



School Ref. No.: T24002

Date: April 16, 2024

## PART I

### Form of Tender

for

**Main Entrance External Wall Painting and Classroom Windows Waterproofing at 5/F  
Christian Alliance P.C. Lau Memorial International School (the Works)**

At

**No. 2, Fu Ning Street, Hong Kong (the Site)**

for

**Christian Alliance P.C. Lau Memorial International School (the Employer)**

#### Notes:

- A. If a tender is being made by a partnership or an unincorporated body, the names and residential addresses of all partners should be given in the space provided below.
- B. In all cases, the tenderer must provide the number of the certificate of incorporation, the number and dates of the business registration certificate here and enclose a copy thereof:

Certificate of Incorporation Number:	
Business Registration Number:	
Business Registration Dates of Commencement and Expiry:	



**To: The Employer**

1. Having inspected the Site, examined the Specifications for the execution of the above-named Works, I/we offer to execute, complete, and maintain the whole of the said Works all in conformity with the tender documents for the sum of Hong Kong Dollars \_\_\_\_\_  
(HK\$ \_\_\_\_\_).
2. In consideration of the Employer's undertaking to consider this tender which is hereby given, I/we agree to abide by this tender for three months from [the] date fixed for receiving the same. It shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
3. Unless and until a formal agreement is prepared and executed[,] this tender together with your written acceptance thereof shall constitute a binding contract between us.
4. I/we understand that you are not bound to accept the lowest or any tender.

Signature \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of \* \_\_\_\_\_

Registered address of firm \_\_\_\_\_

\_\_\_\_\_

Witness \_\_\_\_\_

Occupation of witness \_\_\_\_\_

Address of witness \_\_\_\_\_

Date \_\_\_\_\_

Name of Partners: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\* In case of a Limited Company, please insert the name of the company. In case of a partnership or unincorporated body, the names of all partners must be inserted.



## PART II

### Main Entrance External Wall Painting and Classroom Windows Waterproofing at 5/F Christian Alliance P.C. Lau Memorial International School

#### 1. Interpretation

1.1 In this Agreement, unless the context otherwise requires:

"The School" or "CAPCL" means Christian Alliance P.C. Lau Memorial International School at No. 2, Fu Ning Street, Kowloon, Hong Kong

"Contractor" means a party (a) to whom this Invitation to Tender is addressed, and (b) who is submitting a Tender and (c) whose Tender is accepted by the School.

"Contract" or "Agreement" means the agreement between CAPCL and the Contractor for the provision of Works.

"Works" means all the works to be executed, supplied or done by the Contractor under the Contract.

"Representative" means the authorized persons from the Admin Office or any officer appointed by CAPCL for the purpose of coordinating and ensuring that the works undertaken or services performed comply with the requirements of the Contract.

"Contract Period" means the time as stipulated in the Contract or any extended period which is to be mutually agreed by the Contractor and CAPCL.

1.2 The headings in this Agreement are for reference only and shall not affect its interpretation.

#### 2. Insurance

2.1 The Contractor shall effect a policy of insurance against all claims, demands or liability with an insurance company approved by CAPCL and shall continue such insurance policy during the Contract Period plus any period for the rectification of defects and shall when required, produce the insurance policy with payment receipt to the Representative for inspection.

2.2 If the Contractor shall fail to effect and keep in force the insurance referred to or any other insurance which he may be required to effect under the terms of the Agreement, CAPCL may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for the purpose and CAPCL may from time to time deduct the amount so paid by CAPCL as aforesaid from any moneys due or which may become due to the Contractor or recover the same as a debt due from the Contractor.



2.3 In the event of any of the Contractor's employees or agents suffering any injury or death in the course of or arising out of the Agreement and whether there be a claim for compensation or not, the Contractor shall within 7 clear working days give notice in writing of such injury or death to the Representative.

2.4 CAPCL shall not be liable in respect of any damages or compensation under the Employees' Compensation Ordinance or in consequence of any accident or injury to any workman or other person in the employment of the Contractor in the course of carrying out the Works and the Contractor shall indemnify and keep indemnified CAPCL against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

### 3. Extent of Contract

The Contract shall include the provision of all resources including labour, goods and materials, platforms, scaffolding, plant, tools and equipment, etc. as required for the completion of the Works.

