Hong Kong Science and Technology Parks Corporation

Request for Proposal (RFP)

On

Commercial Letting –

Retail, Food & Beverage Shops in

Hong Kong Science Park

Ref. No.: RFP/2026/OMU/217

Issued on 5 August 2026

Statement of Purpose

Hong Kong Science and Technology Parks Corporation (HKSTP) is soliciting proposals from Retail, Food & Beverage (RFB) industry on setting up business in Hong Kong Science Park (HKSP) for its operations. The goods / services will be accomplished as required in the specifications, terms and conditions stipulated in this Request for Proposal (RFP).

About HKSTP

Comprising the Science Park, InnoCentre and three InnoParks, HKSTP is a statutory body dedicated to building a vibrant innovation and technology ecosystem to connect stakeholders, nurture technology talents, facilitate collaboration, and catalyse innovations to deliver social and economic benefits to Hong Kong and the region.

Since its establishment in May 2001, HKSTP has been driving the development of Hong Kong into a regional hub for innovation and growth in four strategic technology focuses including Biomedical Technology, AI & Robotics, Smart City and FinTech. We enable science and technology companies to nurture ideas, innovate and grow, supported by our R&D facilities, infrastructure, and market-led laboratories and technical centres with professional support services. We also offer value-added services and comprehensive incubation programs for technology start-ups to accelerate their growth.

Technology businesses benefit from our specialized services and infrastructure at Science Park for applied research and product development; enterprises can find creative design support at InnoCentre; while skill-intensive businesses are served by our three InnoParks at Tai Po, Tseung Kwan O and Yuen Long. More information about HKSTP is available at www.hkstp.org.

Background Information

Currently, more than 2,000 technology companies and over 24,000 technology talents call ***Hong Kong Science Park*** (HKSP) home. Our incubation programs are constantly filled to capacity and numerous startups and their products have reached the world stage with our help, driving tech innovation and the city's economy.

With stunning panoramic sea views of the Tolo Harbour and cycling track nearby, visitors or families are attracted to our Park for leisure and relaxation. Sports activities organized by different organizations, such as Walkathon, Walk for Millions & etc. are frequently held in the outdoor venues especially during weekends and holidays.

Scope of Work

For the shop details, please refer to the enclosed Annexes. Interested parties should read the requirements and general conditions as outlined in this RFP for preparation of the submission of proposals and to be submitted in separate documents.

Remarks:

1. *The total document size of each upload is limited to 50MB. Service provider is allowed to upload several times as a supplement to meet the total size limit (500mb). The total size of all the documents uploaded to Tender System in one single RFP exercise is 500 megabytes.*

2. *The file extension should be .pdf, .xls, xlsx, .doc, .docx, .ppt, .pptx.*

Requirements for Proposal Preparation

Remarks: All terms proposed will be effective in the further legal document

A. Compliance of Trade Mix (30%)

1. Relevance to Designated Trade-Mix as stipulated in Annex 1 hereinafter.

2. Address to Demand and Mission
   - Product / Service / Cuisine type
   - Product / Food menu (if applicable)
   - Price level / range
     (For F&B, please specify the price level/range for: Breakfast, Lunch and Dinner)
   - Quality of products (Mystery food tasting will be conducted for F&B)
   - Opening hours
   - Exclusive offers for HKSP working population

3. Company Profile, Service Quality and Brand Reputation
   - Company name
   - Business nature
   - Years in business
   - Background of Management team
   - Brand positioning
   - Track record for latest 3 years (if any)
   - Existing shops reference (if any) with relevant information
   - *Quality assurance, certification, standard accreditation (if any) , e.g. Michelin, ISO and QTS etc.
   - *Ideas of collaboration in marketing, cross-selling, etc.

* optional items for reference

B. Proposed Operation Model, Design and Investment (30%)

1. Operation Model
   - Operation structure (i.e. Organization chart of site staff)

2. Shop Design
   - Design concept
   - Layout plan
   - Shopfront 3D rendering **OR** shop reference photos

3. Capital Investment on the Proposed Design

C. Financial Terms (30%)

1. Proposed Financial Terms and Conditions [Note (1)]
   - Monthly basic rent (exclusive of service charges/management fees, additional air-conditioning charges, Government rent and rates and other charges)
   - Turnover rent (%)
   - Rent-free period

Note (1) : Please complete the Tender Form for Financial Terms and Conditions (Annex IV) and submit it together with your tender proposal.

