

HONG KONG SCIENCE AND TECHNOLOGY PARKS CORPORATION

**Invitation to Expression of Interest (EOI) for
Leasing Premises / Land in Industrial Estate, Hong Kong**
[Ref.: IE/EOI/2020-001]

The Hong Kong Science and Technology Parks Corporation (HKSTP) is now inviting interested parties to express interest to lease premises or land from any of the Industrial Estates in Hong Kong. Details of the Industrial Estates could be found in the website below:

<https://www.hkstp.org/about-us/our-footprint/industrial-estates/about-our-industrial-estates/>

Submission Requirements

The interested parties are required to return the **Letter of Intent AND Technical Proposal** below to express your interest and provide quantitative figures on estimated project financials including but not limited to revenue, expenditure, employment and R&D spending so to be considered for the subsequent tender process. Interested parties are welcome to first submit the **Letter of Intent** in advance of the **Technical Proposal**.

Please submit the documents with attention to “Head of Re-industrialization” by email or mail.

(email: eoim@hkstp.org)

(Mailing address: please refer to below)

To:	Head of Re-industrialization Hong Kong Science and Technology Parks Corporation 5/F, Building 5E, 5 Science Park East Avenue, Hong Kong Science Park, Shatin, New Territories, Hong Kong
Re:	EOI to Leasing Premises / Land in Industrial Estate, Hong Kong
Submitted by:	_____
	(Company Name)

Instructions to Interested Parties

1. Information supplied in this form will be treated as strictly confidential and will be used for the specific purpose of processing this Expression of Interest (EOI). The provision of accurate and comprehensive information will facilitate and expedite consideration and assessment.
2. You must complete both the Technical Proposal and Letter of Intent below and duly sign by Director and/or Authorized Person with company chop.
3. HKSTP is not bound to accept any of the documentations that it may receive and nothing is binding on HKSTP until and unless a formal agreement is signed by HKSTP.
4. If any person who signs this EOI does so as agent or trustee for any other person or persons, he shall disclose the names and addresses of such person or persons. If no such disclosure is made, the person signing the Expression of Interest shall be deemed to be a principal and no subsequent disclosure of any trust, agencies, etc. will be recognized by HKSTP.
5. It should be noted that HKSTP will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
6. You may provide supplementary information in your Technical Proposal illustrating your project profile. You may also submit any further information as you see fit.

If you have further enquiry, you may call 2629 7979 or email to eoï@hkstp.org.

NOTICE

SHOULD THE SIGNATORY OF THIS EOI FOR ANY REASON BE IN DOUBT AS TO THE PRECISE MEANING OF ANY ITEM, INFORMATION OR FIGURE CONTAINED IN THE EXPRESS OF INTEREST DOCUMENTS (EOI), HE MUST SEEK CALRIFICATION FROM HKSTP ACCORDINGLY.

ALL INFORMATION PROVIDED BY HKSTP IN THE EXPRESS OF INTEREST DOCUMENTS IS FOR REFERENCE ONLY. HKSTP GIVES NO WARRANTY, REPRESENTATION OR UNDERTAKING AS TO THE ACCURACY, RELIABILITY OR COMPLETENESS OF SUCH INFORMATION.

HKSTP ACCEPTS NO LIABILITY WHATSOEVER FOR (i) THE ACCURACY, COMPLETENESS OR RELIABILITY OR OTHERWISE OF ANY SUCH INFORMATION; AND (ii) ANY CLAIM, LEGAL PROCEEDING, LIABILITY, LOSS (INCLUDING ANY DIRECT OR INDIRECT OR ANTICIPATED SAVINGS) OR DAMAGE (INCLUDING ANY DIRECT, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGE OF ANY NATURE WHATSOEVER) AND (iii) ANY INCREASED COSTS AND EXPENSES, WHICH ANY SIGNATORY OF EXPRESS OF INTEREST DOCUMENTS OR ANY OTHER PERSON MAY SUSTAIN OR INCUR, ARISING FROM ITS RELIANCE OF ANY INFORMATION IN THE EXPRESS OF INTEREST DOCUMENTS.

NOTHING IS BINDING ON HKSTP UNLESS AND UNTIL A FORMAL CONTRACT IS ENTERED INO BETWEEN HKSTP AND THE SIGNATORY OF THE EXPRESS OF INTEREST DOCUMENTS.

NOTHING IN THE EXPRESS OF INTEREST DOCUMENTS CONFERS OR PURPORTS TO CONFER ON ANY THIRD PARTY ANY BENEFIT OR ANY RIGHT TO ENFORCE ANY PART OF THE EXPRESS OF INTEREST DOCUMENTS PURSUANT TO THE CONTRACTS (RIGHTS OF THIRD PARTIES) ORDINANCE (CAP. 623).