### 4. Warranties

4.1 The Contractor warrants that the Contractor's workmen possess the necessary qualifications and experience and are competent to carry out the Works.

4.2 The Contractor warrants that the Works shall be carried out and completed in a professional manner and that the Contractor, its workmen and any person employed or engaged by it shall use all due and reasonable diligence in the discharge of the services and all other obligations hereunder.

4.3 The Contractor warrants that the Works shall be carried out and completed in accordance with the terms of the Agreement and at the intervals and within the times referred to in the Agreement.

### 5. Protection of Property

When carrying out the Works, the Contractor shall protect all the building finishes and nearby equipment that may be affected by the Works during the Contract Period. Any damage that occurs in carrying out the Works shall be reported to CAPCL at once and the Contractor shall undertake to repair, replace or make good the damage at his own expense, failing which, CAPCL may deduct such sums from payment due to the Contractor for reinstatement of such damage to be carried out by others.



## 6. Protection of the Public

The Contractor shall take every precaution e.g. providing adequate barriers, warning signs and lights etc. to avoid danger to the public or others. The safety measures to be taken by the Contractor shall be the responsibility of the Contractor.

## 7. Occupational Safety and Health Ordinance

7.1 The Contractor shall, so far as is reasonably practicable, take all necessary steps to ensure the health and safety at work of all its employees performing the Contractor's obligations under the Agreement. Without prejudice to the foregoing, the Contractor shall for the purpose of the Agreement:

7.1.1 provide and maintain plant and systems of work that are safe and without risks to health; make arrangements to ensure the safety and absence of risks to health in connection with the use, handling, storage and transportation of plant or substances;

7.1.2 provide information, instruction, training and supervision to its employees;

7.1.3 maintain the workplace, as far as is within its control, safe and without risks to health; and

7.1.4 ensure that the Contractor's employees take care for the safety and health of other persons who may be affected by the act or omission of the Contractor's employees and cooperate with the Contractor and such other persons to ensure compliance with any applicable statutory requirements including those under the Occupational Safety and Health Ordinance.

7.2 The Contractor shall fully indemnify CAPCL from and against all claims, actions, proceedings, demands and suits brought against and/or fines and penalties imposed on CAPCL arising directly or indirectly out of or in connection with the failure of the Contractor to comply with Clause 7.1 or any other obligations imposed under any applicable statutory requirements and all costs and expenses in connection therewith.

## 8. Liability and Indemnity

8.1 CAPCL and its employees or agents shall not be under any liability whatsoever for or in respect of:

(a) any loss of or damage to any of the Contractor's property or that of its employees or agents however caused (whether by negligence of CAPCL or any of its employees or agents or otherwise).

(b) any injury to or death of any of the Contractor's employees or agents save and except any such injury or death caused by the negligence of CAPCL or any of its employees or agents.



8.2 The Contractor shall indemnify CAPCL and its employees or agents against any claim or demand made against or liability incurred (including all costs, charges or expenses whatsoever) by CAPCL or any of its employees or agents in respect of:

8.2.1 any loss, damage, injury or death referred to in clause 8.1 (save and except injury or death caused by the negligence of CAPCL or any of its employees or agents).

8.2.2 any loss or damage sustained by or any injury to or death of any third party in consequence of any negligence of the Contractor or any of its employees or agents.

8.3 The Contractor shall indemnify CAPCL against any loss of or damage to any property of the CAPCL or of any of its employees or agents or any injury to any employee or agent of the CAPCL against any loss of or damage to any property of CAPCL or of any of its employees or agents or any injury to any employee or agent of CAPCL arising out of the negligence of the Contractor or any of its employees, sub-contractors or agents.

8.4 For the purposes of this clause "negligence" shall have the same meaning as that assigned to it in Section 2(1) of the Control of Exemption Clauses Ordinance.

## 9. Typhoon Precaution

Whenever typhoon signal No. 1 or above is hoisted, the Contractor shall ensure that all unstable items at the site of the Works are secured and that all loose items scattered around are cleared and removed from site immediately.

