

**Tender Reference No.** : 2025-26/001-NLF-TMDHC

**Tender for the Provision of Cleansing, Building Repair and Maintenance Services for ELCHK, Tuen Mun District Health Centre**

**Lodging of Tender**

This Tender documents include **Instructions to Tenderers** and **Form of Tender**. Tenderers shall study and comply with all the terms, conditions, clauses and schedules therein contained in order that the submitted tender could be regarded as valid.

**Two-Envelope Bidding**

The two-envelope system with paper-based tendering is adopted for the Tender. The Tenderer shall submit its Tender in two (2) separate proposals, one as the Technical Proposal and another as the Price Proposal.

The tender with the Technical Proposal as mentioned in (1) below duly completed and the Price Proposal as mentioned in (2) below duly completed, must be submitted in **QUINTUPLICATE** (5) in two (2) separate sealed envelopes.

- (1) The envelope containing the Technical Proposal, *without any indication of the prices*, must be enclosed in a sealed envelope clearly marked “**Tender Reference No.: 2025/26-001-NLF-TMDHC - Tender for the Provision of Cleansing, Building Repair and Maintenance Services for ELCHK, Tuen Mun District Health Centre (Technical Proposal)**” and should ONLY include the following information of the tender :
  - All Appendices ( Appendix 1 – 13 ) as set out in the Checklist under the Part IV Clause 6 Technical Proposal;
  - Part V – Return of Tender.
- (2) The Price Proposal must be enclosed in another sealed envelope clearly marked “**Tender Reference No.: 2025/26-001-NLF-TMDHC - Tender for the Provision of Cleansing, Building Repair and Maintenance Services for ELCHK, Tuen Mun District Health Centre (Price Proposal)**” and should ONLY include the following information of the tender :
  - Part IV – Schedules of Rates and all any supplementing quotations.

The Triplicate copies shall contain one **Original Copy** with signature and company chop and four **Duplicate Copy**. Original Copy and Duplicate Copy shall be marked clearly for each Technical Proposal and Pricing Proposal respectively for identification. In the event of an inconsistency between the Original Copy and Duplicate Copy, the **Original Copy** shall prevail.

The two (2) envelopes shall then be placed together inside one (1) large envelope, addressed, sealed and deposited by hand into the “ELCSS-HK Tender Box, G/F, Lutheran Building, 50A Waterloo Road, Kowloon (九龍窩打老道50號A信義樓地下，投標箱)” **on or before 12:00 noon on 3<sup>rd</sup> June 2025** ( “ the **Tender Closing Date**” ). Please note that late tenders and submitted tenders not using our form(s) attached will not be accepted.

**A time machine is available in the Reception Counter next to the Tender Box. You are required to stamp the date and time on the sealed envelope before depositing your tender into the Tender Box.**

In case a "Black Rainstorm Signal" and "Tropical Cyclone Warning Signal No. 8 or above" and post-super typhoon "Extreme Conditions" announcement by the Government is in force for any duration between 9:00 a.m. (Hong Kong time; same thereafter) and 12:00 noon on the day when the Tender Closing Date falls due, the Tender Closing Date will be extended to 12:00 noon on the next working day (i.e. except Saturday, Sunday and Public Holiday).

To be **environmentally-friendly**, your co-operation is sought to submit the tender in **duplex printing** and return only those required documents as mentioned above.

Any enquiries concerning this Tender Documents shall write to [procurement@elchk.org.hk](mailto:procurement@elchk.org.hk) on / before 27<sup>th</sup> May 2025.