

Culture, Sports and Tourism Bureau

**Invitation for Proposals for
operating, managing, conserving and revitalising for
arts and culture use Haw Par Mansion situated on
15A Tai Hang Road, Wan Chai, Hong Kong**

Proposal

1. This Appendix may be completed in either Chinese or English. Font size of 12 points 新細明體 (for Chinese) or 12 points Times New Roman (for English) should be used. Reference to website links will not be considered. If the space provided is not sufficient, please submit additional pages as supplementary information.
2. The authorised signatory of the Applicant (who should be the Chairperson or the Chief Executive or equivalent of the Applicant) should complete and sign the “Declaration and Consent of the Applicant” on the last page of this Appendix.
3. In case of any discrepancies between the English and Chinese versions, the English version will prevail.

Name of the Applicant	
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I. Particulars of Applicant

The Applicant should fill in Parts A to C below and supply all necessary information.

A. Details of Applicant

Name

Address

Telephone Number Fax Number

Website

B. Details of Contact Person

(Note: The contact person should be the Chairperson or the Chief Executive or equivalent of the Applicant.)

Name

Post Title

Address

Telephone Number Fax Number

Email Address

C. Details of Authorised Signatory

(Note: The authorised signatory who is authorised to sign the Proposal for and on behalf of the Applicant should be the Chairperson or the Chief Executive or equivalent of the Applicant.)

Name

Post Title

Address

Telephone Number Fax Number

Email Address

D. Registration Information

The Applicant is an approved charitable institution or a trust of a public character that has been granted a tax exemption status under section 88 of the Inland Revenue Ordinance (Cap.112 of the Laws of Hong Kong).

Yes* No Application in progress*

If an application under section 88 of the Inland Revenue Ordinance (Cap. 112 of the Laws of Hong Kong) is in progress, the Applicant is required to obtain such tax exemption status within 3 months after the Application Deadline.

The Applicant is registered under the following Ordinance –

Companies Ordinance (Cap. 622
of the Laws of Hong Kong)

Company Registration Number:

The Applicant is a Special Purpose Company (SPC) set up/ made available for the sole purpose of the Proposal.

Yes* No Being set up*

If the answer is “Yes”, the Applicant is not required to set up another SPC if selected. If the answer is “No” or “Being set up”, the Applicant shall undertake to procure/make available a SPC which must also possess the abovementioned tax exemption status granted under section 88 of the Inland Revenue Ordinance (Cap. 112 of the Laws of Hong Kong) within 3 months after the Application Deadline.

* Please attach the related documentary proof.

Please ✓ as appropriate

II. Brief Description of the Proposal

A. Proposal Objective(s)

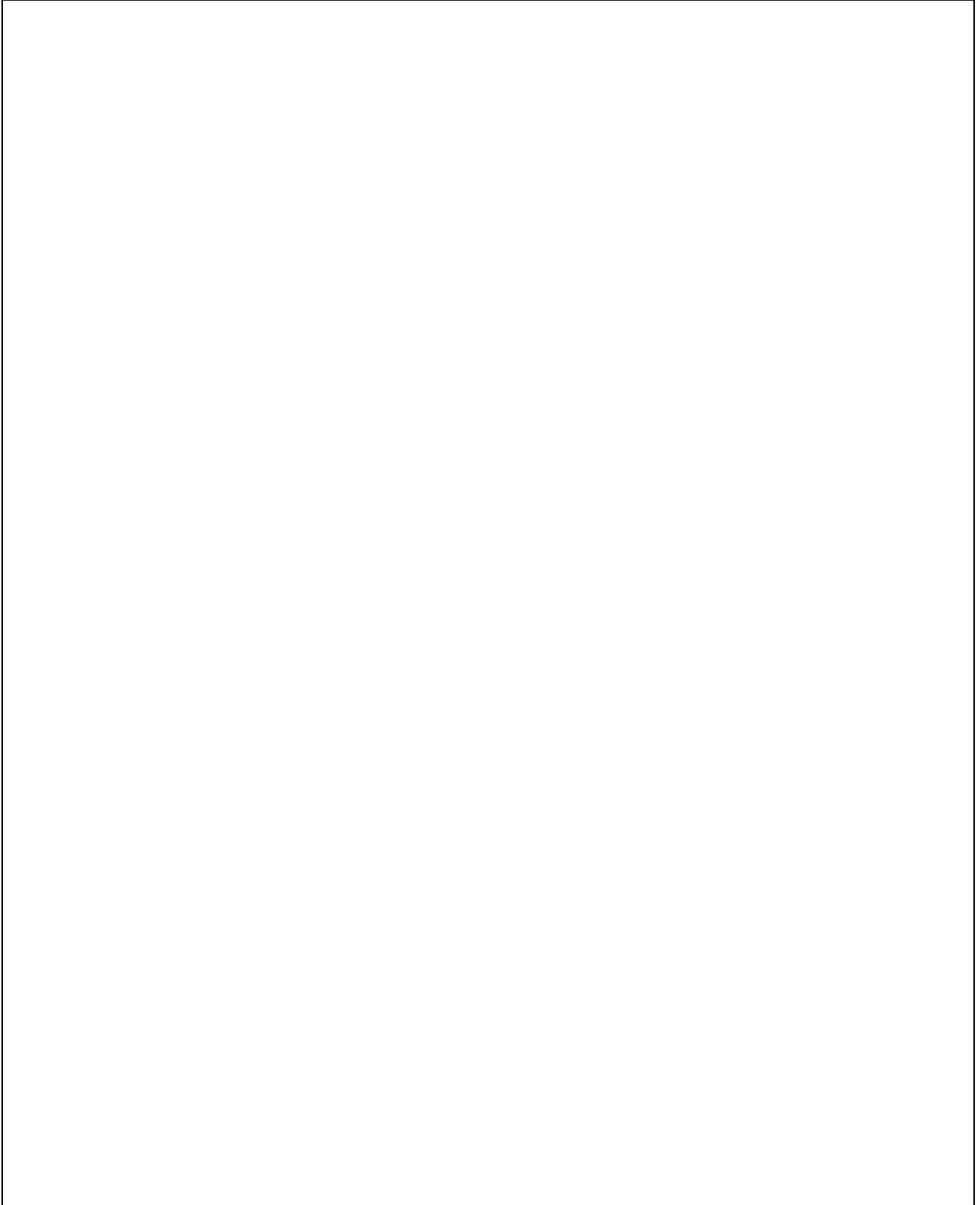
Please describe the objective(s) of the Proposal. The objectives should align with paragraph 2 of the Project Brief.

B. General Descriptions of the Proposed Use of the Premises

Please describe the proposed use of the Premises and how the Proposal could achieve the objectives of the Proposal mentioned above. For spaces available for hiring to arts and culture groups, please describe the hiring policy and arrangements.

C. General Descriptions of the Programmes

Please describe the design, plan and details of the proposed programmes to be organised in the Premises. The proposed programmes should meet the proposed targets of the Key Performance Indicators (“KPIs”) in Areas 3 to 7 at **Appendix V**.



D. Partnering, Collaboration or Engagement with Other Organisations / Institutions

If the proposal involves partnering, collaboration, or engagement with other organisations or institutions (such as in providing arts and culture activities, food and beverage or other services), please provide details.

A large, empty rectangular box with a thin black border, intended for the user to provide details about partnering, collaboration, or engagement with other organizations or institutions.

III. Justifications for the Proposal

Please justify the proposed use of the Premises and the proposed programmes by providing detailed information in the following areas.

A. Programme Plan - Promotion of arts and culture

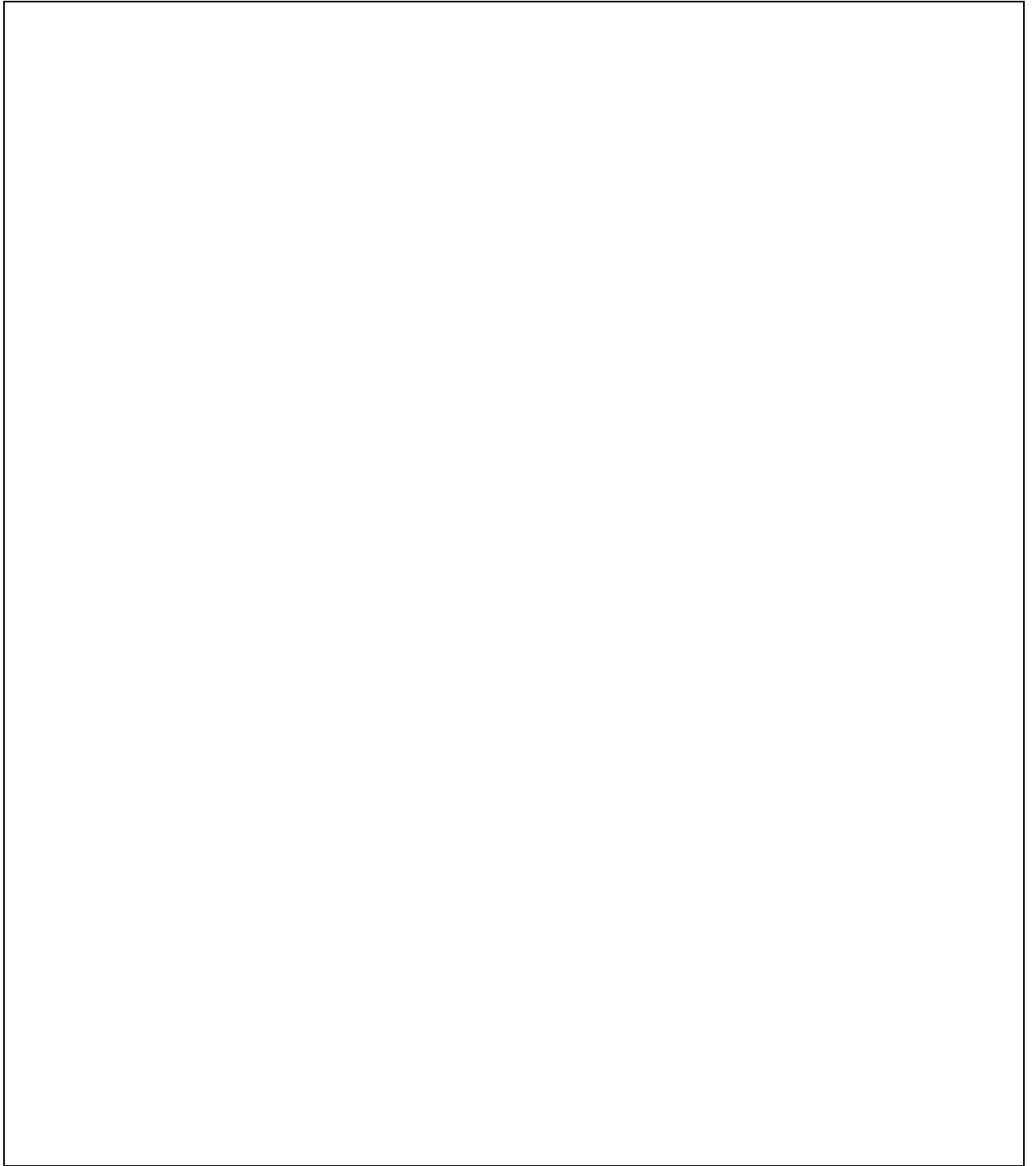
- (a) How the Proposal could contribute to the development of arts and culture in Hong Kong?

