Request for Proposals

on

Provision of Interior Design and Construction Services

for “Office Renovation in Cyberport”

Version 0
Date: 4 October 2016

Hong Kong Internet Registration Corporation Limited

Unit 2002-2005, 20/F FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan, Hong Kong.
Tel.: +852 2319 2303 Fax: +852 2319 2626
Email: info@hkirc.hk Website: www.hkirc.hk
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1. Summary

The office of Hong Kong Internet Registration Corporation Limited (HKIRC) is currently located at Room 2002-05, FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan, Hong Kong. The existing office size is 4,286 sq ft (Gross) and the Company is planning to move to another new office in Unit 501, Level 5, Cyberport 3, 100 Cyberport Road, Cyberport, Hong Kong. The lettable floor area of the new office is around 601 sq m and the estimated efficiency of the new office is about 80%.

HKIRC invites tenders containing proposals for the provision of interior design and construction services of “Office Renovation in Cyberport” with the scope of work specified in Section 4.

This is an invitation to offer and:
(i) HKIRC shall not be bound to accept the offer with the lowest fee proposal;
(ii) HKIRC shall not be bound to accept any offer or to make any appointment under this tender;
(iii) HKIRC reserves the right not to consider any proposal that does not meet HKIRC’s requirements;
(iv) HKIRC reserves the right to negotiate with any Tenderer about any terms, conditions, clauses, paragraphs or parts of this tender, including any part of its technical and fee proposals, prior to award of contract.

Parties interested in providing this service shall submit Express of Interest (EOI) by 17 October 2016. For those who have submitted EOI, they should submit proposal (see Appendix A) to HKIRC no later than 5:30 pm (Hong Kong time) on 17 October 2016.

The party submitting the tender for the Services (the “Tenderer”) should first submit Express of Interest by email to HKIRC contacts (refer Appendix A – HKIRC Proposal Requirements, electronic copy). The Tenderer must provide their information as required in the proposal cover page (Appendix A, 1.3 Cover Page).

2. Definitions

The following terms are defined as in this section unless otherwise specified.

“Contractor” means the individual or company providing the Services.

“Executive Committee” means an operating committee established by the HKIRC’s board of
directors. The committee members are drawn from members of the board of directors. The Board of directors delegates the Executive Committee all its power to direct the affair of HKIRC except for those powers reserved by the Board. Refer to https://www.hkirc.hk/pdf/Executive%20Committee.pdf for details.

“HKIRC” means Hong Kong Internet Registration Corporation Limited, the company requesting the proposal for “the Services”

“HKDNR” means Hong Kong Domain Name Registration Company Limited, a wholly-owned subsidiary of HKIRC. This company is also one of the registrars of HKIRC.

“The Company” means HKIRC;

“Project” means the project described in Section 3 hereof;

“Contract” means a formal agreement to be entered into between HKIRC and the successful Tenderer in relation to the Project containing such terms and conditions as the parties shall agree including (but not limited to) those terms set out in section 5 hereof (unless the same shall have been modified by HKIRC);

“Cyberport” means the landlord of the Premises; and

“Tenderer” means the person or persons or corporation tendering for the Project.

“ISMS” means Information Security Management System. It consists of an information security organization and a set of policies, guidelines and procedures concerned with information security management.

“Services” means the review services with requirements stipulated in Section 4 of this document.

“POBO” means the Prevention of Bribery Ordinance in Hong Kong

“RFP” means this Request for Proposal.
3. About HKIRC

Hong Kong Internet Registration Corporation Limited (HKIRC, http://www.hkirc.hk) is a non-profit-distributing and non-statutory corporation responsible for the administration of Internet domain names under '.hk' country-code top level domain and its equivalents. HKIRC provides registration services through its wholly-owned subsidiary, Hong Kong Domain Name Registration Company Limited (HKDNR, http://www.hkdnr.hk), as well as other accredited registrars, for domain names ending with '.com.hk', '.org.hk', '.gov.hk', '.edu.hk', '.net.hk', '.idv.hk', '.hk', '.公司.香港', '.組織.香港', '.政府.香港', '.教育.香港', '.網絡.香港', '.個人.香港' and '.香港'.

HKIRC endeavors to be:

- Cost-conscious but not profit-orientated
- Customer-orientated
- Non-discriminatory
- Efficient and effective
- Proactive and forward-looking

3.1 HKIRC and HKDNR are public bodies under POBO

HKIRC and HKDNR are under POBO as public bodies. All the prescribed officers and employees, other than the ordinary members of HKIRC who are not vested with management responsibility, are public servants. In order to ensure that our contractors and service providers also observe a high integrity standard, please read and comply with Probity Clauses in Appendix C in this document and sign the warranty in Appendix D. **HKIRC will not consider proposals from companies which have not signed and sent to us on time the Warranty in Appendix D.**

More information about HKIRC can be found at http://www.hkirc.hk.
4. The Required Services

4.1 Scope of Service

The Tenderer will be required to provide full interior design and construction services for “Office Renovation in Cyberport”, taking into consideration the overall design to achieve a unified look and feel. The services to be provided by the Tenderer shall include but not limited to the following:

1. Facility and space planning
2. Interior design
3. Selection and coordination of furniture, and reuse of existing furniture where possible
4. Design of all internal signage (including company logo in reception area)
5. Advice on access security system
6. Advice on air-conditioning system (should liaise with nominated contractor at Cyberport)
7. Advice on fire services system & automatic fire alarm system (should liaise with nominated contractor at Cyberport)
8. Management of any sub-contracted specialist such as Mechanical & Electrical, Structural, Lighting, Audio Visual, Air-conditioning, Mechanical Ventilation, Fire Safety, Plumbing and Drainage, Security, Telecommunications, Computer Systems etc.
9. Design and construction programs
10. Documentation for construction
11. General construction
12. Construction administration
13. Budgetary control
14. Debris removal management
15. Audio-visual equipment selection
16. Reinstatement of the existing office in Room 2002-05, 20/F, FWD Financial Centre, Sheung Wan, Hong Kong

Interested Tenderers shall provide the breakdown of the project cost in the proposal. The cost shall be broken down by phases and by the process for each functional area.

If the Tenderer wishes to propose a different project approach, the alternative scope of work and other term and conditions should be clearly specified in the proposal. HKIRC shall not be liable to pay any costs arising out of or incidental to any preparation, submission, enquiry, clarification, negotiation or cancellation of this tender nor shall HKIRC be under any obligation to disclose or discuss the assessment result of this tender with any of the Tenderers.
4.2  **Functional Requirement – Office Area**

4.2.1  Floor plan at Unit 501, Level 5, Cyberport 3, 100 Cyberport Road, Cyberport, Hong Kong

![Floor plan diagram]

4.2.2  Seating and facilities requirement for Unit 501, Level 5, Cyberport 3, 100 Cyberport Road, Cyberport, Hong Kong

HKIRC has the following employees at present:

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>1</td>
</tr>
<tr>
<td>Managers</td>
<td>3</td>
</tr>
<tr>
<td>Middle Management</td>
<td>5</td>
</tr>
<tr>
<td>General Staff</td>
<td>18</td>
</tr>
</tbody>
</table>

**Seating Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer's Room</td>
<td>1</td>
</tr>
<tr>
<td>Multi-function Room (Large, for 25-30 persons) – for conference, training, events</td>
<td>1</td>
</tr>
<tr>
<td>Meeting Rooms (Small, for 4-6 persons). Meeting rooms can be flexible to be used as a manager room some of the time</td>
<td>3</td>
</tr>
<tr>
<td>Manager’s Working Areas</td>
<td>3</td>
</tr>
<tr>
<td>Work Stations for Permanent Staff</td>
<td>24</td>
</tr>
<tr>
<td>Work Stations for Temporary Staff</td>
<td>2-3</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Reception Area (a separate area from office)</td>
<td>1</td>
</tr>
<tr>
<td>Storing Area/Room</td>
<td>1</td>
</tr>
<tr>
<td>Filling Area/Room</td>
<td>1</td>
</tr>
<tr>
<td>Equipment Area (for placing printer, fax machines, copier etc)</td>
<td>1</td>
</tr>
<tr>
<td>Area for placing server and rack</td>
<td>1</td>
</tr>
<tr>
<td>Wet Pantry</td>
<td>1</td>
</tr>
<tr>
<td>Recreations Area</td>
<td>1</td>
</tr>
</tbody>
</table>

Number of sockets to provide is to be confirmed. But the Tenderer should provide at least one duel socket per workstation and one single or dual (depending on location requirement) socket for each printer/fax/copier station/Conference Room/Meeting Rooms.

Open office concept but can still have partitions (just to have fewer rooms).

Each staff shall have bigger table and space than now if possible. Operations team (1 manager, 1 middle management and 4 general staff) shall be placed at the corner as this team handles customer service also. This is to avoid disturbance to others.

### 4.3 Reinstatement of the existing office

The Tenderer is required to reinstate the office at Room 2002-05, 20/F, FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan, Hong Kong to a bare shell condition by latest 13 Feb 2016.

(Tenderer may need to have site visit to the existing office for inspection before making quote on this part of the Project)

### 4.4 Insurance

The Tenderer is responsible for the acts of its contractors, workmen, servants and agents in carrying out this Project and its required to insure for and shall indemnify HKIRC against claims or proceedings, arising from actions of its contractors, workmen, servants and agents, in respect of damage to property or injury to or the death of persons in the course of carrying out the Project.

The name of insured shall be in the form of “AAA as Tenant, Hong Kong Cyberport Management Company Limited &/or Hong Kong Cyberport Development Holdings Ltd. as Landlord, ISS EastPoint Property Management Limited as Facilities Manager, BBB as Contractor &/or Subcontractors of any tier…. “ in order to cover all relevant parties concerned.
The third party liabilities should cover an adequate sum and in any event **not less than HK$20M** per occurrence or a sum specified by the Facilities Manager from time to time.

5. **Non-Disclosure Agreement (NDA)**

The company submitting the proposal (“the company”) shall acknowledge and agree that, if the company is selected as the Contractor, it shall be bounded by our Non-Disclosure Agreement.

The company shall be provided with a set of NDA after HKIRC received the company’s Express-of-Interest before the stipulated time. The NDA shall be signed and returned to HKIRC attached with documents required by the Compliance Statement before the scheduled deadline. **HKIRC will not consider proposals from companies which have not signed the NDA.**

The proposal should be marked “RESTRICTED” at the centre-top of each page in black color. It must be encrypted if transmitted electronically.

Each proposal will be reviewed under the terms of non-disclosure by the HKIRC’s staff and Directors of HKIRC.

6. **Ethical Commitment**

6.1 **Prevention of bribery**

(A) The Contractor shall not, and shall procure that his directors, employees, agents and sub-contractors who are involved in this Contract shall not, except with permission of Hong Kong Internet Registration Corporation Limited (hereafter referred to as the Organisation) solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the business of the Organisation. The Contractor shall also caution his directors, employees, agents and sub-contractors against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair their impartiality in relation to the business of the Organisation. The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors are aware of the aforesaid prohibition and will not, except with permission of the Organisation, solicit or accept any advantage, excessive hospitality, etc. in relation to the business of the Organisation.

(B) The Contractor shall not, and shall procure that his directors, employees, agents and
sub-contractors who are involved in this Contract shall not, offer any advantage to any Board member or staff in relation to the business of the Organisation.

6.2 Declaration of Interest

(C) The Contractor shall require his directors and employees to declare in writing to the Organisation any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract. In the event that such conflict or potential conflict is disclosed in a declaration, the Contractor shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.

(D) The Contractor shall prohibit his directors and employees who are involved in this Contract from engaging in any work or employment other than in the performance of this Contract, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Contract. The Contractor shall require his agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.

(E) The Contractor shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that his directors, employees, agents and sub-contractors who are involved in this Contract are aware of the provisions under the aforesaid sub-clauses (C) and (D).

6.3 Handling of confidential information

(F) The Contractor shall not use or divulge, except for the purpose of this Contract, any information provided by the Organisation in the Contract or in any subsequent correspondence or documentation, or any information obtained when conducting business under this Contract. Any disclosure to any person or agent or sub-contractor for the purpose of the Contract shall be in strict confidence and shall be on a “need to know” basis and extend only so far as may be necessary for the purpose of this Contract. The Contractor shall take all necessary measures (by way of internal guidelines or contractual provisions where appropriate) to ensure that information is not divulged for purposes other than that of this Contract by such person, agent or sub-contractor. The Contractor shall indemnify and keep indemnified the Organisation against all loss, liabilities, damages, costs, legal costs, professional and other expenses of any
nature whatsoever the Organisation may suffer, sustain or incur, whether direct or consequential, arising out of or in connection with any breach of the aforesaid non-disclosure provision by the Contractor or his directors, employees, agents or sub-contractors.

6.4 Declaration of ethical commitment

(G) The company submitting the proposal (“the company”) shall acknowledge and agree that, if the company is selected as the Contractor, it shall be bounded by the ethical commitment clauses. The company shall submit a signed declaration in a form (see Appendix E) prescribed or approved by the Organisation to confirm compliance with the provisions in aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interest and confidentiality. If the company fails to submit the declaration as required, the Organisation shall be entitled to withhold payment until such declaration is submitted and the company shall not be entitled to interest in that period. To demonstrate compliance with the aforesaid sub-clauses (A), (B), (C), (D), (E) and (F) on prevention of bribery, declaration of interest and handling of confidential information, the company and the sub-contractors employed for the performance of duties under this Contract are required to deposit with the Organisation a copy of the internal guidelines issued to their staff.

7. Schedule

A tentative time-table of the Project is as follows:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>To be Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Publish RFP</td>
<td>04/10/2016</td>
</tr>
<tr>
<td>2 Express of interest</td>
<td>17/10/2016, 12:00 noon</td>
</tr>
<tr>
<td>3 Sign NDA, InfoSec Compliance Statement, the Warranty in Appendix D and the Declaration Form on the compliance with the ethical commitment requirements in Appendix E by all interested Tenderers</td>
<td>17/10/2016, 5:30pm</td>
</tr>
<tr>
<td>4 Deadline for Tenderers to submit proposal and quotation</td>
<td>17/10/2016, 5:30pm</td>
</tr>
<tr>
<td>5 Selection of Contractor by panel</td>
<td>24/10/2016</td>
</tr>
<tr>
<td>6 Conclude final decision and appoint the</td>
<td>26/10/2016</td>
</tr>
</tbody>
</table>
Contractor

<table>
<thead>
<tr>
<th></th>
<th>Sign service contract with the appointed Contractor</th>
<th>28/10/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Commencement</td>
<td>01/11/2016</td>
</tr>
<tr>
<td>9</td>
<td>Complete with deliverables</td>
<td>31/01/2017</td>
</tr>
</tbody>
</table>

The proposed schedule may change. In case of change, HKIRC will inform Tenderers of the change accordingly.

If the Tenderer wishes to propose a different Project schedule, the alternative dates should be clearly specified in the proposal.

Tenderers may be invited to present their proposals after the closing date of this Invitation to Tender. HKIRC will notify all Tenderers by post and/or email within 21 days of finalizing its selection as to whether or not they have been selected by HKIRC. HKIRC retains the right to reject any or all tender(s) submitted.

