

File Reference: FEHD S/3-5/5021/20

8 March 2021

To Whom It May Concern

Dear Sir/Madam,

<i>Tender Ref.</i>	<i>Description</i>	<i>Closing Date & Time (Hong Kong Time)</i>
FEHQ5021/20	Provision of Professional Diploma Training Programme in Waste Management and Meat and Foods Inspection for Health Inspectors of FEHD	12 April 2021 (12:00 noon)

This department is tendering for the provision of the above service. The tender document with Closing Date as specified above, is now available in DVD or may be downloaded from the e-Tender Box (ETB) of the Procurement and Contract Management System (PCMS).

Those who are interested in the above tender are requested to bring along this letter, a name card of your company when collecting the tender documents in DVD from the following addresses:

- (a) The Supplies Section, Food and Environmental Hygiene Department, 1st Floor, Oi Kwan Court, 28 Oi Kwan Road, Wan Chai, Hong Kong. (Tel.: 2923 5332, Fax: 2834 8401);
- (b) The Central and Western District Office, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong. (Tel.: 2189 2819);
- (c) The Yau Tsim Mong District Office, Ground Floor, Mong Kok Government Offices, 30 Luen Wan Street, Kowloon. (Tel.: 2399 2111).

In order to fully acquaint yourselves with the requirements for the above tender and to determine the scale and costs of the services to be provided, you are strongly advised to attend the tender briefing session which will be held on **16 March 2021 (Tuesday) at 16:00** in the Lecture Theatre on 2/F of Oi Kwan Court, 28 Oi Kwan Road, Wan Chai, Hong Kong. Any information given at the tender briefing session should not be taken as varying the information in the tender documents unless subsequently confirmed in writing.

Please feel free to contact the undersigned for enquiries.

Yours faithfully,



(Miss Yuki SZETO)
for Director of Food and Environmental Hygiene

致：

香港北角渣華道三百三十三號
北角政府合署地下
政府物流服務署
開標委員會主席

投標書標籤

投標書檔號：FEHQ 5021/20 截標日期：2021年4月12日

備註：

1. 本投標書必須在指定的截標日期正午十二時（香港時間）前，投入香港北角渣華道三百三十三號北角政府合署地下的投標箱。
2. 投標人交回標書時，請以白信封裝載，信封面上不用註明投標人的姓名，但必須貼上此表格上截的投標書標籤。信封口必須密封。
3. 如未能報價，則毋須交回投標文件，惟請將此表格下載部分填妥，並用白信封封套，信封面貼上投標書標籤，於截標日期前寄到本署，使本署得知投標人未能報價的原因，以供下次招標時參考之用。
4. 不論報價與否，每份標書均須以獨立信封裝載。同一個信封內不得放置多過一份投標書。
5. 遞交投標書的時間為每日上午七時至下午七時(星期日及公眾假期照常)。
6. 郵寄的投標書如未付足郵費，概不受理。
7. 逾期的標書，恕不受理。
8. 假如在截標日期當日上午九時至正午十二時之間，正懸掛黑色暴雨警告或八號或以上颱風訊號，則是項招標的截標時間，將順延至下一個開標工作日正午十二時。

致：開標委員會主席

有關貴署的投標詢問(檔號：FEHQ 5021/20)，

截標日期：2021年4月12日)，本人抱歉未能報價，理由如下：

(請於適用的方格內加上✓號)

原因	註(如需填寫)
<input type="checkbox"/> 招標貨品不在本公司的供應/服務範圍之內	_____
<input type="checkbox"/> 未能符合標書規格	_____
<input type="checkbox"/> 未能按照編排送貨	_____
<input type="checkbox"/> 未能按照截標日期投標	_____
<input type="checkbox"/> 招標的貨量太少	_____
<input type="checkbox"/> 其他理由(請說明)	_____

簽署：_____

姓名(以正楷書寫)：_____

公司名稱：_____

日期：_____

(公司蓋印)

To : **THE CHAIRMAN, TENDER OPENING COMMITTEE**
GOVERNMENT LOGISTICS DEPARTMENT
G/F, NORTH POINT GOVERNMENT OFFICES
333 JAVA ROAD, NORTH POINT
HONG KONG

TENDER LABEL

Tender Reference No.: FEHQ 5021/20 Closing Date: 12 April 2021

NOTES

1. This tender MUST be placed in the Tender Box located at the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong BEFORE 12:00 noon (Hong Kong time) on the closing date specified.
2. Tenderer is requested to return his/her tender in a PLAIN ENVELOPE which should bear no reference to the name of the tenderer and be properly sealed. The TENDER LABEL at the upper portion of this form must be affixed on the envelope.
3. If a tenderer is unable to make an offer, return of the tender documents is NOT REQUIRED. However, he/she is requested to complete the lower portion of this form and return it to GLD by post in a PLAIN ENVELOPE with the TENDER LABEL affixed on the envelope before the closing date specified. This enables GLD to know of tenderer's reason for not quoting and take it into consideration in the next tender exercise.
4. Each tender, irrespective of whether it is with or without an offer, must be put in an individual envelope. It is not acceptable to put more than one tender in the same envelope.
5. Tender may be lodged from 7:00 a.m. to 7:00 p.m. daily, including Sundays and Public Holidays.
6. Tender will not be accepted if it is sent by post with inadequate postage.
7. Late tender will not be considered.
8. In the event of a rainstorm black warning or typhoon signal No. 8 or above is still hoisted between 9:00 a.m. and 12:00 noon, the tender closing time will be extended to 12:00 noon on the following tender closing date.

To : The Chairman, Tender Opening Committee

With reference to your tender enquiry (Ref.: FEHQ 5021/20 Closing Date: 12 April 2021), I regret that I am unable to quote due to the following reasons:

(Please tick against the box where applicable)

<u>Reasons</u>	<u>Remarks (if any)</u>
<input type="checkbox"/> Requirement is out of our range of supply/services.	_____
<input type="checkbox"/> Required tender specification cannot be met.	_____
<input type="checkbox"/> Delivery schedule cannot be met.	_____
<input type="checkbox"/> Tender closing date cannot be met.	_____
<input type="checkbox"/> Quantity required is too small.	_____
<input type="checkbox"/> Others (Please specify)	_____

Signature : _____
 Name in Block Letters : _____
 Name of Company : _____
 Date : _____

 (Company Chop)