## 10. Site Visit

The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by CAPCL. Before submitting the tender, the Contractor shall (1) take site measurements and verify site conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to CAPCL. The Contractor should also take into consideration of any potential problems and developments that may arise during the construction period and the defects liability period. No claims shall be entertained due to the Contractor's negligence in this aspect.



### 11. Site Supervisor

The Contractor shall engage a suitably qualified full time site supervisor as representative to liaise with the Representative on matters relating to the Works, for the receipt of site instructions and implementation of the safety and health requirements stipulated in Clauses 7 and 15.

### 12. Site Access

The Contractor's employees and workmen shall observe all rules and regulations issued by CAPCL with regard to access to site, security control, issuing of passes and the like prior to commencement of the Works.

### 13. Temporary Electricity and Water Supply

Temporary electricity and water supply will be provided by CAPCL with no additional charge. The Contractor shall however make his own arrangement for taking the supply at the points designated by CAPCL. In some locations the supply points may not be close to the site of the Works.

### 14. Installation of Electrical Works

All electrical works shall be carried out by Registered Electrical Workers of APPROPRIATE GRADE and comply with all relevant regulations and codes of practice. The Contractor SHALL BE AN APPROVED REGISTERED ELECTRICAL CONTRACTOR BY EMSD AND shall submit to CAPCL copies of "Certificate of Registered Electrical Worker" prior to commencement of the electrical work and the "Work Completion Certification Form WRI/WRI (A)" immediately upon completion of the Works.

### 15. Clearance of Rubbish

Unless permitted by the Representative, all rubbish, crates, surplus materials, etc., are to be removed from the site as soon as possible each day during the progress of the Works so as to maintain unhindered access and allow easy inspection of the Works. The Contractor shall comply with any order from the Representative in connection with the removal of rubbish or clearing the site.

### 16. Working Hours

The permitted working hours are normally 08:00 to 18:00 on working days (except Sundays and public holidays) however the Contractor may be required to work during non-office hours, on Sundays or on public holidays depending on the availability of the areas concerned.

### 17. Execution of Works

The Works are to be executed with minimal disruption and inconvenience to ongoing activities and facilities in the building and the Contractor's working program and/or method statement is to be agreed with the Representative prior to commencement of the Works.



## 18. Variations

CAPCL may, at any time during the Contract Period, issue instructions in writing for alteration, addition, omission, substitution or other variation with regard to the quality or quantity of the Works. No variation required by CAPCL shall vitiate the Contract. The Contractor shall carry out such variations and be bound by the same conditions, so far as are applicable, as though the said variations were stated in the Contract. Valuation of variations shall be in accordance with other provisions of the Contract and where such provisions are not contained in the Contract, or are not applicable, the amount shall be such sum as is reasonably assessed by CAPCL.

## 19. Lump Sum Contract

The Contract is a lump sum fixed price contract. The items and quantities allowed in the Contract or those quoted by the Contractor are for reference only. Unless it is expressly stipulated by CAPCL in the Contract that the quantities of any items are provisional and will be counter measured on completion of the Works, the contract sum shall not be subject to change if the final quantities installed or provided are different from the quantities therein.

## 20. Inspection and Rejection

All Works performed in pursuance of the Agreement shall be subject to inspection and shall not be deemed to have been accepted unless either:

20.1 CAPCL shall so certify; or

20.2 The Works are not rejected as being unsatisfactory within [21 days] of the date upon which they were executed and offered to CAPCL as having been completed.

20.3 Without prejudice to any rights, the Representative may reject any Works (or part thereof) which do not strictly conform to the terms and conditions stipulated in the Agreement. Within 24 hours of being notified in writing of the rejection of any work or services the Contractor shall be required to take the necessary action to rectify such rejected works.

## 21. Deduction/Withholding of Payment

CAPCL shall have the right to deduct or withhold part of or the whole payments due to incomplete or unsatisfactory service or works rendered by the Contractor. If the Contractor fails to rectify such defects within a reasonable time, CAPCL shall have the right to employ another party to carry out the works and the Contractor shall be liable for any additional costs so incurred.





## 22. Sub-Contract

22.1 The Contractor shall not sub-contract or assign or transfer the rights and obligation under the Contract or any part of it to any other person without the prior written consent of CAPCL or the Representative. Any assignment or sub-contract made without such consent shall be of no effect.