8. Payment and Other Terms

8.1 Payment terms

Payments will be made on actual delivery of services or products. Wherever possible, and if HKIRC considers appropriate in the circumstances, HKIRC will make payments to the successful Tenderer for the Project in the following installments:
(a) 20% of the total contract price shall be paid upon HKIRC and the successful Tenderer entering into a bidding Contract;
(b) 70% of the total contract price shall be paid after completion of the Project to the satisfaction of HKIRC.
(c) 10% shall constitute the retention amount and shall be paid 12 months after the completion of the Project provided that the successful Tenderer has rectified all defects within the 12-months period.

8.2 Termination of service

The successful Tenderer shall use its best endeavors to perform the Contract with such due care and skill as is expected of a provider of similar services and products and of a comparable standing in the industry but if for whatever reason, HKIRC in its opinions, concludes that the successful
Tenderer is in breach of the Contract or does not provide the level of service required by HKIRC, HKIRC shall have the right to terminate the Contract by notice in writing to the successful Tenderer.

### 8.3 Sub-contracting of services

The Tenderer shall specify in the proposal such parts of its obligations under its proposal which it wishes to sub-contract to other third parties. The tender must also clearly specify the person(s) to whom the Tenderer wishes to sub-contract, and the precise services or obligations intended by the Tenderer to be subject to such sub-contract. The Tenderer will be expected to retain overall responsibility for delivery of the Contract in accordance with the terms of the proposal. HKIRC reserves the right to either accept or reject the subcontracting of services. The Tenderer will note that under the terms of the Lease of Cyberport’s nominated contractors must be employed for certain works. Neither the Tenderer nor any subcontractors may assign the whole or any part of the Project to others, nor make arrangements for the vicarious performance of any part of the Project by others, without the prior written approval of HKIRC.

### 9. Elements of a Strong Proposal

All submitted proposal must follow the format as stated in Appendix A - HKIRC Proposal Requirements

Proposals are evaluated based on major criteria as follows (the percentages given are the weighting):

- Company Background (5%)
- Relevant experience, e.g. similar project completed in Cyberport (10%)
- Understanding of HKIRC’s requirements (15%)
- Design concepts (30%)
- Project management approach (10%)
- Project team structure and dedicated personnel (5%)
- Proposed costs, fees and terms proposed (25%)

The above criteria are for reference only, which provide Tenderers indicative guidelines of their relative significance. HKIRC reserves the right to change the criteria and / or the weighting of any item without further notifying the Tenderers. The successful Tenderer must comply with Cyberport’s Fit-Out Rules and Guidelines for Office.
10. Service Agreement Negotiation and Signature

The service agreement will be drawn up between the selected Tenderer and HKIRC. HKIRC welcomes the Tenderer’s proposal on a suitable service agreement for the project.

The service agreement must be signed by both parties within one week from the project award date. If the agreement is not signed within the said period, HKIRC will start the negotiation with the next qualified Tenderer on the selection list.
## 11. HKIRC Contacts

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Head of Operations and Business Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hong Kong Internet Registration Corporation Limited</strong></td>
<td>Bonnie Chun</td>
</tr>
<tr>
<td>Unit 2002-2005,</td>
<td>+852 2319 3808</td>
</tr>
<tr>
<td>20/F FWD Financial Centre,</td>
<td><a href="mailto:bonnie.chun@hkirc.hk">bonnie.chun@hkirc.hk</a></td>
</tr>
<tr>
<td>308 Des Voeux Road Central,</td>
<td></td>
</tr>
<tr>
<td>Sheung Wan,</td>
<td></td>
</tr>
<tr>
<td>Hong Kong</td>
<td></td>
</tr>
<tr>
<td>+852 2319 2303 – telephone</td>
<td></td>
</tr>
<tr>
<td>+852 2319 2626 – fax</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hkirc.hk">http://www.hkirc.hk</a></td>
<td></td>
</tr>
</tbody>
</table>

*If you are not sure about the appropriate person to call, the receptionist can help you.*

<table>
<thead>
<tr>
<th></th>
<th>Senior Finance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elisa Chung</td>
</tr>
<tr>
<td></td>
<td>+852 2319 3806</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elisa.chung@hkirc.hk">elisa.chung@hkirc.hk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kris Lam</td>
</tr>
<tr>
<td></td>
<td>+852 2319 3813</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kris.lam@hkirc.hk">kris.lam@hkirc.hk</a></td>
</tr>
</tbody>
</table>
Appendix A – HKIRC Proposal Requirements

Successful Tenderer is the one who submitted a clearly worded proposal that shows the following attributes:

- a persuasive section on the company background
- internationally recognised certification if any
- a strong and flexible service and tools meeting HKIRC requirements with minimum customization
- high level of interaction between HKIRC and the Tenderer
- excellent fit with the capabilities and facilities of HKIRC
- strong company and project management team

1.1 Proposal Deadline

All proposals must reach HKIRC as stated in Section 7, item no. 4.

1.2 Proposal Content

The proposal should contain the following:

- Cover Page
- Executive Summary
- Conflict of Interest Declaration
- Company Background
  - Financial Situation
  - Track Records
  - Organization and management team
  - Project team with credentials
  - Company credentials
  - Staff credentials
- Understanding of our requirements
- Design Concept and Professional Advices on the Project
- Deliverables and Service level
- Proposed Cost of Services and Payment Schedule
- Implementation Time Table
- Commercial and Payment Terms. e.g. Compensation for delay.
### Proposal requirements

<table>
<thead>
<tr>
<th>Submission deadline</th>
<th>Please refer to Section 7 - Schedule, item no. 4 for the proposal submission deadline.</th>
</tr>
</thead>
</table>
| Delivery/Mailing address | Hong Kong Internet Registration Corporation Limited  
Unit 2002-2005,  
20/F FWD Financial Centre,  
308 Des Voeux Road Central,  
Sheung Wan,  
Hong Kong |
| Hard copies | Sending hard copies is not mandatory. For sending hard copies, two copies of the full proposal are required. The proposal shall be sent to the attention of Kris Lam, Executive Officer, HKIRC |
| Electronic copy | Electronic copy is mandatory. It shall be sent by email to kris.lam@hkirc.hk and elisa.chung@hkirc.hk; also cc bonnie.chun@hkirc.hk. |
| Proposal format | Specified in this document |
| Page count | 30 pages or fewer. Stapled. Do not bind |
| Font and format | Electronically published or typed.  
Times New Roman 12 point font.  
Graphs and Photos in pdf format. |
1.3 Cover Page

Prepare a non-confidential cover page with the following information in the order given.

<table>
<thead>
<tr>
<th>Cover Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title</strong></td>
</tr>
<tr>
<td>Provision of Interior Design and Construction Services for Office Renovation in Cyberport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Mailing address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Company name:</td>
<td></td>
</tr>
<tr>
<td>Mailing address:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
</tbody>
</table>

1.4 Executive Summary

The executive summary provides a brief synopsis of the commercial and technical solution the Tenderer proposed for the project. This summary must be non-confidential. It should fit on a single page.

The executive summary should be constructed to reflect the merits of the proposal and its feasibility. It should also clearly specify the project’s goals, costs and resource requirements. It should include:

- Brief description of the Tenderer’s financial situation.
- Brief description of the Tenderer’s facilities and experience on renovation services
1.5 Conflict of Interest Declaration
Declare any conflict of interest in relation to the project and HKIRC.

1.6 Company Background
The Tenderer must describe its company background, including major projects completed in the past, financial situation, organizational structure and management team. Tracked records are preferred.

List the key project and management personnel in the proposal. Provide a summary of the qualifications and role of each key member.

1.7 Project management methodology
The Tenderer must describe the methods to be used, and briefly explains its advantage and disadvantage. Track records are preferred.

1.8 Understanding of our requirements
The Tenderer shall describe their understanding of our requirements. With the use of a table, the Tenderer should clearly state their compliance on the requirements listed in the scope of service section; and briefly explain how they are achieved.

1.9 Knowledge and Advice on Projects
The Tenderer should describe their knowledge and advice to ensure the success of this project or projects with similar nature.

1.10 Deliverables and Service level
The Tenderer should detail the project deliverables, and the service level of the proposed services.

1.11 Proposed Costs of Service
Such costs include:
- Fixed setup cost
- Labour unit costs for additional requirements. They are typically quoted in unit man day. Quoted in normal working hour, non-working hour and in emergency.
- Travelling costs including flights, accommodation and per diem if the Contractor normally resides in an economy outside Hong Kong
- Equipment/Furniture that is permanently placed or purchased for HKIRC, if any.
- Subsequent support or maintenance service.
- Other direct costs including services, materials, supplies, etc.
1.12 Implementation Time Table
The Tenderer should present in this section the implementation schedule of the project. The schedule should be realistic and achievable by the Tenderer.

1.13 Commercial and Payment Terms
The Tenderer should describe the commercial and payment terms of the services e.g. compensation for the delay of the project.
Appendix B – Probity Clauses

Probity Clauses in Tender/ Quotation Invitation Documents

Offering Advantages

(1) The Tenderer shall not, and shall procure that his employees, agents and sub-contractors shall not, offer an advantage as defined in the Prevention of Bribery Ordinance, (Cap 201) in connection with the tendering and execution of this contract.

(2) Failure to so procure or any act of offering advantage referred to in (1) above committed by the Tenderer or by an employee, agent or sub-contractor of the Tenderer shall, without affecting the Tenderer’s liability for such failure and act, result in his tender being invalidated.

Anti-collusion

(1) The Tenderer shall not communicate to any person other than the Hong Kong Internet Registration Corporation Limited (“HKIRC”) the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer’s liability for such breach rules and laws or non-compliance, invalidate his tender.

(2) Sub-clause (1) of this Clause shall have no application to the Tenderer’s communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.

(3) The Tenderer shall submit to the HKIRC a duly signed warranty in the form set out in Appendix D to the effect that he understands and will abide by these clauses. The warranty shall be signed by a person authorized to sign the contract on the Tenderer’s behalf.

(4) Any breach of any of the representations and/or warranties by the Tenderer may prejudice the Tenderer’s future standing as a HKIRC contractor.
Appendix C – Warranty

To: Hong Kong Internet Registration Corporation Limited (“HKIRC”)

Dear Sir/Madam,

(1) By submitting a tender, __________________________ [the name of your company] (the “Tenderer”) represents and warrants that in relation to the tender on Provision of Interior Design and Construction Services for Office Renovation in Cyberport:

(i) it has not communicated and will not communicate to any person other than the HKIRC the amount of any tender price’
(ii) it has not fixed and will not fix the amount of any tender price by arrangement with any person;
(iii) it has not made and will not make any arrangement with any person as to whether it or that other person will or will not submit a tender; and
(iv) it has not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

(2) In the event that the Tenderer is in breach of any of the representations and/or warranties in Clause (1) above, HKIRC shall be entitled to, without compensation to any person or liability on the part of the HKIRC:

(i) reject the tender;
(ii) if HKIRC has accepted the tender, withdraw its acceptance of the tender; and
(iii) if HKIRC has entered into the contract with the Tenderer, terminate the contract.

(3) The Tenderer shall indemnify and keep indemnified HKIRC against all losses, damages, costs or expenses arising out of this Warranty in relation to any breach of any of the representations and/or warranties in Clause (1) above.

(4) Clause (1) shall have no application to the Tenderer’s communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of the tender price, or with its professional advisers, and consultants or sub-contractors to solicit their assistance in preparation of tender submission. For the avoidance of doubt, the making of a bid by a bidder to HKIRC in public during an auction will not by itself be regarded as a breach of the representation and warranty in Clause (1)(i) above.

(5) The rights of HKIRC under Clauses (2) to (4) above are in addition to and without prejudice to any other rights or remedies available to it against the Tenderer.

Authorized Signature & Company Chop: __________________________
Name of Person Authorised to Sign (in Block Letter) : __________________________
Name of your company in English (in Block Letters) : __________________________
Date: __________________________
Appendix D – Declaration Form on the Compliance With the Ethical Commitment Requirements

To: Hong Kong Internet Registration Corporation Limited (HKIRC)

We, _______________________________________________ (“the company”) shall acknowledge and agree that, if the company is selected as the Contractor, it shall be bounded by the Ethical Commitment clauses:

1) We confirm that we have complied with the following provisions and have ensured that our directors, employees, agents and sub-contractors are aware of the following provisions:

   a) prohibiting our directors, employees, agents and sub-contractors who are involved in this Contract from offering, soliciting or accepting any advantage as defined in section 2 of the Prevention of Bribery Ordinance (Cap 201) in relation to the business of HKIRC except with the permission of HKIRC;

   b) requiring our directors, employees, agents and sub-contractors who are involved in this Contract to declare in writing to their respective company management any conflict or potential conflict between their personal/financial interests and their duties in connection with this Contract, and in the event that a conflict or potential conflict is disclosed, take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed;

   c) prohibiting our directors and employees who are involved in this Contract from engaging in any work or employment (other than in the performance of this Contract), with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Contract and requiring our agents and sub-contractors to do the same; and

   d) taking all measures as necessary to protect any confidential/privileged information or data entrusted to us by or on behalf of HKIRC from being divulged to a third party other than those allowed in this Contract.

Signature: __________________________________________

(Name of the company) __________________________________________

(Name of the Signatory) __________________________________________

(Position of the Signatory) __________________________________________

(Date) __________________________________________
Appendix E – Cabling Specification

Network Cabling

Distribution Panels 19” RJ 45 UTP Cat 5e
-Panel of distribution for rack of 19 for 16 (1U), 48 (3U), or 96 (6U) taken RJ45.

Panels 19” – Cable Guides
- Between each distribution panel and the active equipment should be installed 19 "panels with rings (cable guides) to organize the patch cords in the rack.
- The panels are provided with the number of modules RJ-45 jacks appropriate quantities of cables to be connected, and according to the separation of voice and data connections required by the bank.
- Will be provided bottom shelves for storage of cables, windows / adhesive labels for identification, duly recorded, as instructed by Supervisors / Employer.
- Each connection module allows the installation of a maximum of 24 chips RJ-45 unshielded.

Cables
Cables (cooper)
The cable will be the type UTP (Unshielded Twisted Pair) 4 twisted pairs of copper conductors solid, with a spiral separator pad with thermoplastic outer sheath halogen-free, Category 5, Class A, complying with IEC 60332-1, IEC 61034 and IEC 60754, with the following technical Characteristics:
- UTP - Cat 5e

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Category 5e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td>100 MHz</td>
</tr>
<tr>
<td>Return Loss (Min. at 100MHz)</td>
<td>20.1 dB</td>
</tr>
<tr>
<td>Characteristic Impedance</td>
<td>100 ohms ± 15%</td>
</tr>
<tr>
<td>Attenuation (Min. at 100 MHz)</td>
<td>22 dB</td>
</tr>
<tr>
<td>Next (Min. at 100 MHz)</td>
<td>35.3 dB</td>
</tr>
<tr>
<td>PS-Next (Min. at 100 MHz)</td>
<td>32.3 dB</td>
</tr>
<tr>
<td>ELFEXT (Min. at 100 MHz)</td>
<td>23.8 dB</td>
</tr>
<tr>
<td>PS-ELFEXT (Min. at 100 MHz)</td>
<td>20.8 dB</td>
</tr>
<tr>
<td>Delay Skew (Max. per 100 m)</td>
<td>45 ns</td>
</tr>
</tbody>
</table>
The cables must have a length such that ensure the displacement of the rack at least one meter, to allow work within it; these cables must be properly arranged in guides.

