

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

<i>Tender Reference</i>	<i>Subject</i>	<i>Closing Date and Time</i>
<b>IPD T1/2024</b>	<b>Provision of Outsourced Services to the Intellectual Property Department—Office Operation Services</b>  (Contract Period: three (3) years commencing on 1 December 2024 or on a date as the Government of the Hong Kong Special Administrative Region shall specify.)	<b>3.5.2024 (12.00 noon)</b>

The tender documents can be downloaded from the website of the e-Tender Box ('ETB') of Procurement and Contract Management System ('PCMS') of the Government Logistics Department ('GLD'). Information about e-tendering is available on the ETB website (<https://pcms2.gld.gov.hk>). The tender documents in DVD are also obtainable during office hours from Intellectual Property Department on 25/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Telephone No.: 2961 5622).

For paper-based tendering, tenders must be submitted in five (5) sets of hard copies (i.e. one (1) original and four (4) copies) and enclosed in a sealed envelope 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 at the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong ('Specified Tender Box') before 12.00 noon on the tender closing date as stated above. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.

For electronic tendering, transmission of a tender through the ETB shall be successfully completed in accordance with the requirement of the ETB before the tender closing time. Late tenders will not be accepted.

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or 'extreme conditions' announced by the Government is/are in force at any time between 9.00 a.m. and 12.00 noon on the tender closing date, the tender closing time will be postponed to 12.00 noon on the first working day after the tropical cyclone 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 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>).

All time references are Hong Kong time.

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

This tender is not covered by the Agreement on Government Procurement of the World Trade Organization.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest overall 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://pcms2.gld.gov.hk>) and the website of the Intellectual Property Department (<https://www.ipd.gov.hk>).

5 April 2024

David F. L. WONG *Director of Intellectual Property*