

Invitation for Expression of Interest Contract of Curtain Wall Cleaning Services at Cyberport

We, Urban Property Management Limited (“UPML”), on behalf of Hong Kong Cyberport Management Company Limited (“HKCMCL”), invite interested parties to submit tender for Contract of Curtain Wall Cleaning Services at Cyberport.

The scope of the works shall cover the cleaning of all curtain walls at Cyberport.

Interested parties shall complete and return the following documents **on or before 29th August 2017 at 3:00 p.m. (Hong Kong Time)**:

- (1) Reply to Tender Notice.
- (2) Confidentiality and Non-Disclosure Undertaking.
- (3) Job Reference List to provide relevant job references with each contract amount not less than HK\$1M.
- (4) Most recent one year’s audited financial report.
- (5) Statement of whether or not the Tenderer has had any legal case involved within the preceding twenty-four (24) months from the Tender Submission Date and details of such case.

By Post:

Cyberport Facilities Management Office
Unit 401, Level 4, IT Street, Core A, Cyberport 3,
100 Cyberport Road, Hong Kong
Attn: Ms. Heidi Lee

Or **By E-mail:** fmoprocurement@cyberport.com.hk

Or **By Fax:** (852) 3157 1177

Tender document will be sent to/prepared for collection by the interested parties.

If the company does not submit a tender or decline for submission after having replied to this notice, the company may be suspended from quotation for a period of time.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKCMCL and UPML.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKCMCL and UPML. HKCMCL and UPML are not bound to award any contract to any of those parties which have replied to this notice.

In case of doubt, please contact Ms. Heidi Lee at 3166 3557 directly.

Date of Issue: 14th August 2017

Reply to Tender Notice

Contract of Curtain Wall Cleaning Services at Cyberport

Please complete and return this form to UPML by post or by email or by fax no later than 29th August 2017 at 3:00 p.m. (Hong Kong Time).

By post: Cyberport Facilities Management Office
Unit 401, Level 4, IT Street, Core A, Cyberport 3,
100 Cyberport Road, Hong Kong
Attn: Ms. Heidi Lee

By email: fmoprocurement@cyberport.com.hk

By fax: (852) 3157 1177

We are interested to tender. Please send us one set of tender document.

(If the tenderer does not submit a tender or decline for submission after have replied to UPML with this form, the tenderer will be suspended from quotation for 3 months.)

Name in block letters:

Company name:

Company address:

Tel. no.:

Fax. no.:

E-mail address:

Signature and company chop

Date:

CONFIDENTIALITY AND NON-DISCLOSURE UNDERTAKING

This Undertaking is given by the undersigned in favour of Urban Property Management Limited (UPML) in consideration of UPML agreeing to supply to the undersigned copies of the Notes to Tenderer, Conditions of Tender, Articles of Agreement, General Conditions of Contract and Specification (collectively the "Tender Documents") for the for **Contract of Curtain Wall Cleaning Services at Cyberport** and to allow the undersigned to carry out a further study and prepare a proposal in response and pursuant to the Tender Documents (the Authorised Purpose).

NOW THEREFORE, the undersigned hereby agrees and undertakes as follows:-

- 1 In the course of carrying out the Authorised Purpose, the undersigned may have access to information or materials which is proprietary or confidential to UPML or to third parties to whom UPML owes a duty of confidentiality, including but not limited to materials describing or relating to the business affairs, policies or procedures of UPML or such third parties, formulas, strategies, methods, processes, personal data, computer materials, including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), or other information.
- 2 All communications or data, in any form, which are disclosed by UPML to the undersigned or obtained by the undersigned pursuant to or in connection with the Tender Documents or the Authorised Purpose and which are to be protected hereunder shall be considered as "Confidential Information".
- 3 For the purpose of this Undertaking, Confidential Information includes all information or data, whether written, oral or in any other tangible form, concerning UPML which is furnished to the undersigned by or on behalf of UPML, whether before or after the date of this Undertaking.
- 4 This Undertaking will terminate five (5) years from the date of signing.
- 5 The undersigned undertakes and agrees that any Confidential Information disclosed hereunder shall be used by the undersigned solely for the Authorised Purpose and except as may be required by applicable law or, by any supervisory or regulatory body in any jurisdiction, the undersigned will not disclose or disseminate such Confidential Information to anyone, except to those employees (including employees of its parent, subsidiaries and affiliates) and professional advisers who have a need to know such Confidential Information for the purpose for which it is disclosed.
6. The undersigned shall use all reasonable safeguards against the unauthorized disclosure of Confidential Information and shall ensure that all of its employees and professional advisers having access to Confidential Information adhere to the terms of this undertaking as if they were a party hereto.
- 7 All material containing in the Confidential Information shall remain the property of UPML. UPML shall retain all right, title and interest in and to the Confidential Information. No licence under any trademark, patent, copyright, or any other intellectual property right, is granted or implied by the disclosure of any Confidential Information.
- 8 Notwithstanding anything in this Undertaking to the contrary, UPML does not make any representations or warranties of any nature whatsoever with respect to any information disclosed,

including, without limitation, any warranties of merchantability or fitness for a particular purpose or against infringement, the accuracy or completeness of the Confidential Information and shall incur no liability to the other or any other person resulting from the use of the Confidential Information.

- 9 The undersigned acknowledges that in the event of an unauthorized disclosure or any breach of this Undertaking by the undersigned could cause irreparable injury to UPML, the damages incurred by UPML may be difficult if not impossible to ascertain, and that UPML may seek injunctive relief as well as monetary damages against the undersigned that breaches this Undertaking. The undersigned will pay all costs incurred in enforcing this Undertaking, including attorney fees, to UPML.
- 10 Upon expiration of the period of confidentiality, or sooner upon written request of UPML, all Confidential Information in the possession of the undersigned shall be returned to UPML or destroyed, at the option and instruction of UPML.
- 11 This Undertaking shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region ("HKSAR") and the undersigned agree to submit to the non-exclusive jurisdiction of the courts of HKSAR.

Dated this ____ day of _____ 2017

SIGNED)
By)
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for and on behalf of)
[Company Name]) _____
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_____)
in the presence of)
as Witness)

Invitation for Expression of Interest

Contract of Curtain Wall Cleaning Services at Cyberport

Job Reference List

Item	Award Year	Project Amount (HK\$)	Project Site	Customer Name and Contact Details	Project Scope / Details
1					
2					
3					
4					
5					