**Patch Cords**
The Patch Cords will be UTP Cat 5e type (flexible terminated with RJ 45 plugs).
Their lengths will be in accordance with their use, namely:
- 1 m to 2 m on the frame for patching
- 3 m for connection of workstations (counter)
- 5 m for connecting the workstation (desk)
The patch cords inside the rack will be grey color for data, yellow for voice and blue for specific circuits.

**Connectors RJ 45 socket**
Be used unshielded connectors and sockets eight contacts (RJ45), Cat 5e (100 MHz) in all parts of the installation of copper.

The connectors and plugs are the type self-desnudante (with contact type KRONE / 110 or equivalent), and tool-less cable pairs torçados AWG 22-24.

The material surrounding the RJ 45 is polycarbonate / ABS or similar cover with contact protection, allowing space for identification.

The connectors (plugs) will have plastic tab system which would allow a stable connection to the socket.

Frames shall be for one (1) or two (2) RJ-45, depending on the number of links to predict. The frames should be similar installed in the power outlets.
Number of sockets to provide is TBC. But the contractor should provide at least one duel socket per workstation and one single or duel (depending on location requirement) socket for each printer/fax/copier station/Conference Room/Meeting Rooms.
The connection between the socket and the rack/panel will be done through a cable tray/PVC conduits, either in the ceiling or through raise floor.
The contract shall also provide additional cable tray/conduits (if needed) between telco/ISP entry point and cabling panel.

**Marking and Identification**
All cables, sockets, panels and distribution boxes shall be identified according to codes from the client, as follows:
- All cables shall be identified, at least at the ends by clamps with serrated flag indelibly.
- Jacks and RJ45 patch panels will be identified through printing self-adhesive labels, corresponding to the same numbering in seizing and RJ45 distribution panel rack. The identification will then always being at each point of use double (RJ45) is a V for Voice and D for Data with number.

**Documentation**

The contract shall record and produce cabling map for all cabling within the office. The map shall clearly mark location and type of each socket.
Appendix F – Cyberport Fit-out Rules and Guidelines for Office
The rules and procedures as set out herein are conclusive subject to final decision of the Facilities Manager.

The rules and procedures as set out herein are subject to revision by the Facilities Manager from time to time without prior notice. In the case of discrepancies between this guideline and the lease, the lease shall prevail.

This booklet applies to Cyberport 1, Cyberport 2, Cyberport 3, (including I.T. Street) and Cyberport 4 only.
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1.0  INTRODUCTION

1.1  Management Statement

The Cyberport office environment is being built to achieve a Grade A international standard, and provide intelligent offices equipped with state-of-art IT facilities. As a new Tenant, you will need to carry out fit-out works to your Leased office premises, which can be a complicated process involving special planning input and work procedures. In order to minimize the degree of disturbance to the existing installation, and possible damage to Landlord's fixtures & fittings, and to protect the quality image of Cyberport, we, ISS EastPoint Property Management Limited as the Facilities Manager of the Landlord, have tailor-made this fit-out guide to provide you with all the necessary information and to guide you through the process. Please see Appendix A for useful contacts.

This Fit-out Rules and Guidelines is a collective effort of the Landlord and ISS EastPoint. This booklet gives you important information for you and your designer/contractor in fitting out your premises in Cyberport. PLEASE STUDY IT CAREFULLY.

If this guideline is read by a prospective Tenant, the content does not form any part of the representation from the Landlord or Facilities Manager. All technical and descriptive information in this guide is subject to final design and construction.

This Cyberport Fit-out Rules & Guidelines (for office and retail Tenants) are to be read in conjunction with the Lease and Cyberport Tenant Manual & Rules.

1.2  Fit-out Control & Submissions

All submissions shall be forwarded to the address below. We, as the Landlord’s Facilities Manager, shall also undertake fit-out approval as the Fit-out Coordinator of this approval process:

ISS EastPoint Property Management Limited
Cyberport Facilities Management Office (FMO)
Unit 401, Level 4, IT Street,
Core A, Cyberport 3,
100 Cyberport Road,
Hong Kong
Attention: Customer Services Department
2.0 DESIGN GUIDELINES & PROCEDURE

2.1 Designers / Consultants

Tenants are recommended to appoint a suitably qualified and experienced designers/consultants at their own costs to prepare design drawings and plans for the fit-out work. The issues will require professional help, and details of the mechanical and electrical installations must be shown on plans together with the information required by filling in the technical questionnaire attached in Appendix B of this guide.

2.2 Approvals from Government Authorities

In approving the Tenant's fitting-out proposals, the Landlord or the Facilities Manager accepts no responsibility for ensuring that the approved proposal is suitable for the occupants' purposes, nor does the Landlord or the Facilities Manager implies that the approved proposals will be acceptable to the relevant Authorities. Tenants are therefore advised to make separate submissions to the authorities where appropriate.

2.3 Fit-out Vetting & Coordination Fee And Deposits

The vetting & coordination fee for checking and approving the Tenants plans and specifications is set at HK$ 8.00 p.s.m. subject to a to maximum of HK$5,000.00 per floor, and for subsequent resubmission HK$ 3.20 p.s.m. and to a maximum of HK$ 2,000.00 per floor.

The Facilities Manager must receive a fit-out deposit in respect of the removal of debris and against damages that may be incurred in the fitting out of the premises. The Facilities Manager reserves the right to charge any additional sum in the event of the deposit being insufficient to meet the cost incurred. The fit-out deposit for office premises is chargeable at HK$10.00 p.s.m. subject to a minimum of HK$50,000.00 per Tenant or the excess amount of the Tenant’s contractor’s all risks insurance, whichever is the higher.

The vetting & coordination fee and deposits should be paid by cheque drawn in favour of “Hong Kong Cyberport Management Company Limited” and send to the Facilities Management Office upon submission of fit-out proposal.

The deposit will be released upon deduction of temporary electricity cost and/or other associated cost and submission of certificate like WR1 for electrical work, FS251 for fire services work, as fitted / as built drawing like plumbing and drainage, air-conditioning and fire services.

2.4 Fitting Out Deposits and Temporary Electricity Charges

The charge for temporary electricity (30A SPN) is HK$50.00 per phase per day. (and 60A SPN at HK$100.00. and so forth). The loading of the temporary power supply is subject to the Facilities Manager's discretion. Installation of a temporary power point should be provided by the nominated sub-contractor at the Tenant’s cost and a deposit of HK$12,000.00 should be paid directly to the Facilities Management Office before commencement of the fit-out work.
A 30A single-phase temporary power supply will be provided at the tenant’s cost. Any requests for higher rating and/or three-phase supply must be made 7 days in advance and is subject to availability. Please fill in the form of “Application for Temporary Power Supply” as attached on Appendix N.

The Fit Out Deposit is refundable (less any deduction of relevant rectification cost, if applicable, for all damage caused by the Tenant to the Premises or Building or any part thereof) upon demand by the tenant after completion of the renovation or fitting-out works as certified by Facilities Management Office. In the event that any Fit Out Deposit (or the balance thereof) is not claimed by the relevant tenant within 12 months after completion of the renovation or fitting-out works, the tenant shall be deemed to have unconditionally and irrevocably waived its rights and interests in the said Fit Out Deposit (or the balance thereof) to the intent that such Fit Out Deposit (or the balance thereof) shall then be entirely forfeited to the Landlord.

2.5 Fit-out Kit & Program

a) Fitting out meeting - A pre-fitting out meeting will be arranged with the Facilities Manager, shortly after the dispatch of the fit-out kit to you. A brief description of the building fabric and services, fitting out requirements, site procedure, working methods, and condition check etc will take place. Tenant and Tenant’s designer and contractors should attend to exchange information.

The Tenant’s representative and/or Tenant’s contractors have to participate in the meeting with Facilities Manager as necessary during the fit-out period.

b) Visit for Fit-out - Tenant and Tenant’s designer are advised to visit the site to verify all information and working conditions. All visits must be arranged by prior appointment with the Facilities Management Office. If there is any queries, please consult the Facilities Manager.

c) Submission of Plans – to be within 28 days of the issuance of the Fit-out Kit, Tenant and Tenant’s designer must submit 3 sets of their plans together with a detailed program of the works to be carried out. A set of signed and completed Section 7.0 of this document, Technical Questionnaire (Appendix B), Contacts During Fitting Out (Appendix D) should be returned to the Landlord and Facilities Manager for comment and approval.

d) Approval of Plan - upon receipt of the application, Tenant and Tenant’s designer will normally be advised within 14 days of either our approval or rejection of the plans.

e) Resubmission and/or further details - if the plans submitted are disapproved or approved with conditions, Tenant and Tenant’s designer is required to RESUBMIT amended plans (3 sets) in accordance with the comment within 7 days.

PLANS AND TECHNICAL INFORMATION MUST BE SUBMITTED AS SOON AS POSSIBLE. PLEASE ENSURE YOUR PLANS ARE CLEAR AND DETAILED TO AVOID DELAYS.

NO EXTRA RENT FREE PERIOD WILL BE ALLOWED ON ACCOUNT OF AND DELAY IN SUBMISSION OR RESUBMISSION OF PLANS OR YOUR NON-COMPLIANCE WITH THIS GUIDE.
2.6 Fitting Out – Prevent Damage

Each Tenant has to take all necessary care to ensure no damage is done to the building during the fit-out works. Repair of such damage shall be at the cost of the Tenant. The Tenant shall submit a detailed method statement for fit-out works. This is to clearly describe such measures to be undertaken to prevent damage to the building. Please refer to the Lease for details.

Particular attention is drawn to pre-stress, post-tensioning and other structural members. Any drilling or bolting at ceiling may cause damages to these structural elements and hazards to the building safety.

In the Cyberport 1 and 3 the method of construction is post tensioned slab and in one part of Cyberport 3, post tensioned beams are used. The tendon locations are marked on the concrete soffit using indentations in the concrete surface. The location of any anchor/fixing greater than 25mm deep needs to be outside of the tendon area and this should be checked using the as-built drawings and site markers.

Should pantry with plumbing and drainage system is to be provided within the Tenant’s premises, adequate precautionary and fault alarm provision should be made to prevent water from cumulating on the floor and cause damages to the facilities of the Landlord and other adjoining tenants. The Tenant shall be fully liable for such damages.

2.7 Security

Once the premises have been handed over to the Tenant, the Tenant is fully responsible for its security. This will be particularly important during the fit-out period and you’re the Tenant’s contractors should be instructed accordingly.

The Landlord or his agents will not be held liable for any losses in respect of materials and finished works as well as the fittings of the building after the hand over of the premises.

2.8 Insurance

Tenants are required to effect and maintain an insurance policy to insure against loss of or damage to their fitting-out works and any legal liability towards bodily injury &/or property damage by third party during the fitting out period.

Tenants must effect a Contractors’ All Risks and Third Party Liability insurance policy for the duration of any fitting out works. The Facilities Manager shall require evidence that the said insurance has been effected with an approved insurer prior to the commencement of work. The Tenant will be responsible for the consequence of any damage, which occurs as a result of works in progress during the fitting out period, including the works and behaviour of the nominated contractor.

The name of insured shall be in the form of: “AAA as Tenant, Hong Kong Cyberport Management Company Limited &/or Hong Kong Cyberport Development Holdings Ltd. as Landlord, ISS EastPoint Property Management Limited as Facilities Manager, BBB as Contractor &/or Subcontractors of any tier…….” in order to cover all relevant parties concerned.

The sum insured should include any material and plant in the Tenant’s fit-out cost. The third party liabilities should cover an adequate sum and in any event not less than HK$20M per occurrence or a sum specified by the Facilities Manager from time to time. Tenant is cordially reminded that any insufficient coverage shall be responsible solely by the Tenant.
There should also be a valid Employees’ Compensation Insurance to cover all workers being involved in the fitting out works and all relevant parties concerned are noted.

2.9 Tenant’s Contractors

Details of the contractors to be engaged on the works must be submitted to the Facilities Manager using the forms provided in Appendix D - Contacts During the Fitting Out.

2.10 Nominated Contractors

Any connections to the base building systems shall be carried out by our nominated contractor (except with the approval of the Landlord / Facilities Manager) at your cost.

The following installations, alterations, additions, relocations and improvement works shall be carried out by our nominated contractor (except with the approval of the Landlord / Facilities Manager) at your cost:

i) Fire Services System & Automatic Fire Alarm System
ii) Integrated Building Management System
iii) Automatic Temperature Control
iv) Any I.T. and communication systems interface

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractors can be suggested for reference purpose.

You shall contact the nominated or general contractors of the mall as early as possible to avoid delay.

All nominated or general contractors are contracted with you or your designer directly. The contractor is listed in Appendix E.

2.11 Working Permit

A working permit showing the approval of commencement of fit-out works is required to post on the office door or temporary site access during fitting out period. Sample of the working permit is attached on Appendix F.

In addition to the working permit for the approval of commencement of fit-out works, each staff and workman of Tenant’s contractor is required to bear workman permit during their works showing their eligibility in accessing the works area. In case of any loss of workman permit, HK$100.00 per workman permit will deducted from the fit-out deposits.
Work Permit Application Procedure

1. Contractor respondent comes to Cyberport Facilities Management Office to fill out the
   - Working Permit Application (For posting up) - Form 14.76(A) and
   - Work Permit Application (For workers) - Form 14.76(B)

2. Contractor respondent pays the work permit deposit, which is HK$100 for each permit.

3. Contractor respondent gets two sets of copies of the Form A and B and goes to the responsible security.

4. Contractor respondent should give one set of the copies to the security for the first registration and keep the other set for his own record. Security respondent will then mark down the names and ID numbers of the workers. If the workers refuse to provide the captioned information, the security has the right to forbid the work.

5. The quantity of work permit will only be the same or less than the quantity applied. Request of extra work permit will not be entertained. Any additional work permit should be obtained through regular work permit application procedure.

6. Every work permit should be returned to the responsible security.

7. For works last for longer than one day, workers do not need to go to FMO for another application. They can directly go to the responsible security and show the copy of the Form B.

8. Examined the copy, the security will mark down the name and ID number of the workers. If no false information is given, permit will be distributed according to the approved quantity.

9. Upon completion of the work, contractor should go to the responsible security to return the permits and report the completion of work.

10. Security will go to check the work site and ask a technical respondent for inspecting the quality of work. If no damage or irregularity is found, the security will acknowledge the completion with the stamp “work completed”.

11. The contractor takes the stamped Form B to the FMO.

12. If not false information is checked out, deposit will be returned on condition that the receipt could be shown.

13. In case the person who gets the deposit is not the one who paid it, the deposit payer should write an authorization letter to proof the identity of the deposit retriever.
2.12 Directory Strip

Directory strip and data record will be arranged by the Facilities Management Office, please fill in the form of "Application for Directory Strip" as attached on Appendix G. The information will be used for physical and electronic directories.

The cost for the provision of directory strip shall be borne by the Tenant, at a cost of HK$1,200.00 for a Chinese company name, an English company name and the unit number altogether.
3.0 PLANS / DRAWINGS

3.1 Plans to be provided

Plans may be provided by the Tenant’s consultant(s) and contractor(s) if necessary. PLEASE NOTE THAT DRAWINGS AND INFORMATION PROVIDED MAY DEVIATE SLIGHTLY FROM THE ACTUAL SITE CONDITION. TENANTS AND THE DESIGNER SHOULD VERIFY ALL DIMENSIONS AND PROVISIONS ON SITE.

3.2 Plans and Technical Information Required

ALL plans must be in metric to a scale of 1:50 or 1:100.

