CHAPTER 6  TENDER PROCEDURE
PARAGRAPH 5  ACTION DURING TENDER PERIOD

(a) Para. 5.7  
Add “, “extreme conditions after super typhoons” announced by the Government” after “rainstorm” in the first paragraph.

Replace “If a black rainstorm warning signal or tropical cyclone warning signal No. 8 or above is in effect at any time between 9.00 a.m. and 12.00 noon on Friday, the tender closing time for tenders to be deposited in the tender box as specified in the tender notice (“Specified Tender Box”) will be postponed to 12.00 noon on the first working day after the black rainstorm warning signal has ceased to be in effect or the tropical cyclone warning signal No. 8 is lowered.” of the second paragraph with the following:

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9.00 a.m. and 12.00 noon on Friday, the tender closing time for tenders to be deposited in the tender box as specified in the tender notice (“Specified Tender Box”) will be postponed to 12.00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force.

(b) Appendices 6.2, 6.4, 6.4A, 6.4B, 6.7 & 6.13  
Replace the appendices given in Annex A to this Amendment.

Quality Management & Standards Unit  
Civil Engineering and Development Department  
3 October 2019
APPENDIX 6.2  SAMPLE TENDER NOTICE / NOTICE FOR PREQUALIFICATION FOR PUBLISHING ON THE INTERNET ON THE DEPARTMENT’S HOME PAGE

Tender Details

Tender Reference: [tender reference/contract number/PWP Item No.]

Procuring Department: [name of department]

Subject: [the subject of the tender or prequalification exercise]

Description: [a brief description in one or two sentences on the goods or services to be procured, or in respect of works contracts, the scope of project [The description should be the same as given in the Gazette Notice if appropriate], the contract period and the scheduled date for the contract commencement.]

Estimated quantity: [estimated quantity of goods or services to be procured, if applicable, or in respect of works contracts, state “not applicable”]

Contact: [name and/or post title of a contact officer to whom enquiries may be directed, and from whom tender or prequalification documents may be obtained]

[address]

[telephone number]

[lab number]

[e-mail address]

Closing Date/Time: [closing time and date for the submission of tender or prequalification applications]

*The closing time has been extended to [new time and date].

Submission of Tenders/prequalification Applications:

*Sealed tenders, in duplicate/triplicate, 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, [state the name of the relevant tender board] and place in [title and address of the tender box]. Late tenders will not be accepted.

*Completed prequalification applications shall be submitted to [state name and address of the office]. Late applications will not be accepted.

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme
conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 and 12:00 noon on *{the tender closing date}/{the closing date for receipt of prequalification applications}, the closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department ([http://www.info.gov.hk/gia/general/today.htm](http://www.info.gov.hk/gia/general/today.htm)).

Remarks: *a. The tender to be invited is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction.

b. ¹{Open tendering is adopted. All interested contractors *(are invited to tender.)*/{who also meet the following requirements are invited to tender: - [list out the qualifications or the conditions for participations].}}.

²{Selective tendering is adopted. Contractors on the [state the title(s) of the approved list(s) and category] *(or joint ventures with participation of local and/or overseas contractors with the *[lead participant or the major shareholder/one of the members] being on the [title(s) of the approved list(s) and category]* who also meet the ³{following} qualifications and ³{other} conditions for participation stipulated in the tender documents are invited to tender *{./:}

³[List out the required qualifications/experience stipulated in stage I screening]}.

