and prequalification submissions.
10. INTELLECTUAL PROPERTY RIGHT

Contractors who are shortlisted to participate in the Stage 2 of the selection process shall retain the intellectual property in their EOI and prequalification submission, but shall by virtue of and in consideration of their being allowed to participate in the Stage 2 of the selection process be deemed to have granted to the Authority its authorized users, assigns and successors-in-title, without any fee an exclusive, irrevocable, royalty free, perpetual, freely assignable, world-wide license to use and modify or adopt the prequalification submission for any purpose of the Authority. The shortlisted key domestic sub-contractors shall not grant or assign any other or further such licence in respect of their EOI and prequalification submission or any part or component thereof to any other person, company or legal entity without the express written consent of the Authority.

To the extent that beneficial ownership of any intellectual property rights in any component of the prequalification submission is vested in a third party, the shortlisted key domestic sub-contractors shall procure at their own cost that the beneficial owner of such intellectual property rights shall grant to the Authority, its authorized users, assigns and successors-in-title, free of all fees, a non-exclusive, irrevocable, royalty free, perpetual, freely assignable, sub-licensable world-wide license to use the component of the prequalification submission for any purpose of the Authority.

11. CONFLICT OF INTEREST

Each applicant shall declare that to the best of its knowledge at the date of the EOI and prequalification submission, no conflict of interest exists or is likely to arise in the performance of its obligations under the Key Domestic Sub-Contract (KDSC) by itself, by its employees, or any sub-contractors, if it is awarded the Key Domestic Sub-Contract by the Main Contractor.

The applicant, if it is awarded the Key Domestic Sub-Contract by the Main Contractor shall procure that its employees, associates or any sub-contractors shall not, without the written consent of the Main Contractor and/or the Authority, undertake any services or works which could give rise to real, potential or perceived conflicts with the performance of its obligations in respect of the Theatre Rigging System Works for the Project.
12. GOVERNING LAW AND JURISDICTION

The Authority’s decision regarding all aspects of the EOI and prequalification process shall be final and binding on all parties concerned.

Any disputes and differences arising in connection with this EOI and prequalification and the tendering for the Main Contract for the Project shall be governed by the laws of the Hong Kong SAR for the time being in force.

13. CONFIDENTIALITY

The assessment process of the EOI and prequalification will be carried out in strict confidence. The Authority and management team of the Authority are under no obligation to disclose the details of the assessment. All applicants agree to waive any right to seek information or data about the assessment on their submission materials during or after the completion of the EOI and prequalification process. Any person, without prior written authorisation of the Authority, shall not disclose, exhibit or publish the submitted proposals or any materials related to the EOI or the prequalification in any form. Any unauthorised publicity or disclosure of any submitted proposal or any materials related to the EOI or the prequalification by an applicant may result in disqualification of that submission. For the avoidance of any doubt, the Authority shall have the right to, and the applicants acknowledge and agree that the Authority shall have such right to use the name and biographies of all individual applicants or participants and companies for or in connection with the publicity, advertising and promotion of the Project or this EOI and prequalification exercise and/or its results.

14. SEVERABILITY

If any provision herein is determined to be illegal or unenforceable by any court of competent jurisdiction or arbitrator, such provision shall be deemed to have been void ab initio without affecting the remaining provisions of the EOI and prequalification document.
15. **GENERAL PROVISIONS**

In this EOI and prequalification document unless the context otherwise requires:

(a) words importing the singular number shall include the plural and vice versa;
(b) words importing any particular gender shall include all other genders; and
(c) words importing the whole shall be treated as including a reference to any part of the whole.

**Attachments (Note: Forms A to G together with supporting documents must be included in the EOI and Prequalification Submission)**

Form A – General Information
Form B – Project Experience
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Appendix 3 – Black Box Theatre – Floor Plans and Sections.
If the applicant is a Joint Venture, Partnership, Consortium or other form of collaboration, each member of the Joint Venture, Partnership, Consortium or other form of collaboration should individually complete and submit Forms A to G, as appropriate.