- (b) How the Proposal could complement the arts and cultural policy as well as the heritage conservation policy of Hong Kong, including developing Hong Kong into an East-meets-West Centre for international cultural exchange and cultivating a pluralistic arts scene in Hong Kong which comprises different types and scales of programmes with different scales of arts groups and conserving and revitalisation of historic buildings?

- (c) How the Proposal could develop the Premises into an icon of international arts and cultural exchange?

- (d) How the Proposal could create and enhance partnerships and/or collaborations with other organisations and institutions and international networking which are conducive to providing a broad range of opportunities and support for artists?

- (e) How the Proposal could attract and engage local, regional and international audiences? Please provide details of any strategic audience development programme and customer relations management plans to develop and sustain the level of interest of the local community and visitors in the proposed arts and culture programme; engage the local community in its programmes and activities wherever appropriate; plan, coordinate and develop creative and dynamic engagement programmes to extend its reach and connectivity with the arts and culture sector, local, the Mainland and overseas, etc. The targets of KPIs in Area 4 Audience/Participants of Appendix V should be met.

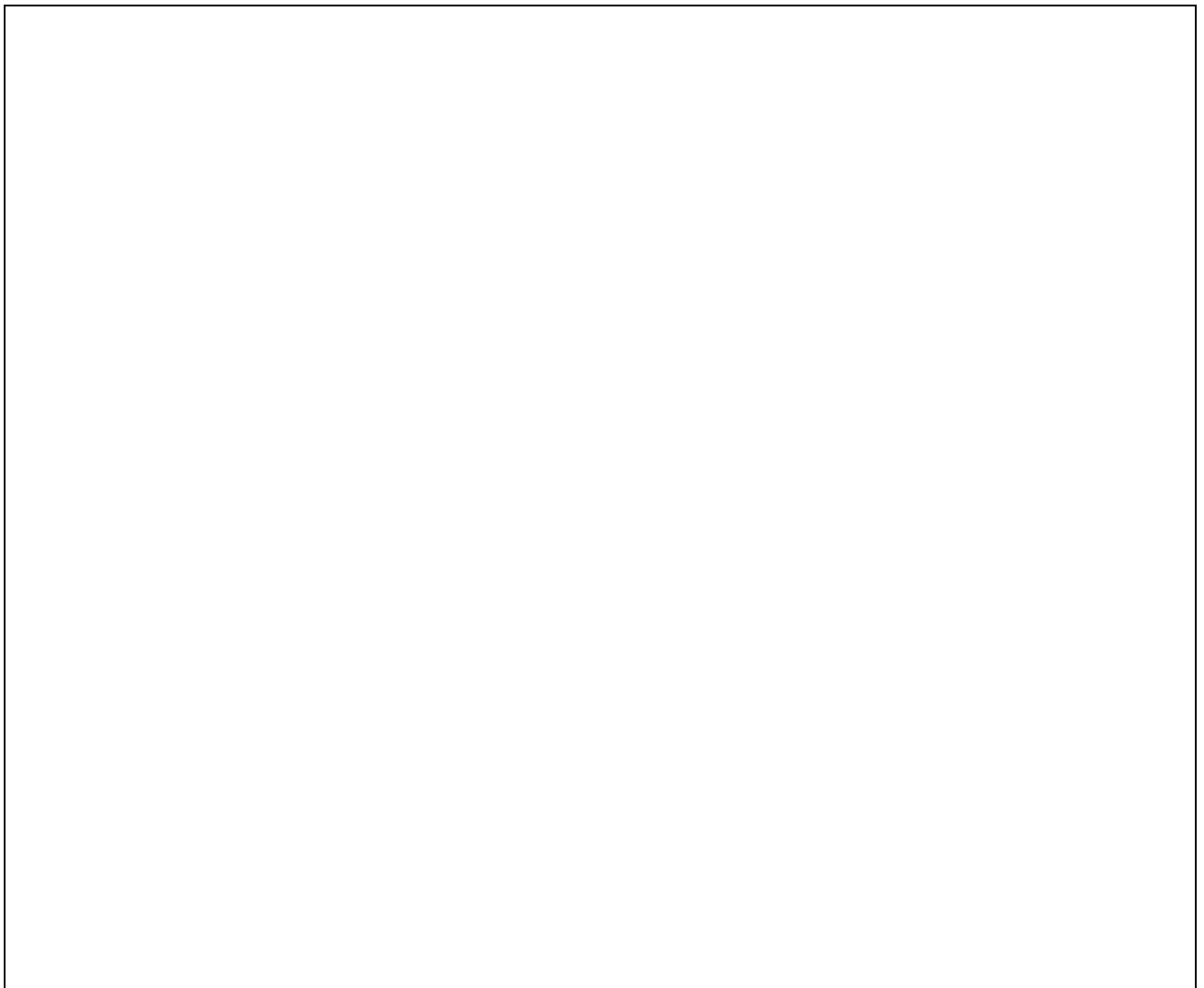


B. Technical Aspects

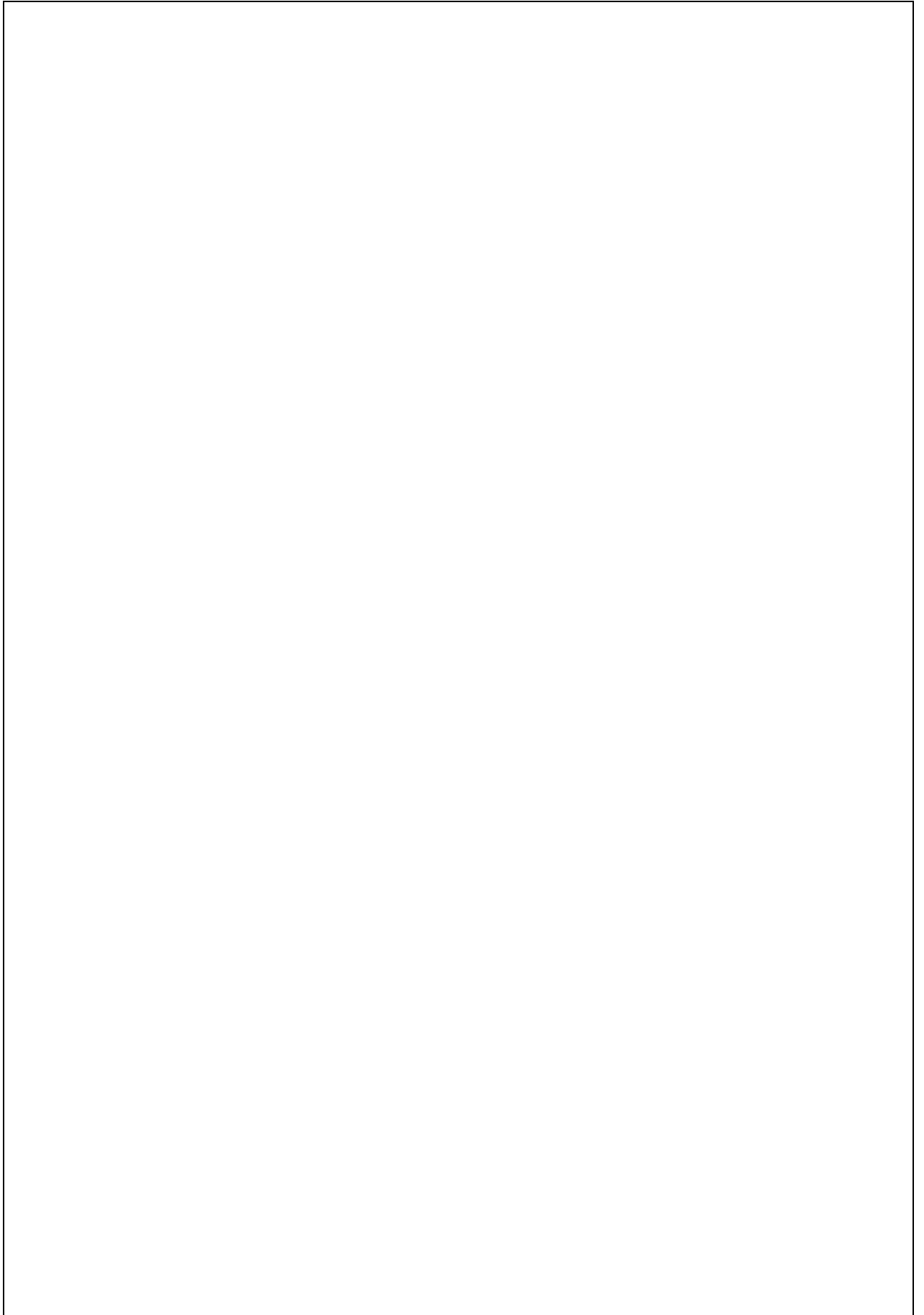
(a) Utilisation of the Premises (Please refer to paragraph 8.2 B (a) of the Project Brief)

Please describe your proposed use of the Premises viz. the Lower Ground Floor, Ground Floor, First Floor, the Roof and Upper Roof Floor. Drawings and floor plans with clear illustrations should be provided. Please also elaborate how the Proposal can be compatible with the design and finishing of existing facilities at the Premises as well as its status as Grade 1 historical building, while complying with all legal and contemporary technical requirements and standards (e.g. structural and fire safety, protective barriers, barrier free access, sanitary fitments, etc.) as well as facilitating the organising of arts and culture activities and the staging of performances, the provision of food and beverage services and allocating of suitable area for interpretation of the cultural significance of the Premises in the space below. Please note that technical plans other than floor plan drawings will not be considered.