*¹⁴{Applicants}/ ⁵{Contractors on the [specify the types/categories/groups of companies/contractors] *(confirmed) *{or joint ventures with participation of local and/or overseas contractors with the *[lead participant or the major shareholder/one of the members} being on the [specify the types/categories/groups of companies/contractors] *(confirmed)} meeting the following requirements: [state a list and brief description of the qualification/conditions for participation] and other qualifications and conditions for participation stipulated in the prequalification documents are invited to apply for prequalification.}.
c. Contractors not yet on the [title(s) of the approved list(s) and category] may also submit a tender if they submit a request for participation together with a duly completed application for inclusion in the above-mentioned approved list/category by [state the date of the deadline] to [address], meet the qualifications and conditions for participation, and the application for inclusion is duly approved on or before the tender closing date. Details for making the application are available at: http://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html

d. Contractors will be liable to have their names removed from the approved list(s) if they fail or refuse to implement an accepted tender.

e. Tenderers must attach to each tender a cheque/cashier order/the original copy of a receipt for the sum of $........ as a pledge of the bona fides of their tenders, which amount shall be forfeited to the Government of the Hong Kong Special Administrative Region if any tenderer fails or refuses to implement an accepted tender. The amount will be returned to the unsuccessful tenderers without interest.

f. The *{forms of tenders and further particulars} are obtainable from [state the name, address and telephone/fax number/e-mail address of the office, and other information necessary to contact the office and obtain the documents]. *{A sum of $..........., which will not be refunded, is required to cover the cost of the *tender/prequalification documents.}

g. A charge will be levied for delivery of *{tender/prequalification documents} where the delivery of *{tender/prequalification documents} is requested by *{a tenderer/an applicant}. A written request must be made.

h. Not more than [State the number] applicants will be selected for tender invitations in accordance with the evaluation criteria stipulated in the prequalification documents.

i. The Government of the Hong Kong Special Administrative Region does not bind itself to accept any tender irrespective of whether the tender is the lowest bid or where the assessment of the tenders is based on a marking scheme or formula approach, the tender has the highest overall score.

j. The Government of the Hong Kong Special Administrative Region reserves the right to reject any application and to negotiate with any *{tenderer/applicants} about the terms of the offer.

k. Details of the award of this contract will be published in the Government of the Hong Kong Special Administrative Region Gazette and made available on the Internet at http://www.gld.gov.hk/eng/services_2_c.htm.
1 For open tendering only, delete if not applicable.
2 For selective tendering only, delete if not applicable.
3 For contracts incorporate Stage I screening, delete if not applicable.
4 For open invitation for prequalification only, delete if not applicable.
5 For prequalification submissions invited from contractors on the Approved List only, delete if not applicable.
6 For selective tendering under WTO GPA excluding prequalification, delete if not applicable.
7 The deadline shall be set at not less than 25 days from the date of publication of the Gazette Tender Notice. See paragraph 22 of DEVB TCW No. 2/2014.
8 Address of the responsible officer of the procuring department.
9 For Tender Notice other than prequalification only, delete if not applicable.
10 For Notice for Prequalification only, delete if not applicable.
11 For Type 1 Prequalification only, delete if not applicable.

* delete where inappropriate
[ ] data to be filled in
{ } selective
SAMPLE TENDER NOTICE / NOTICE FOR PREQUALIFICATION FOR PUBLISHING ON THE INTERNET ON THE DEPARTMENT’S HOME PAGE (CHINESE VERSION)

招標詳情

招標編號：[招標編號／合約編號／工務計劃項目編號]

採購部門：[部門名稱]

項目：[招標項目名稱或投標資格預審項目名稱]

詳情：[簡述所需採購貨品或服務的資料，如屬工程合約，簡述工程的範圍（須與刊載於香港特別行政區政府憲報的敘述相同），合約期及工程的預計展開日期]

估計數量：[估計所需採購貨品或服務的數量。如屬工程合約，填上「不適用」]

聯絡：[可供投標者查詢及索取投標文件或投標資格預審文件的人員之姓名／職位名稱]
[地址]
[電話號碼]
[傳真號碼]
[電郵地址]