1. Applicant’s Company/Firm Name:

Name(s) and title of Contact Person(s) to whom the EOI Documents may be addressed:

Contact(s)  
Job Title:  
Address:  
Telephone:  Fax:  
Email:  

2. Head Office Address (if different from 1 or 3):

Telephone:  Fax:  
Email:  

3. Hong Kong Office Address (if different from 1 or 2 above):

Telephone:  Fax:  
Contact(s)  
Job Title:  
Email:  

4. Applicant’s Organisation:
4.1) Type of organisation (e.g. private company, public company, subsidiary, partnership, Joint Venture, consortium etc.)

4.2) Applicant's Status in Hong Kong (head office, branch, subsidiary, etc.)

4.3) Date and Country of Registration (provide for both the Applicant and the ultimate parent):
   Applicant:________________________________________
   Ultimate Parent:__________________________________

4.4) Commercial Registration:
   Applicant
   Date of Registration: ________________________________
   Registration Number: ________________________________
   Country of Registration: ____________________________
   Type of Registration (limited company, partnership, etc.)
   ________________________________________________

   Ultimate Parent
   Date of Registration: ________________________________
   Registration Number: ________________________________
   Country of Registration: ____________________________
   Type of Registration (limited company partnership, etc.):
   ________________________________________________
4.5) Hong Kong Registration:

Does the Applicant have a current Hong Kong Business Registration Certificate? 

________ Yes  ________ No

If so, please provide the following information:

Certificate No: ________________________________

Valid until: _________________________________

Years registered in Hong Kong: ________________________________

Please include a copy of the Applicant’s HK Business Registration Certificate.

5. Legal and Financial Advisers:

Please provide names and contact information for the applicant’s legal and financial advisers.

<table>
<thead>
<tr>
<th>Name of Adviser(s):</th>
<th>Contacts:</th>
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</thead>
<tbody>
<tr>
<td>Legal:</td>
<td></td>
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<tr>
<td></td>
<td>Contact Person:</td>
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<td>Company Position:</td>
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<td>Email:</td>
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</table>

If not applicable, please specify in the space provided ____________________________
6. Applicant’s Main Business Activities. (please list and provide date first involved in such activity)

____________________________________________________________________________

1. ________ Since: ________
2. ________ Since: ________
3. ________ Since: ________
4. ________ Since: ________

(please provide additional but brief details if dates or information above have been affected by company buy-outs, amalgamations, etc.)

7. Parent, Associate and Subsidiary Company Involvement:

If the Applicant is a subsidiary, associate or affiliate, what involvement (scope), if any, will the parent or other related companies have in the Project?

____________________________________________________________________________

Please provide the names and addresses' of associated companies which will be involved in the Project and the number of local and overseas professional personnel expected to be involved in the Project.

<table>
<thead>
<tr>
<th>Name(s):</th>
<th>Address(ees):</th>
<th>No. of personnel involved: (please specify local and/or overseas)</th>
</tr>
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<tbody>
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</tbody>
</table>
How many employees in total does the Applicant employ in:

Hong Kong: ____________________________
Elsewhere (by Jurisdiction): ____________________________

8. Corporate Structure of Parent, Associate, and Subsidiary Companies: Please provide a corporate tree that depicts the parent, affiliates, or any other subsidiaries of the applicant, and their relationships to each other and the applicant. For a JV or proposed JV, each partner should submit similar information.

________________________________________

9. Please provide details of any legal, civil or contractual action outstanding or threatened claim, distress, legal action, litigation proceeding, suit, prosecution, investigation, enquiry or arbitration which have been made against your organisation in the last 3 years.

