Evangelical Lutheran Church Social Service – Hong Kong

Instructions to Tenderers

1. The Tender Documents consist of :-

Part I	- General Conditions	Part IV	- Schedule of Rates
Part II	- Particular Terms & Conditions	Part V	- Return of Tender
Part III	- Specifications		

2. A Tender shall consist of :-
   2.1 The Return of Tender (i.e. Part V of the Tender Documents) duly completed in ink and signed by the Tenderer in the presence of witness.
   2.2 Any other documents required to be submitted under the terms of the Tender Documents.

3. Tenders have to be submitted in accordance with the respective invitation letter. In the case of depositing in the tender box, the tender should be sealed in plain envelopes marked with the "Tender Subject / Item" and "Tender Reference Number" as stated in the invitation letter for the attention of Evangelical Lutheran Church Social Service – Hong Kong.

4. No unauthorized alteration to or erasure of any text in the Tender Documents are permitted. Any Tender containing such unauthorized alteration or erasure will be disqualified.

5. Tenderers should check that the Tender Documents are complete and should they find any documents missing or any part of which is indistinct or incomplete, they should inform our representative whose name is stated in the tender invitation letter at once and have the same rectified.

6. Should Tenderers, for any reason whatsoever, be in doubt about the meanings of any terms or provisions, they should immediately contact our representative in order that the correct meaning can be clarified by us in writing. Any clarification not reduced into writing and signed by us will not be binding on our company.
   Any clarification of the Tender Documents or tender addendum shall be issued in the form of letters or faxes and shall be deemed to form part of the Tender Documents unless the same does not bear the signature of our representative.

7. No liability will be admitted nor will any claim be allowed due to any errors or mistakes found in the Tender Documents, which should be rectified in the manner described above.

8. All items of goods and/or measured work should be priced separately and Tenders containing lump sums to cover groups of items must be broken down to show the price of each item before they will be accepted.

9. In the event of a Tenderer discovering a genuine error in his Tender after it has been submitted, the Tenderer should immediately re-submit a rectified tender along with a letter stating clearly that the re-submitted tender has superseded the previously submitted one with some identification details on or before the tender closing.

10. The Tender shall not be amended for errors found during the examination stage. The following errors, should they be found in the Schedules of Rates prior to the examination stage, may be rectified and must be shown in red ink :-

10.1 The rate amended to agree with the quantity and the extension in the cash column or the extension to agree with the quantity and the rate.
10.2 Errors in casting of cash columns.
10.3 Errors in carrying forward totals to collections or summaries.

Should it be revealed that a Tender contains errors of such magnitude that in the opinion of our company would involve a serious loss in the Tenderer's trade or business then the particulars of such errors spotted will be communicated to the Tenderer who shall be given an opportunity to confirm his real intention in writing.

We reserve all the rights to reject/accept any Tender and negotiate with any Tenderer about the terms of any offer; and are not bound to accept any Tender which we may receive.

11. Tenderers may inspect the site(s) which we may specify in the Tender Documents (if any) and make themselves thoroughly aware of the location, positions of services, accessibility, storage, working space, restrictions and all other aspects, which may affect the carrying out of the works to be required by our company (the "**Works**"). Tenderers shall make due and proper assessments and provisions when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection.

12. Tenders are to be submitted in Hong Kong dollars and no adjustment shall be allowed even for fluctuations in the cost of labour, materials, plant, staff or any other resources needed for the carrying out of the Works nor for fluctuations in currency exchange rates.

13. Nothing in the Tender Documents shall bind our company or the Purchasers therein mentioned to commit to ordering any Goods and/or Services from any of the Tenderers.