2. Financial Forecast for 36 months
   - Expected numbers of customers (by month with breakdown of weekdays and weekends)
   - Expected numbers of meal per day/week/month
   - Expected monthly sales turnover

D. Smart Solutions (10%)

All business proposals must include minimum **three (3)** out of the following smart features in the submission, in which item 1 (Environment Green Features) is a **#compulsory** feature required for F&B Shop.

For F&B Shop

1. **#Environment Green Features – Using biodegradable tableware, takeaway box, bag etc. Supporting "Bring your own box" & "Bring your own cup" for takeaway service.**
2. Cashless system – beyond octopus and credit cards. Preferred ones include: bio-metric payment, eWallet, App payment, etc.;
3. Online/mobile food ordering;
4. Queue ticketing system, if applicable;
5. Touchscreen tablet / display / mobile ordering system. (e.g. touchscreens or iPad type of system, dine-in ordering using customer's own mobile phone & etc);
6. Unmanned kiosk in the restaurant. (e.g. drinks, ice-cream, dessert, etc.);
7. Reservation System – Booking seats through mobile app/ web application;

For Retail Shop

1. Cashless payment system(s) to the intent that all transactions shall be performed by way of electronic and cashless device(s) (apart from and in addition to Octopus and credit card transactions);
2. Self-Service checkout counter with touchscreen POS system and scanning system which also supporting cashless payment methods;
3. Retail Analytic Solution like Queue Management Solution, Heatmap and people counting system and etc;
4. Hygiene Technology provided that ozone based or silver Ion based disinfection solution is installed and etc;
5. Smart Retail Technology like Smart Shelf, Radio Frequency (RF) based product scanning, Electronic Price Tags Devices and etc;

6. Provide mobile app or web application to support the Loyalty Program;

7. Supporting O2O model to sell product from online shop and user collect the product at HKSTP branch at proposed time slot.

Assessment Criteria
The overall assessment is based on the following criteria (Total score 100%) :-

A. Compliance of Trade Mix (30%).
B. Proposed Operation Model, Design and Investment (30%).
C. Financial Terms (30%).
D. Technology and Smart Solutions (10%).

Evaluation and Award Process
An assessment panel will evaluate all returned proposals. **Tenderers MUST specify all mandatory requirements listed above in their proposal; failing which, the proposal will be disqualified and will NOT be further considered by HKSTP.**

General Conditions
(a) Proposals will be accepted from limited companies or from natural persons (individuals at the age of 18 years or above), who submit through the HKSTP TENDER website.

(b) Each proposal shall be used to tender for **one** commercial premises only. For tenderers who wish to tender multiple bids for another premises under this RFP, they are required to complete and submit a **separate** proposal for each commercial premises.

(c) Only the designated trade(s) will be considered. Tendered financial terms (i.e. Part C of the assessment criteria) will be final and not subject to negotiation with a tenancy for a fixed term of 3 years.

(d) The premises specified in the Annex of this RFP do not represent the total number of premises available for lease in HKSP. HKSTP may, in its sole discretion, determine to let other commercial premises for the purpose of recruiting tenants for other trades through open tendering or other recruitment methods.

(e) Tenants shall occupy the premises for their own use, and no assignment, sub-letting or parting with the possession of the premises or any part thereof will be permitted.

(f) Tenants are responsible for paying the monthly service charges, which are calculated at **HK$12.00** per square foot (subject to review and adjustment from time to time by the Landlord). The charges include the cost of air conditioning during the following schedule:-

07:00 to 22:00 on Mondays to Fridays;
10:00 to 22:00 on Saturdays, Sundays and Public Holidays.

Should Tenants require air conditioning services for indoor areas beyond the service hours as indicated above, Tenants could apply for extra air conditioning services at

the Tenants' cost and at such rate as to be determined by the Landlord at its sole discretion.