2 sets of all the following plans / drawings will be required:

i) General floor plan
ii) Reflected ceiling plan
iii) Fire services layout plan
iv) Electrical schematic and layout plan
v) Mechanical ventilation / air-conditioning layout plan
vi) Plumbing & Drainage schematic and layout plan (if any)
vii) Plans for Extra Low Voltage (ELV)
viii) Sections
ix) Main entrance elevation for sub-divided office floor Tenants
x) Explanatory elevations
xi) Fitting out program
xii) Detail drawings

For retail Tenants, ONE extra set of elevation for frontage area and side elevation with signage (if appropriate) in COLOUR should be submitted for approval. PLEASE NOTE THAT ALTERATION TO THE LANDLORD’S STANDARD SHOPFRONT DESIGN WILL NOT BE CONSIDERED.

i) General floor plan showing clearly:

   a) General layout including fixtures & fittings, loose furniture, showcases, meeting rooms and storage area locations. Discharge value calculations may be required if requested.
   b) Internal partitions or walls with indication of their height and material of dry wall and related construction. The partition should be terminated with mullion instead of abutting at curtain wall glazing. A sufficient clearance should be allowed for future maintenance and replacement of curtain wall glazing. The typical details of partitions to curtain wall mullion joint should be submitted.
   c) Type of floor and wall finishes with samples if requested.
   d) Location of any heavy equipment and their sizes and weights.
      NB: Live loading capacity of the floor slab is 3.0KPa in general office area. A report from a qualified structural engineer may be required if necessary. Heavy equipment installation must be certified safe by a qualified structural engineer. The load spreading or improvement proposal, if applicable, should be submitted.
   e) Proposed location(s) of the thermostat control unit to be installed by the nominated contractor.
   f) Proposed location of access control reader, to be installed by the nominated contractor
   g) Any plumbing, drainage facilities;
h) Any envisaged adaptation to the raised floor, and other floor, wall and ceiling of the Landlords.

i) Water proofing to wet pantry or kitchen as appropriate

ii) Reflected Ceiling Plan showing clearly:

a) Lighting Layout. The electrical wiring conduit positions and the type and layout of lighting,
b) MVAC supply outlet and return air grill if modified,
c) False ceiling pattern (if any) type, structure, color, materials and layout of your proposed suspended ceiling; (the suspended ceiling must be constructed from fire resisting materials). The height of the false ceiling to suite the services layout and match the level of the bulkhead is 2.9 meters approximately, subject to on-site measurement. Fixing locations should not interfere with the pre-stress or post-tensioning elements.
d) Sprinkler heads layout
e) Other special features envisaged

iii) Fire Services Layout Plan showing clearly:

a) Sprinkler System layout including pipework
b) Location of sprinkler heads in upper and lower layers
c) Fire shutter (if any)
d) Fire detection and fire alarm system
   (Alteration of fire services system must be carried out by the nominated contractor)
e) Relocation or final positions of hand held fire extinguishers
f) FM200 or pre-action system (if any) should be submitted. The activation signal should be connected to the fire alarm signal system.

iv) Electrical Layout Plan / Schematic diagram showing clearly:

a) Rating, type and location of main MCB / MCCB;
b) Electrical schematic diagram complete with data identifying all major loads and equipment loads;
c) Interior office lighting circuits and catalogue of light fittings;
d) Location of all power, telephone and data communication outlets;
e) Interior power supply circuit for appliances;
f) Layout of any ceiling and under floor cable trunking or tray system;
g) Electrical maximum demand calculation.
v) MVAC Layout Plan showing clearly:
   a) Location of access panels to equipment maintenance
   b) Pipe and duct sizing
   c) Fresh air duct connection to the air duct of the FCU
   d) Return air plenum details with type of filter
   e) Sizes and types of FCUs, Fans, etc.
   f) In case of exhaustion system, rate and location of discharge

vi) Plumbing & Drainage Schematic and Layout Plan showing clearly:
   a) Pipe material and sizes
   b) Locations of water meter and connection to communal drains for private supply
   c) Connecting location of drainage pipe for wet pantry and grease trap, as the case maybe
   d) Sizes of components and fittings
      (all piping connection and installation work must be carried out by a registered plumber)

vii) Extra Low Voltage Layouts and Details (eg: PA and Security)
   a) Layout drawings and schematics
   b) Interfaces with other services and Landlords systems
   c) Technical manuals
   d) Inter-floor wiring diagram should be submitted.

viii) Sections showing clearly:
   a) Structural ceiling level;
   b) Proposed suspended ceiling levels (if any);
   c) Height of fixed partitions and the like;
   d) All relevant mechanical & electrical provisions, whether existing or proposed.

ix) Main Entrance Elevation Plan showing clearly:
   a) Company name and logo design
   b) Materials and color scheme
   c) For sub-divided floors, elevation should be complied with the standard design

x) Elevations showing clearly:
   a) The front elevation of the premises viewed from outside including the office front signage. Coloured perspectives and material samples are required (where applicable).
   b) Internal elevations of walls.

xi) Fitting out Program

A detailed work program showing clearly the various stages of the fit-out work shall be submitted for reference.
xii) Detail Drawings

Fixing details of the Tenant’s fixtures and fittings to the Landlord’s wall, floor, ceiling, beams and columns shall be submitted. (NB: No fixings will be permitted to the curtain wall, or window wall structures).

The Tenant must also complete, sign and return section 7.0 of this document with the relevant appendices and the plans and drawings to be submitted.

In approving the Tenant’s fitting out proposals, the Landlord or his agent accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant’s intended purpose; nor does this imply that the approved proposal will be acceptable to the relevant authorities. The Tenant is strongly advised to consult their own consultants to ensure the revised proposal is fit for the intended purpose and in compliance with all statutory requirements. The Tenant should make separate submission to the relevant government authorities where applicable.
4.0 BUILDING PROVISIONS

The Landlord will provide the following building finishes with electrical and mechanical services, and IT infrastructure to the Tenants premises, subject to Lease conditions. The description in this fit-out guide and the summary in Appendix H are for reference only and subject to the design and construction of the building.

4.1 General

The Landlord will provide Grade A entrance and lift lobby finishes throughout, with lifts, escalators and all associated services for comfort, amenity and safety. The Tenant is reminded that all areas outside the premises as defined in the Lease should not in anyway be damaged or changed. The Tenant is further reminded that they cannot change the bulkhead strip and the façade lightings, which are within their Leased area in any event, without prior approval from the Facilities Management Office.

4.2 Building Finishes & Components

Ceiling
The open ceiling is of fare face concrete finish to underside of slab and beams. Services are naturally finished except for air ducts which will be grey.

Walls and Columns
All concrete walls and columns will have a matt emulsion paint finish.

Windows
Curtain wall (2 metre mullion to mullion) or window wall (1.2 metre mullion to mullion) is a proprietary window installation, with double glazed sealed units. Glazing is a proprietary solar protection system. Opening units are locked closed, and open-able by request to the Facilities Management Office.
NB: Tenants are not allowed to stick tape, or any adhesive substance to the windows.

Doors
Access door facing corridor to sub-divided units is of timber with mechanical mortise lock.

Partition Walls between Different Tenants on the Same Floor
Same floor tenancy partition walls for sub-divided units are of plasterboard, fibreglass core dry wall with 1-hour fire resisting. Partition walls are of full-height construction from floor to ceiling between common corridor and adjoining tenancy.

Flooring
The floor is an unfinished chipboard core with metal casing. Finish to be by Tenant. (See part 4.7 for floor system details)
4.3 Plumbing and Drainage

Locations
No specific provision has been made to Tenant’s areas for plumbing and drainage. All is within the Landlord’s areas.

NB:
1. Should a wet pantry be envisaged, careful consideration and consultation should be held with the Facilities Manager for appropriate connections to the Landlord’s facilities.
2. The Tenant should take note and avoid damaging any Landlord drainage piping that may pass through the premises.
3. Electric valve should be installed in the water supply side to suspend water supply in case of high water level in the grease/water interceptor.

Toilet/Washroom Facilities
Grade A toilet and washroom facilities are provided.

4.4 Integrated Lighting and Ceiling System

Office Ceiling Voids
The interior of the office to have an open ceiling and a suggested grid of suspended tubular track luminaries system with combined up lighting. (Supplied by Landlord at loading area and to be delivered and fitted by the Tenant).

The exposed ceiling will incorporate a coordinated services layout that aims to create an IT environment, differentiating the product from standard grade A offices. The option of the Tenant installing their own suspended ceiling planned for in the modular layout of the services and FS provision. All materials to the ceiling should be non-combustible to the satisfaction of all statutory and technical requirements.

A perimeter profiled ceiling zone of approximately 1m will be provided to control the visual aspect of the offices when viewed from the exterior. The Tenant is not permitted to alter the bulkhead nor the façade.

Ceiling and services layout are coordinated with the structure and curtain wall to allow flexibility in planning the office space, including accommodation of perimeter offices.

Lighting
T5 suspended fluorescent luminaries on an average designed lighting level of 500 lux will be supplied by the Landlord to Tenants. The Tenants should install the tubular track system and the luminaries, and provide the necessary power circuits and distribution board at their own cost. The Tenant can also purchase and install modular and complimentary spotlight units to suit their own interior design.
4.5 Ventilation, Air-Conditioning & Heating

Air Delivery
Air-handling units serve a Direct Digital Control Variable Air Volume (DDC/VAV) system, which provides ventilation and cooling. The air is supplied through ducts to high-level diffusers, with heating in winter when it is extremely cold around the perimeter zone.

Zones
Each office is sub-divided into different zones, which can be individually pre-set to a desired temperature using thermostat controls. The temperature setting of each individual zone is adjusted via the Building Management System (IBMS).

Design
The air-conditioning system has been designed for a population density of 9 sq m (approx. 100sq ft) per person and a total lighting and small power A/C load not exceeding 65W/sq m (approx. 6W/sq ft). Chilled water supply and return risers to Tenant's IT / Computer equipment rooms are provided.

Extra Chilled Water Provision
Provision will be made for chilled water branch-off in the AHU rooms to cater for additional air conditioning units such as Fan Coil Units. The chilled water shall be allocated on a pro-rata basis unless with prior commitment of Landlord.

4.6 Solar Control

Mechanical Roller Blinds
High level automated solar control roller blinds are provided for some building elevations. The Tenant is requested not to interfere with the free working of these blinds as they respond to the external lighting conditions.

Manual Blinds
Low-level manual control solar roller blinds are provided for some building elevations.

4.7 Raised Flooring System and Trunking

Raised Floor
Raised floor system is a particleboard core and metal encased. There is a minimum 150 mm clear service space provided.

Floor Boxes
One flush fitted floor box outlet is provided every 10 sq m with 2 Nos. of twin 13 Amp sockets, and a blank plate for Tenants’ data/telephone socket installation.

Trunking
A 480mm wide three-compartment under-floor trunking system will be installed beneath the raised floor along the common corridor of the office areas.
4.8 Electrical Installation

Normal Power
The electrical loading per floor is designed at 150VA/sq m (approx. 13.7VA/sq ft). The supply voltage is 380 volts, 50Hz, 3 phases, or 220 volts, 50Hz, 1 phase.

The building is divided into two zones and each zone is served by two bus-ducts with 3-phase 'plug-in' unit provided for whole floor tenancies.

The electrical power allocation shall be allocated on a pro-rata basis unless otherwise committed by the Landlord.

Emergency (Essential) Power
A standby emergency power system providing 30VA/sq m (approx. 3VA/sq ft) is available to back-up Tenants' essential equipment in the event of a power interruption. Emergency power supplies designed to cut-in within 15 seconds.

The emergency power allocation shall be allocated on a pro-rata basis unless otherwise committed by the Landlord.

Important Note:
Tenants are required to install, at their own cost, automatic or manual changeover switches, sensing relays and associated wiring in their sub-main distribution boards and Tenant’s own UPS system. The Tenant should ensure all equipment is maintained in good working order from time to time.

If automatic changeover is used, the Tenant should undertake that the Tenant’s installation should not cause damage to the backup supply system. If manual changeover is used, the Tenant should allow for adequate technical checking before switching to the backup supply. The operation of changeover is a kind of Tenant’s own operation. Tenants are advised to check ensure all equipment is in order before changing over to the standby riser.

4.9 Building Management System

Introduction
A computer-based, automated building management system monitors and supervises all building, fire, health and safety services. The system also controls lighting in public areas and adjusts air-conditioning temperatures to ensure environmental comfort and safety at all times while maintaining energy efficiency.

- It is able to integrate with the IT / Communication infrastructure for data transfer, information exchange and information sharing
- It links to power supply, emergency generator, generator fuel supply, computer room water detection system, UPS system, lighting distribution boards for public area, HVAC system, security and access control system and fire services system.

Public Address System
Speakers are installed in the toilets; lift lobbies and offices on each floor to enable emergency messages to be broadcast.
Fire Services System
The building is equipped with fire fighting installations and an addressable automatic fire detection system, comprising fire alarms, smoke and heat detectors, sprinklers, fire hydrants and hose reels. A single layer sprinkler system is provided with provision for an additional layer, at Tenant’s own cost, if required.

Security
The Landlord areas of the building are monitored on a 24-hour basis by a combined manual / automatic security surveillance which covers all the major access/ exit points, lift cars and other common areas.

Security Patrols with computerized data points are installed inside all car parking levels, circulation areas and staircases.

A lift access card system is available to Tenants for after office hours entry, controlling access and recording details by computer.

Door contacts are installed at some fire exits and control plant room to enable movement to be monitored by the IBMS.

4.10 Communication, IT Systems and Shared Facilities

Telecommunications
The development is equipped with telecommunications network including fibre optic and Cat. 6 or above block wiring. Dual equipment rooms, lead-in and risers are provided, with the provision of exchange and fibre cable diversity features.

Facilities for satellite TV, VSAT and interactive multi-media services are also available. 4 local TV channels will be available through the IPN system.

Data Communications
Interfloor cabling is provided inside the telephone duct room on every floor.
NB: Tenant to design supply and lay their own horizontal block wiring.

Broadband Services
High-speed broadband services within the campus can be provided to each Tenant at 100 Mbps (capacity to 1 Gbps and greater is available as a value added service).

Computer & Telecom Earthing
Separate computer and telecommunication earthing system are provided on each floor inside equipment rooms.

Wireless LAN Services
Wireless LAN services are provided along IT Street and in common areas to provide seamless connection to the building’s Internal Private Network.

Network Operations Centre
The Network Operation Centre provides round-the-clock monitoring and management of telecommunication services, information service and facilities.

Security
Carrier grade network security will be deployed throughout the Campus.
Optional Shared IT and Communication Facilities
A number of managed shared facilities are available in respect of communication, and IT equipment, and infrastructure, at different costs to the Tenant dependant on usage and requirements. Refer to Appendix I for the details.
5.0 FITTING OUT BY THE TENANT

5.1 Tenant’s Work

The Tenant shall ensure that their designer / contractor is aware of all requirements and regulations of the relevant Governmental Authorities. He shall provide and maintain appropriately qualified full time site supervision for the duration of the works. Any part of the works, which fails to comply with such regulations and requirements, shall be altered or amended at Tenant’s expense. The Tenant shall indemnify the Landlord and his agents on all costs, expenses and penalties associated with the enforcement of such regulations and requirements by the Authorities.

