

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: EMSD/ITSS/3-30/5/51 Pt IV

Telephone 電話號碼 (852) 2808 3419

Your reference 來函檔號:

Facsimile 圖文傳真 (852) 2203 4286

29 August 2025

By E-mail, Fax or Registered Mail

Dear Sir/Madam,

Tender Ref.: 2BDTD25003
Provision of SAP Enterprise Support Service for the period
from January 2026 to December 2026
to the Electrical and Mechanical Services Department
Tender Closing on 13 October 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:

Electrical and Mechanical Services Department,
Information Technology Strategic Support Sub-Division 2,
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 13 October 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 *"Provision of SAP Enterprise Support Service for the period from January 2026 to December 2026 to the Electrical and Mechanical Services Department, Tender Reference: 2BDTD25003, Closing Date: 13 October 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) 2808 3469 | (852) 2203 4286 | neillam@emsd.gov.hk |
| (b) PCMS online service | (852) 2231 5352 | (852) 2503 1165 | pcms_support@gld.gov.hk |

Yours faithfully,



(Ms. LEUNG Mei Chong)
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 : 2BDTD25003

Closing Date: 13 October 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. 2BDTD25003)

Closing Date: 13 October 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)