



## **Pre-qualification Form**

**Christian Family Service Centre**  
**Provision of Architectural and Associated Consultancy Services**  
**to Proceed the Renovation Works for Wang Tau Hom Day Care Center for the Elderly**  
**at Unit No. 6-17, G/F, Wang Chung House, Wang Tau Hom Estate, Kowloon**

(Tender Reference No. : CSD/WD/09/2026)

## **Prequalification for Architectural Consultancy Service**

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### **1. INTRODUCTION**

#### **1.1 Purpose of Prequalification:**

The purpose of this prequalification document is to shortlist qualified and experienced Architect(s) / Architectural Firm for the design and execution of a renovation project for Wang Tau Hom Day Care Center for the Elderly. Only prequalified firms will be invited to participate in the detailed bidding process.

#### **1.2 Project Background and Scope:**

The project involves the design and construction of Wang Tau Hom Day Care Center for the Elderly.

#### **1.3 Scope of Work:**

The selected architect will be responsible for:

- Concept Design & Master Planning
  - Detailed Architectural & Engineering Design
  - Statutory Approvals from Local Authorities
  - Tendering Assistance
  - Construction Supervision & Project Coordination
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**Reply Form:**

**2. PROFILE OF THE ARCHITECT(S) / ARCHITECTURAL FIRM:**

|                               |  |
|-------------------------------|--|
| <b>Name</b>                   |  |
| <b>Registered Address:</b>    |  |
| <b>Phone / Mobile numbers</b> |  |
| <b>Email ID:</b>              |  |
| <b>Website (optional):</b>    |  |
| <b>Brief Profile</b>          |  |

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**3. ELIGIBILITY CRITERIA**

Architects and architectural firms must meet the eligibility criteria outlined in this document to be considered for prequalification.

**3.1 Experience Requirements:**

Give details of successful completion of at least three (3) similar renovation projects in the last 8 years. Give details here below:

| <b>Year</b> | <b>Project Details with location</b> | <b>Client</b> | <b>Date of Commencement</b> | <b>Date of Completion</b> | <b>Project Value</b> |
|-------------|--------------------------------------|---------------|-----------------------------|---------------------------|----------------------|
|             |                                      |               |                             |                           |                      |
|             |                                      |               |                             |                           |                      |



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Note: Submit Photographs, completion certificates along with this document.

### 3.2 Availability of Key Personnel

- Lead Architect(s) must have **5+ years of experience**.

| Name of the Architect | Professional Qualification(s) | Number of years of relevant experience |
|-----------------------|-------------------------------|--|
|                       |                               |  |
|                       |                               |  |

- Dedicated MEP or other consultants.

| Name of the Personnel / Consultant | Professional Qualification(s) | Number of years of relevant experience |
|------------------------------------|-------------------------------|--|
|                                    |                               |  |
|                                    |                               |  |
|                                    |                               |  |
|                                    |                               |  |
|                                    |                               |  |

**LEGAL STATUS:**



### 3.2 Registrations & Certifications:

- Legal status and registration documents (CoA, Company/ Firm Registration, PAN, GSTIN, Etc.)

| S. No. | Certification/Registration | Issuing Authority | Validity |
|--------|----------------------------|-------------------|----------|
|        |                            |                   |          |
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### 4. GENERAL TERMS & CONDITIONS

- **Christian Family Service Centre** reserves the right to accept or reject any application without assigning any reason.
- Prequalification will remain valid for **one year**.
- Submission of an application does not guarantee selection.

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### 5. Submission Requirements

Firms must submit the following via replying this email:

- **Content of email (format given below)**
  - **This form with filled information**
  - **Supporting document stated in the form**
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**基督教家庭服務中心**  
Christian Family Service Centre

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**Format for Cover Letter and email subject replying this email:**

**Subject: Prequalification of Architect(s) / Architectural Firm for renovation project for Wang Tau Hom Day Care Center for the Elderly**

Dear Sirs and Madam,

We express our interest in participating in the prequalification process for the proposed renovation project. We confirm that we meet all eligibility criteria and have attached the required documents for your consideration.

Yours Sincerely