(g) The rent-free period (if any) would be granted to each newly awarded case starting from the tenancy commencement date. During the rent-free period, tenants are still obliged to pay other fees, including but not limited to service charges, and Government rent and rates in full without deduction.

(h) Tenants are responsible for paying the Government rent and rates ("**rent and rates**") under the Tenancy Agreement. If the premises have not yet been assessed prior to the commencement of the tenancy, provisional rent and rates will be charged monthly based on the Landlord's assessment of the likely amount of rent and rates.

(i) The successful tenderer is required to submit a cashier's order made payable to "**Hong Kong Science And Technology Parks Corporation"** in the amount of **HK$10,000.00** being partial payment of Security Deposit within **Fourteen (14) days** after receiving the notice of confirmation from HKSTP, failing which, the tender will not be awarded to the successful tenderer.

(j) HKSTP will perform a financial due diligence assessment on the successful tenderer, and the tenderer will be awarded on condition that HKSTP is satisfied as to the outcome of the financial due diligence. The tenderer shall provide information to HKSTP as HKSTP may consider necessary for the purpose of conducting the due diligence exercise, and HKSTP may, in its absolute discretion, accept or reject a tender based on the outcome of the exercise. .

(k) Upon signing the Offer To Lease, the successful tenderer is required to pay the Landlord the following payments :-

i. The first month's basic rent, service charges, and Government rent and rates;
ii. A security Cash Deposit equivalent to six (6) months' basic rent, service charges, and the Government rent and rates (less the partial payment of Security Deposit as mentioned in (i) above) ; and
iii. Half share of stamp duty for the tenancy agreement and its duplicate; and
iv. Registration fee and Adjudication fee for a memorandum of tenancy agreement and its duplicate (if any).

If the successful tenderer failed to sign and return the Offer To Lease together with the necessary payment as mentioned above on or before the prescribed deadline as stated thereof, the partial payment of Security Deposit will be forfeited to HKSTP as liquidated damages and not as a penalty.

(l) Granting of a commercial tenancy does not confer the tenant exclusive rights to any particular trade at HKSP. HKSTP reserves the right to let other premises in whatever manner for the same trade according to the needs of HKSP as assessed by the Landlord. Any changes of permitted use during the tenancy term shall not be approved.

Non-Collusion

The Tenderer must ensure that its proposal is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 3 of the Non-Collusive Tendering Certificate referred to Appendix 1), including regarding price, bid submission procedure or any terms of the proposal. In the event of any breach of this clause by any Tenderer, HKSTP reserves the right to reject the submitted tender proposal and seek damages from the relevant Tenderer.

Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Cap.619). Tenderers who engage in bid-rigging conduct may be liable to pecuniary penalties and other sanctions under the Competition Ordinance.

Upon tender submission, the Tenderer shall submit to HKSTP a Non-collusive Tendering Certificate (in the form set out in Appendix 1 to this RFP) duly signed by an authorized person with company chop on the Tenderer's behalf as part of the Mandatory Requirement.

If the requested Non-collusive Tendering Certificate is not provided to HKSTP, the submitted tender proposal may be rejected by HKSTP.

Open Tender Policy

According to the Open Tender Policy, HKSTP would consider a single lease renewal with the existing tenants upon expiry of tenancy by direct negotiation, provided that the total consecutive terms of tenancies shall **NOT** be more than 6 years. If an existing tenant had leased the premises for 6 years or after one lease renewal, the premises must undergo the open tendering procedures.

Existing tenants shall submit a new proposal for the premises and subject to a fair assessment with other applicants.

For tenancies which the leasing terms do not exceed 6 years, HKSTP will consider renewing the tenancy with the existing tenant by direct negotiation (this right to renew is granted only once per tenant and the cumulate tenancy period not exceeding six (6) consecutive years) based on the following assessment criteria :-

i. Satisfactory sales performance during the term of tenancy;
ii. Satisfactory payment records;
iii. Compliance with statutory requirements and the Landlord's house rules; and
iv. Suitability of the trades and services for satisfying the community needs and attracting customer flows;

Acceptance / Rejection of Proposal

HKSTP will evaluate tender proposals in strict confidence and shall not disclose or share information contained in any proposal submitted by a Tenderer to any other Tenderers who have also submitted proposals in response to this RFP.

