

**THE GOVERNMENT OF  
THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
Civil Aid Service**  
**TENDER FOR THE PROVISION OF SERVICES**

*Tender Ref. :* CAS022024

**TENDER FORM**

*Contract No. :* \_\_\_\_\_

**LODGING OF TENDER**

To be acceptable as a Tender, this form, properly completed in triplicate and enclosed in a sealed plain envelope marked “Tender for  
Provision of Building Attendant Services to Civil Aid Service Headquarters

and addressed to the Chairman, Tender Opening Committee, Government Logistics Department,  
must be deposited in the Government Logistics Department

Tender Box situated on Ground Floor, North Point Government Offices,  
333 Java Road, North Point, Hong Kong.

before 12:00 noon (time) on 23 April 2025 (date) (Hong Kong time). Late Tenders will not be accepted.

**INTERPRETATION**

**PART 1 — TERMS OF TENDER**

**PART 2 — CONDITIONS OF CONTRACT**

**PART 3 — SERVICE SPECIFICATIONS**

**PART 4 — CONTRACT SCHEDULES 1 TO 3**

Mr. LEUNG Kwun-hong

Government Representative

Dated this 21 day of March 20 25

Tender Ref.: CAS022024

**PART 5 — OFFER TO BE BOUND  
(PLEASE SIGN AND SUBMIT THIS PART 5  
WITHOUT CHANGING THE ORIGINAL TEXT)**

1. Having read the Tender Documents, I/we, the Tenderer mentioned below, agree to be bound by all of the terms and conditions as stipulated therein.
2. I/We, the Tenderer mentioned below, do hereby agree to carry out all and any of the Services at the Unit Price(s) quoted by me/us in the Price Schedule free of all other charges, subject to and in accordance with the terms and conditions of the Tender Documents.

# Signed by the Tenderer/Signed by an authorised  
signatory for and on behalf of the Tenderer :

\_\_\_\_\_

Name of the Tenderer :

\_\_\_\_\_

# Name and title of the authorised signatory  
(where applicable) :

\_\_\_\_\_

Date :

\_\_\_\_\_

Notes:

- (i) *For Paper-based Tendering, the Offer to be Bound to be submitted shall be Part 5 of this Tender Form or a printed copy from a softcopy of Part 5 of this Tender Form or a photocopy or a scanned copy of such hardcopy or printed copy. Any manner of reproduction of Part 5 of this Tender Form (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Tender with the non-conforming Offer to be Bound will **not be considered further**.*
- (ii) *For Paper-based Tendering, this Part 5 – Offer to be Bound shall be signed (containing an original signature) and submitted in the Tender before the Tender Closing Time. This signed Part 5 – Offer to be Bound to be submitted must not be a photocopy of the original, otherwise, **the Tender will not be considered further**.*
- (iii) *In compliance with the restriction set out in Paragraph 37 of the Terms of Tender, the Tenderer shall not make any alteration to the original text set out in this Part 5 – Offer to be Bound, otherwise **the Tender will not be considered further**. Deleting inapplicable word “I/we” or “me/us” or the alternative wording denoted by # above is however not to be treated as an alteration.*

Tender Ref.: CAS022024

**PART 6**  
**MEMORANDUM OF ACCEPTANCE**

On behalf of the Government of the Hong Kong Special Administrative Region,

I \_\_\_\_\_  
(name and position of officer)

accept your Tender for the Provision of Building Attendant Services to Civil Aid Service Headquarters. A copy of each document constituting the Contract is hereby attached for identification purposes.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed by the said \_\_\_\_\_ in the presence of : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_