香港勞校教育機構主辦
Sponsored by Hong Kong Workers' Educational Organisation since 1946
創 知 中 學
Scientia Secondary School
電話 Tel ：(852) 2714 4115
傳真 Fax ：(852) 2761 0050
電郵 E-mail：info@scientia.edu.hk
地址 Address：香港九龍何文田公主道 14 號 14 Princess Margaret Road, Homantin, KLN, HK 網址 Website：http://www.scientia.edu.hk

檔案編號：SSS-2425-EE

敬啟者:

承投創知中學
「提升學校電力工程顧問服務」
合約招標

現特函誠邀 貴公司為本校的**「提升學校電力工程顧問服務」**進行招標報價。

投標者必須按要求將所有資料填妥及**一式三份**放置於密封的信封內交回。信封面請註明:**創知中學「提升學校電力工程顧問服務」合約招標報價**。招標者應於 2024 年 10 月 3 日(星期四) 中午 12 時前將標書親身遞交予「九龍何文田公主道 14 號創知中學投標箱」內。

所有逾期標書，概不受理。由上述截標日期起計， 貴公司的投標書有效期為 90 天。如在該 90 天內仍未接獲通知，則是次投標可視作落選論。此外，貴公司必須按照附件所有表格之形式填寫，否則標書將不獲受理。

如有任何疑問，請致電粘寶貝主任聯絡，電話：2714 4115。

此致

貴公司

創知中學校長

黃晶榕博士 謹啟

二零二四年九月十二日

附件: 報價文件

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創知中學

「提升學校電力工程顧問服務」

合約招標聲明

1. 學校資料

學校名稱 ： 創知中學
學校地址 ： 九龍何文田公主道 14 號
聯絡人 ： 粘寶貝主任
電 話 ： 2714 4115
傳真號碼 ： 2761 0050
聯絡電郵 ： ppchim@scientia.edu.hk

2. 學校絕對權利選擇整體合理及符合本校要求的供應商，並不一定採納報價最低的投標書或任何一份投標書。

3. 校方有絕對權利更改服務內容及與中標者磋商合約條款。

4. 競投人、其僱員及代理人不得向學校僱員、校董會成員，或負責甄選營辦商的有關委員會的任何成員代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員或代理人向有關人士提供任何利益，可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

5. 校董、學校教職員及其直系親屬不能參與投標。(如有需要填寫本校之附件之利益申報表申請)

6. 基於國家安全而容許學校取消供應商的資格和終止相關合約：
   （a） 即使報價／招標文件中有任何相反的規定，學校保留以供應商曾經、正在或有理由相信供應商曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其供應商資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關供應商。
   （b） 若出現下列任何一種情況，學校可以立即終止合約：
   （i）承辦商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
   （ii）繼續僱用承辦商或繼續履行合約不利於國家安全；或
   （iii）學校合理地認為上述任何一種情況即將出現。

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7. 投標者提交資料：

- 商業登記證副本
- 相關的聯絡資料
- 公司經驗簡歷、團隊簡歷
- 下列附件一至五
- 其它：如有

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附件一

承投創知中學
提供「提升學校電力工程顧問服務」
合約 聲明

致： 創知中學

1. 本公司已事先了解學校求。茲呈上 貴校所需有關的報價要點及相關文件。
2. 本公司清楚明白， 貴校有權與任何報價供應商商議批出合約的條款及不一定接受最低價之標書或任何一份標書，亦無須向任何投標者解釋招標的結果，投標者不得異議。
3. 本公司清楚明白，當標書內容及其附屬文件已由 貴校書面接受時， 貴校與投標商雙方已開始由合約所約束。
4. 學校可以實際的要求調整報價的數量、尺寸以及項目，供應商只能按現時報價調整價錢，不能額外附加其它費用。
5. **投標者提交資料：**
   5.1 商業登記證副本
   5.2 相關的聯絡資料
   5.3 公司經驗簡歷、團隊簡歷
   5.4 下列附件一至五
   5.5 其它：如有

入標之供應商及負責人資料（請以正楷填寫）

公司名稱：			
負責人姓名：		職銜：	
電話：		傳真：	

本公司清楚明白日後若獲 創知中學 委聘為以上標書供應商，本「承諾書」內所載所有內容，將成為貴校及本公司雙方簽訂合約的基礎部分，本公司於合約期內必定切實履行。學校亦可依據敝公司遞交的「承諾書」監察本公司的服務。

