**P R O F O R M A**

**Expression of Interest (“EOI”)**

**Consulting Services for the**

**Conceptual and Detailed Designs of Furniture & Equipment related to**

**Chinese Medicine Culture for the**

**Chinese Medicine Hospital**

To : Project Director (CMHPO)

(Attn. Mr Jimmy HUNG)

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

Your ref: (1) in L/M to HHB/H/24/17/3/7/2/3

In response to the EOI of the CMHPO, 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 – Service Provider’s Contact Details**

From:

(Name of the Service Provider): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Name and Post of Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone no.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please fill in) (please fill in)

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*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 EOI, a respondent shall be deemed to have agreed to all the terms of this Expression of Interest.*

**Part 2A– Estimation of Service Fee of this EOI**

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

|  |  |
| --- | --- |
| **Tasks as listed in**  **Paragraph 3 of Part 3** | **Service Fee**  **(HK$)** |
| **Task One** – Conceptual Design Proposal (Paragraph 3.2) |  |
| **Task Two** – Detailed Design Proposal (Paragraph 3.3),  by items of Appendix 1: |  |
| Item (1) of Appendix 1 |  |
| Item (2) of Appendix 1 |  |
| Item (3) of Appendix 1 |  |
| Item (4) of Appendix 1 |  |
| Item (5) of Appendix 1 |  |
| Item (6) of Appendix 1 |  |
| Item (7) of Appendix 1 |  |
| Item (8) of Appendix 1 |  |
| Item (9) of Appendix 1 |  |
| Item (10) of Appendix 1 |  |
| Item (11) of Appendix 1 |  |
| Item (12) of Appendix 1 |  |
| Item (13) of Appendix 1 |  |
| Item (14) of Appendix 1 |  |
| Item (15) of Appendix 1 |  |
| Item (16) of Appendix 1 |  |
| Item (17) of Appendix 1 |  |
| Item (18) of Appendix 1 |  |
| Item (19) of Appendix 1 |  |
| Item (20) of Appendix 1 |  |
| Item (21) of Appendix 1 |  |
| Item (22) of Appendix 1 |  |
| Item (23) of Appendix 1 |  |
| Item (24) of Appendix 1 |  |
| Item (25) of Appendix 1 |  |
| Item (26) of Appendix 1 |  |
| **Total** |  |

**Part 2B – Information about Service Provider and the Consulting Team**

**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 Service Provider’s experience and expertise in providing consultancy service in similar assignments** | |
| 1. | The Service Provider has experience in providing design consulting service of curation and design of art works for the premises of public or private parties in Hong Kong **in the past ten (10) years**. |  |
| 2. | The Service Provider has experience in providing design consulting service of curation 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 Service Provider has experience in providing design consulting service of curation and design of art works associated with Government “design & build” contract **in the past ten (10) years**. |  |
| 4. | The Service Provider has experience in providing design consulting service of curation and design of art works in building projects of medical or healthcare institutions (eg. hospital) at public or private parties **in the past ten (10) years**. |  |
| 5. | The Service Provider has experience in providing design consulting service of curation and design of art works in building projects comprising Chinese Medicine (“CM”) culture theme elements **in the past ten (10) years**. |  |
| **B.** | **The composition of the proposed Consulting Team and relevant professional qualifications, experience, knowledge and expertise of the members of the Consulting Team** | |
| *Team Leader* | | |
| 1. | The Team Leader has an aggregate of **at least fifteen (15) years** of experience in leading or managing design consultancy projects of curation and design of art works (design and project management roles). |  |
| *Core Team Member (1)* | | |
| 2. | The Core Team Member (1) has an aggregate of **at least eight (10) years** of experience in managing design consultancy projects of curation and design of art works (project management role). |  |
| *Consulting Team* | |  |
| 3. | The Consulting Team has members (Team Leader, Core Team Member (1) or other team member(s)) with CM professional background and/or proven project experience in the design of CM culture theme elements including exhibition curation, art work installations, interior fitting-out design, architectural design, design of digital media content showing at public areas, etc.  *(relevant personnel resume, specific project(s) and works to be specified)* |  |
| 4. | The Consulting Team has members (Team Leader, Core Team Member (1) or other team member(s)) with digital media design background and/or proven project experience in the design of digital media content showing at public areas or private premises.  *(relevant personnel resume, specific project(s) and works to be specified)* |  |