Tenderer acknowledges that HKSTP may elect, at its sole option to accept all or any specific item or items of any tender submission. If a Tenderer submits a proposal on the basis that its proposal must be accepted as a complete whole proposal, this must be clearly stated in its tender proposal.

HKSTP reserves the right to negotiate with any Tenderer it sees fit.

Warranty on Intellectual Property

The successful Tenderer shall warrant and represent to HKSTP that the goods and/or services to be furnished under this RFP will not infringe any third-party Intellectual Property Rights (as defined below) and that the successful Tenderer shall, at its own expense, defend any and all actions, suits or claims made by any such third party alleging such infringement.

The term “Intellectual Property Rights” means any patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in designs, rights in computer software, database rights, rights to use and protect the confidentiality of confidential information (including but not limited to know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Personal Data (Privacy) Ordinance Compliance

The successful Tenderer shall comply with the Personal Data (Privacy) Ordinance Compliance and be responsible for the cost if found to be required for fulfilling the said requirement.

Probity

The Tenderer shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”). The Tenderer shall not, and shall procure that its directors, employees, consultants, agents, contractors and other personnel who are in any way involved in the deliverable of this RFP shall not, offer to or solicit or accept from any person any money, gifts or advantages (as defined in the PBO) in relation to the deliverable of this RFP.

If the Tenderer and/or any of its directors, employees, contractors, agents, contractors and other personnel who are in any way involved in the deliverable(s) under this RFP commit any offence under the PBO in relation to such deliverable(s), HKSTP shall be entitled to terminate this RFP and shall hold the Tenderer liable for any loss or damages that HKSTP may incur from such termination.

Register to become a Registered Supplier before Proposal Submission
Interested parties are required to express your interests and provide information including but not limited to a valid Business Registration (BR) and contact details so to be considered for the subsequent tender process by email (RFB@hkstp.org).

Method for Proposal Submission
Interested parties should send the proposal via our HKSTP TENDER Website as per the following path: https://tender.hkstp.org/ on or before the submission deadline, via respective registered logins.

Tenderers should, from time to time before the submission deadline, visit our HKSTP TENDER website https://tender.hkstp.org/ to see if there is any addendum to this RFP.

Tender Closing Date
4 September 2026 (Friday), before 12:00 noon (Hong Kong Time)
Tenderers are advised to familiarize themselves with HKSTP TENDER Website at https://tender.hkstp.org/ and to submit their tender proposals and all supporting materials as early as possible before the Tender Closing Date to minimize the risk of any technical difficulties in uploading their proposals nearer to the Tender Closing Date.

Late submissions or submissions that do not address the requested information will **NOT** be considered.

Adverse weather
In the event that Typical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or "extreme conditions" announced by the Government is/are in force at any time within the office hour (9:00am- 6:00pm) on the Tender Closing Date, the Tender Closing Date will be extended to 12:00 noon on the next working day (Monday to Friday).

Enquiries
Any enquiries relating to this RFP or any request for site visit should be directed to:-

Email :	RFB@hkstp.org

- End -

Annex I

Available Premises for Lease

Tenderers are invited to submit proposals for a tenancy of 3 years for the following commercial premises located in Hong Kong Science Park.

Item	Unit No.	Location	Shop Area *(Approx. sq.ft. Lettable)*	Designated Trade(s)	Availability *(Tentative)*
1.	S107D	1/F., Building 1E	1,057 sq. ft.	Clinic / Service / General Retail	Immediate

Points To Note:

1. The areas of the premises as stated on the RFP are approximate and may differ from the actual areas due to the site conditions. No warranty is made regarding the precise accuracy of these measurements. In the event that the actual areas differ from those stated in Annex I, the proposed monthly basic rent submitted by the successful tenderers in Annex IV will not be adjusted. However, the Service Charges will be adjusted to reflect the actual areas.