入標公司負責人簽署：_____ 公司蓋印：_____

日期：_____

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附件二

創知中學
提供「提升學校電力工程顧問服務」
供應承辦人及商號資料

投標人姓名: (英文)_____ **(中文)**_____

出生日期: _____**身份證號碼（英文字母連首 3 個數字）：** _____

地址: _____

_____

聯絡電話:(公司)_____**(住宅)**_____**(手提)**_____

商業登記公司名 ：

(英文)_____

(中文) _____

商業牌照號： _____

公司地址: (英文) _____

_____

公司地址: (中文) _____

_____

如有合伙人，合伙人姓名 :(英文)_____**(中文)**_____

投標人簽署:

商號蓋印

備註：以上資料只作投標有關工作之用，不會作其它用途。

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附件三

創知中學
利益衝突申報書 (如有需要請提供)

甲部 – 申報利益 *（由申報人填寫 ）*

致 ：「提升學校電力工程顧問服務」專責委員會主席收

本人在執行_____（具體的工作事項）時所遇到的 ***現有/潛在*** * 利益衝突情況，現申報如下：

與本人有業務往來及/或本人擁有個人利益的人士／公司：
本人與上述人士／公司有關的職務概要：
本人與相關人士有親屬關係：

_____
（職銜 / 職位） (申報人姓名）

_____
（日期）

乙部 – 回條 *（由批核人員填寫）*

致：_____ （申報人）

收訖利益衝突申報書回條

閣下在 _____（日期） 呈交的利益衝突申報書經已收悉。本委員會/本校決定：

❑閣下毋需再執行或參與執行甲部中提及可能引致利益衝突的工作。
❑如甲部中提及的資料沒有更改，閣下可繼續處理甲部中提及的工作。
❑其他 （請註明） ：_____

「提升學校電力工程顧問服務」專責委員會主席

_____
（ ）

二零二四年____月____日

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附件四

創知中學

「提升學校電力工程顧問服務」

報價表格

報價者**必須**按下表要求逐點註明，提供的各細項的相應資料及價格。 如有其它細節供，可另表描述或提供相應的資料。

詳細服務要求：

A1	**Modification of the MEP System inside CLP Transformer Room to suit the Rising Mains**	
	1.1	Review and design of the MVAC system including the ventilation fan, ductwork, lourves and etc. to suit the latest CLP requirements;
	1.2	Review and design of the lighting system including the luminaires, power, light switch, cable containment and etc. to suit the latest CLP requirements;
	1.3	Review and design of the electrical installation including the low voltage (LV) cable trench, multi cable transit (MCT), cable containment / cable tray for the high voltage (HV) switchboard and LV switchboard to suit the latest CLP requirements;
	1.4	Review and design of the fire services installation including the automatic fire alarm system, fire extinguisher and etc. to suit the latest CLP and FSD requirements;
	1.5	Review and provide recommendation for applying temporary genset / temporary CLP meter during the power suspension period;
	1.6	Submit the building loading estimation report including but not limited to holistic peak load and projected peak load to CLP for approval;
	1.7	Prepare and submit the MEP services layout plan of the CLP transformer room to CLP for approval;
	1.8	Prepare and submit the Electrical Wiring Diagram to CLP for approval;
	1.9	Attend project meeting with CLP;
	1.10	Review the T&C report and as-fitted drawings from the contractor.

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A2	**Provision of the New LV Switchboard & FOC submission to suit the New Operation Needs**	
	2.1	Review and design of the new LV switchboard and distribution boards;
	2.2	Preparation of layout plans with distribution boards (e.g. MCB boards);
	2.3	Conduct on-site survey on the captioned building in accordance with the Buildings Energy Efficiency Ordinance (Cap. 610) Part 3 (“BEEO”) and Code of Practice for Energy Efficiency of Building Services Installation 2021 (“BEC 2021”);
	2.4	Prepare and submit Form of Compliance in accordance with the BEEO and BEC by Registered Energy Assessor (“REA”) to the Electrical and Mechanical Services Department (“EMSD”);
	2.5	Review the T&C report and as-fitted drawings.

A3	**Loading Estimation**	
	3.1	Review and retrieve the information like catalogue, O&M manual of the major power consumption items provided by the Client to fulfil CLP requirements.
	3.2	Conduct site survey on the school building including but not limited to the lighting system, air conditioning system, power system and etc. in accordance with CLP requirement for loading estimation.
	3.3	Prepare and submit the building loading estimation report including but not limited to holistic peak load and projected peak load to CLP for approval.

A4	**Submission to Buildings Department**	
	4.1	Act as Authorized Person and Registered Structural Engineer to handle all BD matters of this project;
	4.2	Prepare building and structural drawing and documents for submission to the Buildings Department for approval and consent;
	4.3	Provide routine site supervision as per the requirements of Site Supervision Plan under the Buildings Regulation;
	4.4	Check contractor’s submission to ensure statutory compliance.