**Part 3 – Details of Requirement**

**Purpose and Background Information of the EOI**

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 consulting firm (the **“Contractor”**) to provide consulting services (the **“Services”**) to advise on the conceptual and detailed designs of Furniture & Equipment (**“F&E”**) related to Chinese Medicine (**“CM”**) culture theme of the works items tabled in **Appendix 1** and the associated contextual information shown in **Appendix 2**. The concerned works items shall include built-in fixtures, artifact exhibition and digital media content to be shown on allocated digital display panels at all specified locations. The Contractor shall provide design details and specifications with ballpark figures of cost estimates of all concerned F&Es for procurement use of supply and installation of the F&Es under separate contract(s). The concerned F&Es will be exhibited at the major public areas of the Chinese Medicine Hospital (**“CMH”**) located at Tseung Kwan O Area 78, Pak Shing Kok, New Territories. The Services are expected to be completed within nine (9) months or earlier from the date of letter of acceptance.

1. Background of the Consultancy Study

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.fhb.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 mid-2025 and the CMH is planned for operation in late-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 an 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**

1. The Service Provider is required to perform the following:

3.1 The works scope of the Services is divided into two stages, “Task One” and “Task Two”, for each works items tabled in **Appendixes 1 & 2**. The CM design themes specified for each works item can be referred to **Appendix 3** “CM Culture Design Framework of CMH” or counter proposed subject to agreement with the Government.

3.2 **Task One** refers to the Conceptual Design Proposal of F&Es including:

3.2.1 CM Themed Physical Elements:

3.2.1.1 Tailor-made design items or goods available in the market;

3.2.1.2 Proposed F&E format, eg. artefact object, picture, calligraphy, sculptures;

3.2.1.3 Reference images or preliminary design sketch of the proposed objects or design items;

3.2.1.4 Tentative materials, dimensions and weight;

3.2.1.5 Preliminary cost estimate, specifications and market procurement approach for the design, supply and installation of tailor-made design items;

3.2.1.6 Preliminary cost estimate, specifications and market procurement approach for the supply and installation of goods available in the market;

3.2.1.7 Proposed execution plan of procurement;

3.2.2 CM Themed Digital Media Content:

3.2.2.1 To propose themes and/or preliminary storyline of digital content of CM related information including the relevant sources to be shown on digital display panels at designated locations in CMH;

3.2.2.2 To propose the content framework and format, eg. static image, slideshow, video, interactive media;

3.2.2.3 Proposed regular showcase, maintenance and renewal arrangement of the contents;

3.2.2.4 Preliminary cost estimate, specifications and market procurement approach for the design, supply and installation;

3.2.2.5 Proposed execution plan of procurement;

3.3 **Task Two** refers to the Detailed Design Proposal of the F&Es accepted by the Government in Task One and confirmed to be proceeded in Task Two, including:

3.3.1 CM Themed Physical Elements:

3.3.1.1 Construction drawings and specifications following the detailed design development from the Task One conceptual design proposal;

3.3.1.2 Appropriate design drawings adequate for the F&E procurement including interfacing works with the associated interior fitting-out works at the designated CMH locations, subject to Government’s acceptance, including but not limited to the following:

* Scale 1:200 layout plans
* Scale 1:50 sectional details drawings
* Interface details drawings of appropriate scale (~ 1:10)

3.3.1.3 Technical Specifications, in association with the design drawings, adequate for the F&E procurement including but not limited to the following:

* Material specifications
* Method of delivery and site installation
* Detailed information of potential vendors/ suppliers in the market

3.3.2 CM Themed Digital Media Content:

3.3.2.1 Detailed design proposal and specifications of the digital display content following the detailed development from the Task One conceptual design proposal adequate for the F&E procurement, including but not limited to the following:

* Complete content (script) of the CM culture storyline;
* Conceptual illustrations of all multi-media content including video, still images, slide show, etc. and qualitative/ performance requirement of the end-product;
* Technical specifications of the end-product, ie. Digital format, resolution of all multi-media content including video, still images, slide show, etc.

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 4** – CMH Zoning Layout Plans

3.5.2 **Appendix 5** – CMH Floor Layout Plans

1. Quality and Detailed Requirements of the Services:

4.1 Proposals shall conform to essence of Chinese culture and Theories of Traditional Chinese Medicine;

4.2 Proposals shall generally follow the contractor’s building, interior and landscape design proposals approved by ArchSD; 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 exhibition contents (hardware), as well as its coherence with the digital display content, shall be ensured;

4.5 All showcased exhibits shall be consistent 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.

1. Deliverables and Timeframe

5.1 The duration of the Contract is **twenty-six (26) weeks** and the Services are expected to commence in May 2024, with all the tasks set out in paragraph 3 to be completed by January 2025, unless otherwise advised by the Government.

