

# 機電工程署 EMSD

香港特別行政區政府 機電工程署  
香港九龍啟成街3號  
Electrical and Mechanical Services Department  
Government of the Hong Kong Special Administrative Region  
3 Kai Shing Street, Kowloon, Hong Kong  
www.emsd.gov.hk

Our reference 本署檔號: EMSSSD1024

Telephone 電話號碼: (852) 3528 6314

Facsimile 圖文傳真: (852) 2504 3198

Your reference 來函檔號:

13 June 2025

**By Fax or Registered Mail**

Dear Sir/Madam,

**Tender Ref.: EMSSSD1024  
Supply of High Deck Body Vehicles  
to the Electrical and Mechanical Services Department  
Tender Closing on 28 July 2025 at 12:00 noon (Hong Kong Time)**

A tender invitation for the above-mentioned goods has been issued. You may submit a tender in response to this invitation.

The tender documents, including the terms of tender and the general and special conditions of contract, may be downloaded free of charge from the e-Tender Box (ETB) in the Procurement and Contract Management System (PCMS) at <https://pcms2.gld.gov.hk>. Alternatively, you may obtain copies of the tender documents on compact disc (CD-ROMs) from the following office by presenting a company card before the tender closing date:

Supplies Sub-Division,  
Electrical and Mechanical Services Department,  
6/F, EMSD Headquarters,  
3 Kai Shing Street,  
Kowloon Bay,  
Kowloon.

*Office hours: 9:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. on Monday to Friday except public holidays.*

Your tender should be submitted in one of the following submission methods before 12:00 noon on 28 July 2025 (Hong Kong Time):

- (a) in electronic form through the ETB of PCMS at <https://pcms2.gld.gov.hk>; or

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- (b) in paper form enclosed in a sealed plain envelope, marked *Supply of High Deck Body Vehicles to the Electrical and Mechanical Services Department*, Tender Reference: *EMSSSD1024*, Closing Date: *28 July 2025*, address to the Chairman, Tender Opening Committee and deposited in the Government Logistics Department Tender Box situated on the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong.

Late tenders or tenders not deposited in the Specified Tender Box will not be considered.

If you do not wish to submit a tender in response to this invitation, we will appreciate it if you would let us know the reasons by completing and returning the attached reply slip or the "No Offer Notification" page available at <https://pcms2.gld.gov.hk>. The information, where appropriate, will be taken into account for future tender exercises.

You are welcome to use the free online services of ETB by simply logging on your online account under the PCMS of Government Logistics Department. If you have not yet created or activated any account in the PCMS, please visit the website <https://pcms2.gld.gov.hk> to create or activate your account where appropriate.

You may visit the thematic webpage of ETB at <https://www.gld.gov.hk/share/pcms/en/etb-introduction> to learn more about the operating processes and related guidelines.

If you have enquiries, please contact us through the following ways:

	<u>Telephone</u>	<u>Fax</u>	<u>E-mail</u>
(a) General enquiry	(852) 3528 6314	(852) 2504 3198	tender_ssd@emsd.gov.hk
(b) PCMS online service	(852) 2231 5352	(852) 2503 1165	pcms_support@gld.gov.hk

Yours faithfully,



(Miss Sinmy CHAN)  
for Director of Electrical & Mechanical Services



**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 :** EMSSSD1024 **Closing Date:** 28 July 2025

(If you are unable to make an offer, please complete the lower portion of this form and return it to GLD, by post or by depositing it in the Tender Box situated on the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong, in a **PLAIN ENVELOPE** with the **TENDER LABEL** affixed on the envelope before the closing date and time specified.)

To : The Chairman, Tender Opening Committee, Government Logistics Department

With reference to your tender enquiry (Tender Ref. EMSSSD1024

Closing Date: 28 July 2025 ), I am / we are unable to submit a tender for the following reason(s) :

(Please tick against the box where applicable)

Reasons	Detailed Reasons / Remarks (if any)
<input type="checkbox"/> Requirement is out of our range of supplies/services.	
<input type="checkbox"/> Required tender specifications cannot be met.	
<input type="checkbox"/> Delivery schedule cannot be met.	
<input type="checkbox"/> Tender closing date cannot be met.	
<input type="checkbox"/> Others (Please specify)	

Authorised Signature : \_\_\_\_\_ :

Name in Block Letters : \_\_\_\_\_ :

Name of Company : \_\_\_\_\_ :

Date : \_\_\_\_\_ :

(Company Chop)