The Tenant should comply as far as possible with the Environmental Guidelines for Cyberport of fitting out work and not use specific materials (see Appendix J) where suggested.

The Tenant should use environmental friendly materials for fitting out works. The Tenant is expected to carry out responsible disposal of high-risk noxious materials or substances in an environmentally friendly manner.

a) Provide adequate access to the ducting or other services on or within the ceiling area to enable future maintenance without undue disturbance to the other services.

b) Electrical – the Tenant is responsible for the following:
   i) Isolator switches inside Tenant’s premises and MCB/ MCCB;
   ii) Power supply to the office lighting
   iii) Light fittings (other than those provided). For shop Tenants, lighting during non-operating hours should be specified.
   iv) Arrangement for electrical testing by Hong Kong Electric Co. and installation of electricity meters
   v) Compliance with E.M.S.D and F.S.D requirements.

Note:
All electrical works are to be carried out by registered electrical workers under the employment of a registered electrical contractor.

c) Floor -
   i) Raised floor pedestals and associated electrical earth to be protected and re-secured after completion of the works. No adjustment of levels is permitted without consent from the Facilities Manager.

Note:
1) The finished floor level MUST be the same as the common core and/or mall floor level. NO STEPS are permitted.
2) No installations may be embedded in the concrete floor
d) Partitions - only dry wall construction will be permitted. No wet trades are permitted on the site. All works to be done by Tenants should not cause any permanent effect or damage to tenancy wall and corridor wall of sub-divided floors and lift lobby finishes of any floors.

e) Communications, telephone, IT and systems – telephone and PABX; Local Area Network; horizontal block wiring to be connected by the office Tenant. The Tenant is responsible for firewalls and protection of data held on equipment in his tenancy.

5.2 Tenant’s Work by Nominated Contractors
(See Section 2.10 & Appendix E):

Please note the following paragraphs for works to be carried out by the Nominated Contractors at Tenant’s expense. The Facilities Manager may at their sole discretion alter the list of Nominated Contractors from time to time.

a) HVAC System -

i) Any approved connection, relocation, or addition of VAV boxes, together with any IBMS control devices thereof shall be carried by nominated contractor.

ii) The part for connection to common system for fan coil units, chilled water pipes, and condensation drain pipes, together with all operation control devices and energy control devices thereof shall be carried by nominated contractor.

iii) At the sole discretion of the Landlord or Facilities Manager, the Tenant may be required to appoint nominated contractor to install insulated ducting from the VAV/FCU with supply and return air diffusers and the fresh air supply ducting must be extended to the FCU or fresh air make-up duct of smoke extraction system, where applicable. The return air duct must have a removable aluminum filter for easy maintenance. Hinged type construction is recommended.

iv) Extra charge is payable by the tenant for the 24 hours chilled water supply, the tenant have to install energy meter, maintain and record the monthly consumption at his or her own cost.

v) Tenant has to carry out testing and commissioning (air balancing/water balancing) to the existing air conditioning system if alteration of the layout plan and chilled water system.

b) Electrical System -

The Landlord will provide a plug in unit from the feeder busbar inside the meter room. Incoming cables from the plug in unit shall be carried out by the Tenant's contractors. The electrical license of contractor shall be submitted to the Facilities Manager for prior approval.

On multi-Tenanted floors, the main isolators and main in-coming cable leading to Tenant's premises have to be installed by nominated contractor at Tenant's cost.

c) Fire Services System -

The following works should be carried out by Landlord’s nominated contractors.

i) Any alteration or additions to the Landlord's system;

ii) Any alteration or additional sprinklers, fire dampers, hose reels and smoke detectors to suit your store layout, partition and false ceiling, all to comply with the requirements from the Fire Services Department;

iii) Any connection to IBMS system
d) Security System / Public Address System / Solar Detection System

The following works should be carried out by Landlord’s nominated contractors.

i) Any alteration to Public Address System
ii) Any alteration to the Solar Detection System for mechanical blinds

Note:
1) Installation of an audible alarm device is NOT allowed unless with prior consent in the Lease.
2) No private alarm is allowed to be connected to the Landlord’s IBMS unless with prior consent in the Lease.

e) Plumbing/ Drainage System

All connection to common water inlet and drainage should be done by Landlord’s nominated contractors.

f) i-Campus Facilities

All connection of i-Campus facilities shall be done by nominated contractors.

g) Builders Works

i) All raised flooring should be supplied by nominated contractors
ii) All mechanical blinds should be supplied by nominated contractors
iii) All manual blinds should be supplied and installed by nominated contractors
iv) All corridor works should be supplied and fixed by nominated contractor
v) Signage works and directory works should be carried out by nominated contractors.
vi) For sub-divided units, any replacement/alternation of the entrance doors facing the common corridor should have an approved FRP of not less than ½ hours; approval certificate from manufacturer and authorized department is to be submitted for approval.
vii) All works should not cause damage or affect the post-tensioning, pre-stress or other structural members of the building. ANY WORKS INVOLVING DRILLING OR BOLTING TO CEILING SHOULD BE SUBMITTED FOR APPROVAL. ANY DAMAGE TO THESE STRUCTURAL MEMBERS MAY CAUSE HAZARD TO THE BUILDING. THE TENANT SHALL BE FULLY RESPONSIBLE FOR ALL THE EXPENSE INCURRED IN THE REMEDIAL ACTION, INCLUDING THE COST IN APPOINTING APPROPRIATE CONSULTANTS.
6.0 SITE PROCEDURE & CONDUCT

6.1 Condition Schedule

Prior to commencing any work the Tenant will inspect the premises and note and/or photograph any items of damage and formally agree this with the Facilities Manager. Particular attention is drawn to the curtain wall and glass, and Landlord’s building services.

6.2 Working Hours

Fitting out work can only be carried out at restricted period specified by the Facilities Manager, who will exercise their discretion on application by the Tenant in allowing non-noisy or odorless work to be carried out at other agreed times. The principle is to avoid influence to completed and occupied premises in Cyberport and other developments in the vicinity.

Work of Noise and Vibration

Work that generates noise and/or vibration is restricted to 18:00 hrs – 23:00 hrs Monday to Friday; 14:00 hrs – 23:00 hrs on Saturday and 07:00 hrs – 23:00 hrs on Sundays and Public Holidays.

Company / Person in breach of the regulation is subject to the following penalty(ies):

1. For those contractors or tenants who are in breach of the said rules, the work will be suspended immediately for the rest of the day upon receiving the 2nd complaint on the same day. In the event if the 2nd complaint is received on or after 14:00 during the restricted period, the work will be suspended immediately for the rest of the day and the following working day (i.e. Monday to Saturday morning).

2. Additional days of suspension of the work will be enforced if complaints are received (i.e. up to 2nd complaint) in two consecutive days.

3. If complaints are received on the day after suspension of work, security guard(s) will be employed at the cost of the tenant to supervise and monitor the situation until the situation is improved.

Work of Smell

Carrying out of works which generate smell or cause nuisance to other tenants must be restricted to the period from 13:00 hrs on Saturday to 23:00 hrs on Sundays and Public Holidays to avoid spreading of smell to other tenants during office hours.

Company / Person in breach of the regulation is subject to the following penalty (ies):

1. For those contractors or tenants who are in breach of the said rules, the work will be suspended immediately for the rest of the day upon receiving the 2nd complaint on the same day. In the event if the 2nd complaint is received on or after 14:00 during the restricted period, the work will be suspended immediately for the rest of the day and the following working day (i.e. Monday to Saturday morning).

2. Additional days of suspension of the work will be enforced if complaints are received (i.e. up to 2nd complaint) in two consecutive days.
3. Contractor(s) will be employed at the cost of the tenant to ensure odors are eliminated. If complaints are received on the day after suspension of work, security guard(s) will be employed at the cost of the tenant to supervise and monitor the situation until the situation is improved.

Landlord or Facilities Management Office will not be liable for any consequences or cost incurred for the delay or prolongation of work due to the aforesaid suspension.

Notwithstanding the foregoing, noisy work allowed should not be carried out in a manner that generates noise exceeding the noise limit as stated in the current laws and regulations including the Noise Control Ordinance.

Important Note: Any legal action, or fines arising from a breach in Government Noise controls will be the responsibility of the Tenant.

6.3 Protection for Fit Out and Delivery of Materials

Details of delivery of materials must be submitted to the Facilities Manager using the forms provided in Appendix K.

Materials may only be delivered and taken away from Tenant's premises by using the designated routing, service lifts, service corridors and stairs.

Tenant must inform the Landlord of any inflammable materials brought on to the site. Such items are to be stored in accordance with Landlord's requirements.

No acids shall be used. The Tenant should refer to the list of prohibited materials/ substances listed at Appendix J.

Care must be taken to avoid damaging floors, finishes, ceiling, walls, joinery, lobbies and other common parts. Tenant must take necessary action to protect the floor, wall, door, lobby, service lift car and other building facilities around the delivery route and all fit out affected areas to the satisfaction of facilities management office to prevent damage. Any damages as a result of delivery or removal of goods and/ or materials by the Tenants will be for the Tenants' account. The Facilities Manager reserves the right to deduct the cost of such damage from deposit as referred in 2.3.

Only rubber-wheeled carts and trolleys may be used to deliver goods and materials. STRICTLY NO METAL-WHEELED CARTS.

6.4 Lifts

Passenger lifts are for personnel use only. Service lift will be used for tools, machinery or materials. Service Lift operating hours is determined at the discretion of Facilities Manager. Tenants who require additional hours outside normal operating hours must register to Facilities Management Office 48 hours in advance.

6.5 Heavy Equipment

Please inform the Facilities Manager at least 48 hours in advance of the delivery of heavy or bulky equipment. The use of the service lift for delivery heavy or bulky materials and equipments is restricted to the period from 18:00 hrs – 23:00 hrs Monday to Friday; 14:00 hrs – 23:00 on Saturday and 07:00 - 23:00 hrs on Sundays and Public Holidays.
6.6 Working Area & Behavior

No work associated with fitting out is permitted outside of Tenant’s premises. All materials and debris must be kept inside Tenant's premises and no obstruction caused in common areas. Debris generated should be removed by the Tenant or the contractor at no cost to the Landlord / Facilities Manager.

No workman is allowed to be bare-footed or naked when walking around outside the fitting out area.

6.7 Disposal of Debris

Tenants are responsible to ensure that their contractors dispose all debris in their own account out of the development in an environmentally friendly orderly and proper way. Debris should be kept within the Tenant's Leased premises. Accumulation of any refuse/debris in the corridors, or on the landings or staircase is not permitted. After every removal, all corridors and common areas must be left in a clean condition. In particular, the Tenant shall be required to remove forthwith all refuse/debris found in the premises whenever he is called upon to do so by the Facilities Manager.

If any refuse / debris is found dumped in the common areas, the Facilities Manager will arrange for its disposal at the expenses of the Tenant.

6.8 Protective Measures

Contractors must provide protective measures to all floors, lifts and corridors, and fittings and finishes inside the allocated toilet. Any damage to the Landlord's finishes, fittings or services will be made good at the Tenant's cost. Toilet will be kept locked overnight unless the Tenant requests permission for urgent night work.

6.9 Contractor's Toilet

One toilet will be identified by the Facilities Manager and made available during the fit-out period on any floor and must be kept clean at all times.

6.10 Welding or Melting of Bitumen

Welding or heating of bitumen is prohibited anywhere in the building without the Facilities Manager prior approval. Tenant may use the ‘Application for Welding or Melting of Bitumen Work’ as attached in Appendix L.

6.11 Cutting of Raised Floor

Only approved floor outlet boxes will be permitted. Any cut tiles must be replaced with standard tiles on termination of the tenancy.
6.12 Suspension & Tapping into of Landlord’s Systems

Should the Tenant need to temporarily suspend the central system, or switch off the main supply for the connection to private section (e.g. discharging water from fire services system, taping of cable, water piping, etc.). The Tenant must submit the application form as provided (Appendix M) 7 days prior to the work commencement to the Facilities Manager for consideration and arrangement.

In case of damage to the fresh water, flush water and/or fire service supply pipes or any drainage pipes, causing damage to the other parts or equipment of the building, the Tenant shall be responsible for the repairs / damages / liabilities so caused by the suspension and consequential losses.

6.13 Fire Hose Reels, Extinguishers & Safety Precautions

Temporary water supply points will be provided as specified by the Landlord during fitting out works. It is PROHIBITED to use the fire hose reels for water supply during the fit-out period. ANY MISUSE OF HOSE REELS SHALL RESULT IN INTERRUPTION OF WORKS UNTIL THE LANDLORD'S ENTIRE SYSTEM IS CHECKED. ANY TENANT WHO PERMITS MISUSE WILL BE RESPONSIBLE FOR ALL THE CONSEQUENCES.

All smoke lobby doors must be kept closed and unobstructed at all times while the fitting out works are in progress. Proper safety precautions must be taken when using any power tools and equipment. Temporary cabling must be properly connected, terminated, and supported which must be removed upon completion of works.

Fire exit routes must be maintained and be kept free of obstructions at all times.

The contractor should provide at least one carbon dioxide type portable fire extinguisher on site, and more for every further 8,000 sq ft of construction area during fitting out period.

6.14 External Appearance and Common Facilities

All alteration/fitting out works must not affect the external appearance or cause damage directly or indirectly to the common facilities and/or building services of the building. Tenant shall not construct, erect, affix, install, place, attach or display any structure, fitting, addition or other thing whatsoever at, on or upon the common area or any part thereof.

6.15 Smoking Free Building

Smoking is NOT permitted anywhere on the fitting out site or within the Building. Any person found to be violating this rule would immediately be asked to leave.
6.16 Not to Cause Liability

The Tenant should not cause or permit any works, which may become a liability to the building, any such claims and/or actions will be solely the Tenant’s responsibility. Furthermore, the Tenant should not carry out works, which may affect the insurance coverage for the building and other users. The Tenant shall keep the Facilities Manager fully indemnified from and against all actions, suits, expenses, claims demands and liabilities, in respect of injury including fatal injury or damage to person or property due to or arising from the act, neglect or default of the Tenant, its agents or servants, contractors.

6.17 Chasing & Cutting of Structural Members of the Building

No chasing and cutting of structural members of the building of such nature will be allowed to be carried out, or chasing, cutting or drilling to common wall without the prior written approval of the Facilities Manager.

6.18 Telephone & Broadband Cabling

You / your contractor shall notify the Facilities Management Office for accessing the related TER Room and performing telephone / broadband cabling work.

6.19 Administration Charge in case of False Fire Alarm

If false fire alarm is activated due to the Contractor’s work, an administration fee of HK$2,500.00 shall be charged to the responsible contractor for the administration services provided by the Facilities Manager in addition to the actual cost incurred for rectification (if any). The Facilities Manager has the right to deduct the aforesaid administration fee together with any associated cost directly from the Contractor’s deposit and to charge any additional sum in the event of the deposit being insufficient to meet the cost incurred.

6.20 Charge for Disabling Fire Detector

The Contractor should notify the Facilities Manager Office to disable fire smoke and/or head detector for any R & M Works which may cause activation of fire alarm. The charge for disable the fire detectors for the R & M Works is HK$1,200.00 per job, but the contractor is still required to protect the fire detector from damage.

6.21 Protection of Common Areas

The Tenant's contractors shall be responsible for ensuring that the common areas are properly protected against damage by building materials and debris. Common facilities should be protected by wooden hoarding or similar as requested by facilities management office (FMO) at the cost of Tenant.