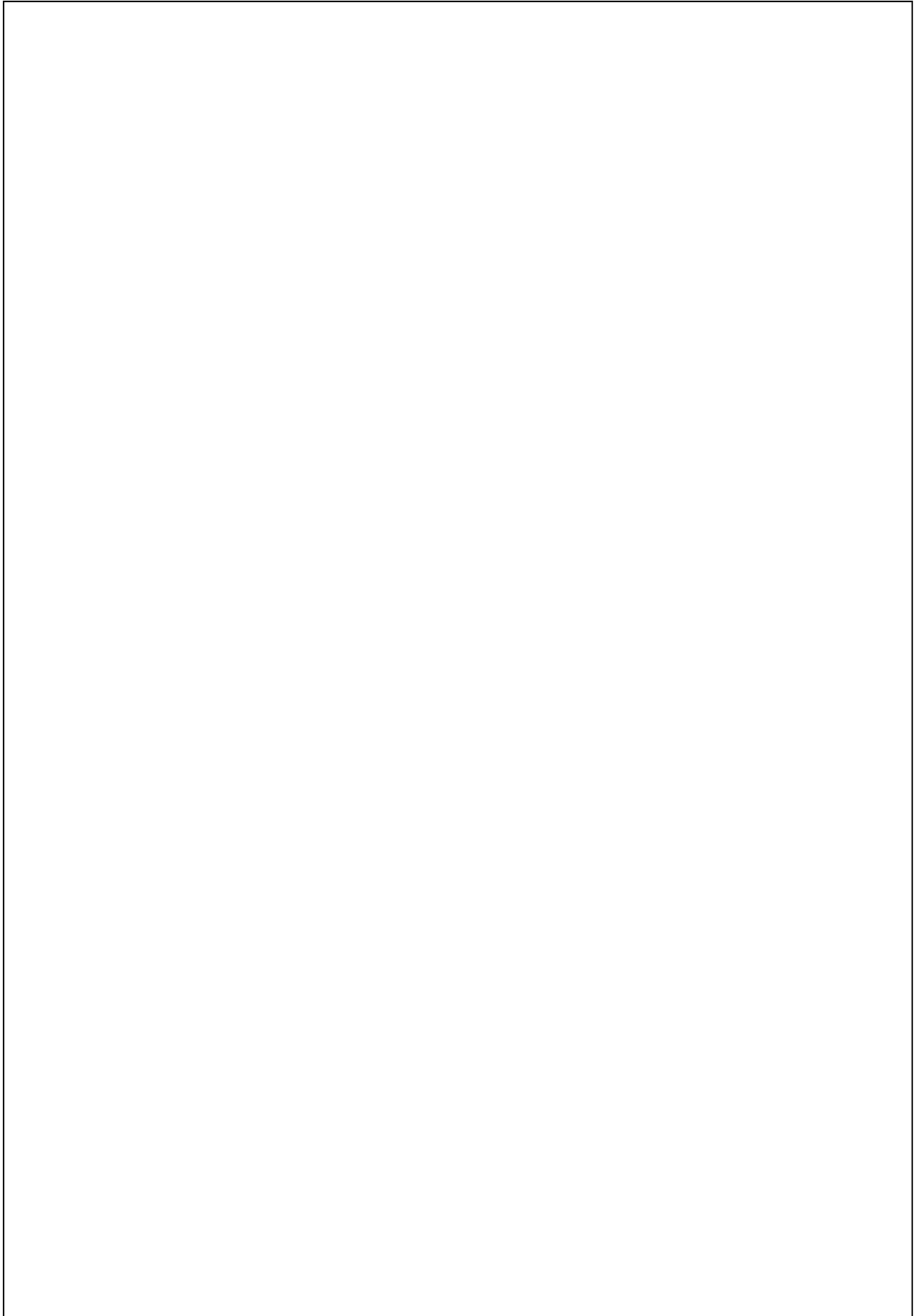
(i) Lower Ground Floor



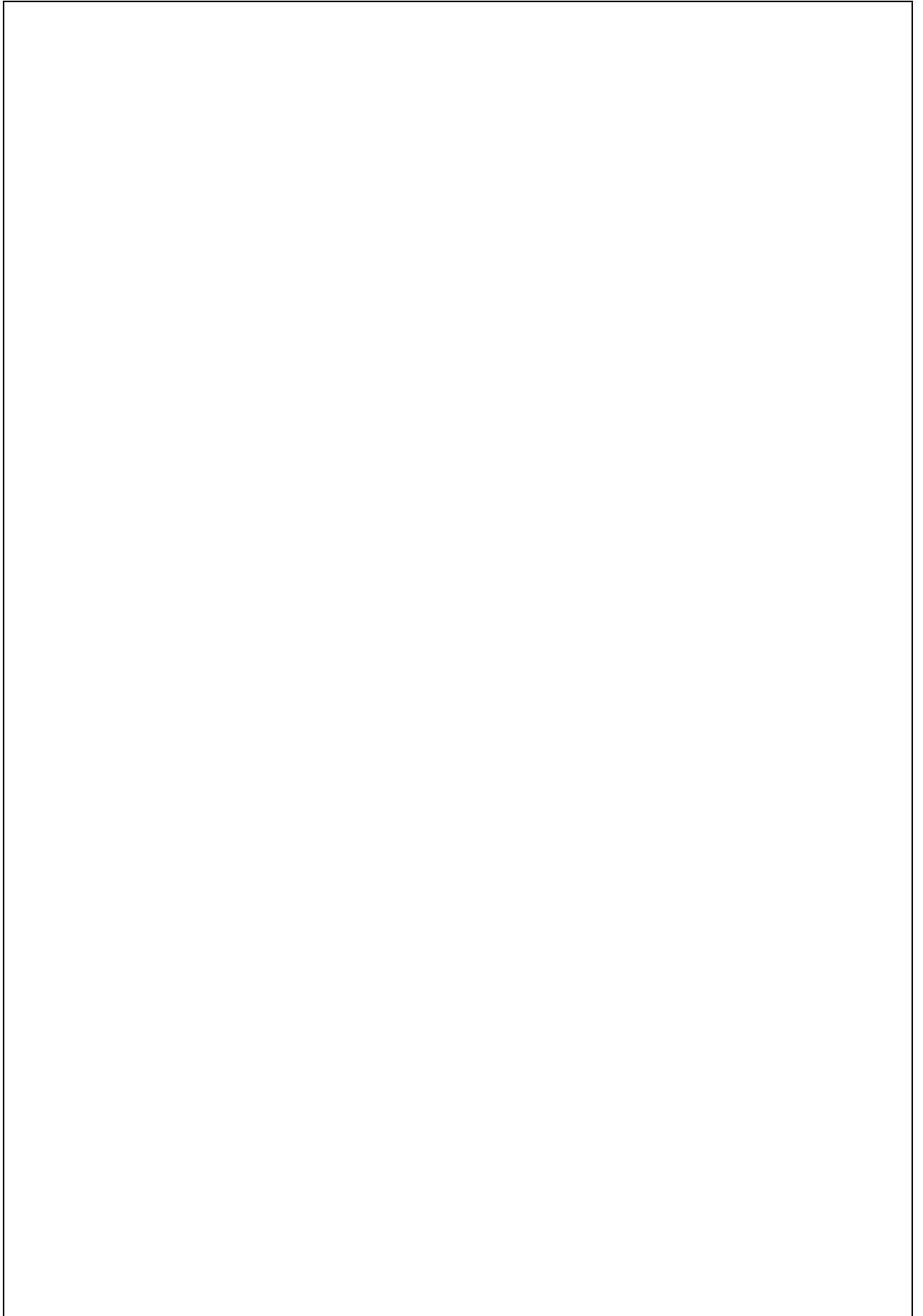
(ii) Ground Floor



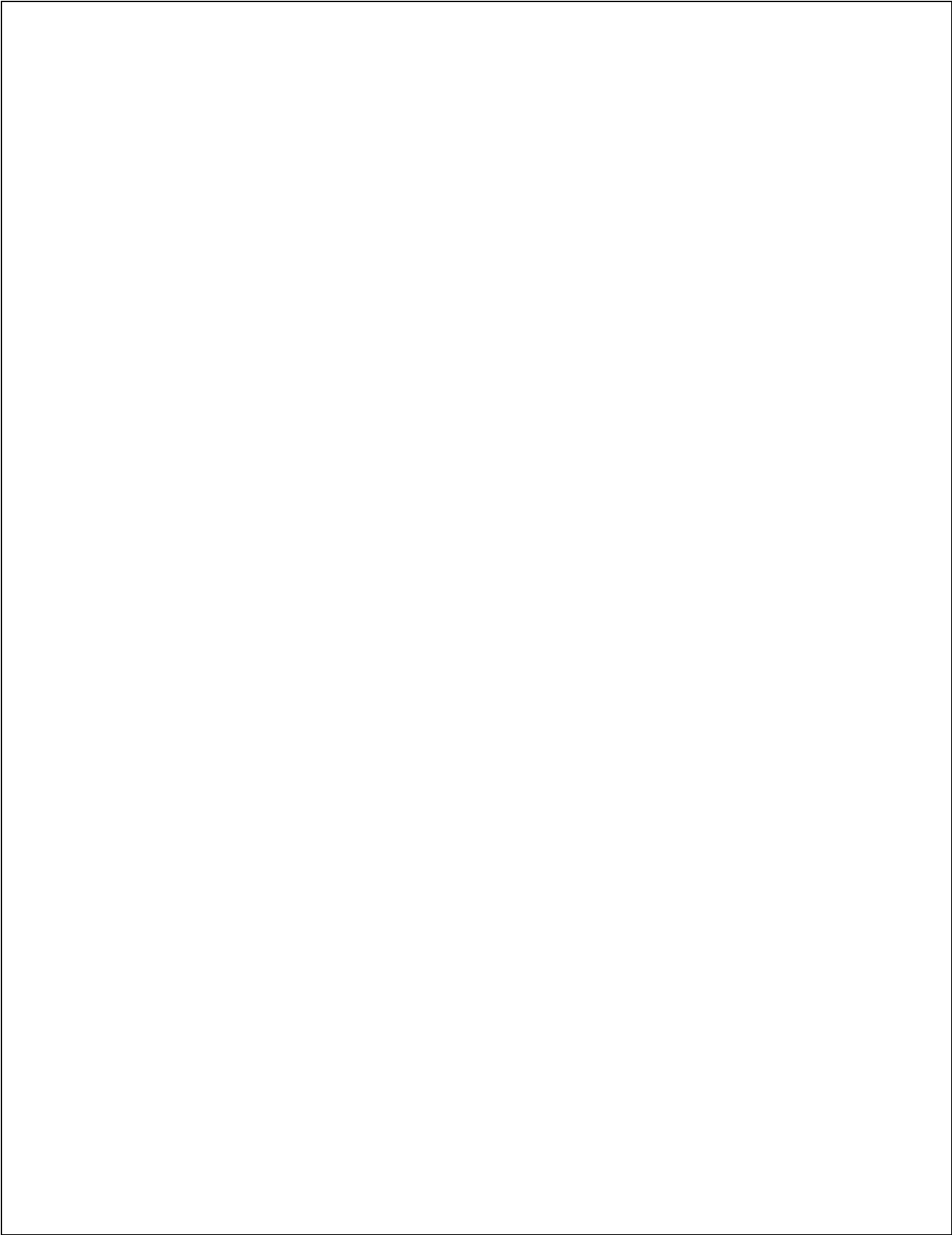
(iii) First Floor



(iv) The Roof



(v) Upper Roof Floor



(c) Regulatory Requirements (Please refer to paragraph 8.2 B (c) of the Project Brief)

Please provide a self-assessment on the likelihood of the Proposal to involve any change of planning and land use; to comply with the Buildings Ordinance (Cap. 123 of the Laws of Hong Kong) and the Town Planning Ordinance (Cap. 131 of the Laws of Hong Kong).

(i) Change of Planning and Land Use (if any)

Change of Planning and Land Use, including:	Y	N	NA
Whether all the new use(s) of the Proposal fall(s) on Column 1 of Outline Zoning Plan (OZP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whether any new use(s) of the Proposal fall(s) on Column 2 of OZP (which requires application to the Town Planning Board)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the access to the Premises sufficient for the new use(s) of the Proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any extension works involved in the Proposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the extension works of the Proposal involve change in design, disposition and height of the existing graded historic building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is relocation or removal of tree(s) involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(ii) Compliance with the Buildings Ordinance (Cap. 123 of the Laws of Hong Kong)

To comply with the Buildings Ordinance (Cap. 123), is it necessary for the Proposal to carry out improvement works for provisions of the following items?	Y	N	NA
Means of Escape (number of exits and staircases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rescue Access (emergency vehicular access and fireman's lift)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Resisting Construction (protection of staircase(s), compartmentation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adoption of fire engineering to develop fire safety design if the prescriptive requirements of the Code of Practices for Fire Safety in Buildings 2011 cannot be complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barrier Free Facilities (access, ramp, toilet and lift, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structures (additional load, strengthening the capacity of existing structure, structural alteration works, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site formation and modification of existing slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(d) Compliance with Licensing Requirements (Please refer to paragraph 8.2 B (d) of the Project Brief)

Please indicate the Consent(s) (defined in paragraph 5.4 of the Project Brief) required, if any, for the proposed use of the Premises, and whether or not such Consent(s) has/have been obtained.