Parties who are interested in leasing premises in Industrial Estate may fill up this "Letter of Intent" form.
 Please sign, stamp, and mail/send a scanned copy by email at eol@hkstp.org.

Subject to Contract

Letter of Intent

Dear Sirs/Madams,

We are interested in leasing premises/land from HKSTP with the following particulars:

Preferred Approach*	(A) Leasing space in general industrial building <input type="checkbox"/> (B) Leasing space in built-to-suit building <input type="checkbox"/> (C) Leasing land & self-develop <input type="checkbox"/> (D) Additional Use / Change of Permitted Use** <input type="checkbox"/> (for existing partner companies in Industrial Estate only)
Location*	Tai Po <input type="checkbox"/> Tseung Kwan O <input type="checkbox"/> Yuen Long <input type="checkbox"/>
Total Gross Floor Area (GFA)#	Ground Floor
	sq. ft.
Typical Floor Plate Size	N/A
Preferred Column Grid Size	(m/ft.) [^] x (m/ft.) [^]
Minimum Floor Loading	(kPa or lb/sq. ft.) [^]
Minimum Clear Ceiling Height	(m/ft.) [^]
For Approach (A) & (B), Net Monthly Rental Rate on GFA	HK\$ per sq. ft. per mth
Fixed Term	years
Option Term	years
For Approach (C), Land Premium (up to Year 2047)	HK\$ (per sq. m/per sq. ft.) [^]
CAPEX estimated for the next 5 years for this leased premise	HK\$
Other Special Building Requirements (e.g. oversized access, towngas, chimney, DG, seafront)	

* Please check one or more of those acceptable

Please elaborate in the technical proposal on the rationale of the size of respective space required

[^] Please delete if appropriate

** Please delete if appropriate, in case there is no change in the building provisions, you may put "No Change" on the table below

Kindly arrange to send us more information to (address and/or email)

Also attached is our Technical Proposal illustrating our intended use of this leased premises/land.

Yours faithfully,

_____ [Authorized Signature & Company Chop]

Name: _____ Phone: _____

Company: _____ Email: _____

Position: _____ Date: _____

Technical Proposal

1. General Information

1.1. Company Particulars

Company Name (English)	
Company Name (Chinese, if any)	
Hong Kong Business Registration No.	
Place and Date of Incorporation	
Prior leasing/collaboration/incubate experience with HKSTP (if any)	

1.2. Company Contact

For all clients including foreign firms or companies in formation, the local contact address and telephone number should be provided where possible.

Business Address		
Name of Contact Person	(1)	(2)
Position	(1)	(2)
Telephone No.	(1)	(2)
Email Address	(1)	(2)
Website (if any)		
Name of Parent Company (if any)		
No of employee of Parent Company (if any)		
Country of Origin Please enter the Country/Region where the Parent company (if any) is established	<input type="checkbox"/> Hong Kong SAR, China <input type="checkbox"/> Other Please specify _____	

2. Current and Future Product Manufacturing / Service Delivery Technology or Process

(Use separate sheets to complete this section if necessary)

- Describe in words and with diagrams or flow charts of all current technology or process deployed.
- Describe in words and with diagrams or flow charts of all future technology process to be deployed.
- Where applicable, indicate those technology or process which is/are new to Hong Kong and/or significantly improve the quality or quantity of production when compared to processes already in use in Hong Kong.
- Where applicable, describe the application of new technology or process and degree of smart manufacturing/process e.g. Industry 4.0.

A full elaboration of the above four points specified above will expedite the processing of this EOI.

3. Current and Future Business Model

(Use separate sheets to complete this section if necessary)

- Describe in words and with diagrams or flow charts of the current business model.
- Describe in words and with diagrams or flow charts of the future business model.
- Indicate all types of products and its corresponding approval numbers of the Certificate of Origin for CEPA application (if any).

4. Products to be Manufactured/Service to be Delivered & Estimated Minimum Annual Production/Processed

This section is intended for the interested party to demonstrate your proposed scale of operations. The volume of products/services should be specified with appropriate units aligned with the respective industry norm wherever practicable. For service providers such as testing and certification industry, tested/certified quantity and total revenue may be used. For ICT industries, megawatt or number of customers handled and total revenue may be used.

While types of products/services with similar nature should be aggregated as much as possible, please duplicate this page if there are multiple types of products/services on offer.

