

HONG KONG HOUSING AUTHORITY

TENDER NOTIFICATION

Tender Ref. HAQ20260444

Tender for Provision of Data Entry, Document Scanning & Other Related Services for PRH Applications of the Hong Kong Housing Authority

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

<i>Tender Reference</i>	<i>Subject</i>
HAQ20260444	Provision of Data Entry, Document Scanning & Other Related Services for PRH Applications of the Hong Kong Housing Authority

Forms of tenders and further particulars are obtainable from the Housing Department Purchasing and Supplies Section at G/F., Tun Man House, Oi Man Estate, Ho Man Tin, Kowloon, Hong Kong (Fax: 2624 6890).

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, Hong Kong Housing Authority, before 10:00 a.m. on 20 November 2026 (Hong Kong Time) in one of the following ways –

- (i) be deposited personally in the Hong Kong Housing Authority 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:
The Chairman, Tender Opening Committee,
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 the requirements stipulated as above will not be considered.

The tender closing time and date will be postponed to 10:00 a.m. on the first working day (excluding Saturday) in the following circumstances:

- (a) 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
- (b) if a black rainstorm warning signal or “extreme conditions” is announced by the Government and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (c) when the Director of Housing announces the closure of the Housing Authority Headquarters Building due to unforeseen circumstances and the Housing Authority Headquarters Building 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 will remain unchanged if black rainstorm warning signal or tropical cyclone warning signal No. 8 or above or “extreme conditions” is lowered or cancelled or the Housing Authority Headquarters Building is reopened, two (2) hours or more before the tender closing time on the tender closing date.

The Hong Kong Housing Authority does not bind itself to accept the lowest tender (or the highest combined score for a tender adopting a marking scheme or the highest tender for a revenue contract) 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 in the Government of the Hong Kong Special Administrative Region Gazette and made available in the Hong Kong Housing Authority / Housing Department website on Internet at <<http://www.housingauthority.gov.hk>>.

30 October 2026

Charmaine LEE, Director of Housing