22.2 Unless otherwise agreed by CAPCL, the Contractor shall bind each permitted assignee to the terms and conditions of the Contract in any such assignment or sub-contract.

22.3 The Contractor shall not be relieved from any of its obligations hereunder by entering into any sub contract for the performance of any part of the Contract and it shall be responsible for the acts, defaults or neglect of any sub-contractor as if they were the acts, defaults or neglect of the Contractor.

## 23. Termination of Contract

23.1 If the Contractor shall fail to carry out all or any of the Works provided for in the Contract within the Contract Period or such extended period as may be agreed in accordance with the Contract or in the event of unsatisfactory performance or breach of Contract by the Contractor, CAPCL may terminate the Contract by notice in writing but without prejudice to any claims by CAPCL for breach of Contract and in particular, the right of CAPCL to assign the balance of the uncompleted works to another contractor or contractors whereupon the Contractor shall be liable for any sums so incurred.

23.2 CAPCL shall be entitled to terminate the Contract for any other reasons at any time by giving not less than one month's written notice to the Contractor.

## 24. Corrupt Gifts and Payments of Commission

It is CAPCL policy not to permit any employee to ask for or to receive any advantage in money or in kind, in his business dealings on behalf of CAPCL. The Contractor should report to the Head of School of CAPCL if any CAPCL employee attempts to solicit any advantage from him. The Contractor is reminded that under the Prevention of Bribery Ordinance of Hong Kong, it is an offence to offer any advantage to a CAPCL employee as an inducement to or reward for giving assistance or using influence in the promotion, execution or procuring of any contract with CAPCL.

If the Contractor shall be found to offer any gratuity, bonus, bribe or any other gift or consideration as an inducement or reward or commission to any employee of CAPCL in relation to this or any other contracts or agreements to which CAPCL is a party, CAPCL shall be at liberty forthwith to terminate the Contract and shall hold the Contractor liable for any loss or damage which CAPCL may thereby sustain.



## 25. Defects Liability Period

The Defects Liability Period ("DLP") shall be twelve (12) calendar months after Works have been certified by CAPCL as being complete or such period as otherwise agreed. Any defects or faults which may appear within the DLP due to materials or workmanship not being in accordance with the Contract shall be made good by the Contractor at his own cost within one calendar month from the date of notice given by CAPCL to the Contractor or any other dates as agreed with the Representative.

## 26. Payment

Unless otherwise agreed, payment of the Works completed will be made by cheque within 90 days from the date of receipt of invoice. Payment will only be made against an original invoice which should be addressed to GENERAL OFFICE, 1/F, Christian Alliance P.C. Lau Memorial International School, No. 2, Fu Ning Street, Kowloon, Hong Kong.

For reimbursement of materials purchased on behalf of CAPCL, the Contractor shall submit the original receipt or sales invoice which shall be retained by CAPCL. Any receipt or sales invoice addressed to a third party will not be entertained by CAPCL.

## 27. Smoking

CAPCL is a non-smoking campus. Any person found smoking on campus (including all indoor and outdoor areas) is liable to a fine under the Smoking (Public Health) Ordinance, Laws of Hong Kong.

## 28. Conflicts with the General Conditions or Amendments thereto Contractor's Employees or Agents

Where Specific or Special Conditions of Contract are also used in the Contract, they will take precedence in the event of conflicts with the General Conditions of amendments thereto. The Contractor shall be responsible for the conduct of its employees and agents whilst they are in the vicinity of the School and shall ensure that they will behave accordingly. The School shall be entitled to request, on reasonable grounds, the removal or replacement of any of the Contractor's employees or agents from the campus and refuse to admit any such persons if their admission becomes undesirable in the reasonable opinion of the School.

## 29. Liaison with Other Parties

The Contractor shall liaise and cooperate with the School's other departments, contractors, consultants and agents for the efficient maintenance and management of the campus.

