

## **Appendix 22**

**Sample of "Invitation Letter for Submission of Fee Proposal for Comprehensive Condition Survey"**

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## Appendix 22 Sample of "Invitation Letter for Submission of Fee Proposal for Comprehensive Condition Survey"

*The suggested formats of letters and documents for building maintenance works in this Appendix have been prepared by private consultants. They are for reference only. Advice should be sought from Project Consultants, if employed by the building owners for the proposed works, on whether such formats should be modified to suit the special circumstances of each case. If no Project Consultant has been employed for the works, the building owners should at least appoint an experienced member from the Project Steering Committee or appropriate person with backgrounds in contract administration to give similar advice.*

By Fax & By Post (Fax# \_\_\_\_\_ )

[Name and Address of Consultant]

[Date]

Our ref.:

Dear Sir/Madam,

**Re : Invitation for Fee Proposal for  
Comprehensive Condition Survey of  
[Name and Address of Building/Estate]**

We write, on behalf of [Name of OC], to invite you to submit a professional service fee proposal to conduct a comprehensive condition survey of the subject premises. The scope of services covered by the fee proposal shall include but not limited to the following:-

- (1) To retrieve Approved General Building Plans, Structural Plans, Plumbing Plans, Drainage Plans and other relevant drawings of the subject premises from the Buildings Department, other Government Departments and public utility companies.
- (2) To provide all necessary professional services include Authorized Person, Registered Structural Engineer, Building Services Engineer, etc., for the completion of the said condition survey.
- (3) To conduct a comprehensive condition survey to external and internal common areas of the subject premises.

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- (4) To carry out a comprehensive condition survey to the existing building services including plumbing, drainage, fire services and electrical installations.
- (5) To identify the defects and recommend appropriate method(s) of repair and reinstatement works to all building elements, systems and installations.
- (6) To identify unauthorized building structures/works, other defects and its repair work not yet mentioned in item 3 above.
- (7) To set priority and provide cost estimate on the recommended repair and reinstatement works.
- (8) To prepare 2 copies of the condition survey report duly signed by either an Authorized Person or a Professional Building Surveyor to reveal all findings, repair methods and cost estimates for the Owners’ reference.
- (9) To complete the said comprehensive condition survey within \_\_\_\_ weeks from appointment. To submit the said comprehensive condition survey report to **[Name of OC]** within \_\_\_\_ weeks from appointment.
- (10) To explain details of the said condition survey report to the Owners, and to answer questions that they may raise.

Please submit your fee proposal with your proposed payment schedule, and the relevant job experience of your firm in a sealed envelope marked conspicuously “Confidential – Tender Document for Fee Proposal for Comprehensive Condition Survey of **[Name of Building/Estate]** and send to **[Address for Return of Tender]** on or before **[Time and Date for Return of Tender]**. LATE SUBMISSION WILL NOT BE CONSIDERED.

Should you require a site visit, please contact **[Name]** at **[Telephone Number]**. Should you have any queries on the above, please contact **[Name]** at **[Telephone Number]**.

Yours faithfully,  
For and on behalf of **[Name of OC]**

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*Drafting Note: Where necessary, the scope of services shall include liaison with the relevant government Departments (e.g. if the comprehensive condition survey is a requirement of a statutory order).*