

民眾安全服務隊

香港 九龍 油麻地  
渡華路八號



CIVIL AID SERVICE

8 To Wah Road, Yau Ma Tei,  
Kowloon, Hong Kong.

本處檔號 Our Ref CASGR3-5/100/1(2025)

24 December 2024

來函檔號 Your Ref

電話 Tel No. 3651 9390

圖文傳真 Fax No. 2768 1068

Dear Sir/Madam,

**Addendum No. 1**

**Tender Ref.: CAS012024**

**Provision of Cleansing Services to Civil Aid Service Headquarters**

Further to our invitation to tender dated 29 November 2024, we would like to inform you that an amendment has been made to **Schedule B – Cleaning Schedule under Part 3 – Service Specifications** of the Tender Documents (i.e. **Items 5(c) and (d) are removed from the list of cleaning schedule**). Details of the amendment are listed below:

Item	Type	Services	Frequency of Services Required	
			<i>(Note 1)</i>	
			Office Areas	Public Areas
5. Windows, fixed lights, louvres, etc.	(a) General	Clean glazed areas on both sides and wipe down frames & fittings	M	
	(b) Venetian blinds	Wipe down	3M	
	(c) <del>Curtain walls &amp; logos</del>	<del>Clean all surfaces on both sides and wipe down frames &amp; fittings <i>(Note 4)</i></del>	<del>12M</del>	
	(d) <del>fence walls</del>	<del>Clean all surfaces on both sides</del>	<del>12M</del>	

The relevant page (with the indication of “Addendum No. 1” at the header) is revised as attached for replacement. Please replace the relevant page by the revised one attached and submit your Tender together with the revised page.

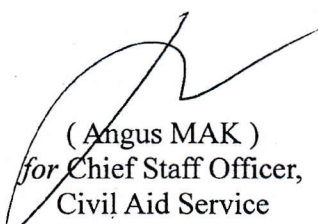
The above addendum shall form part of the Tender Documents. Apart from the above, all other terms and conditions of this tender shall remain unchanged.

Interested parties are reminded that the Tender Closing Date is **22 January 2025**. To be considered as a valid tender, tenderers must deposit their Tenders in the Government Logistics Department Tender Box located on the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong or to the e-Tender Box of the Government Logistics Department **before 12:00 noon (Hong Kong Time) on 22 January 2025** in accordance with the manner stipulated in the Tender Documents. A late Tender or a Tender not submitted in accordance with the manner stipulated in the Tender Documents will not be considered further.

If you have already submitted your Tender and wish to make changes to it, you should do so by submitting a revised Tender in accordance with the manner stipulated in the Tender Documents.

Thank you for your attention.

Yours faithfully,



( Angus MAK )  
*for* Chief Staff Officer,  
Civil Aid Service

Encl.

**PART 3**  
**SERVICE SPECIFICATIONS**

**Schedule B - Cleaning Schedule**

Details of Services and frequency of Services required for CAS Headquarters are listed below:-

Item	Type	Services	Frequency of Services Required		
			<i>(Note 1)</i>		
			Office Areas	Public Areas	
1. Floors (including wood flooring), corridors, staircases, and landings	All types	I. Sweep clean to keep from litter	D	D	
		II. Damp mop & buff <i>(Note 2)</i>	D	D	
		III. Scrub/wax & polish	W	W	
		IV. Strip old wax	6M	6M	
2. Granite floor at Lobby & 1/F		I. Anti-slippery wax	M	M	
3. Carpets	All types	I. Vacuum clean	D	D	
		II. Spot clean	W	W	
		III. Shampoo <i>(Note 3)</i>	6M		
4. Electrical fittings	(a) Light fittings	I. Clean all exteriors of fixed shades, housing and support etc.	M	M	
		II. Wash all removable diffusers, clip-louvres, shades etc. & refill	3M		
	(b) Fans, clocks, switches etc.	Clean	M	M	
5. Windows, fixed lights, louvres, etc.	(a) General	Clean glazed areas on both sides and wipe down frames & fittings	M		
	(b) Venetian blinds	Wipe down	3M		
6. Doors, partitions, window-sills, and handrails	(a) All types	I. Dust	D	D	
		II. Clean/wax & polish	M	M	
	(b) Glazed areas	Clean on both sides	D	D	
7. Walls and Dados	All types	I. Spot clean	D	D	
		II. Clean/wax & polish	M	M	
8. Toilets & shower-rooms <i>(Note 5)</i>	(a) Floors	I. Sweep & damp mop	$\frac{D}{2}$	$\frac{D}{2}$	
		II. Scrub with appropriate detergents	W	W	
	(b) W.C. Pans, seats and bath tub etc.	Scrub and disinfect		$\frac{D}{2}$	$\frac{D}{2}$
		(c) Partition, dados, lockers and benches etc.	I. Spot clean	D	D
	II. Scrub		W	W	
	(d) Mirrors, soap dispensers and other sanitary fittings	Clean	D	$\frac{D}{2}$	
(e) Sanitary towel incinerators/receptacles	Empty & clean	$\frac{D}{2}$	$\frac{D}{2}$		
(f) Toilet papers, towels, soap & soap clean	Replace & replenish <i>(Note 6)</i>	D	$\frac{D}{2}$		
9. Lift-cars	(a) Floors	I. Sweep & damp mop		$\frac{D}{2}$	
		II. Scrub/wax & polish		W	
	(b) Walls & doors handrails	I. Spot clean		D	
		II. Scrub/wax & polish		W	
	(c) Ceilings & light fittings	Clean surfaces		W	