

## GUIDANCE TO SUBMISSION OF TENDER

**Lifestyle Reactivation Project: Jockey Club Smart Homecare Solution  
(Brain Training System)  
(Tender Reference: ELCHK-BTS/T201807)**

### **Non-Disclosure Requirement**

Please note that the contents, including the attachments of this mail are only for your use to make a response to our request for a proposal. Other uses are strictly prohibited.

### **Submission of Tender**

The Tenderer should submit the Tender in three (3) hardcopies and three (3) softcopies with the same content. To facilitate the evaluation process, the softcopies of all documents on CD-Rs/ DVD-Rs must have the “search” and “printing” options enabled. In the event of conflict between the hardcopy and softcopy, the hardcopy version shall prevail. All tenderers should utilize the standard forms attached in the Tender Document to compile their proposals. The tenderer need to return the entire Form of Tender and the attachment with relevant information filled in, and authorized signature & company chop on the first and the last pages of the Form. Please note that unless your tender has provided all the requested information, we would be unable to process your submission.

All tender proposals must be enclosed in one (1) plain sealed envelope clearly marked only:

Tender for the Provision of Lifestyle Reactivation Project: Jockey Club Smart Homecare Solution (Brain Training System)

Tender Ref. No.: ELCHK-BTS/T201807

No other marks, especially those which could hint on the identity of the tenderer, should appear on the envelope. The tender should be addressed to The Tender Committee, Evangelical Lutheran Church Social Service - Hong Kong, 1/F, Lutheran Building, 50A Waterloo Road, Kowloon, Hong Kong and forwarded to reach the tender box at ground floor of the same address.

Your tender should reach the tender box no later than 2pm, Friday, 17 August 2018 (Hong Kong Standard Time). In case that Tropical Cyclone Warning Signal No. 8 or above, or Black Rainstorm has been hoisted within the three (3) hours prior to the

tender closing time, the tender closing time will be automatically deferred to 12:00 noon of the following business day.

Late submission of tenders would not be considered. The Hong Kong Standard Time broadcast by The Hong Kong Observatory at its webpage [www.hko.gov.hk/gts/time/HKSTime.htm](http://www.hko.gov.hk/gts/time/HKSTime.htm) would be referenced.

Tenderers are reminded that you are responsible for all the expenses to be incurred in the preparation, submission of the tenders and going through the tendering process.

Tenderers are also reminded that Evangelical Lutheran Church Social Service - Hong Kong is not bound to accept the lowest bid, nor accept any received tenders at all if the situation warrants.

#### **Further Communication**

All tenderers should note that the formal tender process has started already. Tenderers therefore should not attempt to initiate any further unnecessary contacts with Evangelical Lutheran Church Social Service - Hong Kong or its representative, whether direct or indirect, on their tenders that may or possibly affect the position of any particular tenderers.

For further enquiry regarding this tendering should be in writing to the email address of [lrinfo@elchk.org.hk](mailto:lrinfo@elchk.org.hk).

In order to create a level competition ground, relevant information would be circulated via e-mail.

Thank you for your interest and support in this tendering.