

香港警務處  
旺角警區  
九龍太子道西一四二號



HONG KONG POLICE FORCE  
Mong Kok District  
142 Prince Edward Road West  
Kowloon

本署檔號 Our Ref. : (35) in CP KW MKDIST/2-15/1 C Pt. 3

來函檔號 Your Ref. :

電話 Telephone : 3661 8662

傳真 Fax No. : 2397 8819

9 October 2026

To whom it may concern,

**Tender Ref. : CP KW MKDIST/2-15/1 C Pt. 3**  
**Tender Subject : Tender for the Provision of Cleansing and Supporting Services to Mong Kok Police Station (including Mongkok District Junior Police Call Clubhouse)**  
**Document : Addendum No. 1**

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I refer to the captioned tender issued on 18 September 2026. Please note the following as an addendum to the contract documents. Please refer to the replaced pages revised in track mode attached to this letter for your easy reference:-

(a) Pages 51 to 53 (Annex A of the Terms of Tender) are replaced.

**The above addendum shall form part of the Tender Documents, which shall constitute a binding contract.** Apart from the above, all other terms and conditions of the Tender Documents shall remain unchanged. **Please replace the relevant pages by the sheets attached.** In case a Tenderer submits its Tender before the specified Tender Closing Time, it is deemed that the above amendments have been duly acknowledged by the Tenderer.

Interested Tenderers are reminded that the Tender Closing Date is on **29 October 2026 at 12:00 noon (Hong Kong time)**. If you have already submitted a Tender and wish to make an amendment, you should do so in accordance with Clause 3.2.5 of the Terms of Tender before the Tender Closing Time.

Thank you for your attention.

Yours faithfully,

(Jackie CHAN)

for Commissioner of Police

## 1.5 Technical Assessment

| Assessment Criteria <sup>#</sup>                                 |                                                                                                                                                                                                  | Maximum Mark                             | Unit Mark (M)                          | Standard Score (S)<br>(See Remarks) |   |   |   |   | Marks<br>(M x S)<br>(See Remarks) | Passing Mark |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------|-------------------------------------|---|---|---|---|-----------------------------------|--------------|
|                                                                  |                                                                                                                                                                                                  |                                          |                                        | 4                                   | 3 | 2 | 1 | 0 |                                   |              |
| <b>(A) Wages, working hours &amp; record of Demerit Point(s)</b> |                                                                                                                                                                                                  |                                          |                                        |                                     |   |   |   |   |                                   |              |
| (1)                                                              | Committed monthly wages for:<br>(i) Cleaner<br>(ii)General Worker<br>(See Note 1)                                                                                                                | ( <del>416</del> )<br>( <del>419</del> ) | N.A.                                   |                                     |   |   |   |   |                                   | N.A.         |
| (2)                                                              | Committed maximum net working hours per day for:<br>(i) Cleaner<br>(ii)General Worker<br>(See Note 2)                                                                                            | ( <del>56</del> )<br>( <del>43</del> )   | ( <del>56</del> )<br>( <del>43</del> ) |                                     |   |   |   |   |                                   | N.A.         |
| (3)                                                              | Record of Demerit Points in the 36-month period immediately preceding the month of the Tender Closing Date<br>(See Note 3)                                                                       | 6                                        | 3                                      |                                     |   |   |   |   |                                   | N.A.         |
| Sub-total for (A)                                                |                                                                                                                                                                                                  | 40                                       |                                        |                                     |   |   |   |   |                                   | —            |
| <b>(B) Execution Plan</b>                                        |                                                                                                                                                                                                  |                                          |                                        |                                     |   |   |   |   |                                   |              |
| (4)                                                              | Management and Supervision Plan<br>(See Note 4)                                                                                                                                                  | 36                                       | 9                                      |                                     |   |   |   |   |                                   | 9            |
| (5)                                                              | Innovative Suggestions                                                                                                                                                                           |                                          |                                        |                                     |   |   |   |   |                                   |              |
| (a)                                                              | Pro-innovation Proposals which are directly relevant to the Services<br>(See Note 5A)                                                                                                            | 9                                        | 3                                      |                                     |   |   |   |   |                                   | N.A.         |
| (b)                                                              | ESG Proposals – measures to improve environmental protection, sustainability or governance or social responsibility which may but need not be directly relevant to the Services<br>(See Note 5B) | 3                                        | 1.5                                    |                                     |   |   |   |   |                                   | N.A.         |
| Sub-total for (B)                                                |                                                                                                                                                                                                  | 48                                       |                                        |                                     |   |   |   |   |                                   | —            |
| <b>(C) Tenderer's experience and certifications</b>              |                                                                                                                                                                                                  |                                          |                                        |                                     |   |   |   |   |                                   |              |
| (6)                                                              | Tenderer's experience in the provision of Cleansing and Supporting services of Tenderer<br>(See Note 6)                                                                                          | 6                                        | 2                                      |                                     |   |   |   |   |                                   | N.A.         |
| (7)                                                              | Valid and relevant certifications<br>(See Note 7)                                                                                                                                                | 6                                        | 2                                      |                                     |   |   |   |   |                                   | N.A.         |
| Sub-total for (C)                                                |                                                                                                                                                                                                  | 12                                       |                                        |                                     |   |   |   |   |                                   | —            |
| Total Technical Mark                                             |                                                                                                                                                                                                  | 100                                      |                                        |                                     |   |   |   |   |                                   | —            |