The Tenant shall keep the common facilities such as the flushing system, drainage system, water supply system, electricity supply system, internal wireless communication system, solar blinds, feature lighting, external decoration, lighting, etc. in good condition. Repair of any damages will be borne solely by the defaulting Tenant.

The Tenant MUST inform the Facilities Manager for any observed defects within 14 days after official handover of the premises and a defect list will be prepared accordingly. Further defects raise out after this period will not be accepted and repair of any damages will be borne solely by the defaulting Tenant.
Carpet protection in the common corridor area is required at tenant’s expenses, the carpeted routing is expected to cover all common access areas or the area requested by the FMO. The colour, texture and size of carpets for protection areas are subjected to the satisfaction of facilities management office in order to maintain the standardization in outlook. If the tenant's contractors failed to comply with the above requirements as set out in this guideline, FMO reserves the rights to forfeit the deposit for the cost of such protection conducted by FMO.

6.22 Not to Cause Any Attachments to Window Frame

The Tenant's contractors should not in any way cause any damages to window frames (mullions, transoms, etc.) by attaching any fixture or fitting onto it by drilling, coring, bolting or riveting. All cost incurred for repairing of such damages will be for the Tenant's account.

6.23 Cyberport Tenant Manual & Rules

The Tenant's contractors will be bound by and shall abide fully to the Lease, Cyberport Fit-out Rules and Guidelines, Cyberport Tenant Manual & Rules at all times.

6.24 Tenancy Document Prevails

The rules and procedures set out herein shall be without prejudice to other documents (i.e. Lease). Should there be any conflict in the content or the terms of this fit-out guidelines with the aforesaid documents the latter should prevail. Please refer to the Lease for details.

6.25 Upon Completion of Fitting Out Works:

a) The Tenant MUST inform the Facilities Manager one week in advance of completion to arrange test and inspection to verify that all works are carried out in accordance with the approved drawings and to the satisfaction of the Facilities Manager.

b) Within one month of completion, the Tenant shall submit 2 full sets of as fitted drawings including floor layout plans, reflected ceiling plans, office elevation, all E&M installations, systems etc. to the Landlord together with a copy of the completion certificate of the Electrical works (i.e. form WR-1/A and Fire Services installation (i.e. Form 251) for reference and record.

c) If the operation inside the Tenant’s premises requires licensing or approval from any Governmental Authorities, a copy of such license or approval letter shall be submitted to the Landlord. The Tenant shall be responsible for obtaining such licenses.
7.0  GENERAL TERMS AND CONDITIONS

a) In approving the fitting out proposals, the Landlord accepts no responsibility for ensuring that the approved proposal is suitable for the Tenant’s purpose, nor does the Landlord and the Facilities Manager imply that the approved proposal will be acceptable to the relevant authorities. The Tenant shall always consult their own architect / designer to ensure the proposal is fit for the Tenant’s purpose and in compliance with governmental and statutory requirements. The Tenant shall make separate submission to the relevant Government authorities.

b) The Landlord, the Facilities Manager reserves the right to require the Tenant to make any alterations necessary.

c) Upon submission of the Tenant’s fit-out plans to the Facilities Manager, the Tenant is required to sign and return this form to signify the Tenant’s agreement with the terms and conditions contained in the Fit-out Rules & Guidelines for Office and Retail Tenants.

d) Commencement of the Tenant’s fit-out work is deemed to be the Tenant’s acceptance of the terms and conditions contained in this Fit-out Rules and Guidelines.

e) Cutting, chasing or drilling into the structural floor, ceiling, columns and beams and blockwork is strictly prohibited. Any damage will be rectified by the Landlord and recovered as a Tenant’s expense.

f) Any damage to the Landlord’s finishes or fittings in the office premises or in public areas which occur during the fitting out works, whether by your contractors or employees, shall be repaired by the Facilities Manager at the Tenant’s expense.

g) The Tenant shall indemnify the Landlord and Facilities Manager against any claim for damages arising from the execution and subsequent use of the works carried out on behalf of the Tenant. Please refer to the Lease for details.

h) Upon completion of fit-out works, the Tenant is required to submit 2 full sets of as-fitted drawings of builders and E&M drawings as mentioned in section 3 for record purposes together with the statutory forms, e.g. fire services and electrical works. Then, the Tenant shall apply to Facilities Management Office for refund of fit-out deposits less any appropriate deductions.

Acknowledged by (Signature and Company Chop)

______________________________  _________________
Name in Block                             Company Name

______________________________  _________________
Premises                              Date:
Appendix A
Useful Contacts

ISS EastPoint Facilities Services Limited (Head Office)
Address: 18/F Warwick House West, Taikoo Place, Quarry Bay, Hong Kong

ISS EastPoint Property Management Limited
(Cyberport Facilities Management Office)
Unit 401, Level 4, IT Street,
Core A, Cyberport 3,
100 Cyberport Road,
Hong Kong
Attention: Customer Services Department

24 Hours Customer Services Hotline : 3166 3111
Fax Number : 3166 3100
Email: facility@cyberport.hk
Appendix B
Technical Questionnaire

The information requested below is IMPORTANT. Please provide sufficient details to speed up the vetting process.

I. Extra Air Conditioning Requirement
   a) Extra cooling capacity (normal supply), if any
   b) 24 hours AC supply to Tenant's computer room

II. Power Requirement
   a) Maximum electrical consumption
   b) Main isolator rating
   c) In-coming cable size
   d) Main switch board rating
   e) Location of MCCB, to be marked on layout
   f) Schematic drawing to be submitted

III. Additional Security Alarm System
   a) Extension of Landlord's System/ Tenant's independent Security System
   b) Door contacts
   c) Break glass sensors
   d) Locations of Landlord-Tenant signal interface points, to be specified on plan.

IV. IT and Communication Facilities connection requests:
   a) IPN  yes/no
   b) CDX  yes/no
   c) VOD/DOD  yes/no
   d) VSAT  yes/no
   e) IP Telephony  yes/no
   f) Smart Card Services  yes/no

V. CABD System requirement:
   a) Type and model of equipment, please specify
   b) Signal strength required: nominal/ dB
   c) No(s). of connection point(s) from Landlord's system: 
   d) Location(s) of connection point(s) to be indicated on plan.

(Note: request for additional/ special provisions must be submitted along with details and calculations at the earliest stage to allow time for the Facilities Manager’s assessment and approval. The availability is subject to pro-rata entitlement of each tenancy.)
Appendix C
Application for Fitting Out Work (室內裝修申請表)

Applicant:  [ ] Tenant  [ ] Tenant’s contractor

Purpose:  [ ] Move In  [ ] Reinstatement / Move Out  [ ] Renovation

Premises:  

Name of Tenant:  

Contact Person:  

Office Phone:  Mobile:  

Fax:  E-mail:  

Name of Contractor:  

Fitting out period: From  to  

Declarations
We hereby declare we have read and fully understood the Fitting-out Rules and Guidelines and the following conditions:

1. We are fully responsible for any damage to all public facilities of the property caused by us or our appointed agent(s) during the fitting-out period and agree that the Facilities Management Office (FMO) can deduct the relevant repair rectification cost from the fitting-out deposit before it is refunded to me without interest. Should the deposit be insufficient to cover such cost, we agree to pay the balance within 7 days of being informed to do so.

2. We understand and agree that the fitting-out workers are required to wear working permits issued by FMO when they are working in the building. Working Permits are to be collected from the FMO before commencement of work and returned at the end of each day.

3. We understand and agree that no unauthorized works are allowed to be carried out.

4. We are fully responsible for any misconduct or carelessness of workers appointed by us or our agent(s) that result in damage, inconvenience, nuisance or injury to any person during the course of fitting-out work.

5. We have taken out Third Party Liability Insurance according to Fitting-out rules and Guidelines and a copy is attached for reference / will be forwarded to FMO before commencement of work.

6. We understand and agree to observe and comply with all rules and regulations set by the FMO.

Signature and Company Chop

[Signature]                                      [Date]

Name in Block Letter:  

Approved by Facilities Management Office:  

Appendix D
Contacts During Fitting Out Period

Please complete and return the required details to the Fit-out Coordinator within 3 days from receiving this fit-out guide or 14 DAYS BEFORE WORK COMMENCES ON SITE, whichever is the earliest. The information may be passed to the relevant parties responsible for servicing and security of tenants. Inspection and amendment of information submitted may be submitted to the Facilities Manager for processing.

1) Premises
   Tenant Name: ____________________________
   Trading Name: (English) ____________________________
   (Chinese) ____________________________

2) Tenant Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
<th>e-mail</th>
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<tbody>
<tr>
<td>1st Contact</td>
<td></td>
<td></td>
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<tr>
<td>2nd Contact</td>
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<tr>
<td>Emergency 1st Contact (If different from above)</td>
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<td>Emergency 2nd Contact (If different from above)</td>
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<tr>
<td>Payment/Refund Issues (If different from above)</td>
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</table>

3) Architect/ Interior Designer

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Contact</td>
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<tr>
<td>2nd Contact</td>
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</table>
4) Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
<th>e-mail</th>
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</thead>
<tbody>
<tr>
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<td>Emergency 2nd Contact (If different from above)</td>
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<tr>
<td>Payment/Refund Issues (If different from above)</td>
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</table>

5) E&M Consultant (if any)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
<th>e-mail</th>
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<tbody>
<tr>
<td>1st Contact</td>
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<td>2nd Contact</td>
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</table>

6) IT / Server Room Consultant (if any)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
<th>e-mail</th>
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<tbody>
<tr>
<td>1st Contact</td>
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</tr>
<tr>
<td>2nd Contact</td>
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</table>

Signature and Company Chop

______________________________ Date: ________________

Name in Block Letter: ________________________________
# Appendix E

## Nominated Contractors List

### Heating Ventilation & Air-Conditioning (HVAC) and Automatic Temperature Control

For connections into the main base building systems

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Hong Kong Ltd.</td>
<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a> <a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

### Electrical

For connections into the main base building systems

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a> <a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

### Fire Services & Automatic Fire Alarm (AFA)

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Hong Kong Ltd.</td>
<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a> <a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

### Plumbing and Drainage (P&D)

For connections into the main base building systems

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Hong Kong Ltd.</td>
<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a> <a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

For works other than connections into the main based building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.
Integrated Building Management System (IBMS)

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Hong Kong Ltd.</td>
<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

Security and Access Control

For connections into the main base building systems

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact</th>
<th>Tel</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson Controls Hong Kong Ltd.</td>
<td>Mr. Keith W.C.Kwok Kwok Chi Ho</td>
<td>2590 0012</td>
<td>2516 5648</td>
<td><a href="mailto:wai.chun.kwok@jci.com">wai.chun.kwok@jci.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:chi.ho.kwok@jci.com">chi.ho.kwok@jci.com</a></td>
</tr>
</tbody>
</table>

For works other than connections into the main base building systems, nominated contractor is not a must necessary and a separate list of general contractor can be suggested for reference purpose.

I.T. and communication systems interface

<table>
<thead>
<tr>
<th>Types of Work</th>
<th>Nominated Contractor</th>
<th>Contact People</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>All I.T. and communication systems interface</td>
<td>Network Operation Centre (NOC)</td>
<td><a href="mailto:noc@cyberport.com.hk">noc@cyberport.com.hk</a></td>
<td>8100 9503</td>
</tr>
</tbody>
</table>

Cleaning

<table>
<thead>
<tr>
<th>Nominated Contractor</th>
<th>Contact People</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISS Eastpoint Facilities Services Ltd.</td>
<td>Mr. Norman Ng</td>
<td>29181048 90968966</td>
</tr>
</tbody>
</table>

Remarks:
1. The Landlord / Cyberport Facilities Management Office has the right to alter the above nominated contractor list at any time without prior notice.
2. Please contact Cyberport Facilities Management Office for more options of general contractors.
### Work Permit Application Form (For Posting Up)

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Location (e.g. painting, decoration, general repairing)</th>
<th>Nature of Work (e.g. painting, decoration, general repairing)</th>
<th>Affected Area</th>
<th>Work Monitored by</th>
<th>No. of Work Permit Applied</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time</td>
<td>Location (座 / 層數 / 單位)</td>
<td>Nature of Work (詳細工作性質)</td>
<td>Affected Area</td>
<td>Work Monitored by</td>
<td>No. of Work Permit Applied</td>
<td>Remarks</td>
</tr>
<tr>
<td>Date / Time</td>
<td>Work Schedule in Cyberport</td>
<td>Work Schedule in Cyberport</td>
<td>Work Schedule in Cyberport</td>
<td>Work Schedule in Cyberport</td>
<td>Work Schedule in Cyberport</td>
<td>Work Schedule in Cyberport</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES**

1. **PROTECTION TO AFFECTED COMMON FACILITIES AND AREA IS REQUIRED BEFORE WORK COMMENCEMENT.**
   工程進行前，必須為受影響之大廈公共設備 / 地方加設保護裝置。

2. **WORKS WITH NOISE / VIBRATION / SMELL / OTHER NUISANCE TO SURROUNDING TENANTS ARE RESTRICTED TO SPECIFIC PERMITTED WORKING HOURS.**
   涉及噪音 / 振動 / 異味 / 對附近租戶產生滋擾的工程，均須在指定的核准時間內進行。

3. **FOR HIGH RISK WORK SUCH AS WELDING, CHEMICAL, HIGH LEVEL WORKS, WORKING IN CONFINED SPACE, ETC. PRIOR APPROVAL MUST BE SOUGHT SEPARATELY FROM FACILITIES MANAGEMENT OFFICE.**
   如需進行高風險工作，例如燒焊、化學品處理、高空工作或於密閉空間工作，必須另行申請，並須獲本處批核。

4. **FACILITIES MANAGEMENT OFFICE HAS THE ABSOLUTE RIGHT TO REFUSE ISSUING THE WORK PERMIT TO THE APPLICANT AND PROHIBIT THE WORK IF IT VIOLATES THE RULES AND REGULATIONS OF CYBERPORT.**
   如申請人違反數碼港所訂之規則，管理處有絕對權利拒絕向申請人發出工作證，並禁止進行有關工程。

<table>
<thead>
<tr>
<th>Applicant 申請人</th>
<th>Company (公司):</th>
<th><strong>ISS EastPoint Use Only:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 姓名:</td>
<td>Mobile (手提電話):</td>
<td>ISS Company Chop:</td>
</tr>
<tr>
<td>Construction Industry Safety Training Certificate (Safety Card) (建造業安全訓練證明書(平安咭))</td>
<td>Certificate of Registration of Electrical Worker 電業工程人員註冊證明書(電工牌)</td>
<td>Approved Date:</td>
</tr>
<tr>
<td>Others 其他:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cyberport Fit-out rules and Guidelines for Office Tenants (18 Feb 2016)*
Work Permit Application Form (Worker Name List)

Ref: CP/14.76(B)/________/16

<table>
<thead>
<tr>
<th>Chinese Name</th>
<th>English Name</th>
<th>Contact No.</th>
<th>Construction Industry Safety Training Certificate (Safety Card) no.</th>
<th>Valid date</th>
</tr>
</thead>
<tbody>
<tr>
<td>中文姓名</td>
<td>英文姓名</td>
<td>聯絡號碼</td>
<td>建造業安全訓練證明書 (平安咭) 號碼</td>
<td>有效日期</td>
</tr>
<tr>
<td>1</td>
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</tbody>
</table>
# Work Permit Application Form (Worker)

**Work Permit Application Form (Worker)**

Ref: CP/14.76(C)/________/16

**Premises**

工作證申請表

<table>
<thead>
<tr>
<th>Work Period</th>
<th>Name of Tenant</th>
<th>Name of Applicant Contractor</th>
<th>Contact Person</th>
<th>ID number</th>
<th>Office Phone</th>
<th>Mobile</th>
<th>E-mail</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>From ______ to ______</td>
<td>___________</td>
<td>________________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>

**NOTES**

1. All workers should bear a valid permit at all times in the building under the control of Facilities Management Office (FMO).