Type of Products/Services:	Volume (Qty.) ¹	Value (HK\$ mil)	Market %	
	Minimum	Minimum	Local ²	Export
(1) Year 1				
Estimated time of achievement from date of possession - months			N/A	N/A
(2) Year 2				
Estimated time of achievement from date of possession - months			N/A	N/A
(3) Year 3				
Estimated time of achievement from date of possession - months			N/A	N/A
(4) Year 4				
Estimated time of achievement from date of possession – months			N/A	N/A
(5) Year 5				
Estimated time of achievement from date of possession - months			N/A	N/A
(6) Current Output in Hong Kong of Above Products/Services (If applicable)				
(7) Minimum annual production volume at the final stage as a percentage of the maximum annual production capacity of the proposed machinery, plant and equipment _____%.				
(8) Attach separate sheets to describe products/services and supply brochures and/or photographs if available. Where applicable, indicate those products/services which are new to Hong Kong and/or improve upon products/services already manufactured here.				

¹ Please specify the measurement units for the Qty.

² If the finished products/services may be in the form of raw materials/input for other products to be further processed locally and then export to other countries, please specify.

5. Estimated Space Requirements

5.1. Estimated Space Usage Allocation

Purpose	Maximum Space Requirement	Units
Processing		sq. ft./GFA
Storage		sq. ft./GFA
Administration		sq. ft./GFA
Server Room		sq. ft./GFA
Others (Please specify)		sq. ft./GFA
Total		sq. ft./GFA

5.2. Building Provisions

Purpose	Maximum Capacity Requirement	Units
Floor Loading, Heavy Machinery, Plant and Equipment		kPa
Ceiling Height Required		M
Capacity of Air Conditioning System		TR
Fresh Air/Make-up Air		m ³ /s
Exhaust Air		m ³ /s
Electricity Load Required		kVA
Daily Water Consumption		m ³
Chemical Water Discharge		m ³
Chemicals and other dangers goods/ DG Store Required		(please specify)
(please indicate the DG category and corresponding quantities)		(please specify)

5.3. Sketch Plan of Future Set up

Sketch plans (A4 size) must be drawn and attached to the technical proposal:

- 5.3.1 Use of the space, including a layout of plant, machinery, ancillary office, equipment and pipe ducts giving the dimensions and weight. If dangerous goods or highly inflammable goods will be stored or handled, please give details.
- 5.3.2 Machinery and equipment acquisition plan. (With model information).
- 5.3.3 Parking requirements for cars, light vans, lorries and containers or trailers and loading and unloading spaces.
- 5.3.4 Stages of development (if applicable).
- 5.3.5 A&A works required (if applicable).

5.4. Information of Existing Processing Premises (if any)

If applicable, please provide on a separate sheet, details (location, floor area, ownership) of existing processing premises in Hong Kong and whether it is planned to retain them.

6. Safety, Health and Environmental (SHE) Evaluation and Risk Assessment - nature, quantity and disposal of waste products (if applicable).

All companies are required to comply with HKSTP’s Safety, Health and Environmental Handbook and relevant legal requirements of Hong Kong.

(Use separate sheets to complete this section if necessary)

Type of Fuel Oil to be used _____			
Daily Consumption Rate (in litres) _____			
Type of Waste	Estimated Quantity Per Day	Physical & Chemical Properties (State degree of toxicity, if any)	Proposed Means of Treatment and Disposal
Solid Waste			
Gaseous Waste			
Liquid Waste			
Fume/Dust/Smell			
Others			

7. Capital Expenditure and Estimated Time of Completion

Items	Projection ³				
	Year 1	Year 2	Year 3	Year 4	Year 5
CAPEX (Machinery, Plant and Equipment, etc.) for processing purposes					
(A) Expenditure (HK\$ mil)					
(B) Estimated time of completion ⁴ (months)					
CAPEX (Site Formation / Building / Conversion / Fit-out)					
(C) Expenditure (HK\$ mil)					
(D) Estimated time of completion ⁵ (months)					
Investment on Building and Machinery (A) + (C) (HK\$ mil)					
Cumulative Expenditure (HK\$ mil)					

³ Projected figures of the targeted processing premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement.

⁴ No. of months from commencement date of lease/tenancy agreement.

⁵ No. of months from commencement date of lease/tenancy agreement.