1.	
2.	
3.	
4.	
5.	

(e) Compliance with Fire Services Requirements and Building Services Requirements (Please refer to paragraph 8.2 B (e) of the Project Brief)

(i) Compliance with Fire Services Requirements

Evaluation of the new usage of the Premises and provision of fire service installations, including:	Y / N / NA
Fire service installation using water such as automatic sprinkler system, fire hydrant, hose reel, street fire hydrant, improvised sprinkler system, new water supply tank etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Electrical fire service installation such as fire alarm, fire detection, emergency lighting, exit sign, audio/visual advisory, close circuit television, fire service direct link, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
New emergency generator for fire service installation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

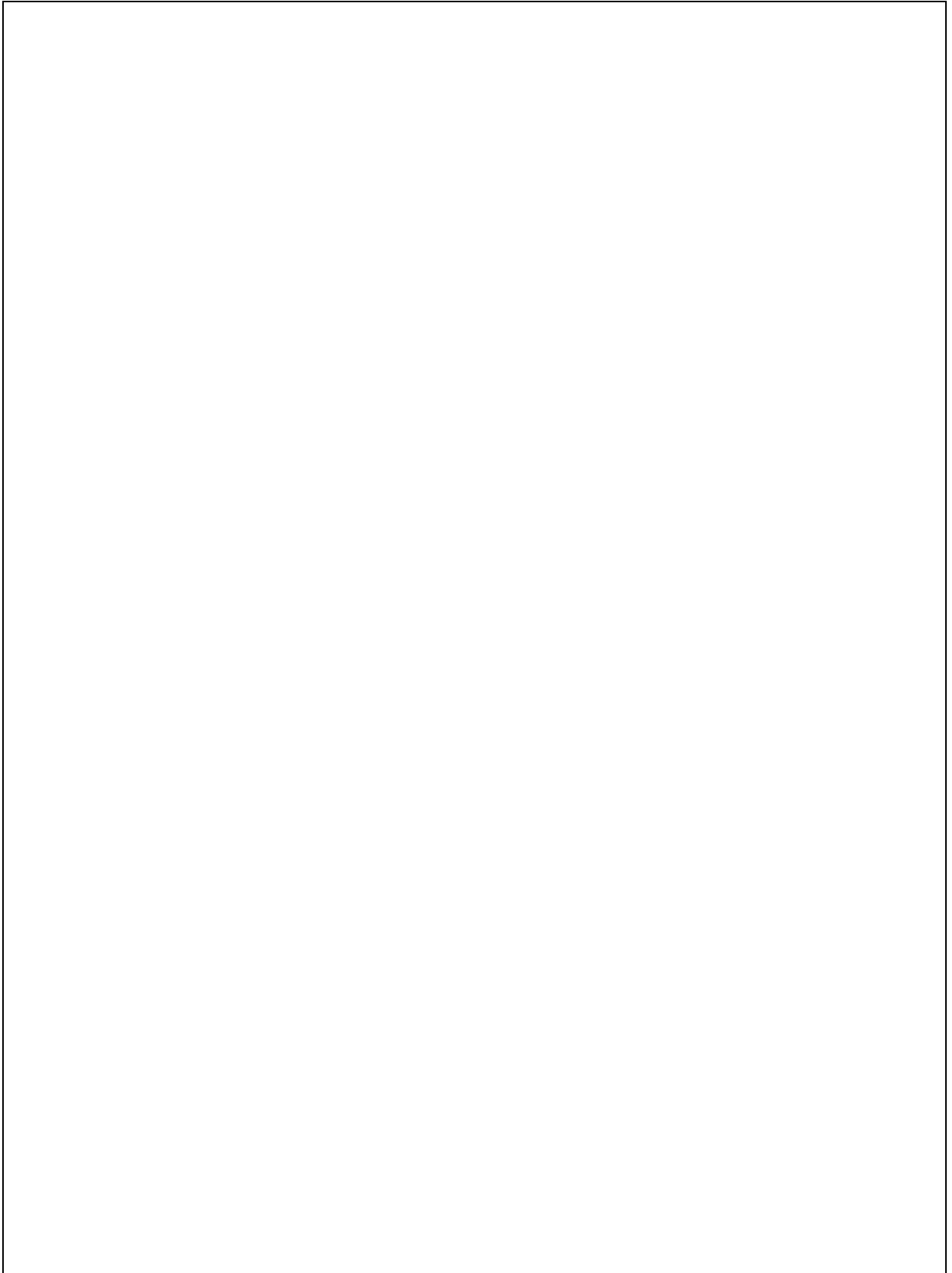
Miscellaneous fire service installation such as portable appliances, automatic actuating devices, ventilation/air-conditioning control, automatic fixed installation not using water, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special fire service installation such as smoke extraction system, pressurization of staircase, gas extraction system, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire retarding material for licensed premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(ii) Compliance with Building Services Requirements (if any)

Evaluation of the new usage of the Premises and provision of sufficient building services installations (in addition to fire service installations), including:	Y / N / NA		
Electrical installation including lighting, low voltage cubicle switchboard and lightning protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical ventilation, heating and air-conditioning installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing and drainage installation including provision of water tank and septic tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply and discharge connections for utilities and services including electricity, gas, telecommunication, fresh water, salt water, storm water drainage, foul water drainage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous building services installations such as security system, broadcast reception, gas installation, fountain installation, specialist building services equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(f) Conservation Proposal (Please refer to paragraph 8.1 (e) and 8.2 B (f) of the Project Brief)

Please provide a detailed Conservation Proposal that demonstrates your strategies in design, interpretation and maintenance to sustain and showcase the cultural significance of the Premises.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed Conservation Proposal. The box occupies most of the page below the instructions.

