

麗怡大廈 -- 物業管理招標指引

- 1) 招標期限： 2018年7月3日至7月17日（上午9時至下午6時）  
(截標日期為2018年7月18日中午12時正)
  
- 2) 投標者必須符合之條件：
  - 須為香港物業管理公司協會正式註冊會員；
  - 最近三年無法律訴訟；
  - 財政健全
  
- 3) 投標者須提供之服務：
  - 駐廈日班及夜班管理員各1名（每更12小時）
  - 定期派管理主任/主管級人員到大廈巡視，跟進日常大廈運作及處理突發事件或投訴
  - 定期發出管理報告供法團審批，提供各管理事項及投訴之狀態更新
  - 每月發出管理費單，代收管理費及其他費用並存入法團之銀行戶口
  - 每月代付管理開支費用，並呈交每月收支、欠費、資產負債表
  - 每年制定財政預算供法團審批
  - 向欠費業戶追討欠款
  - 跟進大廈各設備之定期檢查（包括消防、電梯、水缸、電器等設施），包括報價或招標事宜，並確保及時完成檢查與執修
  - 每年為大廈提供並跟進合理和合適的保險報價
  - 派員出席法團會議及業主大會，並準備會議議程和會議記錄
  - 代處理一般文書工作
  - 就現行法律提供專業意見

4) 標書須包含以下內容：

- 公司背景與架構
- 公司註冊及登記文件副本
- 持有牌照及各類證書（如 ISO9001）副本
- 物業管理名單（包括物業名稱、地址、年期及戶數）
- 公司財政狀況良好證明
- 公司最近三年無法律訴訟之證明
- 每月管理費用開支預算

若可能，也請提供以下內容供參考：

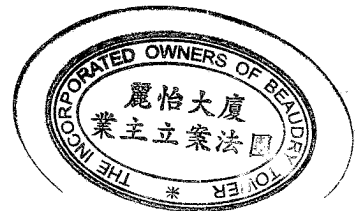
- 管理合約範本
- 每月大廈收支、欠費、資產負債表等範本

5) 實地視察： 2018 年 7 月 14 日早上 10 時至下午 5 時之間  
(如欲參與，請於 2018 年 7 月 12 日中午 12 時前電郵或致電登記)

6) 投標方式：

- 以信封裝載
- 密封及封口處蓋有公司印章和註明「投標麗怡大廈管理合約」
- 於截標前親身投入管理處之投標箱

7) 如有問題或希望參與實地視察，請電郵本法團 ([beaudry.tower@gmail.com](mailto:beaudry.tower@gmail.com)) 或 聯絡法團主席 (鄭先生，電話：91838296)



*Joe King* 2018年7月3日

## Beaudry Tower – Property Management Contract Tender Guidelines

- 1) Bidding period: July 3, 2018 To July 17 (9:00 to 6:00 pm)  
(Tender closing date is July 18, 2018 at 12 noon)
  
- 2) Bidder must meet the conditions:
  - Must be a registered member of the Hong Kong Association of Property Management Companies
  - No litigation for the last three years
  - Financially sound
  
- 3) Bidders must provide following services:
  - One day shift and one night shift caretakers (each shift is 12 hours)
  - Regularly send property director / supervisor to visit the building, follow up on daily building operations and handle emergencies or complaints
  - Regularly issue management status reports for approval by the IO, providing status updates on various management issues and complaints
  - Issue monthly management fee debit notes, collect management fees and other fees and deposit them into the bank account of the IO
  - Issue cheques and payments of management expenses on behalf of IO on monthly basis, and prepare monthly statement of accounts
  - Provide annual budget for the approval of the IO
  - Follow-up and recover outstanding management fees
  - Follow-up on all regular inspections/maintenance of equipment in the building (eg. Fire prevention, elevators, water tanks, electrical appliances and other facilities), including obtaining quotations/tenders, and ensure timely completion of inspections and repairs
  - Provide reasonable and appropriate insurance quotation for the building and follow-up on insurance renewal
  - Send staff to attend meetings of the IO and the owners' general meeting, prepare the agenda and minutes of the meeting
  - Handle general paperwork
  - Provide professional advice on current laws
  
- 4) The tender must contain the following:
  - Company background and organization structure
  - Copy of company registration and related documents
  - Copies of the required operating licence and various certificates (eg. ISO 9001)

- Portfolio of properties under management (including property name, address, year of service and number of units managed)
- Proof of good financial position of the company
- Declaration of no litigation for the last three years
- Monthly management fee of expenditure

If possible, please also provide:

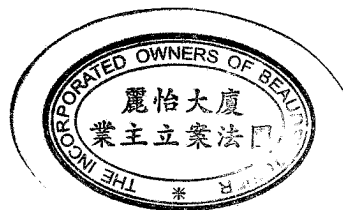
- Sample Property Management contract
- Sample of property's Monthly Statement of Accounts

5) Site Inspection: July 14, 2018 (Between 10:00 am and 5:00 pm)  
(To participate, please email or call to sign-up before noon on July 12, 2018)

6) Method of Submission:

- All materials for the tender must be placed in a sealed envelope
- Envelop seal must bear the bidder's company chop and addressed to "Tender for Beaudry Tower Property Management Contract"
- Insert the tender in the tender box located at the management office before the closing date

7) If you have any questions or wish to sign-up for site inspection, please email the IO (beaudry.tower@gmail.com) or contact the Chairman of the IO (Mr. Cheng, Tel: 91838296)



*Lu 6/17 Jul 3, 2018*