8. Estimated Value Added

Items (all figures in HK\$ mil)	Last Financial Year ⁶ (if applicable)	Current Financial Year ⁷ (if applicable)	Projection ⁸				
			Year 1	Year 2	Year 3	Year 4	Year 5
Income							
(A) Sales/Revenue							
(B) Other Operating Income							
Operating Cost⁹							
(C) Cost of Goods Sold							
(D) Sales & Distribution Expenses							
(E) Other Operating Expenses (excl. finance cost)							
(F) Depreciation (incl. CAPEX moved in)							
(G) Total Remuneration (Staff Cost)							
Value-added (each year) (A)+(B)-(C)-(D)-(E)+(F)+(G)							

⁶ Figures of current processing premises in HK based on Audited Statement, if available.

⁷ Figures of current processing premises in HK in the year of completing this form.

⁸ Projected figures of the targeted processing premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement.

⁹ Items (C), (D) & (E) shall cover all operating expenses, including depreciation and staff cost and excluding interest and taxes.

9. Estimated Employment

Items	Current Financial Year ¹⁰ (if applicable)	Projection ¹¹				
		Year 1	Year 2	Year 3	Year 4	Year 5
Total Remuneration (HK\$ mil)						
Total number of workers (no.)						
Number of skilled workers ¹² (no.)						

10. Estimated Research and Development Expenditure

Items	Last Financial Year ¹³ (if applicable)	Current Financial Year ¹⁴ (if applicable)	Projection ¹⁵				
			Year 1	Year 2	Year 3	Year 4	Year 5
R&D expenditure ¹⁶ (HK\$ mil)							

¹⁰ Figures of current processing premises in HK in the year of completing this form.

¹¹ Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement.

¹² Staff who are at least a Bachelor Degree holder or attain qualifications at Level 5 or above under Hong Kong Qualification Framework can be classified as Skilled Workers.

¹³ Figures of current premises in HK based on Audited Statement, if available.

¹⁴ Figures of current premises in HK in the year of completing this form.

¹⁵ Projected figures of the targeted premises. Commencement date of Year 1 will equate to the commencement date of lease/tenancy agreement.

¹⁶ R&D expenditure of targeted premises.

11. Other Relevant Supporting Information (if applicable)

11.1. Key industrial award(s), patent(s), ITF project(s), publications etc.

Number of Industrial award(s)	no(s).	Number of Patent(s) applied/granted	no(s).
Number of ITF Project(s)	no(s).	Number of Publication(s)	no(s).
Product Registered		no(s).	
<ul style="list-style-type: none"> • <i>Please provide brief descriptions of the above items; For Patents (if any): Patent Number or PCT number.</i> • <i>For Innovation and Technology Fund (ITF) application (if any): Application number, Title & Amount must be provided.</i> 			

11.2. Collaboration with Local Institutions/ Partners (Universities/ R&D institutions/ Associations).

Please list out the name(s) of the Local Institutions or Partners (if any) and brief descriptions on the projects/technology/knowledge transfer involved (if applicable).

12. Summary

12.1. Milestone Summary

	Year 1	Year 2	Year 3	Year 4	Year 5
1. Key Planned / Processing Activities a) ... b) ... c) ...					
2. Milestones / CAPEX a) ... b) ... c) ...					
3. Key Performance Indicators a) ... b) ... c) ...					

12.2. Project Summary

Please illustrate your strength in the below area.

12.2.1. Product/Service Technology

Please summarize how your proposed product/service is innovative in technology.

12.2.2. Advanced Process

Please summarize how your process is advanced.

- *Experience in proposed activities in the targeted site*
- *Proposed production/service output can build local supply chain security/ support value chain completeness*
- *Apply advance process for industry upgrade*

12.2.3. Local Consumption

Please summarize how your products/services are supporting local consumption

12.2.4. Output

Please summarize your output.

- *Process commencement schedule*
- *Output (e.g. annual value-added per sq. ft.)*

12.2.5. R & D Elements

Please summarize your R&D content in terms of commercialization of R&D results from self-developed technology or from local universities/ institutions.

12.2.6. Investment

Please summarize your new investments in the targeted site.

12.2.7. High Skill Employment

Please summarize your employment plan with respect to high-skilled staff in targeted site.

13. Supplementary Information

You may submit any further information and special request as you see fit for this Expression of Interest. Please indicate.

14. Declaration

I declare that all the information stated in this proposal and the attachments are true and I agree that HKSTP has absolute discretion in this assessment without providing any reasons on any decision therefor. I understand that failure in providing the required information may delay or suspend the leasing process.

We agree that the information and content provided in this proposal will be sent to external expert panels or relevant committees for assessment purposes on a non-disclosure basis.

Name: _____	Position/ Designation: _____
Phone: _____	Email: _____
Authorized Signature with Company Chop: _____	Date: _____

Please note that the EOI may not be processed without a completed form together with sufficient supporting documents.