## 30. Contractor's Default

If the Contractor shall neglect or refuse to execute the Works or part of the Works with due diligence and expedition, CAPCL shall be at liberty to employ other workmen or contractor to complete the said part of the Works and the Contractor shall reimburse CAPCL the cost that shall be incurred for completing the said part of the Works to the satisfaction of CAPCL regardless of the prices quoted by the Contractor in their tender.



### 31. School Property

Where the School provides identity cards, materials, equipment, etc., for the use of the Contractor, such items shall be returned to the School and the Contractor shall be responsible for, and forthwith make good, any loss or damage sustained.

### 32. Contractor Uniform

The employees and agents of the Contractor when working on the school campus are required to wear uniform which clearly shows their company name.

### 33. Dispute

Any unresolved dispute or difference arising out of or in connection with this Contract shall be referred to mediation through the Hong Kong Mediation Council, the costs of which shall be shared by the parties. If at the end of this process the matter remains unresolved it shall be referred to and determined by arbitration at Hong Kong International Arbitration Centre in accordance with its Domestic Rules and whose decision shall be final and binding on both parties. The costs of such reference shall be at the discretion of the arbitrator.

### 34. Waiver

No failure or delay in exercising any of the rights of CAPCL under the Contract shall be deemed to be a waiver of that right, and no waiver by CAPCL of any breach of the Contract by the Contractor shall be considered as a waiver of any subsequent breach of the same or any other provision.

### 35. Entire Agreement

This Agreement constitutes the entire agreement between the parties, supersedes any previous agreement or understanding and may not be varied except in writing between the parties.

### 36. Severability Clause

If any provision of the Contract is found by any court, tribunal or administrative body of competent jurisdiction to be wholly or partly illegal, invalid, void, voidable, unenforceable or unreasonable it shall, to the extent of such illegality, invalidity, voidness, voidability, unenforceability or unreasonableness, be deemed severable and the remaining provisions of the Contract and the remainder of such provision shall continue in full force and effect.

### 37. Governing Law

This Agreement shall be governed by the laws of the Hong Kong Special Administrative Region.



## PART III

**Technical Specification for Main Entrance External Wall Painting and Classroom Windows**  
**Waterproofing at 5/F**  
**Christian Alliance P.C. Lau Memorial International School**

### 1. General

1.1 These specifications describe the requirements for goods. Tenderers are required to submit with their offers the detailed cost breakdown, method statement, specifications, drawings, catalogues, etc. for the products they intend to supply.

1.2 All the dimensions, capacities, and quantities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. the procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.

1.3 The tenderers are required to provide including but not limited to catalogues, specifications, fact sheets of the proposed products and materials for CAPCL's approval.

1.4 The tenderers are required to present information along with their offers as follows:

- 1.4.1 Shortest possible delivery period of each product;
- 1.4.2 Information on proper representatives and / or workshop for back-up service / repair and maintenance including their names and addresses;
- 1.4.3 Tentative working program;
- 1.4.4 Detail Design of the Works with layout, elevation or perspective plans, photographs;
- 1.4.5 Detail material specification and catalogues;
- 1.4.6 Relevant job references of previous projects.



## 2. Scope of Work

### 2.1 External Wall Painting (Main Entrance Elevation), G/F to R/F

Item No.	Products / Services Description	Qty	Unit	Unit Price (HKD)	Amount (HKD)
<b>1</b>	<b>Preliminary Works and Project Management</b>				
1.1	- Insured Amount not less than HKD 20 million - Employee compensation insurance	1	Job		
1.2	To provide sufficient site protection for working area.	1	Job		
1.3	- The contractor shall provide a qualified project manager during the entire construction period. - The project manager is responsible to monitor the entire progress of the project and report to the school on a daily basis during the construction period. - The project manager is responsible for the coordination and supervision of on-site work. - Project schedule during the construction period shall be provided prior to the commencement of construction. - Project manager is required to have the full knowledge on all construction works. - Ensure the workplace safety of the construction site.	1	Job		
<b>2</b>	<b>Description</b>				
2.1	Hammer tapping test to check and locate any defective area on the external wall.	1	Job		
2.2	To repair the defective area with approved method.	1	Job		
2.3	High-pressure water jet cleaning to the external wall and remove any loosen paint.	1	Job		
2.4	Make good the uneven profile prior painting application.	1	Job		
2.5	To apply a coat of painting sealer and two coats of finishing top paint, color to match with existing (Brand: ICI, SKK, or equivalent).	1	Job		