2. Tenderers are advised to conduct site inspection before proposal submission. Technical provisions as stated in Annex III are subject to change in accordance with the actual site condition. HKSTP does not warrant that the leased premises is suitable for the business proposed by tenderers, they shall obtain the required information and seek necessary professional advices from their own consultants on specific requirements for the proposed trade at their own costs and arrangements.

3. The successful tenderer shall accept the premises in the state and condition in which they are found at the date when possession is given and shall be responsible for the fitting out of the premises to meet the requirements of HKSTP and other competent authorities.

4. The designed electricity loading available to each premises is stated in Annex III. Should additional loading beyond the designed capacity be required, any upgrading shall be subject to prior approval from the Landlord. The upgrading works shall be carried out by the Landlord's approved contractors and at the expense of the tenant.

5. Ventilation louvres/openings or/and ventilation duct connection point(s) will be provided in the premises. Any modifications and upgrades shall be subject to prior approval of the Landlord, and the incurred expenses shall be borne by the tenant. Ventilation fans and associated power and control cablings shall be installed by the tenants at his own cost. To comply with relevant authorities' licensing requirements and fitting-out guidelines, a tenant shall install air intake and/or exhaust ducting(s)

with related equipment, and fire dampers (if any) at his own expenses. The tenant is responsible for all subsequent maintenance and management.

6. The successful tenderer should note that air-conditioning service hours will be charged from the date upon which air-conditioning is provided to the premises by HKSTP or from the commencement of the term created herein, whichever is the later date. The air-conditioning charges are subject to review at any time by giving a prior notice.

7. There is no warrant that town gas will be installed for the premises. The successful tenderer has to liaise with the Town Gas Company directly for application and connection of gas supply when necessary.

8. There is no warrant that water meter has been installed for the premises. The tenant shall apply WSD water meter or taking up an existing meter at his own cost.

9. There is no warrant that a grease trap will be provided for the premises. The tenant shall install an under sink at his own cost if a grease trap is not provided. The tenant is responsible for carrying out inspection/repair/maintenance/cleaning works to the said provision. Any subsequent request for modification or upgrading shall be subject to prior approval from the Landlord, and all the costs involved shall be borne by the tenant.

10. Before commencement of any fitting out works at the premises, tenants must submit a detailed design drawings and fitting out plans, including mechanical and electrical, fire services and plumbing & drainage etc. to the Landlord in advance and shall not commence the works before obtaining a written approval from the Landlord.

11. Tenants shall note that when the premises is handed over by the Landlord, HKSP may be undergoing constructions and/or renovations. Hoardings will be erected along the construction sites until the works are completed. The shop premises will open in phases to coincide with the project development of HKSP. Notwithstanding the effect of the constructions and/or renovations, whether it is positive or negative towards commercial tenants, the rent stipulated in the tenancy agreement shall remain unchanged throughout the lease term.

