

HONG KONG HOUSING AUTHORITY

TENDER NOTIFICATION

It is hereby notified that tenders are invited for the following contract through selective tendering:-

<u>Contract Number</u>	<u>Subject of the Contract</u>	<u>Contract Period</u>
CB20260466	Secondment of Contract Property Services Officers and Contract General Clerk to Housing Subsidies Sub-division of Strategy Division	From 1 January 2027 To 31 December 2027

Only eligible contractors on the Hong Kong Housing Authority (HA) List of Property Services Agents will be considered for invitation to tender in accordance with the 'Guide to Registration of Works Contractors and Property Management Services Providers' (the 'Guide').

Once contractors accept HA's invitation to tender, they are obliged to submit a tender in compliance with the tender conditions and in accordance within the time frame as stated in the 'Letter of Invitation to Tender' which they will receive later. Failure to submit a tender within the time frame and/or in compliance with the tender conditions will be considered as a tendering irregularity.

Tender documents and further particulars are obtainable from Tenants Purchase Scheme 1 Unit at Podium Level 1, Hong Kong Housing Authority Customer Service Centre, 3 Wang Tau Hom South Road, Kowloon, Hong Kong (Tel: 2794 5815; Fax: 2794 5570).

Tender must be clearly marked with the Contract Number and the Subject of the Contract on the outside of the envelope (but should not bear any indication of the identity of the tenderer) and addressed to the Tender Opening Team, the Hong Kong Housing Authority. Tender should reach the HA before **10:00 a.m. on Friday, 13 November 2026** in one of the following ways:

- (i) be deposited personally into:
The HA Tender Box situated at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong; or
- (ii) be sent by post or courier to:
Tender Opening Team, c/o Receipt & 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 (i) or (ii) above or the requirements stipulated as above shall not be considered.

The closing time and date of the tender will automatically be deferred to 10:00 a.m. on the next earliest possible working day of the following week in the following circumstances:

- (i) if Tropical Cyclone Warning Signal No. 8 or above is issued within two (2) hours before the tender closing time and/or remains in force beyond the tender closing time; or
- (ii) if a “Black” Rainstorm Warning Signal is issued or “Extreme Conditions” is announced by the Government (via the Information Services Department) within two (2) hours before the tender closing time and/or remains in force beyond the tender closing time; or
- (iii) when the HA announces the closure of the HA Headquarters (HAHQ) Building due to unforeseen circumstances occurring within two (2) hours before and beyond the tender closing time; or
- (iv) if Financial Services and Treasury Bureau issues a press release to notify members of the public that the closing time for all government procurement due on that day will be extended.

However, the closing date and time of the tender will remain unchanged if Tropical Cyclone Warning Signal No. 8 or above is cancelled or lowered to No. 3 or below, or the “Black” Rainstorm Warning Signal is cancelled or replaced by a lower level alert, or the “Extreme Conditions” is cancelled, or the HAHQ Building is reopened, two (2) hours or more before the tender closing time.

For those who are not on the HA Lists but interested in undertaking HA contracts, they are required to apply online in the HA/Housing Department (HD) website for consideration for admission on the HA Lists of Contractors. The information of the ‘Guide’ is available in the HA/HD website at:-

<https://eservices.housingauthority.gov.hk/ncomis-pub/guidelines/guide-to-reg>

The HA does not bind itself to accept the lowest tender sum or any tender it may receive, 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 this contract will be published in the Government of the Hong Kong Special Administrative Region Gazette and made available in the HA/HD website at <<http://www.housingauthority.gov.hk>>.