(g) Cost Estimation and Financial Support (Please refer to paragraph 8.2 B (g) of the Project Brief)

(i) Cost Estimation

Please provide below a breakdown of the estimated costs required for the building, renovation, fitting out works and the purchase of furniture and equipment, etc.

Item	Details	Estimated Cost (HK\$ '000)
1. Demolition and site clearance		
2. Foundation works		
3. Building works		
4. Slope upgrading works		
5. Building services		
6. External drainage works (e.g. drainage connections to public mains)		
7. External works (e.g. landscaping, car parking, fencing, other underground utility services connection to public mains, access to site and roads, etc.)		
8. Additional energy conservation measures		
9. Furniture and equipment		
10. Consultancy fee (excluding project management personal) :		Total:
(a) Detailed design, tender documentation		
(b) Site investigation and surveys		
(c) Tendering, tender assessment		
(d) Contract administration		
(e) Management of resident site staff		
11. Resident site staff		
12. Contingencies		
Total		

The above estimation shall be calculated at the price level as at the Application Deadline.

(ii) Financial Support

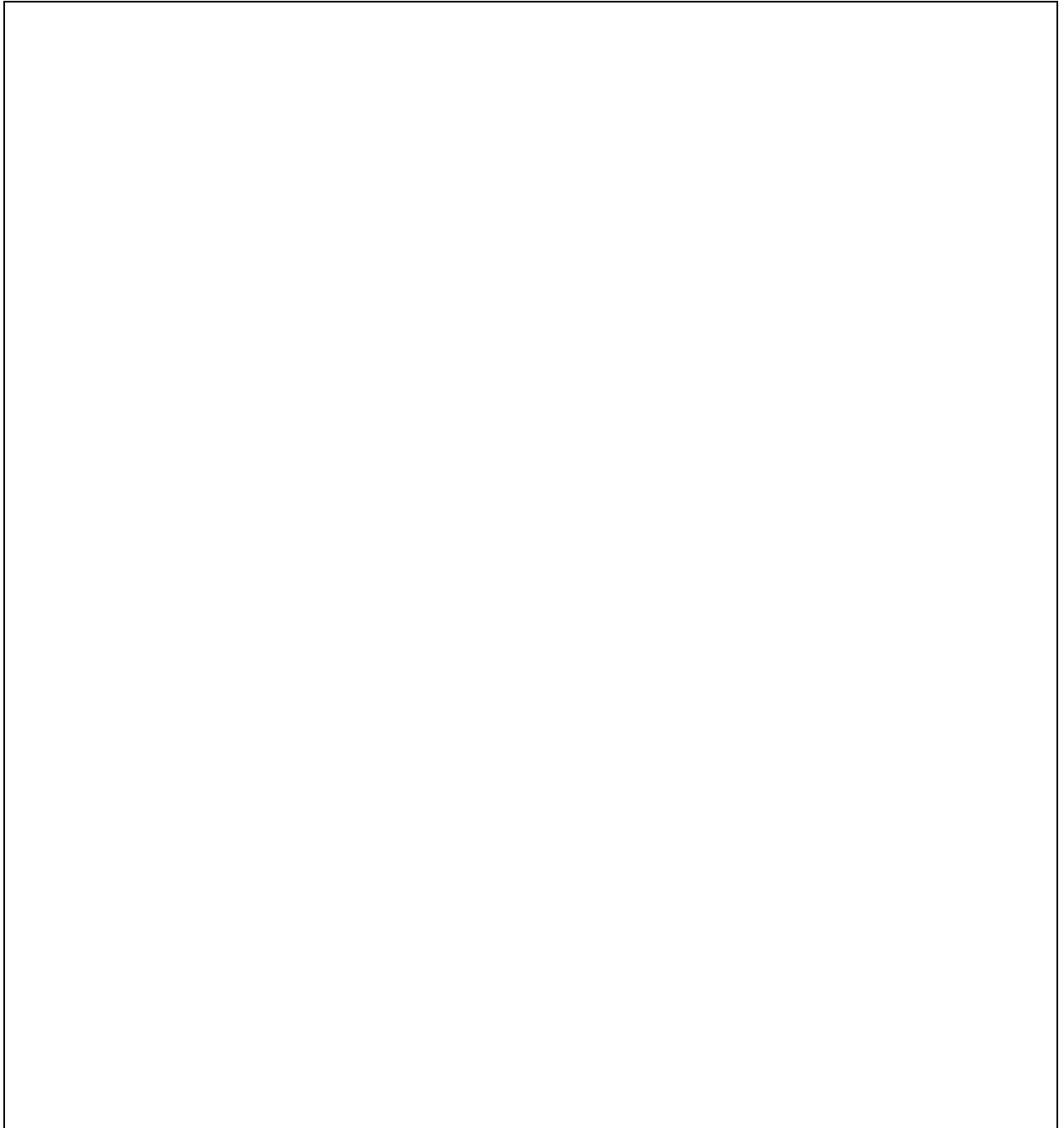
Please indicate the source(s) and amount of finance/income for meeting the capital costs above.

Source(s) of
finance/income: _____
Amount: \$ _____

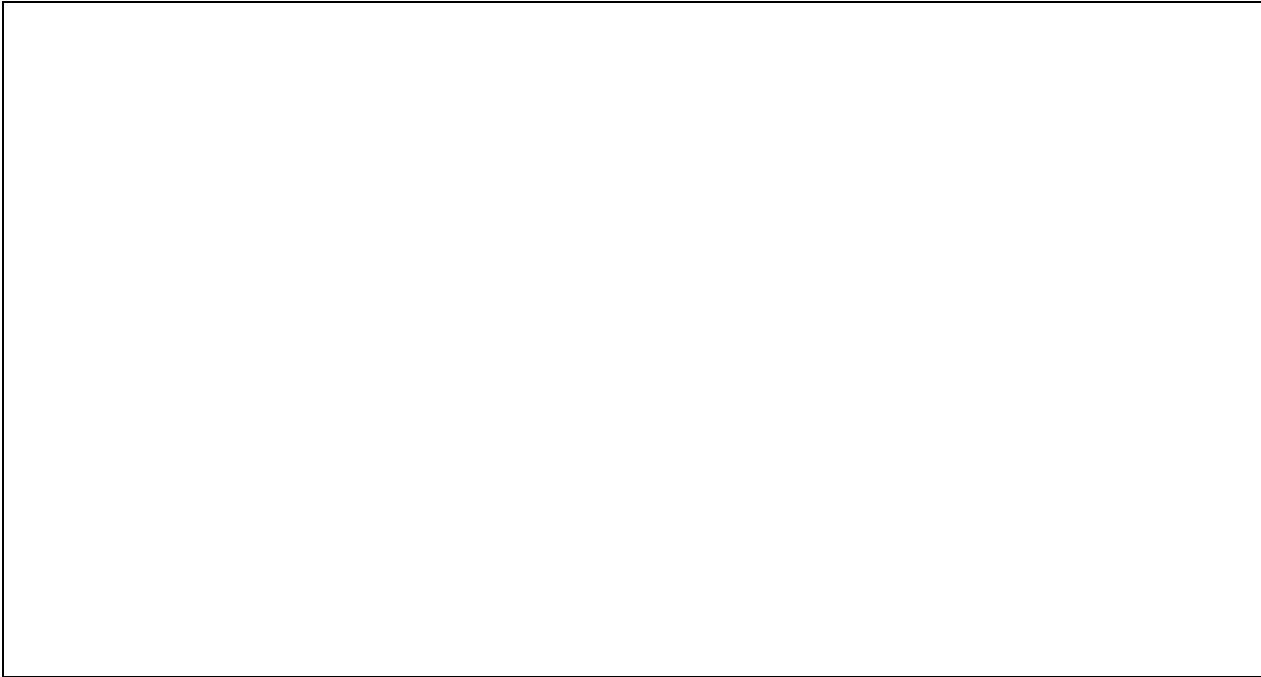
C. Contribution to the Arts and Culture Sector (Please refer to paragraph 8.2 C of the Project Brief)

Please illustrate with quantitative and qualitative assessments on the contribution of the Proposal to the arts and culture sector.


