

Our Ref.: CC/919/P004b

Date: 8 July 2013

By Email

Mr. Law Yu Kuen  
c/o The Incorporated Owners of Hong Kong Garden,  
100 Castle Peak Road, Tsing Lung Tau, N.T.,  
Hong Kong

Dear Sir,

**Addition of Steel Railings at Flower Beds, Blocks 1 – 26,  
Hong Kong Garden, 100 Castle Peak Road, Tsing Lung Tau, N.T., Hong Kong  
Fee Proposal for Project Management Stage 1 - Tendering**

We refer to the invitation letter of the Railing Concern Group of Hong Kong Garden dated 3 May 2013. We are pleased to submit our fee proposal for the project management (PM) services stage 1 on tendering for contractor below.

**The Work**

The additional railings at the flower beds have been approved by BD. Tendering for contractor (stage 1) and contract administration (stage 2) for the BD approved works are to be carried out under PM services of consultant. A separate PM Stage 2 contract will be directly signed with and paid by individual flat owners. Coordination with the participating flats (about 1,200 nos.) will be assisted by the I/O.

**Scope of Services**

PM Stage 1:

1. Prepare tender documents for the recruiting of contractor to carry out the demolition and construction of railing works in accordance with the BD approved plans and related legal requirements.
2. Process tendering, chair tender meeting, compile tender analysis and recommendation report. It is likely that the successful contractor will sign a separate contract with individual flat owners.

**Fees**

We propose a lump sum fee of **HK\$100,000** for the PM Stage 1 services.

**Reimbursements**

The following expenses are included in our fee:

1. 1 print copy of master tender documents will be kept at the I/O for inspection by the participating individual owners. To be environmental friendly, tender documents to each tenderer will be in a diskette. In order to express their keen interest, we will charge an administration fee of HK\$200 from each tenderer in collecting the tender documents. No tender documents will be provided to the individual owners.
2. 2 print copies of master contract documents for signing by the contractor, of which 1 copy to be kept at the I/O for inspection by the owners and 1 copy to be kept by the contractor.
3. 2 print copies of agreement to the contractor will be signed by the individual owners, of which 1 copy will be kept by the individual owners and 1 copy will be kept by the contractor. Copy of the master contract documents will not be provided to the individual owners.



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Should the participating individual owners request a print copy of the master contract documents, the printing costs will be charged as follows:

A4 paper      HK\$0.5 each  
A1 paper      HK\$10 each

To be environmental friendly, the individual owners may request an electronic copy of the contract documents including drawings by email free of charge.

### Payment Schedule

PM Stage 1:

- |                                    |     |
|------------------------------------|-----|
| 1. On appointment                  | 30% |
| 2. On tender out                   | 30% |
| 3. On recommendation of contractor | 40% |

Payment is due on presentation of invoice with the satisfactory completion of the related work..

### Tentative Program

- |  |         |
|--|---------|
| 1. Preparation of draft tender documents | 2 weeks |
| 2. Approval of tender documents by Owner | 2 weeks |
| 3. Tender out                            | 1 week  |
| 4. Tender return                         | 3 weeks |
| 5. Tender query and interview            | 2 weeks |
| 6. Tender report and recommendation      | 1 week  |
| 7. Contract award by Owner               | 1 week  |

We trust that the above meets your approval. Please sign and return the duplicate of this letter to confirm your agreement and acceptance of the fee proposal.


We are looking forward to serving you. Should you have any queries, please contact the undersigned at 9356 4247.

Yours faithfully,  
Careway Consultants Limited

Agreed and accepted by



HO Tak Hong, Stephen  
Director



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Law Yu Kuen

Date: 13 - 7 - 2013

Our Ref.: CC/919/P003

Date: 20 May 2013

By Post



The Railing Concern Group  
c/o The Incorporated Owners of Hong Kong Garden,  
100 Castle Peak Road, Tsing Lung Tau, N.T.,  
Hong Kong

Dear Sirs,

**Removal of Unauthorized Railings and Addition of Steel Railings at Flower Beds, Blocks 1 – 26, Hong Kong Garden, 100 Castle Peak Road, Tsing Lung Tau, N.T., HK Project Management – Fee Proposal**

We refer to your invitation letter dated 3 May 2013 and addendum dated 13 May 2013. We are pleased to submit our fee proposal for the captioned consultancy services below.

**The Scope of Consultancy Services**

As per items 1. a) to e) in your invitation letter dated 3 May 2013.

**Fees**

We propose the following fees:

For items 1. a) & b)	Basic lump sum fee:	<b>HK\$180,000.00</b>
For items 1. c) to e)	Lump sum fees per flat (same for all flat types):	
	i) Removal of unauthorized railing if any	<b>HK\$300</b>
	ii) Addition of steel railing	<b>HK\$600</b>
	The minimum no. of flats shall be 100 per each contractor.	

**Reimbursements**

All out of pocket expenses, such as printing costs and fees to authorities etc., if any, shall be reimbursed at cost.

**Payment Schedule**

For items 1. a) & b)	Basic lump sum fee:	
1.	On appointment	30%
2.	On tender out	30%
3.	On contract award	40%

For items 1. c) to e)	Lump sum fees per flat:	
1.	On commencement of works	50%
2.	On completion of works	50%

Payment is due on presentation of invoice.



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We propose that we may sign our consultancy contract with each flat and directly receive our fees from each flat. In order to protect the interest of the flats, we shall not sign any contract with the contractor nor receive any fees from the contractor. Otherwise our control and supervision of the contractor may be ruined.

### **Supervision Plan**

I myself will be in charge of the project management, including preparation of the tender documents, interview with the tenderers, recommendation of contractor, and chair necessary meetings. The day to day supervision, co-ordination, regular meetings and contract administration will be assisted by a project manager of degree holder with at least 2 years relevant experience (T3 grade of TCP).

We trust that the above meets your approval. We are looking forward to serving you. Should you have any queries, please contact the undersigned at 9356 4247.

Yours faithfully,  
Careway Consultants Limited



HO Tak Hong, Stephen  
Director