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A5	**Project Management and Administration**	
	5.1	Prepare drawings and specifications for tender;
	5.2	Assess and recommend the received tender submissions;
	5.3	Prepare tender analysis and recommendation;
	5.4	Attend project / construction meetings;
	5.5	Carry out periodic site supervision;
	5.6	Prepare defect list for contractor's rectification.
	5.7	Prepare documents and communicate with CLP on behalf of the school

報價項目	項目內容	總價(HK$)
1	MEP Consultancy Services (by Arch & Fire)	
	a. Modification of the MEP System inside the CLP Transformer Room to suit the Rising Mains	
	b. Preparation	
	c. Provision of the New L.V. Switchboard & FOC Submission to suit the New Operation Needs	
2	Authorized Person Services	
3	MEP Consultancy Services (by Arch & Fire)	

報價項目	項目內容	總價(HK$)
4	Upon submission of Building (A&A) Plan to BD (20%)	
5	Upon approval of Building (A&A) Plan by BD (20%)	
6	Upon award of general building contractor (20%)	
7	Upon acceptance of the upgraded Transformer Room by CLP (30%)	
8	Upon acknowledgment of BA14 by BD (10%)	

全單總金額(項目1+2+3+4+5+6+7+8)：	

投標商名稱及蓋章: _____ 日期:_____

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附件五

承投提供「提升學校電力工程顧問服務」
服務承諾及收費

項目編號	服務要求	Provided (Yes / No)	備註
1	合約將於招標後能夠正式生效啟動（預計 10 月底至工程完結）	Yes / No	
2	工程預計 2025 年 8 月前完工，如工程因各種原因順延，以上顧問服務仍需提供服務，不另收費，直至工程完工收貨	Yes / No	
3	如學校需要額外提供其它顧問服務，能夠配合學校工作提供適切的支援	Yes / No	
4	其它(可註明)		

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附件六

承投創知中學
「提升學校電力工程顧問服務」

不擬投標通知書

致：創知中學（傳真: 2761 0050）

有關貴校的招標邀請（學校檔案：SSS-2425-EE，截標日期：**2024 年 10 月 3 日(星期四) 中午 12 時前**），本公司抱歉未能投標，理由如下：

（請於適用方格內加上✓號）

原因	備註（如需填寫）
☐投標服務不在本公司的供應／服務範圍之內	_____
☐未能符合投標規格	_____
☐未能按照投標日期出標	_____
☐其他理由（請說明）	_____

日期：_____

公司名稱：_____

負責人姓名（請以正楷填寫）：_____

負責人職銜（請註明）：_____

簽署：_____

公司地址：_____

電話號碼：_____ 傳真號碼：_____

公司印鑑

附件七

Dear Sir

Electricity Supply Upgrade Application for Scientia Secondary School at
14 Princess Margaret Road, Ho Man Tin, Kowloon

Thank you for your letter dated 15 March 2024 regarding the captioned matter. We would like to reply as follows: -

1. Your project team are required to make a payment in the amount of HK$91,500.00 (the Connection Charge) for arrangement and provision of the power supply applied for the Development. This Charge must be paid before we will commence any energization works for connection of power supply to the Development. This Charge is non-refundable if this application is subsequently withdrawn by your project team. We reserve the right to revise the Charge in response to your change of load demand in future if any.

2. Please furnish us the loading estimation and layout plan of the captioned development by completing the attached standard loading estimation sheet for our further review.

   Your loading estimation should be divided into two parts: i) Historical peak load in recent years. This refers to the maximum load recorded in past years and ii) Projected load of the coming years.

We would like to provide our loading records of the concerned transformer as tabulated below:

Substation	Transformer number	Rated Capacity (kVA)	Peak Loading in 2021 (kVA)	Peak Loading in 2022 (kVA)	Peak Loading in 2023 (kVA)
S/S No. 021496 MK WORKERS' CHILDREN SCH	D1	1,000	702	655	704

3. Please submit three copies of proposed schematic wiring diagram which shall be designed and signed by a Registered Electrical Worker at the appropriate grade.

4. Please ensure 24 hours free access can be maintained and the delivery route of not less than 3000mm (W) x 2800 (H) shall be maintained.

5. Replace the existing steel transformer door with stainless steel door with 2,600mm in width. Please refer to our typical drawing, No. T-COP-10250-D-E33-0103-16-F-A as stipulated in our Code Of Practice 101 ("COP101") version 15. The updated drawings in our COP101 version 15 can be obtained from this Company's web site.

6. The transformer foundation shall withstand a loading of 9,000kg with size of 1,350mm x 1,800mm. According to our record drawing, the existing transformer plinth can withstand 6,700kg only, you are required to modify the plinth and submit the proposal for our comment.

