



Prequalification Form

Christian Family Service Centre
Provision of Architectural and Associated Consultancy Services
to Proceed the Renovation Works for
Vera R. Desai – Mind Delight Memory and Cognitive Training Centre
at Unit No. 4, G/F, Choi Sing House, Choi Ha Estate, Choi Ha Road, Kwun Tong, Kowloon
(Tender Reference No. : CSD/MLC/08/2026)

Prequalification for Architectural Consultancy Service

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 Vera R. Desai – Mind Delight Memory and Cognitive Training Centre. 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 Vera R. Desai – Mind Delight Memory and Cognitive Training Centre.

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:

Name	
Registered Address:	
Phone / Mobile numbers	
Email ID:	
Website (optional):	
Brief Profile	

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:

Year	Project Details with location	Client	Date of Commencement	Date of Completion	Project Value



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

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.

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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Format for Cover Letter and email subject replying this email:

Subject: Prequalification of Architect(s) / Architectural Firm for renovation project for Vera R. Desai – Mind Delight Memory and Cognitive Training Centre

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