Item No.	Products / Services Description	Qty	Unit	Unit Price (HKD)	Amount (HKD)
<b>3</b>	<b><u>Final cleaning after completion of works</u></b>				
3.1	Final cleaning after completion of works.	1	Job		
3.2	Construction waste treatment, including waste treatment charge during and after the construction period.	1	Job		
<b>4</b>	<b><u>Working platform</u></b>				
	Option A: Provision of supply and provide the aerial working platform or scissor working platform for working at height.	1	Job		
	Option B: Provision of supply and erect a portioned of bamboo scaffolding or other method (to be specified for approval) to the external wall area for working at height, including Form 5 certificate and all necessary protection measure and dismantle the scaffolding and make good the area as original finishing.	1	Job		
				Total for Option A:	
				Total for Option B:	



## 2.2 Classroom Windows Waterproofing at 5/F

Item No.	Products / Services Description	Qty	Unit	Unit Price (HKD)	Amount (HKD)
<b>1</b>	<b><u>Preliminary Works and Project Management</u></b>				
1.1	- Insured Amount not less than HKD 20 million - Employee compensation insurance	1	Job		
1.2	To provide sufficient site protection for working area.	1	Job		
1.3	- The contractor shall provide a qualified project manager during the entire construction period. - The project manager is responsible to monitor the entire progress of the project and report to the school in daily basis during the construction period. - The project manager is responsible for the coordination and supervision of on-site work. - Project schedule during the construction period shall be provided prior to the commencement of construction. - Project manager is required to have the full knowledge on all construction works. - Ensure the workplace safety of the construction site.	1	Job		
<b>2</b>	<b><u>Description</u></b>				
2.1	Hammer tapping test to check and locate any defective concrete on both the external/internal wall.		sq.m.		
2.2	Saw cut and hack-off the defective concrete to expose the sound substrate.		sq.m.		
2.3	To repair the area with pre-packed concrete repair material, temporary formwork may required.		sq.m.		
2.4	To remove all existing sealant along windows frame to wall opening.		sq.m.		
2.5	Make good the joints and seal with component PU joint sealant.		sq.m.		
2.6	To install the new water dripping line on top of all windows.		sq.m.		
2.7	Apply new external wall paint to the area (color to match with existing, Brand: ICI, SKK, or equivalent).		sq.m.		



Item No.	Products / Services Description	Qty	Unit	Unit Price (HKD)	Amount (HKD)
2.8	Carry out 2 hours water spraying test to the external wall.	1	Job		
2.9	To conduct infrared scanning test with report to client.	1	Job		
<b>3</b>	<b><u>Final cleaning after completion of works</u></b>				
3.1	Final cleaning after completion of works.	1	Job		
3.2	Construction waste treatment, including waste treatment charge during and after the construction period.	1	Job		
<b>4</b>	<b><u>Working platform</u></b> Provision of supply and erect a portioned of bamboo scaffolding or other method (to be specified for approval) to the external wall area for working at height, including Form 5 certificate and all necessary protection measure and dismantle the scaffolding and make good the area as original finishing.	1	Job		
<b>5</b>	<b><u>Optional Item:</u></b> Supply and install a triangular aluminum section to above of 5/F windows.		Linear meter		
				Total:	

2.3 Tentative site works period: starts from 2 July 2024 or other date as agreed by the School in writing. The site must be cleaned and handed over to the School in 30 calendar days unless any extensions otherwise agreed by the School in writing. The tenderers must gain the School's approval for any noisy work performed on-site in advance.

2.4 Site inspection is highly recommended.

### 3. Payment terms

1<sup>st</sup> stage: 35% Deposit

2<sup>nd</sup> stage: 60% Works completed

3<sup>rd</sup> stage: 5% retention, payment will be made within 90 days after handover to the school.





Christian Alliance P.C. Lau Memorial  
International School  
宣道會劉平齋紀念國際學校

2 Fu Ning Street  
Kowloon, Hong Kong  
(852) 2713 3733  
www.capcl.edu.hk

#### 4. Photo Reference

