

SECONDMENT OF CONTRACT PROPERTY SERVICES OFFICERS
AND MULTI-SKILLED CLERKS
ESTATE MANAGEMENT SUB-DIVISION 1 (CONTRACT A)
(CONTRACT NO. PM20210551)

SECONDMENT OF CONTRACT PROPERTY SERVICES OFFICERS
AND MULTI-SKILLED CLERKS
ESTATE MANAGEMENT SUB-DIVISION 1 (CONTRACT B)
(CONTRACT NO. PM20210552)

SECONDMENT OF CONTRACT PROPERTY SERVICES OFFICERS
AND MULTI-SKILLED CLERKS
ESTATE MANAGEMENT SUB-DIVISION 2
(CONTRACT NO. PM20210553)

SECONDMENT OF CONTRACT PROPERTY SERVICES OFFICERS
AND MULTI-SKILLED CLERKS
ESTATE MANAGEMENT SUB-DIVISION 3
(CONTRACT NO. PM20210554)

Tender for the above contracts are being invited. The contracts comprise briefly the secondment services of Contract Property Services Officers and Multi-skilled Clerks. The services for Contract No. PM20210551, PM20210552, PM20210553 and PM20210554 are expected to commence in April 2022 and the contract period is 24 months.

Conditions of tender and tender documents can be obtained from the Services Support Unit, 5th Floor, Block 1, Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong from 12 November 2021.

Companies included in the Hong Kong Housing Authority (HA) List of Property Services Agents are eligible to tender subject to the HA Listing Rules including assessment on their proven capability and performance.

The contracts will be awarded by the HA (Address: Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong).

For those who wish to be included in the HA List of Property Services Agents, they are required to apply in writing to Senior Manager/Procurement 2 (SM/P2) at 12th Floor, Block 3, Hong Kong Housing Authority Headquarters, 80 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong for consideration of admission to the HA Lists of Contractors. The basic requirements for and information on listing are available in the website at (<http://comis.housingauthority.gov.hk/ha/eng/home.html>).

Tenders should be deposited into a sealed envelope marked with the contract number and the subject of the Tender, and addressed to Tender Opening Team, Hong Kong Housing Authority (the envelope should not bear any indication which may relate the Tender to the Tenderer) and reach the HA before 10.00 a.m. on Friday, 3 December 2021 (Hong Kong Time) in one of the following ways:—

- (a) be deposited personally in the Hong Kong Housing Authority Tender Box located at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong; or
- (b) be sent by post or courier to:—

Tender Opening Team
c/o Receipt and Despatch Unit, the Hong Kong Housing Authority, Basement 1, Block 2,
Housing Authority Headquarters,
33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong.

Late Tenders or Tenders not submitted in accordance with (a) and (b) above or the requirements stipulated in the Tender Booklet shall not be considered.

The Tender closing time and date will automatically be deferred to 10.00 a.m. on the following Monday or the next earliest possible working day (excluding Saturday) of the following week in the following circumstances:—

- (i) if Tropical Cyclone Warning Signal No. 8 or above is hoisted and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (ii) if a 'Black' Rainstorm Warning or 'extreme conditions after super typhoons' is announced by the Government (*via* the Information Services Department) and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (iii) when the Director of Housing announces the closure of the HA Headquarters due to unforeseen circumstances and the HA Headquarters remains closed for any duration within two (2) hours before the tender closing time on the tender closing date.

For the avoidance of doubt, the Tender closing time and date will remain unchanged if the Tropical Cyclone Warning Signal No. 8 or above or the 'Black' Rainstorm Warning Signal or 'extreme conditions after super typhoons' is lowered or cancelled, or the HA Headquarter is reopened, two (2) hours or more before the Tender closing time on the Tender closing date.

The HA does not bind itself to accept the lowest tender or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer or cancel the tendering exercise.

Details of the award of the contracts will be published in the Government of the Hong Kong Special Administrative Region Gazette and made available on the HA website at (<http://www.housingauthority.gov.hk>).

12 November 2021

Agnes WONG *Director of Housing*