   在管理處管轄範圍內, 所有工作人員須佩戴有效工作證及受管理處之監管。

2. All workers should present a valid "Construction Industry Safety Training Certificate (Safety Card)" and copy of work permit application form to loading bay counter for applying the work permit(s). Each Safety Card could only apply one work permit and work permit should be returned to the collection counter EVERYDAY.

   所有工人必須出示有效建造業安全訓練證明書 (平安咭) 及帶同工作證申請表副本往卸貨區櫃台領取工作證, 並須於每天工作後交還至取證處。

3. All applications must be submitted at least 3 days in advance.

   所有申請必須預先在工作三天前遞交。

4. We accept application / refund of deposit from 9:00a.m to 6:00p.m., Monday to Friday (Except 1:00p.m. to 2:00p.m.).

   办理工作證或取回按金申請之時間為星期一至五, 早上九時正至下午六時正 (下午一時至下午二時除外)。

5. Deposit must be paid by cheque drawn to "Hong Kong Cyberport Management Company Limited".

   工作證按金必須以支票形式提交 (支票抬頭: 香港數碼港管理有限公司)

6. All cheque(s) must be collected within 3 months from the work completion date stated in this form.

   工作證按金支票必須於完工日起計三個月內取回, (完工日期以此表格所填寫為準)

7. The deposit of the work permit will be forfeited in case of loss.

   如遺失工作證，管理處將沒收該張工作證之按金。

8. Permits are not transferable.

   工作證不得轉讓予他人使用。

9. Workers should keep the original deposit receipt and the copy of work permit application form properly. If any document is lost, FMO reserves the right to retain the deposit.

   工人需妥保管按金收據正本及工作證申請表副本; 如遺失以上文件, FMO 有權扣存已支付之按金。

10. Workers are required to submit a "Certificate of Registration of Electrical Worker" for record.

    如工程涉及電力裝置, 工人必須提交電業工程人員註冊證明書 (電工牌), 以作記錄。

**Declaration**

1. **Principal contractor is legally liable to any claim for damage, loss, and legal responsibilities that made by his employees and sub-contractors during the work period in Cyberport.**

   主承辦商必須承擔其僱員及外判承辦商在數碼港內工作期間所引致的損毀賠償, 損失及法律責任。

2. **Applicant would comply with the rules and regulations in Cyberport.**

   申請人同意遵守數碼港所訂下的規則。

**Signature and Company Chop**

姓名及公司蓋章

**For Facilities Management Office Use Only**

<table>
<thead>
<tr>
<th>Tenancy (For Insurance Received)</th>
<th>Technical</th>
<th>Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by (Name &amp; Signature):</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Work Permit Deposit Received by (Name & Signature):**

Cheque No.: ___________ Bank: (_________ ) Receipt No.: ___________

**Upon Completion of Works**

工程完畢

(ISS EastPoint): Deposit Returned by ___________ Date: ___________

(Contractor 承辦商): Deposit Received by ___________ Date: ___________
Appendix G
Application for Directory Strip

Please complete this form and together with a cheque of HK$______________ (HK$1,500.00 for a Chinese company name, an English company name and the unit number) and return to Facilities Management Office. Tenants are advised to contact the Facilities Management Office for arranging payment.

Premises: ____________________________________________________________

Name of Tenant: ______________________________________________________

Contact Person: ______________________________________________________

Mobile Phone: _______________ Fax: ______________________

E-mail: ________________________________

*Directory Applied for:

English: _____________________________________________________________

Chinese: ___________________________________________________________

* Approval from the Landlord is required if directory applied for is different from the one stated in the lease

Signature and Company Chop

______________________________________ Date: _________________________

Name in Block Letter: ________________________________________________
Appendix H
Summary of Specifications for Office

The following is prepared for reference only and subject to contract, change of design/provisions and on-site construction.

<table>
<thead>
<tr>
<th>SPECIFICATIONS</th>
<th>Cyberport 2</th>
<th>Cyberport 1</th>
<th>Core A, Cyberport 3</th>
<th>Core B – D, Cyberport 3</th>
<th>Core E – F, Cyberport 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of office floors</td>
<td>10 nos.</td>
<td>9 nos.</td>
<td>2 nos.</td>
<td>7 nos.</td>
<td>12 nos.</td>
</tr>
<tr>
<td>Mullion to mullion distance</td>
<td>2.0m</td>
<td>1.2m</td>
<td>2.0m</td>
<td>2.0m</td>
<td>2.0m</td>
</tr>
<tr>
<td>Typical wall to core distance</td>
<td>12m-14m</td>
<td>10.4m</td>
<td>Vary</td>
<td>vary</td>
<td>vary</td>
</tr>
<tr>
<td>Typical finished floor to finished ceiling height</td>
<td>Minimum 2.9m based on 4.2m floor-to-floor height</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td>Open ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td>Fluorescent fittings to provide 500 lux in office area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partition</td>
<td>Drywall with metal studs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raised access floor void (clear)</td>
<td>150mm minimum in general office area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor loading</td>
<td>3.0kpa in general office area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power and communication trunking</td>
<td>Three compartment floor trunking surrounding the core</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift (passenger)</td>
<td>Six 20 person (1,600kg) lifts</td>
<td></td>
<td>Two 15 person (1,250kg) lifts</td>
<td>Eleven 15 person (1,250kg) lifts</td>
<td>Nine 15 person (1,250kg) lifts</td>
</tr>
<tr>
<td>Lifts (service)</td>
<td>One 1,800kg (approx. 3,960lbs) lift</td>
<td></td>
<td>Two 1,800kg (approx. 3,960lbs) lift</td>
<td>One 2,500kg (approx. 5,200lbs) lift</td>
<td>Four 1,800kg (approx. 3,960lbs) lift</td>
</tr>
<tr>
<td>After office hours access</td>
<td>Lift control card key for restricted access</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtain wall</td>
<td>Low-e double-glazed with frit pattern glass set in aluminum unitized facade system</td>
<td></td>
<td>Same system except no frit pattern</td>
<td>Low-e double-glazed with frit pattern glass set in aluminum unitized facade system</td>
<td></td>
</tr>
<tr>
<td>Air-conditioning</td>
<td>Variable Air Volume (VAV) system with Direct Digital Control (DDC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air-conditioning design provision</td>
<td>Average of one person per 9sq.m. (approx. 90sq.ft.), 24ºC indoor design temperature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standby electrical provision</td>
<td>An emergency generator providing for Tenants’ essential applications and equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer room cooling</td>
<td>24-hour chilled water supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunication provision</td>
<td>Dual feed Full Cat. 6+ and fibre optic cabling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical loading design provision</td>
<td>150 VA/sq.m. (approx. 13.7VA/sq.ft.), dual riser</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential Power</td>
<td>300VA/ sq.m. (approx. 2.74VA/sq.ft.), dual riser</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car parking</td>
<td>Over 500 spaces available for office Tenants throughout campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix I
Optional IT and Communication Shared Facilities

Please refer to the “Tenant’s Guide to I.T. Equipment Service Version 2.6” or its subsequent up-date for details of i-Campus Facilities and their impact on your tenancy and use of space. The following highlights some main points for reference.

Internal Private Network (IPN)

This will be established to achieve secure & seamless high-speed connectivity throughout the Cyberport. The IPN will include the Cyberport optical network, Video LAN, Wireless LAN, and all block wiring to facilitate the delivery of FTNS, Wireless FTNS, SMATV, VSAT and broadband (100Mbps to 1Gbps) network connectivity in the Cyberport. IPN links all offices, resident apartments and Cyberport facilities. Information access can be achieved anywhere, anytime in the Cyberport.

Central Data Exchange (“CDX”)

The CDX will be a dedicated managed data centre service providing round-the-clock control for data storage and data processing equipment for Tenants and third party service providers for Facility Managed (FM) space to provide their own Web Hosting, Virtual Private Networks, Data Base Storage, etc. This interconnect system will also be located in this facility to provide interconnect cabling and equipment for connections between clients. The system will provide high and low speed connection between data equipment, also using terrestrial and satellite based technology. It will also provide service support to all the campus-managed equipment.

Network Operation Centre (“NOC”)


Video-On-Demand (VOD) / Data-On-Demand (DOD) Services

Both VOD and DOD will be offered to residents and commercial users via IPN for viewing TV or computer-based environments. Content to be movies, music, news, financial information etc, with educational and training material.
VSAT Hub Services and Satellite TV

The VSAT hub will provide diversity in service, or give alternative external connection satellite dishes can be connected to a shared hub for Tenants. The received data will be fed to the IPN at the CDX Facility and vice versa to the satellite hub. In addition satellite TV can be provided for all receivable commercial satellites in the region. All service can be run on the back of the IPN.

IP Telephony Services

Voice over IP (the internet) will be supported over the IPN. IP services via IPN will include, E-mail and unified messaging, e-commerce and internet based interactive services.

Cyberchannel Service

To provide multimedia entertainment via a TV channel on IPN to be viewed by either TV or desktops. It will offer complimentary web data, broadcast both over in-house systems and through gateways to external users. It will also publish a news magazine tailored to the information needs of the “Cyberport Citizen”.

Cyberportal

A web, portal service for the Cyberport community. Users will view web data pushed to them including current Cyberport information, HKSAR updates, news updates, press releases, library additions, upcoming events, training packages, and facility reservations. The portal will also integrate the community services and library services of the Cyberport and act as a depository of all information posted to it, either from the Portal operator or its users.

Web Casting Service

Web Casting environment will be available within the CDX Facility utilizing the most widely used range of encoders. The platforms for Web casting will permit a variety of inputs – from analogue composite video through Quick Time. Encoder and server software licenses will be held by the CDX Facility. It will be part of the Cyberportal.

Smartcard Services

This will play a major role in access security systems, as all Tenants and residents will be checked for authorization for entry into particular zones within the Cyberport and the I-Campus Facilities. The smartcard can also integrate with other building subsystems, such as vertical transportation. Within the Cyberport, the smartcard can also be used as an electronic currency for shopping, booking of facilities, etc.

Please refer to “Tenant’s Guide to I.T. Equipment Service Version 2.6” or its subsequent up-date for full details including charges.
Appendix J
Environmental Guidelines for Cyberport

1.0 INTRODUCTION

As part of policy at the Cyberport, we are committed to raising awareness over environmental conservation, seeking means proactively to minimize energy consumption and avoid waste of natural resources. A key part to our success lies in each occupant’s support.

The way you behave in this environment and carry out your fit-out works will create environmental issues, which we can both resolve as responsible, and future thinking enterprises.

This guide has been produced to help each occupant to manage fit-out works and on going use of the premises while following established good environmental practice.

Cyberport are now being assessed by the Hong Kong Building Environmental Assessment Method (HK-BEAM). We also therefore wish to encourage our Tenants to adopt sensible and practical environmental practices.

2.0 INDOOR AIR QUALITY (IAQ)

Inside workplaces, you may in the past have suffered from poor indoor air quality. We have highlighted some of the ways but you can ensure the better air quality as Cyberport is maintained.

2.1 Use and Layout of Premises

Effective planning of premises uses and layout:

- Areas where pollutants are actively emitted should be separated from areas susceptible to pollution. Activities such as bulk photocopying should be enclosed and separated from densely occupied working space to reduce the impact of dust and ozone.
- Internal partitioning, and stacking of materials, may affect the effectiveness of air distribution and result in stagnant zones of poor air quality.

2.2 Works Areas Management

- Major fit-out works should be undertaken with consideration to the fit-out regulations, and consideration to others.
- Work areas should be properly isolated with temporary partitions or plastic sheeting so that cross contamination by dust and other nuisance/toxic substances are minimized.
- Supply of fresh air to the work areas and occupied areas should be effectively separated (if practical).

2.3 Ventilation

Cyberport has a good supply of fresh air in the ventilation system. Care should be taken to know where and how it is supplied. Ask the Estate Management to make you familiar with:

- Air filters and cleaners
- Fresh air intake locations
- Setting of ventilation equipment
- Recirculation
Insulation
Air distribution system
Variable air volume system controls
Ventilation controls
Humid climate conditions
Ventilation of pollution emitting activities
Ventilation rates

This list is not exhaustive, and in addition you should consult the relevant contractors and engineers for designing an appropriate mechanical ventilation system as part of the fit-out of your premises.

2.4 Volatile Organic Compounds and Solvents

Solvents are present in many materials used in fitting out premises. These materials can dispense a wide range of volatile organic compounds (VOCs) that can contribute to photochemical smog, global warming and ozone depletion and can be harmful to other occupiers. Consider the following:

- Paints and Tinner Treatments
  As different finishes have different levels of solvent, we recommend that water-based alternatives should be used. You should avoid using paints that contain mercury, lead, hexavelant chromium or cadmium compounds in their formulation or tints, as these components may be hazardous to health.

- Glues, Adhesives, Sealants and Fixatives
  Adhesives and sealants typically contain solvents such as toluene and xylene. We recommend that water-based adhesives should be used wherever possible.

- Carpeting
  Carpet or carpet tiles that have a US-EPA registered code (or similar) have had no solvent or VOCs used in their manufacture. Carpet tile adhesives also carry the same guarantee. Your are encouraged to use these products in your fit-out.

2.5 Tobacco Smoke

Cyberport is an open campus for occupants, and welcomes visitors. Individual companies are positively encouraged to promote smoke free policies for their own health issues and risk policies. However tobacco smoking has attracted a lot of complaints about indoor air quality. Latest research shows that exposure to environmental tobacco smoke increase the risk of serious decease.

- If smoking is really necessary in a building served by central air-conditioning system, you should be convenient internal and external locations for controlled and well ventilated and serviced public locations for this activity.

- Advise your fit-out and their workers they should not smoke within your site fit-out area. All constructions areas MUST BE NO Smoke Zones. The contractors, employees, and visitors should be advised not to smoke near doorways or lift lobbies which would allow the smoke to be drawn back into the building. They should also not use the fire staircases or public toilets (if any) as smoking areas.

2.6 Hazardous Materials

- To reduce the formaldehyde emissions, particle board, fibreboard, and similar composite boards conforming to international standards such as EN321-1 is encouraged to be used.
♦ Are preserved timber shall be industrially pre-treated ready for finishing on site.

3.0 WOOD AND TIMBER PRODUCTS

Deforestation through logging is now an imminent environmental issue. To protect and conserve this valuable resource we encourage you to:

3.1 Use timber and wood products obtained from sustainable managed forests. Suppliers should provide written evidence and copies of any relevant certificates in order to ensure that the wood comes from such a source. Rainforest hardwoods such as Teak, Mahogany, Rosewood, Angre Sapele, Iroko, Meranti and Ramin would be considered coming from unsustainable sources unless the following information can be provided:
   (a) the species and country of origin
   (b) the name of the originating concessions or plantations
   (c) copies of the forestry policy pursued in that area
   (d) copy of the certification such as the Forest Stewardship Council (FSC) certification
   (e) Shipping document which demonstrates that the timber is obtained from the concessions or plantations stated in (b).