(1) Plans and strategies on overall utilisation of the facilities by local and overseas artists/arts group. (reference may be made to KPIs under Appendix V Area 2. Venue operation)



(2) Detailed plan to deliver the proposed programmes and the programmes' contribution to providing opportunities to artists and arts groups, supporting the arts and culture sector, engaging the local community and the general public (reference may be made to KPIs under Appendix V Area 3. Programmes)

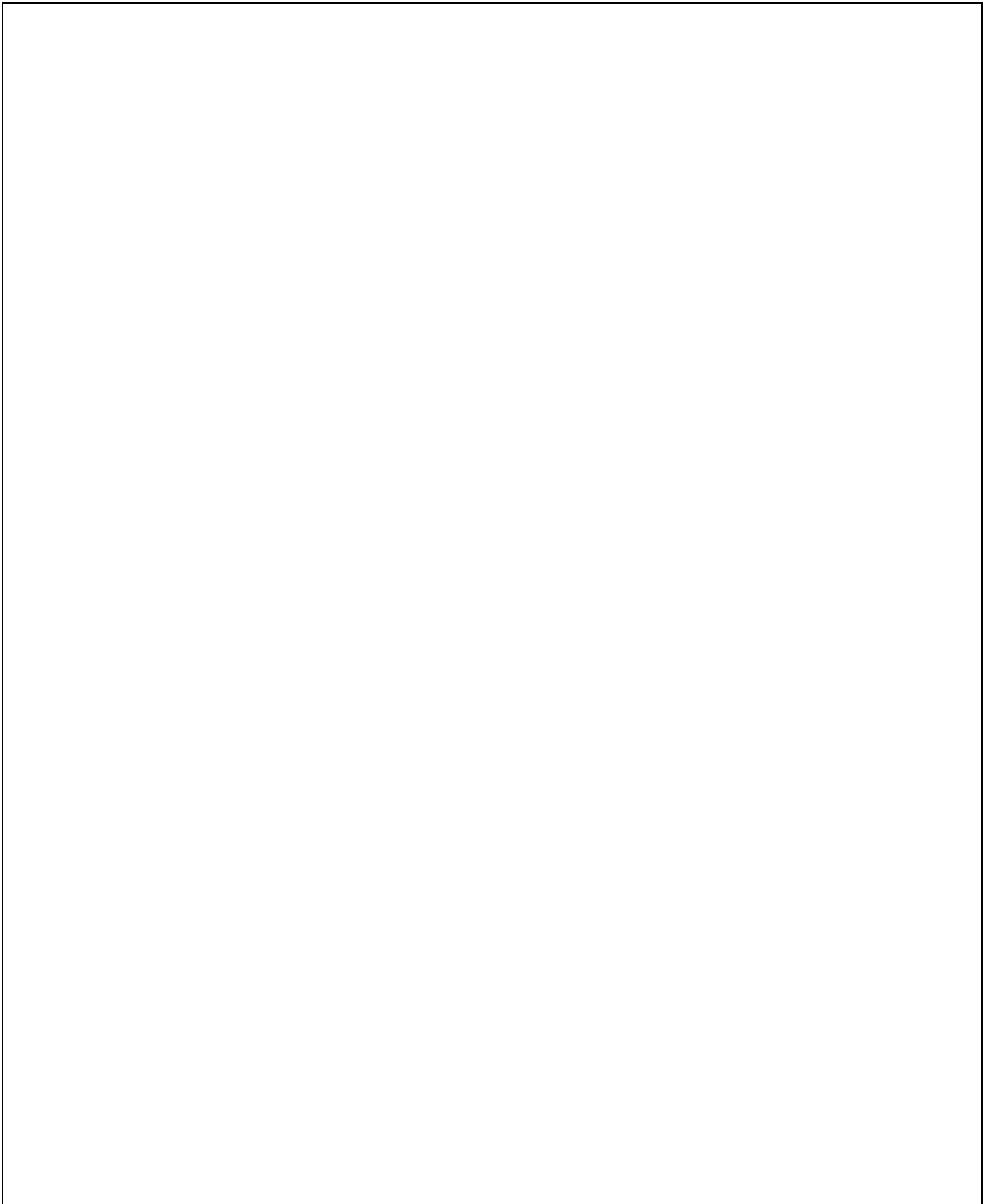


(3) Target client(s) and number of projected visitors in three years of operation, the calculation basis and how the targets can be achieved with reference to the proposed marketing and publicity plans, etc. (reference may be made to KPIs under Appendix V Area 4. Audience/Participants and Area 5. Marketing and publicity)



(4) Plans for local and international events/activities and how the activities can promote cultural exchange between Hong Kong and the Mainland as well as other overseas cities, and elevate the artistic excellence of arts groups/artists as well as the profile of Hong Kong with reference to the proposed performance targets.

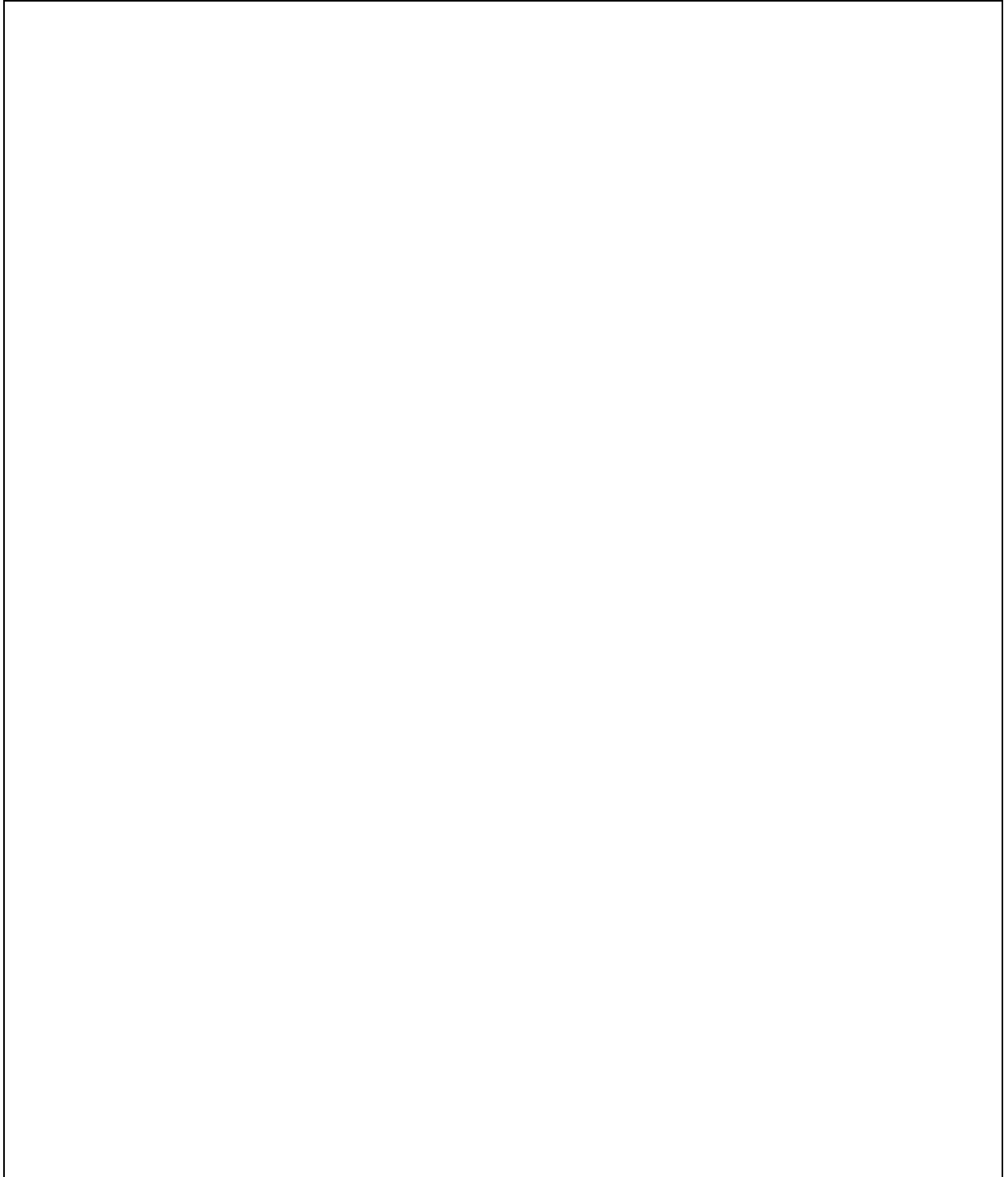
(reference may be made to KPIs under Appendix V Area 6. Number of local and international programmes and Area 7. Collaboration projects/events)



D. Financial Viability

(a) Business Plan

Please describe the implementation method(s) of the Proposal, including the description of the activities or service(s) with market data analyses, the business marketing strategies and operation plans. Please refer to the principles and requirements in paragraph 8.2 D (a) of the Project Brief when formulating the business plan.



(b) Starting Costs

Please list out the starting costs including the pre-operating expenditure items such as expenditure on consultancy works and renovation works, website set-up and procurement of furniture and equipment, etc. (Please refer to paragraph 8.2 D (b) of the Project Brief)

<u>Item</u>	<u>Estimated Cost</u> (HK\$ '000)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Total	

(continued)

	Year 1 (HK\$ '000)	Year 2 (HK\$ '000)	Year 3 (HK\$ '000)	Total (HK\$ '000)
Operating Expenses				
Salaries, allowances and MPF contributions				
Government rent and rates <i>(Note 4)</i>				
Utilities				
Insurance premium				
Publicity expenses				
Repair and maintenance <i>(Note 5)</i>				
Audit fees				
Legal fees				
Bank charges				
Outsourcing expenses (please specify for each service)				
1. Cleansing				
2. Security				
3.				
4.				
5.				
Service fees payable to related parties / organisations (please specify for each service) <i>(Note 6)</i>				
1.				
2.				
3.				
4.				
Other expenses (please specify by nature)				
1. Telephone				
2. Stationery				
3. Transport				
4.				
5.				
6.				
7.				
8.				
Total Operating Expenses (c)				
Net Profit/(Deficit) (a) + (b) – (c)				

Note:

1. For the purpose of this projected income and expenditure statement, each projection year should cover a period of 12 months. All projections should be based on the current price level as at the Application Deadline. The inflation factor should not be taken into account.
2. Please specific the nature of the income, e.g. the sales of tickets.
3. Please specify any other income, e.g. bank interest.
4. For the estimation of Government rent and rates, please refer to prevailing rate.
5. Repair and maintenance expenses include repair and maintenance of buildings, vegetation, disturbed slope(s) and disturbed retaining wall(s), building services, external areas, landscape and associated equipment within the Premises. Please note that free warranty is usually provided for building / equipment in the first year of operation.
6. Please list out all inter-charging arrangement for product(s) or service(s) provided by related parties / organisations, including the nature and charging basis.