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:

|  |  |
| --- | --- |
| **Deliverables** | **Submission Deadline /**  **Required Time for**  **Submission** |
| **Task One** | |
| 1. Completion of Task One draft Conceptual Design Proposal covering works scope stated in paragraph 3.2. | **Five (5) weeks**  from the date of letter of acceptance |
| 1. Completion of Task One final Conceptual Design Proposal covering works scope stated in paragraph 3.2 having Government’s comments incorporated. | **Nine (9) weeks**  from the date of letter of acceptance |
| 1. Amendments and Completion of Task One final Conceptual Design Proposal covering works scope stated in paragraph 3.2. | **Eleven (11) weeks**  from the date of letter of acceptance |
| 1. Written or oral advice to the Government in response to any requests of the Government under paragraph 3.2 regarding Task One works scope. | Whenever requested by  the Government |
| **Task Two** | |
| 1. Task Two will be proceeded upon satisfactory completion of Task One and selection of works items for detailed design in Task Two. Administrative work and issue of written instruction to proceed Task Two. | **Thirteen (13) weeks**  from the date of letter of acceptance |
| 1. Completion of Task Two draft Detailed Design Proposal covering works scope stated in paragraph 3.3. | **Nineteen (19) weeks**  from the date of letter of acceptance |
| 1. Completion of Task Two final Detailed Design Proposal covering works scope stated in paragraph 3.3 having Government’s comments incorporated. | **Twenty-four (24) weeks**  from the date of letter of acceptance |
| 1. Amendments and Completion of Task Two final Detailed Design Proposal covering works scope stated in paragraph 3.3. | **Twenty-six (26) weeks**  from the date of letter of acceptance |
| 1. Written or oral advice to the Government in response to any requests of the Government under paragraph 3.3 regarding Task Two works scope. | Whenever requested by  the Government |

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 Whilst the Services are divided by sections 5.2(a) – (i), 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.

**Requirements for the Service Provider and Consulting Team**

1. **Essential Requirement**

The Service Provider

6. The Service Provider shall have completed **at least two (2)** design consultancy project of curation and/or design of art work installation at the premises of public or private parties in the past ten (10) years:

(a) with each contract value **exceeding five hundred thousand** **Hong Kong dollars**; and

(b) with at **least one (1) project** related to Chinese or Chinese Medicine culture theme design;

The Consulting Team

7. The Service Provider must propose a Consulting Team which shall include **one (1) Team Leader and at least one (1) core team member**. The Service Provider may propose additional team members to support the completion of the Services if deemed relevant and necessary. They must be different individuals.

1. The **Team Leader** must have an aggregate of at **least fifteen** **(15) years** of experience in leading or managing design consultancy projects of curation and design of art works (design and project management roles) in the **past ten (10) years**;

1. with at **least one (1) of the projects** related to Chinese or Chinese Medicine culture theme designin the **past ten (10) years**; and
2. acted as **team leader** in at **least two (2)** design consultancy projects of curation/ design of art works with contract value of each project **exceeding five hundred thousand Hong Kong dollars** in the **past ten (10) years**.
3. The **core team member** must have an aggregate of at **least ten (10) years of experience** in managing design consultancy projects of curation and design of art works (project management role) in the **past ten (10) years**.
4. **Non-essential Requirements**

The Service Provider

8. It is preferred if the Service Provider has experience in carrying out design consultancy project(s) of curation and design of art works for the Government bureau/ department and familiarizes with the Government procurement and works procedures in the past ten (10) years.

The Consulting Team

1. It is preferred if the Team Leader
2. has academic background of design industry (eg. architecture, fine art) and experience of curation and design of art work installations at public areas and/or Government institutions in the past ten (10) years;
3. has project coordination experience with building contractors in carrying out associated art work installations in the past ten (10) years;
4. has art work curation experience collaborating among different artists and categories of art work installations, including Chinese or CM culture related art work theme design in the past ten (10) years;
5. For the one (1) core team member, it is preferred if:
6. Has project management experience including coordination with building contractor, liaison with artists and/or relevant parties in the course of art work installations at or outside Hong Kong, in the past ten (10) years; and
7. It is preferred if the Service Provider proposes the Consulting Team with CM qualifications/ professional background and/or proven project experience in the design of CM culture theme elements including art works, interior fitting-out design or digital media content showing at public areas.
8. All experience is counted in days and all such experience in days shall be added up and then divided by 365 days to arrive at the number of complete years (i.e., each complete year with 365 days) rounded up to the nearest two (2) decimal places; any remainder period of experience in days which falls short of one complete year of 365 days to be ignored. Any overlapping period of experience will not be double counted.

**END**