

Our reference 本署檔號：  
EMSSSD0422

Telephone 電話號碼： (852) 2808 3824

Facsimile 圖文傳真： (852) 2504 3198

Your reference 來函檔號：

8 July 2022

By Fax or Registered Mail

137 - 2022 - HK

Dear Sirs,

**Tender Ref: EMSSSD0422**  
**Supply of Professional Client Access Licenses**  
**to the Electrical and Mechanical Services Department**

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 document, 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: <http://pcms2.gld.gov.hk>. Alternatively, you may obtain copies of the tender document on compact disc (CD-ROMs) from the following office by presenting a company card before the tender closing date:

Electrical and Mechanical Services Department,  
Supplies Sub-Division  
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*

The Technical Proposal and the Price Proposal shall be placed inside **two (2) separate envelopes** clearly marked as specified below respectively:

- (1) "Technical Proposal (Tender Ref.: EMSSSD0422 - Tender for the Supply of Professional Client Access Licenses to the Electrical and Mechanical Services Department), Tender Closing Date: 18 August 2022"; and
- (2) "Price Proposal (Tender Ref.: EMSSSD0422 - Tender for the Supply of Professional Client Access Licenses to the Electrical and Mechanical Services Department), Tender Closing Date: 18 August 2022".

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The two (2) envelopes shall then be placed together inside one (1) large envelope, sealed and 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 before 12:00 noon on 18 August 2022 (Hong Kong time). Late tenders 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 or the "No Offer Notification" page available at the e-Tender Box web address: <http://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 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/iproduct/#/ssr01401>) 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) 2808 3824  | (852) 2504 3198 | tender_ssd@emsd.gov.hk  |
| (b) E-Tender Box<br>electronic<br>tendering service | (852) 2231 5353  | (852) 2503 1165 | etb_support@gld.gov.hk  |
| (c) PCMS online<br>service                          | (852) 2231 5352  | (852) 2503 1165 | pcms_support@gld.gov.hk |

Yours faithfully,



(Miss Louisa CHU)

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: EMSSSD0422 Closing Date: 18 August 2022

(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.: EMSSSD0422)

Closing Date: 18 August 2022), 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)