(d) Sources of Income (Refer to paragraph 8.2 D (d) of the Project Brief)

Please provide details of all sources of income, if any.

	Source of income (Please indicate relationship with Applicant, if any)	Nature (e.g. donation, sponsorship and other Government subsidies)	Amount (HK\$ '000)	Duration of funding	Purpose(s) of funding
1.					
2.					
3.					
4.					
5.					

Note:

Please provide supporting documents on the commitment of funding or donations, if any.

(e) Checklist on Financial Information

I/we hereby confirm the following:

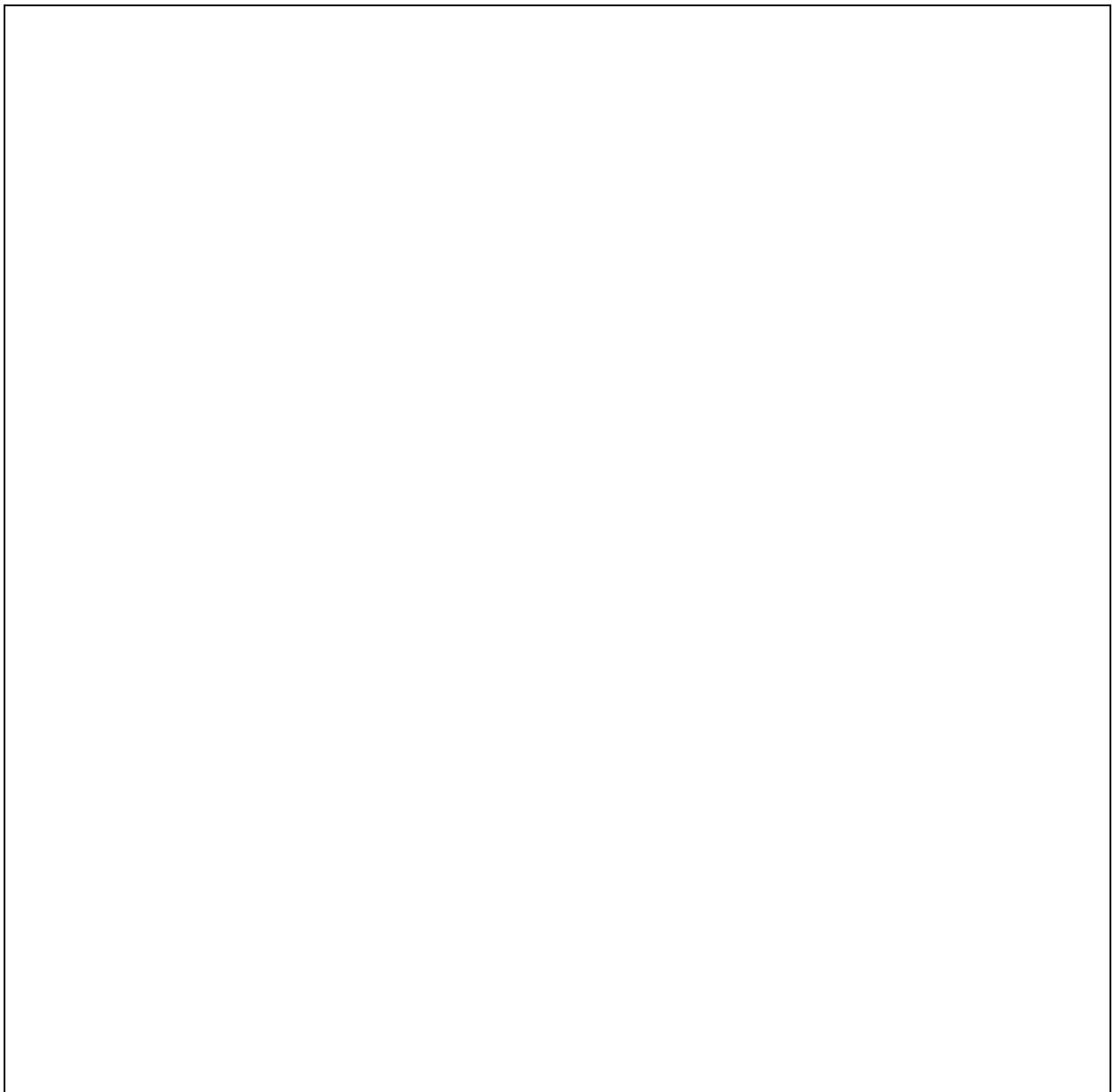
Please Tick

- (i) The income and expenditure projections are free of arithmetical errors and inconsistencies.
- (ii) All figures are at current price level (i.e. the price level as at the Application Deadline).
- (iii) Government funding, if any, to finance operating deficit is not included in the income projection.
- (iv) Estimates on repairs and maintenance of building and equipment have been critically assessed taking into account of any free warranty provided
- (v) The donation/Government funding for programmes organised therein **is/is not*** a major source of income and **will/will not*** continue to be available over the projection period.
- (vi) Audited Financial Statements including Statement of Financial Position as well as Statement of Income and Expenditure and Other Comprehensive Income of the Applicant for the past 3 years preceding the Application Deadline (i.e. ending 2022, 2023 and 2024) **are/are not*** available and **are/are not*** submitted with the Proposal.
- (vii) The financial projections on salaries and wages comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong).