________________________________________

________________________________________
Table 1 – Project Experience (the contract sum of at least one (1) of the projects referred in below table must exceed HK$15 Million (Where the contract sum is not in HK dollars, it will be based on the current exchange rate of the HSBC Bank at the closing date of the EOI and prequalification submission)):  

<table>
<thead>
<tr>
<th>Name &amp; Location of Project (please specify use/ nature)</th>
<th>Brief Project Description including the Scope and Nature of Theatre Rigging System Works; Main components of the (max 500 words per project, and 5 projects)</th>
<th>Extent of curtain tracks installed</th>
<th>Technical HOD of relevant automation department, with contact details</th>
<th>Client / Employer Contact (please specify if it is government and/or public bodies)</th>
<th>Type of Auditorium &amp; Nos. of Seats (Max 100 words)</th>
<th>Year of Completion</th>
<th>Construction Cost for Theatre Rigging System Works (HK$); &amp; its currency if it is not in HK$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Indicate if separate sheet is attached for this information - Y / N</td>
<td>Number of tracks</td>
<td>Include name, Title, Contact number, Email address, Government or Public body</td>
<td>Include name, Title, Contact number, Email address, Government or Public body</td>
<td></td>
<td>Year</td>
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<tr>
<td>Location</td>
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<td>Total length of tracks (m)</td>
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Name:  
Location:  
Indicate if separate sheet is attached for this information - Y / N  
Number of tracks  
Total length of tracks (m)  
Include name, Title, Contact number, Email address, Government or Public body  
Include name, Title, Contact number, Email address, Government or Public body  
Seat Count  
Description  
Year  
HK$  
Or  
Currency = Amount=
West Kowloon Cultural District Authority
Expressions of Interest (EOI) and Prequalification of Theatre Rigging System Key Domestic Sub-Contractors for the Park and Black Box Theatre Project of the WKCD

FORM B – PROJECT EXPERIENCE

<table>
<thead>
<tr>
<th>Name &amp; Location of Project (please specify use/ nature)</th>
<th>Brief Project Description including the Scope and Nature of Theatre Rigging System Works; Main components of the (max 500 words per project, and 5 projects)</th>
<th>Extent of curtain tracks installed</th>
<th>Technical HOD of relevant automation department, with contact details</th>
<th>Client / Employer Contact (please specify if it is government and/or public bodies)</th>
<th>Type of Auditorium &amp; Nos. of Seats (Max 100 words)</th>
<th>Year of Completion</th>
<th>Construction Cost for Theatre Rigging System Works (HK$) &amp; its currency if it is not in HK$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Indicate if separate sheet is attached for this information - Y / N</td>
<td>Number of tracks</td>
<td>Include name, Title, Contact number, Email address, Government or Public body</td>
<td>Include name, Title, Contact number, Email address, Government or Public body.</td>
<td>Seat Count</td>
<td>Year</td>
<td>HK$ Or Currency = Amount=</td>
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<tr>
<td>Location</td>
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<td>Total length of tracks (m)</td>
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## FORM C – TEAM LOCATIONS

<table>
<thead>
<tr>
<th>(1) Contractor Team Setup and Location</th>
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<tbody>
<tr>
<td>Company HQ location =</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Explain your intended approach to the Project, how your designers and engineers and project team are structured and located and any other key elements of the way you would execute the Project (max 1 page).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate if separate sheet is attached for this information</td>
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<tr>
<td>Y / N</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(3) Identify any elements of the Works which you intend to sub-contract to another organization or person and confirm their experience, qualifications and technical experience (max 4 pages).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate if separate sheet is attached for this information</td>
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<tr>
<td>Y / N</td>
</tr>
</tbody>
</table>
FORM D – SCHEDULE OF KEY PERSONNEL OF DESIGN MANAGEMENT AND PROJECT TEAM

(1) Schedule of Key Personnel of design management and project team including any local registered structural/mechanical & electrical engineer team members
To: West Kowloon Cultural District Authority ("Authority")

From: _______________________________ (Name of Applicant)

Date: _______________________________

Dear Sirs,

Re: EOI and Prequalification of Theatre Rigging System Key Domestic Sub-Contractors for the Park and Black Box Theatre Project for the West Kowloon Cultural District Authority ("Works")

We refer to the above EOI and prequalification process for the Works.

