

131-2024-HK

香港特別行政區政府  
衛生署  
香港灣仔皇后大道東 213 號  
胡志大廈 17 樓及 21 樓



THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION  
DEPARTMENT OF HEALTH  
WU CHUNG HOUSE, 17<sup>TH</sup> & 21<sup>ST</sup> FLOORS,  
213 QUEEN'S ROAD EAST,  
WAN CHAI, HONG KONG

本署檔號 Our Ref.: DHD050424  
來函檔號 Your Ref.:  
電話 Tel.: (852) 2961 8631  
圖文傳真 Fax: (852) 2893 1702

2 August 2024

To Whom It May Concern,

**Tender Reference: DHD050424**  
**Tender for the Supply of Calcipotriol and Betamethasone Ointment**  
**to the Department of Health**  
**Tender closing on 12 September 2024 at 12:00 noon (Hong Kong Time)**

A tender invitation for the above-mentioned goods has been issued. You may wish to consider submitting 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 web address: <https://pcms2.gld.gov.hk>. Alternatively, you may obtain copies of the tender documents from the following office by presenting a company card before the tender closing date:

Supplies Section  
Department of Health  
Room 52, 17th Floor, Wu Chung House,  
213 Queen's Road East,  
Wan Chai, Hong Kong  
Tel. No.: (852) 2961 8632  
*Office hours: 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 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 12 September 2024 (Hong Kong time):

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- (a) in electronic form to the electronic tender box of the e-Tender Box at the web address: <https://pcms2.gld.gov.hk>; or
- (b) in paper form enclosed in a sealed plain envelope, marked *Tender for the Supply of Calcipotriol and Betamethasone Ointment to the Department of Health, Tender Reference: DHD050424, Closing Date: 12 September 2024*, addressed 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 and tenders not deposited in the tender box as specified above will not be accepted.

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 or the "No offer Notification" page available at the e-Tender Box web address: <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 e-Tender Box by simply logging on your online account under the Procurement and Contract Management System ("PCMS") of the 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.

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) 2961 8632	(852) 2893 1702	aso_p@dh.gov.hk
(b) e-Tender Box electronic tendering service / PCMS online service	(852) 2231 5352	(852) 2503 1165	pcms_support@gld.gov.hk

Yours faithfully,

(Ms Samantha LAW)  
for Director of Health

(This is a computer-generated copy. No signature is required.)

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**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 :** DHD050424 **Closing Date:** 12 September 2024

(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.: DHD050424)

Closing Date: 12 September 2024 ), 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)



To Business Operators in the Private Sector

**Integrity and Corruption Prevention Guide  
on Managing Relationship with Public Servants**

It is a common practice or custom for business operators to, out of business courtesy or for maintaining good working relationship, offer gifts and hospitality (known as advantages) to their business contacts, which is generally acceptable provided that the advantages so offered carry no corrupt motive and are permitted by the principal of the recipient. However, under the Prevention of Bribery Ordinance, it is an offence for any person to offer any advantage to a public servant in return for any favour, to keep him/her sweetened for possible future favour, or simply while having dealings with the government bureau/department or public body in which the public servant is employed. From past ICAC cases, we note that some business operators or their employees may not have adequate awareness about the legal restrictions and integrity standard applicable to public servants, thereby exposing themselves to the risk of breaching the law.

To help maintain a high standard of integrity in interactions between business operators / private organisations and public servants, the Corruption Prevention Advisory Service of the ICAC has produced the captioned Guide for reference by operators of private organisations and their employees, which provides:

- (a) an introduction to the legal provisions (e.g. Prevention of Bribery Ordinance) and administrative rules and regulations governing the interactions between business operators and public servants;
- (b) case studies developed and modified based on past corrupt practices covering different kinds of dealings between private entities and public servants; and
- (c) advice on the good practices in managing relationships with public servants and on measures that may be adopted by business operators and private organisations to ensure their staff follow the expected standard of integrity when dealing with public servants.

The electronic copies of the Guide and a Quick Starter Guide are available for access and download through the following links:

(i) **The Guide:**

[https://cpas.icac.hk/EN/Info/Lib\\_List?cate\\_id=3&id=226](https://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=226)

(ii) **Quick Starter Guide:**

[https://cpas.icac.hk/EN/Info/Lib\\_List?cate\\_id=3&id=224](https://cpas.icac.hk/EN/Info/Lib_List?cate_id=3&id=224)

Business operators and their employees who have business dealings or interactions with public servants are advised to study the Guide, and adopt the practices recommended in the Guide where applicable. If a hardcopy of the Guide or Starter Guide (which may be provided in limited quantity subject to stock availability) is required or further corruption prevention advisory service is needed, please complete and return the attached Corruption Prevention Advisory Service Request Form to us by fax (2522 0505) or by email ([cpas@cpd.icac.org.hk](mailto:cpas@cpd.icac.org.hk)), or simply call our hotline at 2526 6363 (Mon - Fri, 9:00 - 18:00, except public holidays). The Service Request Form is also available online at: [https://cpas.icac.hk/EN/Form/Service\\_Form?cate\\_id=30](https://cpas.icac.hk/EN/Form/Service_Form?cate_id=30).

Corruption Prevention Advisory Service