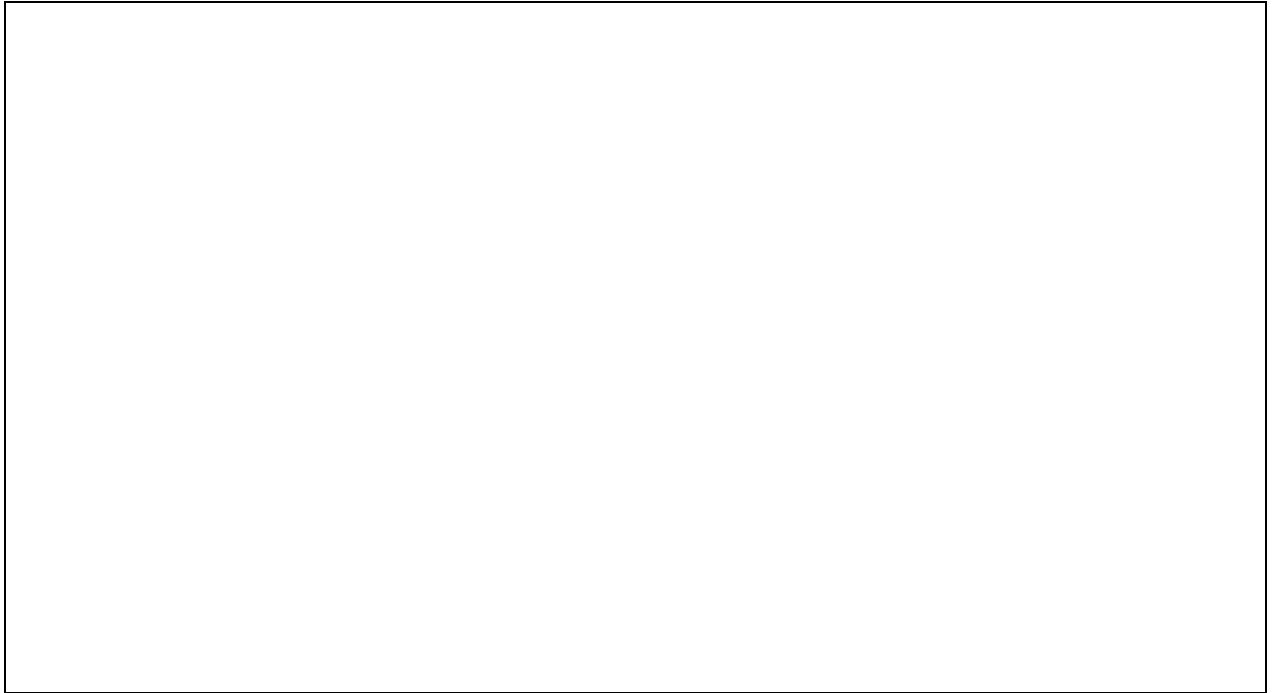
* Please delete as appropriate

E. Management Capabilities (Please refer to paragraph 8.2 E of the Project Brief)

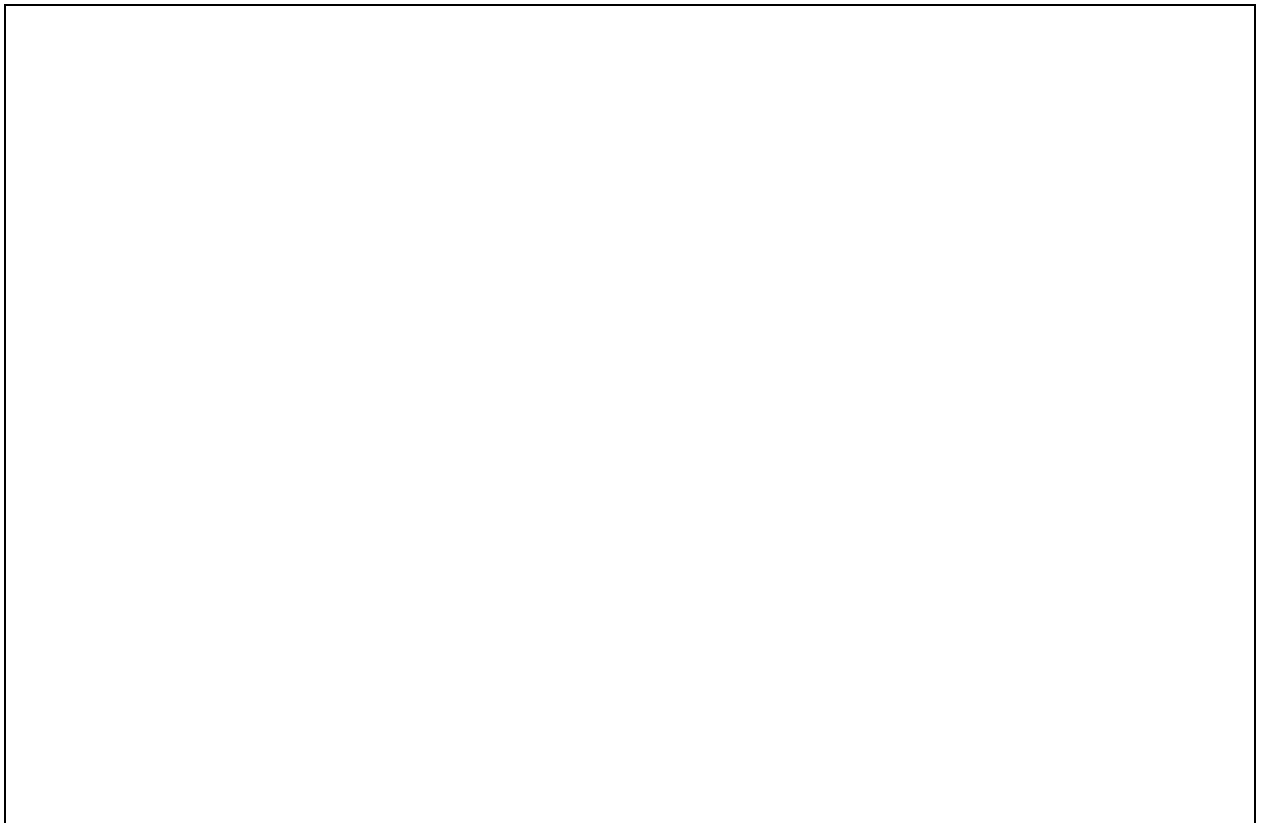
- (a) Please provide a detailed description of the Applicant's institutional set-up, including staffing structure, number and establishment and job responsibilities of individual staff; the qualification and relevant working experience requirements in staff recruitment and selection; staff orientation, training and development programmes; organisation chart with posts including managerial positions, holding company/companies and beneficial owners, their respective capital contributions, the form and the terms and conditions of such contributions, the proposed capital structure for undertaking the Proposal and detailed information on shareholders' agreements and Memorandum and Articles of Association.



- (b) What are the resources that will be deployed to deliver the Proposal (e.g. programme and venue management personnel for renovation, construction, procurement of goods and services, etc)?



- (c) What are your track record and experience in organising proposals / businesses of similar or relevant nature (if any)?



(d) (i) History and Objectives of the Applicant

[Empty box for History and Objectives of the Applicant]

(d) (ii) Core Services provided by the Applicant

[Empty box for Core Services provided by the Applicant]

(d) (iii) Sources of Income of the Applicant

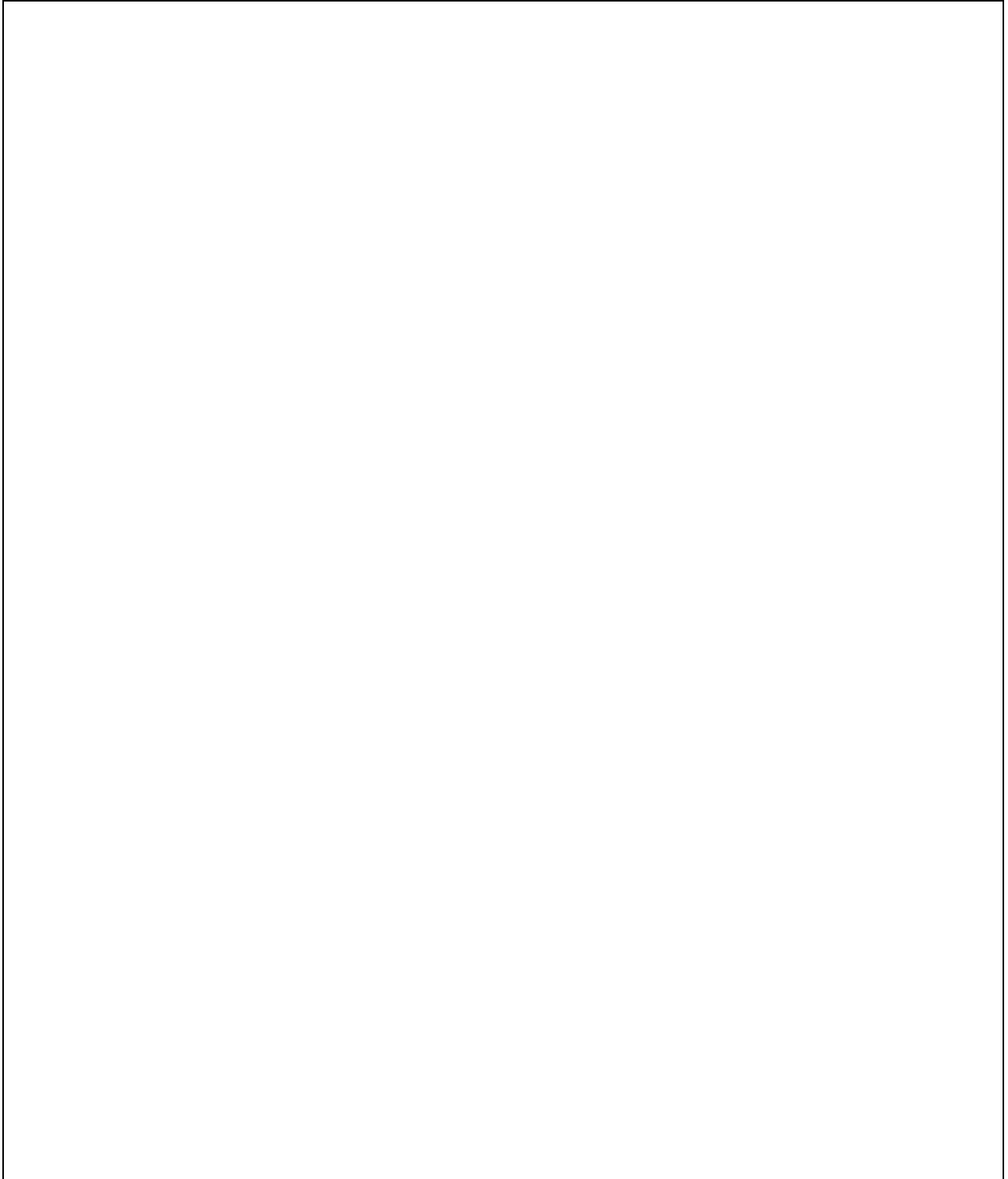
[Empty box for Sources of Income of the Applicant]

(d) (iv) Supplementary Information (if any) (e.g. support from third-party endorser(s), cross-sector collaboration)

[Empty box for Supplementary Information]

F. Performance Monitoring Plan (Please refer to paragraph 8.2 F of the Project Brief)

Please provide information on the continuous monitoring of the Applicant's performance throughout the Service Agreement Period in achieving the targets of the KPIs and the objectives of the Proposal, including the follow-up actions and remedial measures to be taken if the KPI targets and/or the objectives of the Proposal cannot be met.



IV. Implementation Schedule

Please list out in the implementation schedule below the anticipated tasks upon taking over the Premises until re-opening of the Premises and the estimated timeline for completion of such tasks. (Please refer to paragraph 8.2 G of the Project Brief)

Task	Timeline

Declaration and Consent of the Applicant

I/We certify that all the information given in this Appendix III and the submissions made in relation to my/our Application are true and accurate. I/We understand that any false or inaccurate information will render the Proposal invalid and not to be considered further.

I/We agree that information given in this Appendix III and the submissions made in relation to my/our Application will be used by the Government to process my/our application and all related purposes. I/We also agree that information contained in this Appendix III and subsequent submissions made by me/us in relation to my/our Application may be published by the Government for all purposes relating to this IFP and/or any other related purposes.

To be completed and signed by the Applicant

Signature (to be signed by the Applicant / authorized signatory for and on behalf of the Applicant)

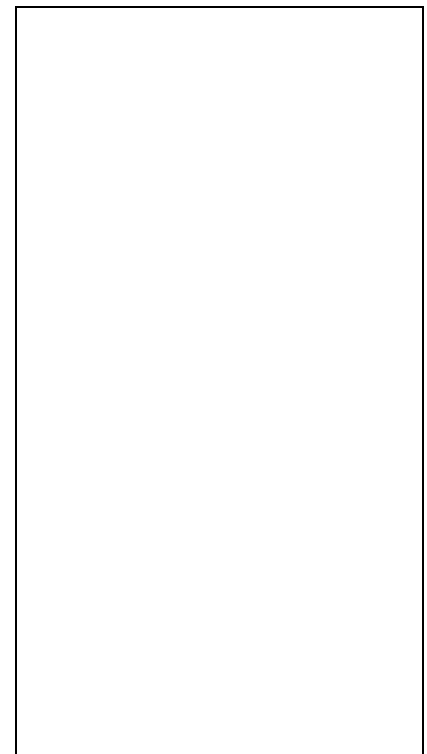
Name of the authorized signatory (where applicable)

Post Title of the authorized signatory (where applicable)

Telephone Number

Name of the Applicant

Date



Organisation Chop