1. This is to confirm that I/we* [have/do not have any]* direct or indirect financial, personal or other interests relating to or arising from the duties to be performed for the Works and which conflict or compete, or may appear to conflict or compete, with any interest of the Authority. I/We* also undertake that should such a conflict arise in future during the term of the contract for the Works with the Authority, I/we* will inform the Authority immediately. (If there is such a conflict, please provide details as an attachment to this Declaration.)

2. I/We* also declare that I/we* [have/do not have any]* outstanding or threatened claim, distress, legal action, litigation, proceeding, suit, prosecution, investigation, enquiry or arbitration which may have a bearing to my/our* performance of the Works. I/We* also understand that the Authority reserves the right to terminate the contract with me/us* if it is subsequently found that I/we* have the aforesaid instance that had not been disclosed to the Authority. (If there is such an instance, please provide details as an attachment to this Declaration.)

3. I/We* also declare that I/we* [have/do not have any]* records of convictions under the Employment Ordinance, Employees’ Compensation Ordinance and the Immigration Ordinance or any other relevant ordinance which may have bearing to my/our*
performance required for the Services for the 12-month period preceding the closing date for the submission of proposal. I/We* also understand that the Authority reserves the right to terminate the contract with me/us* if it is subsequently found that I/we* have such convictions that had not been disclosed to the Authority. (If there is such a conviction, please provide details as an attachment to this Declaration.)

4. I/We* undertake to hold in strict confidence of all information relating to the EOI, the prequalification or the Tender process for the Project or the Works that I/we* have access to or otherwise come to my/our* knowledge and not to divulge or disclose any such information without first obtaining the approval of the Authority and undertake not to take advantage of such information whether or not for personal gain.

5. I/We* undertake not to offer, solicit or accept, directly or indirectly, any Advantage® as defined under the Prevention of Bribery Ordinance, in connection with or arising from the EOI, the prequalification or the Tender process for the Project or the Works, unless with the prior consent of the Authority.

6. I/We* consent and hereby authorize the Authority to investigate and verify information, including our declaration provided in relation to this EOI and prequalification submission with any third parties.

Yours faithfully,

____________________________
(Name and position of Signatory)

*Delete where inappropriate

@ “Advantage” under the Prevention of Bribery Ordinance, Cap.201, the Laws of Hong Kong SAR means (a) any gift, loan, fee, reward or commission consisting of
money or of any valuable security or of other property or interest in property of any description; (b) any office, employment or contract; (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part; (d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted; (e) the exercise or forbearance from the exercise of any right or any power or duty; and (f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e), but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap 554), particulars of which are included in an election return in accordance with that Ordinance.
The Contractor shall submit the Form of Expression of Interest together with the prequalification submissions as requested.

**Form of Expression of Interest**

Our ref:

Date

**West Kowloon Cultural District Authority**

29/F, Tower 6, The Gateway,

9 Canton Road, Tsim Sha Tsui,

Kowloon,

Hong Kong

Dear Sir / Madam,

**Re: West Kowloon Cultural District Authority**

**Expression of Interest (EOI) and Prequalification of Theatre Rigging System Key Domestic Sub-Contractors for the Park and Black Box Theatre Project of the West Kowloon Cultural District Authority**

**Form of Expression of Interest**

We acknowledge receipt of your EOI and prequalification document dated 20 March 2015. We express our interest in the prequalification and tendering (if shortlisted) for the captioned Theatre Rigging System Key Domestic Sub-Contract and hereby submit the required prequalification submissions for the prequalification process for the Authority’s shortlisting of sub-contractors for the captioned Theatre Rigging System Key Domestic Sub-Contract for the construction of the Park and Black Box Theatre.