7. Enlarge the LV cable trench from our transformer LV side to the customer room from 800mm to 1,000mm in width.

8. Installation of an additional MCT for additional S/C cables is required. Please refer to our typical drawing, No. T-COP-10250-D-E33-0103-01-C-A as stipulated in our Code of Practice 101 ("COP101") version 15. Method statement for the construction of additional hole for MCT shall be submitted for our comment.

9. Modification of the cable tray system for installation of internal wiring and control wiring is required. Please refer to our typical drawing, No. T-COP-10250-D-E33-0106-05-D-A.

10. Please advise us the tentative commencement date, energization date and completion date of the project.

This letter does not constitute our offer of power supply to the development. Condition letter of power supply will be sent to the applicant after the design of the supply arrangement and the facilities that are provided by customer to house our power supply equipment are agreed and finalized.

Should you have any queries, please contact our Mr. Tim Wong on telephone number 2678 1299 or by email: siutim.wong@clp.com.hk.

Appendix 8 – Load Estimation Sheet for General Development

(to be completed by Electricity Supply Applicant)

Letter Reference		Submission Date	Supply Date
Supply Address			
Developer	Contact Person / Title	Contact Telephone	Contact Fax
Contact Address			

Type of Development (Please tick in the box provided)

ϒ Residential: ϒ *Public Rental* ϒ *HOS/PSPS* ϒ *Village Housing* ϒ *Private Housing* ϒ *Others* _____

ϒ Commercial ϒ Industrial ϒ Municipal ϒ Others _____

Tenant Supply		Usable Floor Area (m^2)	No. of Units	Average Unit Loading (kVA/m^2)	Sub-total Loading (kVA)
Floor Level Description	Designed Use				
Landlord Supply: Building Services / Central A/C / Central EWH / Car Park / Clubhouse / Others					

Remarks		Total Load (kVA)	
	Total Residential		%
	Total Commercial		%
	Total Industrial		%
	Total Municipal		%
	Grand Total		100 %
	Diversity		
	Total Load Demand After Diversity		

Appendix 9 – Load Estimation Sheet for Central Air Conditioning Load

(to be completed by Electricity Supply Applicant)

Contact Person: Mr/Ms _____ (Responsible Engineer/s for this application)
Company Name: _____
Telephone Number: _____

(A) Usage of Floor Area	(B) Net A/C Area (m^2)	(C) Estimated Total A/C Cooling Load (kW Cooling)	(D) Propose Type of A/C System	(E) Estimated Coefficient of Performance	(F) Estimated Total A/C Electrical Load (kW Elec.)	A/C Cooling Load Check Figures	
						(G) Cooling Load per m^2 (W/m^2) [=(C)x1000/(B)]	(H) Floor Area per kW (m2/kW) [=(B)/(C)]

Special Factors Taken into Account in Estimating the A/C Cooling Load

(I) Personnel Occupancy (m^2/person)	(J) Total area of Curtain Wall & Windows (m^2)	(K) Area with (J) facing West or South-west (m^2)	(L) Area with (B) on Top Floor (m^2)	(M) Skylight (m^2)	(N) Any Other Relevant Information?

Explanatory Notes

Preamble: Please complete this table to the best of the available design information.

(A) Please report the usage of the various portions of the building if it is a multi-usage one. The suggested classification of usage is listed below:

- Shops (individual shops fronting a street, etc.)
- Shops for rendering services (barber/beauty shop, etc.)
- Shopping centres and arcades
- Offices
- Hotels/dormitories
- Restaurants
- Theatres/auditoriums/churches
- Educational institutions
- Residential premises
- Factories – fully air-conditioned
- Factories – spot air-conditioned

(C) The unit here is kW of cooling capacity in which:
1 Tonne of Refrigeration = approx. 3.5 kW
It is a different entity from the kW of electricity in column (F)

(D) Please indicate the type of central air conditioning system such as:

- Packaged air-cooled
- Indirect (through heat exchanger) sea water cooled
- Direct sea water cooled
- Direct water cooled (cooling tower)

(E) The coefficient of performance (COP) is the estimated COP for the whole A/C installation.

i.e. $$COP = \frac{\text{Cooling capacity of the A/C system (kW cooling) (refer to (C))}}{\text{Electrical power consumption of ALL components of the A/C installation (kW electricity) (refer to (F))}}$$

including: - refrigeration plant such as water chillers, and chilled water pump sets
- heat rejection equipment (condensers/cooling tower/sea water pump sets)
- air-side equipment (AHU/FCU/VAU units/fans)

(F) From the equation in (E) above:

$$\text{(F) in kW} = \frac{\text{(C) in kW}}{COP}$$