

Our reference 本署檔號：
EMSD/TSS/3-30/5/51 Pt II

Telephone 電話號碼： (852) 2808 3419

Facsimile 圖文傳真： (852) 2203 4286

Your reference 來函檔號：

08 September 2023

By Fax or Registered Mail

Dear Sirs / Madams,

Tender Ref: 2BDTD23003
Provision of SAP Enterprise Support Service from year 2024 to year 2025
to the Electrical and Mechanical Services Trading Fund

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,
Information Technology Strategic Support 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.: 2BDTD23003 - Provision of SAP Enterprise Support Service from year 2024 to year 2025 to the Electrical and Mechanical Services Trading Fund), Tender Closing Date: 24 October 2023"; and
- (2) "Price Proposal (Tender Ref.: 2BDTD23003 - Provision of SAP Enterprise Support Service from year 2024 to year 2025 to the Electrical and Mechanical Services Trading Fund), Tender Closing Date: 24 October 2023".

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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 24 October 2023 (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 3469	(852) 2203 4286	neillam@emsd.gov.hk
(b) PCMS online service / E-Tender Box electronic tendering 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: 2BDTD23003 Closing Date: 24 October 2023

(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.: 2BDTD23003)

Closing Date: 24 October 2023), 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)