

It is hereby notified that tenders are invited for the following:—

Tender Reference : **EDB(SBM)/ADM/150/1/9(45)**
Subject : **Provision of an Incorporated Management Committee Liability Insurance Policy for Aided and Caput Schools with an Incorporated Management Committee**

Closing Date and Time: **13 May 2024 (Monday) at 12.00 noon (Hong Kong time)**

Late tenders will not be accepted.

2. 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, Tender Opening Committee, Government Logistics Department, 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 (Hong Kong time) on the closing date of the tender as stated above. Tenders must be deposited in the tender box as specified in this tender notice ('Specified Tender Box') before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box will not be accepted.

3. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or 'extreme conditions' announced by the Government is/are in force for any duration between 9.00 a.m. and 12.00 noon (Hong Kong time) on the tender closing date, the tender closing time will be postponed to 12.00 noon (Hong Kong time) on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the 'extreme conditions' 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 the tender closing date, 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>).

4. Tender documents on compact discs are obtainable from the School-based Management Section, School Administration Division, Education Bureau at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel.: (852) 3509 8478; Fax: (852) 3104 4658; E-mail address: sbm@edb.gov.hk). The tender documents may also be downloaded from the e-Tender Box (ETB) system. Information about e-tendering is available on the ETB website: (<https://pcms2.gld.gov.hk>).

5. Limited quantity of the tender documents on compact discs is also available in the following offices for collection:—

- (a) The Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong (Tel.: (852) 2189 2819); and
- (b) The Yau Tsim Mong Home Affairs Enquiry Centre, Ground Floor, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon (Tel.: (852) 2399 2111).

6. Tenderers are advised to call the above Home Affairs Enquiry Centres to check the availability of the tender documents beforehand. In case the tender documents have been run out in the Home Affairs Enquiry Centres, tenderers are requested to collect the tender documents direct from the School-based Management Section, School Administration Division of the Education Bureau at the address stated in paragraph 4 above.

7. Enquiries in connection with tenders can be directed to the School-based Management Section, School Administration Division, Education Bureau at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Attn.: Senior Education Officer (School-based Management)), Tel.: (852) 3509 8478; Fax: (852) 3104 4658.

8. A tender briefing session will be held at 3.00 p.m. (Hong Kong time) on 22 April 2024 (Monday) at Room W303, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon, Hong Kong. Tenderers who wish to attend the briefing session can nominate at most two representatives and complete the reply slip provided in the tender documents. Tenderers are requested to return the completed reply slip by fax no. (852) 3104 4658 to the Permanent Secretary for Education (Attn.: Senior Education Officer

(School-based Management)) on or before 15 April 2024 (Monday). For details, please refer to Paragraph 11 in Part 2 of the tender documents.

9. Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.

10. This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization.

11. 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 its offer.

12. Details of the award of the contract will be published on the Internet at (<https://pcms2.gld.gov.hk/iprod/#/scn00101>).

28 March 2024

Michelle LI *Permanent Secretary for Education*