

香港懲教署

CORRECTIONAL SERVICES DEPARTMENT  
HONG KONG香港灣仔港灣道12號  
灣仔政府大樓 23、24 及 27 樓  
懲教署總部

本署檔號 Our Ref.: ( ) in L/M (I) in CSD CSO 3-5-26R (PTCSU0062025)

來函檔號 Your Ref.:

電話 Tel.: (852) 2554 2658

圖文傳真 Fax: (852) 2870 0563

Headquarters  
23rd, 24th & 27th Floor, Wanchai Tower  
12 Harbour Road, Wan Chai  
Hong Kong

19 September 2025

To Whom It May Concern

Dear Sir/Madam,

**Tender Ref.: PTCSU0062025****Provision of Cleaning Services to the Lo Wu Correctional Institution  
of the Correctional Services Department****[Tender closing on 3 November 2025 (Wednesday) at 12:00 noon (Hong Kong Time)]**

Tender notice for the above requirement is published in the Government Gazette on 19 September 2025 and 26 September 2025, and the Correctional Services Department (CSD) Homepage ([http://www.csd.gov.hk/english/tender/other\\_tender.html](http://www.csd.gov.hk/english/tender/other_tender.html)) from 19 September 2025 to 3 November 2025.

If you are interested in the above tender, you may download the tender documents from the e-Tender Box (ETB) of the Procurement and Contract Management System (PCMS). Information about e-tendering is available on ETB website (<https://pcms2.gld.gov.hk>). Or you may collect the tender documents in CD Rom format from this office at the following address by bearer(s) with company card(s) during the office hours (i.e. from 08:30 hours to 12:30 hours and 13:30 hours to 17:15 hours on Monday to Friday (except public holidays)) on or after the above tender notice date:-

Correctional Services Department  
Central Supplies Unit  
Unit 2004-9,  
20/F, Honour Industrial Centre,  
6 Sun Yip Street,  
Chai Wan,  
Hong Kong.  
Tel. No. (852) 3421 0674  
Fax No. (852) 2870 0563

Your tender should be submitted by one of the following submission methods before 12:00 noon on 3 November 2025 (Hong Kong time):

- (i) in electronic form to the electronic tender box of ETB at the web address <http://pcms2.gld.gov.hk> ; or
- (ii) in paper form enclosed in sealed plain envelope, marked - *Provision of Cleaning Services to the Lo Wu Correctional Institution of the Correctional Services Department, Reference: PTCSU0062025 Closing Date 3 November 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.

You are welcome to use the free online services of ETB by simply logging on your online account under PCMS of GLD. If you have not yet created or activated any account in the PCMS, please visit the website (<http://pcms2.gld.gov.hk>) to create or activate your account where appropriate. You may also visit the thematic webpage of ETB (<https://www.gld.gov.hk/share/pcms/en/etb-introduction>) to learn more about the operating processes and related guidelines.

Yours faithfully,



( TSE Chi-wai )  
for Commissioner of Correctional Services