

**Working Family and Student Financial Assistance Agency
Tender Notice**

- Tender Reference : T001/22-23
- Procuring Department : Working Family and Student Financial Assistance Agency
- Description : Provision of the Data Preparation Services related to the Working Family Allowance Scheme administered by the Working Family and Student Financial Assistance Agency
- The services are expected to commence in September 2023 and the duration of contract is 24 months.
- Contact : Miss Alice HA
Working Family and Student Financial Assistance Agency
Fax No.: (852) 2519 3857
- Collection of Tender Documents : Tender documents are obtainable during office hours (9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 6:00 p.m., Mondays to Fridays, except public holidays) from the Supplies Unit, Finance and Supplies Section, Working Family and Student Financial Assistance Agency at –
- Room 1201, 12/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
Tel. No. (852) 2150 6270
Fax No. (852) 2519 3857
- The tender documents may also be downloaded from the e-Tender Box (ETB) of the Procurement and Contract Management System (PCMS). Information about e-tendering is available on the ETB website: (<https://pcms2.gld.gov.hk>).
- Closing Date and Time : 12:00 noon (Hong Kong Time), Wednesday, 29 March 2023
(Late tenders will not be accepted.)
- Submission of Tender : For paper-based tendering, tenders must be clearly marked with the tender reference and the subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Government Logistics Department Tender Opening Committee, and placed in the Government Logistics Department Tender Box situated on the Ground Floor of the North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12:00 noon (Hong Kong Time) on Wednesday, 29 March 2023. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.
- If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon (Hong Kong Time) on 29 March 2023, the tender closing time will be postponed to 12:00 noon (Hong Kong Time) on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the

“extreme conditions after super typhoons” announced by the Government has/have ceased to be in force.

In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon (Hong Kong Time) on 29 March 2023, the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made *via* press releases on the website of Information Services Department (<https://www.info.gov.hk/gia/general/today.htm>).

For electronic tendering, information about e-tendering is available on the ETB website: (<https://pcms2.gld.gov.hk>).

- Remarks
- : - Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.
 - This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction.
 - The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest combined score or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.
 - Details of the award of this contract will be published on the Internet at (<https://www.pcms2.gld.gov.hk/iprod/#/scn00101>).
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