Annex II

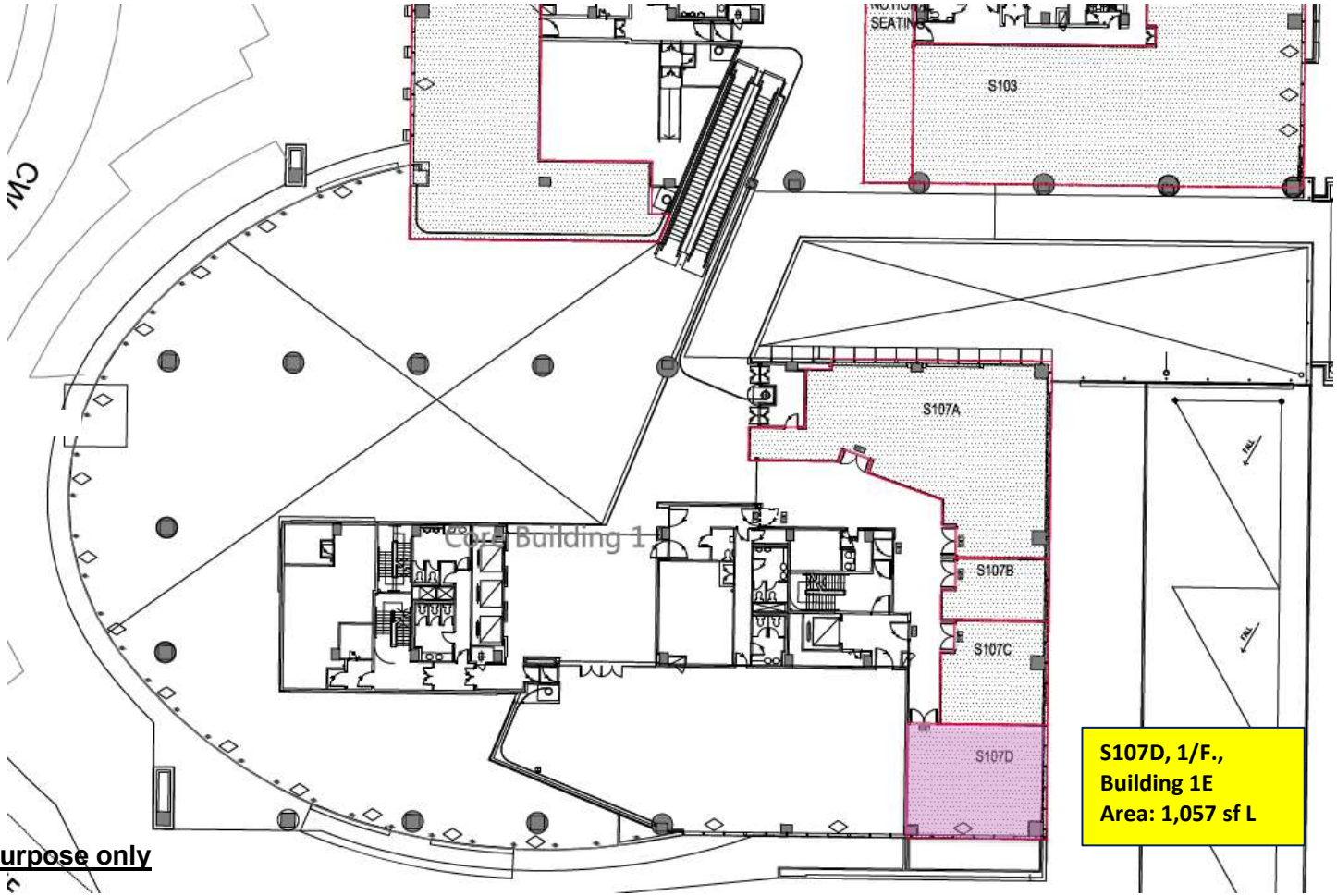
Shop Location & Floor Plan

Please refer to the link below to know more about our trade-mix:-
https://www.hkstp.org/en/park-life/shop-and-dine

S107D on 1/F, Building 1E

Not To Scale
For Identification Purpose Only

S107D, 1/F, Building 1E



Not to Scale
For identification purpose only

The information herein provide is for reference only and is subject to change without prior notice.

Annex III
Technical Provisions

Unit No.	Location	Shop Area *(Approx. sq.ft. Lettable)*	Designated Trade(s)	Availability *(Tentative)*
S107D	1/F, Building 1E	1,057	Clinic / Service / General Retail	Immediate

1. Builder's Works Provisions

1.1	**Basic Provision**	
a.	Floor	Bare concrete
b.	Ceiling	Bare concrete
c.	Wall	Block Wall / concrete wall with wall plaster and paint
d.	Shopfront glass/shutter	Shop glass door
e.	Sanitary Fittings	Nil
f.	Floor Loading	5 kPa
g.	Structural floor to ceiling height (structural)	3.8m

2. Building Services Works Provisions

2.1	**HVAC System**	
a.	Fan Coil Unit (s) ("FCU")	- 3 nos. x FCU-12 (1200 CFM) (FCUs to be installed by tenant)
b	Primary Air Unit (s) ("PAU") or Air Handling Unit (s) ("AHU")	- Communal PAU to be provided
c.	Pre-treated Air Capacity	- 350 x 300 PAD
d.	Exhaust Air Capacity	- 200 x 200 EAD for wash sink (exhaust air fan to be provided by tenant)
e.	Chilled Water Pipe	- Ø 40mm CHWP tee-off to shop area - Ø 32mm CDP in shop area

