

TENDER FOR THE PROFESSIONAL SERVICES AGREEMENTS OF  
PROVISION OF BODY-SHOPPED LABOUR RELATIONS OFFICERS FOR  
HOUSING AUTHORITY WORKS CONTRACTS (2022-2025)

TENDER REF. CB20210555 AND CB20219450

Tenders for two Professional Services Agreements of Provision of Body-Shopped Labour Relations Officers to Housing Authority's New Works Contracts and Maintenance Works Contracts (2022–2025) are hereby invited. Tender documents and further particulars can be obtained from the Procurement and Technical Secretary Section, 12th Floor, Block 3, Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong. For enquiry on the collection of tender document, please fax to (852) 2624 7676.

The scope of services will include the following:—

- (a) Provision of Body-Shopped Labour Relations Officers (LROs)—Recruitment of LROs for body-shopping to HA;
- (b) Human Resources Management (HRM) services—Preparation of payroll and leave records, performance appraisal and salary review; and
- (c) Training—Arrangement of seminars and familiarization courses to prepare LROs for their duties.

Services providers may submit either one or all of the tenders.

All services providers interested to tender MUST attend a tender briefing session to be convened on 5 January 2022 and collect the Form of Tender during the tender briefing session. Only those services providers who have collected the tender document will be informed about the time and venue of the tender briefing session.

The Technical Proposal and the Fee Proposal shall be submitted in SEPARATE envelopes and clearly marked 'Technical Proposal' and 'Fee Proposal' respectively together with the Agreement title and Agreement number. The sealed envelopes shall reach the HA before 10.00 a.m. on 14 January 2022 in one of the following ways:—

- (1) be deposited personally into the Hong Kong Housing Authority Tender Box at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong; or
- (2) sent by post or courier to:—  
Tender Opening Committee, HA Tender Box, 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 deposited in the specified Tender Box will not be accepted.

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:—

- (a) if Tropical Cyclone Warning Signal No. 8 or above is issued within two hours before the tender closing time and/or remains in force beyond the tender closing time;
- (b) if a Black Rainstorm Warning Signal or 'extreme conditions after super typhoons' is announced by the Government (*via* the Information Services Department) within two hours before the tender closing time and/or remains in force beyond the tender closing time; or
- (c) when the Director of Housing announces the closure of the HAHQ due to unforeseen circumstances occurring before and beyond the tender closing time.

For the avoidance of doubt, the tender closing time and date will remain unchanged if 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 HAHQ is reopened, two hours or more before the tender closing time.

The Hong Kong Housing Authority 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.

The services providers shall have local Hong Kong office and local experience in similar body-shop/HRM services in the past five years and is required to make available a management team meeting the requirements set out in the tender document.

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

*24 December 2021*

*Agnes WONG Director of Housing*