# In case tenderers indicated in the tender returns that they may apply for the Enhanced Supplementary Labour Scheme, for the avoidance of doubt, marks will not be given to any

proposal which is made solely to comply with the requirements under the Enhanced Supplementary Labour Scheme administered by the Labour Department.

### **Remarks**

A Tenderer's proposal/qualifications in respect of the features mentioned in the assessment criteria will be rated as follows –

#### **For Criterion (1)**

See Note 1 for details of marks scoring, please note that the unit mark and standard score do not apply to Criterion (1).

#### **For Criterion (2)**

Standard score of 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

#### **For Criterion (3)**

Standard score of 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

#### **For Criterion (4)**

Standard score of 4, 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

#### **For Criterion (5a)**

Standard score of 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

#### **For Criterion (5b)**

Standard score of 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

#### **For Criteria (6) to (7)**

Standard score of 3, 2, 1 or 0 will be given. The marks to be awarded for a Criterion will be calculated by multiplying the unit mark and the standard score.

### **Notes to the Assessment Criteria**

#### **Note 1 (Committed monthly wage)**

(a) The marks to be awarded for Criterion (1) by each Tender passing Criterion (4) of the technical assessment will be determined by the following formula -

$$\text{Marks for Cleaner of a Tender} = 1416 \times \frac{W - S}{H - S}$$

$$\text{Marks for General Worker of a Tender} = \frac{Y - R}{G - R} \times 149$$

- W = Committed monthly wage for Cleaner of the Tender being considered.
- H = Among all the Tenders passing Criterion (4) of the technical assessment, the highest committed monthly wage of the Cleaner.
- S = Prevailing “SMW plus paid rest day pay rate” for Cleaner, derived on the basis of 31 days (27 working days plus 4 paid rest days) per month, 8 normal hours of work per day and current minimum hourly wage rate.
- Y = Committed monthly wage for General Worker of the Tender being considered.
- G = Among all the Tenders passing Criterion (4) of the technical assessment, the highest committed monthly wage of the General Worker.
- R = Prevailing “SMW plus rest day pay rate” for General Worker, derived on the basis of 27 days (23 working days plus 4 paid rest days) per month, 9 normal hours of work per day and current minimum hourly wage rate.

| Illustrative Example                                    | Marks Scored (Example)                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>W = \$11,000<br/>H = \$13,000<br/>S = \$10,688.8</p> | <p>Marks scored =</p> $\frac{11,000 - 10,688.8}{13,000 - 10,688.8} \times 149$ <p>= 1.8852.154 (Marks)</p> <p>Rounded to two (2) decimal places → <u>1.892.15 marks</u></p> <p>No mark will be given if the committed monthly wages for Cleaner or General Worker of a Tenderer's Tender is the same as the prevailing “SMW plus rest day pay rate”.</p> |

- (b) Tenderers must not propose different committed monthly wages for the same type of worker. If different committed monthly wages are proposed by a Tenderer, the lower/lowest committed monthly wages will be regarded as the committed wages for Cleaner and/or General Worker (as the case may be) in their Tenders for the purpose of tender evaluation.
- (c) In case the Tenderer fails to commit the monthly wage or the monthly wage committed by the Tenderer is less than the SMW plus rest day pay rate, such wage submitted by the Tenderer will be deemed to be not less than the “SMW plus rest day pay rate” for the purpose of tender evaluation. Tenderers shall refer to the details as described in Clause 5.1 of the Terms of Tender.