Yours faithfully,

(signature of the applicant)
1. Enclosures

The applicant shall include all EOI and prequalification submission documents listed below in its response. The entire set of documents listed below will serve as a checklist to assist the applicant to ensure that a complete response is being submitted for review. **Please note that Forms A to G and the required supporting documents must be submitted in the Prequalification Submissions.**

<table>
<thead>
<tr>
<th>List of Forms and Documents Submitted:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.) Cover letter (including submission information and documents as per Paragraph 7.3 other than the following).</td>
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<tr>
<td>2.) Form A General Information Required</td>
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<tr>
<td>(Include copy of Certificate of Incorporation or its equivalent (i.e. proof of incorporated status in the home jurisdiction) and Hong Kong Business Registration Certificate)</td>
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<tr>
<td>3.) Form B - Project Experience</td>
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<tr>
<td>4.) Form C – Team Locations</td>
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<tr>
<td>5.) Form D - Schedule of Key Personnel of Design Management and Project Team</td>
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<tr>
<td>6.) Form E – Declaration Form</td>
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<tr>
<td>7.) Form F – Form of Expression of Interest</td>
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<td>8.) Form G – Enclosures and Certification of Response</td>
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<tr>
<td>9.) Supporting documents for above Forms</td>
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</tbody>
</table>
2. Certification of Response

This is to certify that the information provided in the Forms and Documents listed above pertaining to the Company are true and correct and that the signatory may be contacted for verification purposes.

Signature: ___________________________ Title: ___________________________
(Company Director or Similar)

Name: ___________________________ Date: ___________________________
West Kowloon Cultural District Authority
Expressions of Interest (EOI) and Prequalification of Theatre Rigging System
Key Domestic Sub-Contractors for the Park and Black Box Theatre Project of the WKCDA

ANNEX 1
PERSONAL INFORMATION COLLECTION STATEMENT

All Personal Information or Data provided in the Prequalification Submission will be for evaluation of submission purpose.

Personal Information and Data include, without limitation, names of any personnel required for production under or as listed in the EOI and prequalification document and their relationships with the applicant, professional experience, qualifications, address and contact telephone number.

The Authority will not sell or disclose the Personal Information and Data to any non-affiliated third parties except to: (i) consultants, contractors or service providers who may provide services or are engaged to carry out any consultancy, management or administrative functions for and on behalf of the Authority; or (ii) any Governmental authorities or regulatory bodies; or (iii) any third parties as may be required or permitted by law.

The provision of Personal Information or Data by the applicant in response to the EOI and prequalification document is voluntary. However, if the required information is not provided in the prequalification submission, the Authority may not able to process the prequalification submission further.

The applicant has the right to request access to and correction of the Personal Information or Data in accordance with the provisions of the Personal Data (Privacy) Ordinance (“PDPO”). Requests for access to or correction of the Personal Information held by the Authority should be addressed to:

Miss Charlotte Wong
West Kowloon Cultural district Authority
29/F, Tower 6, The Gateway
9 Canton Road, Tsim Sha Tsui
Kowloon, Hong Kong
Tel: 2200 0267 Fax: 2895 0016
Email: charlotte.wong@wkcda.hk

In accordance with the PDPO, the Authority may charge the applicant for a reasonable fee for processing any data access or correction requests.
West Kowloon Cultural District Authority

Expressions of Interest (EOI) and Prequalification of Theatre Rigging System
Key Domestic Sub-Contractors for the Park and Black Box Theatre Project of the WKCD

APPENDIX 1
WKCD AREA PLAN

APPENDIX 1
WKCD AREA PLAN
Site Plan

Park and associated promenade
APPENDIX 2
BLACK BOX THEATRE – SITE PLAN
APPENDIX 3

BLACK BOX THEATRE – FLOOR PLANS AND SECTIONS