OR

3.2 Use recycle timber
During fit-out and renovation activities, it is preferable that plywood or other such woods used to protect finishes, is used more than once. Wherever possible, the protective barrier should continue to be used until it is no longer practical to do so. In addition, if practical, we encourage you to separate waste timber from fit-out activities for material recovery.
4.0 ENERGY SAVINGS

With a continuously rising demand for electricity, Hong Kong has become one of the cities with the highest per capital electricity consumption levels. Power stations become the largest source of sulphur dioxide and nitrogan dioxide. Planning for lower electricity consumption for your tenancy and the fit-out helps reduce these air pollutants indirectly but effectively.

4.1 Air Conditioning

♦ Make effective use of the blinds on windows and use the blinds to minimize solar heat penetration.
♦ Allow our management team access to regularly balance, check and replace air conditioning systems and filters.
♦ Report areas of sudden or extended low temperatures, especially where not necessary.

4.2 Lighting and Power

♦ Make effective use of the zoned lighting areas that lighting controlling individual areas where possible.
♦ Use interior design to achieve optimal use of natural daylight. For example, to specify light coloured surfaces for walls, ceilings and furniture, place living/working space near windows, allocate open plan wherever possible; use open shelves to reflect light into internal zones of the premises and position adjustments to screen brightness or contrast.
♦ Use energy-efficient lighting and electronic ballasts for fluorescent lights.

5.0 WATER

Most of our water comes from Mainland China. By conserving water you are also relieving Mainland China from the pressure of water supply as well as saving money. Measures help to plan for lower consumption include:

♦ Installing flow restrictors and automatic shut off systems to taps in your pantries.
♦ Always completely turn off taps during fit-out period.
♦ Ensure all pipes are in good working condition.
♦ Report any pipe leakage immediately to the Help Desk.

6.0 WASTE MANAGEMENT

Most of our waste goes to landfills which are a finite resource in Hong Kong. We are committed to managing the waste produced from Cyberport in an environmentally acceptable manner. Your assistance in helping us to achieve this through the avoidance, minimization, separation and recycling of fit-out debris.
6.1 Designing for Resources Recovery
With proper design techniques you can greatly reduce the amount of waste generated in fit-out activities. Request your architect / interior designer to consider the following:

- **Design for ease of disassembly.** For example, use mechanical fastenings rather than adhesives and demountable partitions.
- **Be careful in space measurement.** This reduces the need for offcuts.
- **Use a modular design that allows you to change your premises layout with relative ease.**
- **Design in such a way that long-life components will not be damaged when elements with shorter lift spans need to be replaced.** By this you do not have to replace both at the same time.
- **Reduce the mixture of material types, allowing ease of separation for recycling.**

6.2 Waste Avoidance and Minimisation
Waste should not be produced unless unavoidable. Fit-out –products/materials are often wrapped and packaged and waste is created thereupon. Ask the suppliers to reduce as much as packing material possible or offer your unused boxes back to the suppliers for reuse.

6.3 Waste Recycling and Reuse
Waster materials for office suppliers and fit-out works often include cardboard and aluminum that can be recycled. Please segregate them properly such that our cleaning contractors can collect them for recycling.

6.4 Handling of Waste
All chemical wastes generated through fit-out or your general business should be collected and treated by an appropriate registered chemical waste collector/disposer, and not disposed of to the drainage of to the drainage system or dump in any place you like.

Your fit-out contractors should be required to manage the collection and disposal of concrete, cement blocks, & bricks generated from works that could use for land reclamation so as to reduce burden on the landfill. You should first secure and proper outlet before disposing of these waste materials. The Hong Kong SAR Government’s Environment’s Environmental Protection Department should be able to provide assistance.

Your fit-out contractors should not be permitted to discharge waste water and effluent containing sand, cement, silt or other suspended or dissolved materials arising from the works into any adjoining drains without the installation of appropriate sediment traps within an approved drainage system.
7.0 HUMAN COMFORT
To improve the level of visual comfort produced by the lighting of the office, you are encouraged to design the lighting according to the “CIBSE code of Interior Lighting”. We have highlighted some of the points as follows:

♦ Use lamps of general colour rendering index 80 or above.
♦ Use fluorescent and other lamps with modulating output fitted with high frequency ballasts.
♦ Consider the maintained illuminance, illuminance variation and the limiting glare index.
Appendix K
Application for Large Quantity Delivery of Materials and Heavy Equipment

This form is used for delivery of large quantity of materials or furniture of over three consecutive lifts. For the use of the service lift, the below tenant agrees to comply with the following terms and regulations.

1. Tenants should submit this form 48 hours before delivery.
2. Heavy equipment may be required to be dismantled into smaller units before delivery.
3. The use of the service lift for delivery of heavy or bulky materials and equipments is restricted to the period from 18:00 hrs – 23:00 hrs, Monday to Friday; 14:00 hrs – 23:00 on Saturday and 07:00 - 23:00 hrs on Sunday and Public Holidays.
4. Protection for the common facilities and areas should be sufficiently provided at tenant’s own cost. Tenant is liable for any damages so caused.
5. The terms and regulations may be changed from time to time subjected to the latest decision of Cyberport Facilities Management Office.

Premises: ______________________________________
Name of Tenant: ______________________________________
Contact Person: ______________________________________
Mobile Phone: _______________ Fax: _______________
E-mail: ______________________________________
Delivery Date From: _______________ To: _______________
Delivery Time: From: _______________ To: _______________
Vehicle Nos.: ______________________________________

Description of Goods (quantity, size & weight, etc):
________________________________________________________________________
________________________________________________________________________

Signature and Company Chop
_________________________________________ Date: _______________

Name in Block Letter: ______________________________________
Appendix L
Application for Welding or Melting of Bitumen Work

Welding may require extra temporary electricity supply, and disabling of fire detector (charge $1,200.00). Also, melting of bitumen may cause disturbance to fire services system and other Tenants. Tenants are advised to contact the Facilities Management Office for discussion before making an application.

Premises: _____________________________________________

Name of Tenant: _________________________________________

Contact Person: _________________________________________

Mobile Phone: ____________ Fax: ________________

E-mail: ________________________________________________

Date/Time: From: ____________ To: ________________

Description of Works:

__________________________________________________________________________________________

Signature and Company Chop

__________________________________________________________________________________________

Name in Block Letter: _____________________________________________

For Facilities Management Office Use Only

Approved by: ________________ Date: ____________________

Cheque Received by: ________________ Date: ____________________

Cheque No. ________________ Receipt No. ________________
Appendix M
Application for Suspension & Connection to Public System

This form should be submitted 7 days before suspension or connection. Tenants are advised to discuss with the Management Office before making an application.

Premises:  
Name of Tenant:  
Contact Person:  
Mobile Phone:  Fax:  
E-mail:  
Date/Time:  From:  To:  
Description of Works:  

Signature and Company Chop

[Signature]  Date:  
Name in Block Letter:  

Appendix N
Application for Temporary Power Supply

This form is used to apply for temporary power supply at 30A SPN (The charge is HK$50.00 per phase per day and for 60A SPN is HK$100.00 per day and so forth.) Please complete this form and together with a cheque* of HK$_________ and return to Facilities Management Office. Tenants are advised to contact the Facilities Management Office for arranging payment.

Premises: __________________________________________________________

Name of Tenant: ____________________________________________________

Contact Person: ____________________________________________________

Mobile Phone: ________________ Fax: ________________

E-mail: _____________________________________________________________

Name of Electrical Contractor: _________________________________________

Name of Licensed Electrician: _________________________________________

License No: ___________________________________ (Copy attached)

Mobile Phone: ________________ Fax: ________________

E-mail: _____________________________________________________________

Duration: Form: ___________________ To: ___________________

#The fit out contractor should notify FMO for the date of temporary electrical meter cutting off and countersigned by tenant contractor for confirmation.

<table>
<thead>
<tr>
<th>Technical representative of FMO</th>
<th>Signature</th>
<th>Starting date</th>
<th>Signature</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Office engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Representative of tenant fit out contractor</th>
<th>Signature</th>
<th>Starting date</th>
<th>Signature</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent tenant fit out contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

________ A, Single phase / Three phase for temporary electrical supply.

________ A, 單相 / 三相臨時供電

Signature and Company Chop

__________________________________________ Date: ____________________________

Name in Block Letter: ____________________________

*Cheque should be drawn in favour of “The Hong Kong Cyberport Management Company Limited”
Appendix O
Application for Refund of Fitting Out Deposit

This form should be submitted for the refund of fitting out deposit.

Applicant:  □ Tenant  □ Tenant’s contractor

Purpose:  □ Move In  □ Reinstatement / Move Out  □ Renovation

Premises:  ____________________________________________

Name of Tenant:  ______________________________________

Contact Person:  _______________________________________

Mobile Phone:  __________ Fax: _______________

E-mail:  ____________________________________________

Name of Contractor:  __________________________________

Cheque Payee:  _______________________________________

This is to confirm that:

1. Door: Fire-rated certificate submitted  □ Not changed □

2. Electrical: As-fitted drawings + Form WR1 submitted  □ Not changed □

3. Fire Services: As-fitted drawings + Form 251 submitted  □ Not changed □

4. Air-conditioning: As-fitted drawings submitted  □ Not changed □

5. Plumbing and drainage: As-fitted drawings submitted  □ Not changed □

6. Tenant occupying over 500 m² or 5,382 sq. ft:
   Copy of Form of Compliance from a Register Energy Assessor submitted  □

Signature and Company Chop

_________________________________________________________________  Date: ________________

Name in Block Letter: ___________________________________________
Appendix P
Technical Submission from Tenants

(Please complete and return to ISSEP with the fit-out proposal)

Re: Unit/Shop: _________________________________________________, Cyberport __________
Tenant: __________________________________________________________________________

Plans and Technical Information Required

ALL plans must be in metric to a scale of 1:50 or 1:100.

2 sets of all the following plans / drawings will be required:

<table>
<thead>
<tr>
<th>Item</th>
<th>Drawing List</th>
<th>YES</th>
<th>NO</th>
<th>NO CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I)</td>
<td>General floor plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>II)</td>
<td>Reflected ceiling plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>III)</td>
<td>Fire services layout plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IV)</td>
<td>Electrical schematic and layout plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>V)</td>
<td>Mechanical ventilation / air-conditioning layout plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VI)</td>
<td>Plumbing &amp; Drainage schematic and layout plan</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VII)</td>
<td>Plans for Extra Low Voltage (ELV)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>VIII</td>
<td>Sections</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IX)</td>
<td>Main entrance elevation for sub-divided office floor Tenants</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>X)</td>
<td>Explanatory elevations</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>XI)</td>
<td>Fitting out program</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>XII)</td>
<td>Detail drawings</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>XIII</td>
<td>Others: (please specify)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(Please take ☑ where appropriate)

For retail Tenants, ONE extra set of elevation for frontage area and side elevation with signage (if appropriate) in COLOUR should be submitted for approval. PLEASE NOTE THAT ALTERATION TO THE LANDLORD’S STANDARD SHOPFRONT DESIGN WILL NOT BE CONSIDERED.

Signature and Company Chop

________________________________________ Date: __________________________

Name in Block Letter: ________________________________
### Appendix Q

**Building Facilities Specification**

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Raised Floor</strong></td>
<td>“JVP 4x4 (C4TTJ)” raised access floor panels; medium grade, bare surface, steel encapsulated panel with high performance, high density wood core and all necessary accessories for office area with make good, finishing and leveling.</td>
</tr>
<tr>
<td></td>
<td><strong>Specification:</strong></td>
</tr>
<tr>
<td></td>
<td>Dimension: 600mm x 600mm x 29mm;</td>
</tr>
<tr>
<td></td>
<td>PSA Standard Uniform Distributed Loads (UDL): 8 kN/m² or above;</td>
</tr>
<tr>
<td></td>
<td>Reaction to Fire: to BS 476 part 6/7 or NFPA 255 class 1 or equivalent;</td>
</tr>
<tr>
<td></td>
<td>Fire Resistance: to BS 476 part 20 or equivalent;</td>
</tr>
<tr>
<td></td>
<td>Electrical Continuity: to BS 7671, 16th Edition IEE Wiring Regulations or equivalent;</td>
</tr>
<tr>
<td></td>
<td>Airborne sound insulation rating: 44 dB (Bare) or above;</td>
</tr>
<tr>
<td></td>
<td>Impact sound insulation rating: 69 dB or below.</td>
</tr>
<tr>
<td><strong>Solar Blind</strong></td>
<td>“Nicedrape” manual solar roller blind fabric from model no. 4103-1 (white) to model no. 4103-82 (grey) or equivalent with all necessary accessories</td>
</tr>
</tbody>
</table>
| **Light Panel**            | 1. Ricardo RL-1155 2x54W fluorescent fitting (54W 燈盤)  
2. Ricardo 02AL AL Rod (通架)  
3. Ricardo 031 Adaptor (三角架)  
4. Ricardo pendant suspension S-1 (01)  
5. RL-1155 2 x 54W FLUO. FITTING (光管盤)                                                                                                                                                                                                                                                                                                           |
| **Floor Box**              | “Powerplan System UK” or equivalent 3-compartment floor box (20 Series Pushfit) with 2 x twin unswitched socket plates (ARP302) and all necessary raised floor openings and accessories with make good, finishing and matching office area leveling.                                                                                                                                                                                                 |                                                                                                                                                                                                                                               |
|                            | **Specification:**                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                            | Cut Out Size: 200mm x 332m (-0mm/ +3mm);                                                                                                                                                                                                                                                                                                                                                                                                |
|                            | Overall Size: 218mm x 350mm x 85mm;                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            | Suitable for use with medium grade raised floors;                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | Socket Outlet: to BS 1363 and BS 546 rated at 13A.                                                                                                                                                                                                                                                                                                                                                                                  |
| **Dry Wall**               | 125 mm thick one hour FRP drywall partition fixed to concrete surface at top and bottom comprising studs, posts, angles, channels, sections, two layers of approved 12.5 mm thick gypsum or calcium silicate board, two layer of galvanized mild steel expanded metal security screen, 50 mm proprietary glass mineral wool insulation (minimum 60 kg/m³ density), all necessary fixing accessories and including forming openings, additional cutting, trimming and the like to suit existing building services and site conditions as per drawing no. SHD/004. (One hour FPR certificate should be submitted to management office) |
| **Door**                   | 1. One hour FRP solid core hardwood flush door 850 mm wide x 2060 mm high with plastic laminate (MODEL – FORMICA 912) at both sides including door frame, sub-frame, architrave, fire seal, painting, lugs / anchors / holdfast, dowels, all necessary ironmongery (see attached specification, including 3 nos ball bearing, hinge (A/4) per each leaf of door, cylinder key lock (A/8) with two side metal covers and one side door hanger (A/9) per each leaf of door) and accessories as per drawing nos. SHD/002 and SHD/003. (One hour FPR certificate should be submitted to management office)  
2. Ditto but 1600 mm x 2060 mm high per drawing nos. SHD/002 and SHD/003. (Double Leaf Door) |
| **Swirl Diffuser**         | Waterloo Diffuser "Series WTF"                                                                                                                                                                                                                                                                                                                                                                                                   |