2.2	**Electrical Services**	
a.	Main Power Supply	63A TPN with Isolator
b.	Data Point	Tenant can connect from ELV room nearby *Cable containment to be provided by landlord
c.	Telephone & communication system	Tenant can connect from ELV room nearby *Cable containment to be provided by landlord

2.3	**Fire Services**	
a.	Wet pipe sprinkler system	Provided
b.	Exit signs	Provided

2.4	**Plumbing & Drainage**	
a.	Water supply	- 1no. x Ø 22mm potable water pipe (wet) (Tenant to apply for name transfer)
b.	Grease Trap / Drainage	- 1no. x Ø 40mm waste pipe - 1no. x Ø 50mm floor drain - No grease trap

2.5	**Towngas**	
a.	Town gas supply outlet	Not provided

Remarks :
All information in this schedule is subject to change based on actual site conditions and is provided for reference purposes only.

Annex IV
Tender Form for Financial Terms and Conditions
(Ref: RFP/2026/OMU/217)

1	Name of limited company / individual (i.e. Name of party intended to be entered into the Tenancy Agreement with HKSTP if the tender is successfully awarded)	
2.	Company Number (i.e. C.I. No.) / HKID Card Number (if the tenderer is an individual)	
3.	Shop No.	
4.	Location	
5.	Proposed Trade	
6.	Proposed Trade Name	
7.	Proposed Monthly Basic Rent (1)	HK$ per month
8.	Proposed Turnover Rent (%)	
9.	Proposed Rent Free Period	Month(s) / Day(s)*
10.	Tenancy Term	years fixed
11.	Expected Tenancy Commencement Date	(Month) (Year)
12.	Business hours	
13.	Expected monthly sales turnover (average)	
14.	Other Tenancy Terms (if any) (2)	
15	Capital Investment on the Proposed Design	
16.	Remarks (if any)	
17.	Any other outlets operating in Hong Kong Science Park under the same group of companies/ shareholders / directors?	Yes / No * (if "yes", please fill in item 18 below)
18.	Trade Name(s) of the outlet	

* Please delete if inappropriate

Note (1) Tenants shall pay monthly service charges, additional air-conditioning charges (if any) and Government rent and rates in addition to the monthly basic rent.

(2) Other Tenancy Terms e.g. option term.

Statement of Consent

I/We confirm that I/we consent to provide my/our personal data on this application form and I/we have read, understood and accepted the "Personal Information Collection Statement" of Hong Kong Science and Technology Corporation (HKSTP) on Page 17.

Authorized Signature with Company Chop : _____ Company Name: _____

Name/Title : _____ Date : _____

In the case that the Tenderer is a sole proprietorship or a partnership, a documentary authorization and approval for the submission of its tender shall be required if the signatory of this Annex IV (plus other related documents require signature) to be bound or the person submitting the tender, is not the sole proprietor or partner (or a general partner in the case of a limited partnership).

Personal Information Collection Statement

1. The personal data provided by the tenderer (the Applicant) by means of the Tender Form for Financial Terms and Conditions or on request by Hong Kong Science and Technology Corporation (HKSTP) will be used for processing the application for commercial premises and future lease management.

2. The Applicant shall ensure the accuracy of the data provided. If there is any change in the data provided, HKSTP must be notified immediately.

3. HKSTP may not be able to process the application further if the required personal data are not duly provided by the Applicant.

4. If the personal data and information are found to be untrue or misleading, HKSTP has the right to reject this application or revoke the Tenancy Agreement signed subsequently whereas the Applicant may have other may have other legal consequences.

5. Any requests for access to and requests for correction of your personal data should be addressed to the following:

   Hong Kong Science and Technology Parks Corporation, Commercial Leasing
   5/F, Building 5E, No.5 Science Park East Avenue
   Hong Kong Science Park, Shatin, N.T.
   Email Address: RFB@hkstp.org