截標日期／時間：[遞交投標書或投標資格預審申請書的截止日期及時間]
*截標時間延至????年??月??日(星期?)午??時

遞交*投標書／投標資格預審申請書：
*投標者必須在一式*兩／三份封密的投標表格信封面註明招標編號、投標項目(但不得有任何記認，使人認出投標者的身分)及(相關投標委員會)主席收。投標者必須把投標書放入(相關投標箱地址)的(相關投標箱的名稱)內。逾期遞交的投標書概不受理。

*申請人須把填妥的投標資格預審申請書送交(述明辦公室的名稱和地址)。逾期遞交的申請書概不受理。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]

備註：

* a. 是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。

b. ②[此招標採用公開招標，現邀請所有有興趣的承建商承投這次招標項目。(並同時符合下列要求，承投這次招標項目。)]


③[列出第1階段篩選中訂明的所需資格/經驗]
註1 只適用於公開招標，請刪去不適用者。
注2 只適用於選擇性招標，請刪去不適用者。
注3 只適用於已採納第一階段篩選的合約，請刪去不適用者。
注4 只適用於投標資格預審公開邀請，請刪去不適用者。
注5 只適用於認可名冊上的承建/造商所提交的投標資格預審申請，請刪去不適用者。
注6 只適用於根據WTO GPA之選擇性招標(不適用於投標資格預審)，請刪去不適用者。
注7 截止日期須訂為刊登相關憲報招標公告的日期起計不少於25天。見發展局的工務技術通告第2/2014號第22段。
注8 採購部門負責人員的地址。
注9 適用於招標公告，請刪去不適用者。
注10 適用於投標者資格預審公告，請刪去不適用者。
注11 適用於第I類的投標者資格預審，請刪去不適用者。

* 刪去不適用者
[] 請填寫相關資料
{} 選擇性
APPENDIX 6.4 SPECIMEN GAZETTE NOTICE FOR PREQUALIFICATION OF TENDERERS

G.N. DEPARTMENT

Contract No
Contract Title
Public Works Programme Number

NOTICE OF PREQUALIFICATION OF TENDERERS

It is intended to invite tenders in (month and year) from prequalified tenderers for Contract No. [state the contract number and contract title]. The tenders to be invited will be covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization.

The scope of works of the contract comprises [give a brief description of the works including the nature and the estimated quantity of the project].

1{Applicants}/ 2{Contractors on the [specify the types/categories/groups of companies/contractors] *(confirmed) *(or joint ventures with participation of local and/or overseas contractors with the *{lead participant or the major shareholder/one of the members} being on the [specify the types/categories/groups of companies/contractors] *(confirmed))} meeting the following requirements:

(state a list and brief description of the qualifications/conditions for participation)

and other qualifications and conditions for participation stipulated in the prequalification documents are invited to apply for prequalification.

The prequalification documents are obtainable from [state the name, address and telephone/fax number/e-mail address of the office, and other information necessary to contact the office and obtain the prequalification documents]. *(A sum of $..........., which will not be refunded, is required to cover the cost of the prequalification documents.)

A charge will be levied for delivery of the prequalification documents where the delivery of prequalification documents is requested by an applicant. A written request must be made.
3{Not more than [state the number] applicants will be selected for tender invitations in accordance with the evaluation criteria stipulated in the prequalification documents.}

Completed prequalification applications shall be submitted not later than 12:00 noon on [state the closing date for receipt of prequalification applications] to [state name and address of the office]. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box will not be accepted. If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 and 12:00 noon on [closing date for receipt of prequalification applications], the closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (http://www.info.gov.hk/gia/general/today.htm).

*{Joint ventures satisfying the requirements stated in the prequalification documents will be considered.}

The Government of the Hong Kong Special Administrative Region reserves the right to reject any application and to negotiate with any applicants about the terms of their offers.

Date

Name of Head of Department

1. For open invitation only, delete if not applicable.
2. For prequalification submissions invited from contractors on the Approved List only, delete if not applicable.
3. For Type I prequalification, delete if not applicable.

* delete if not applicable
[ ] data to be filled in
{ } selective
投標者資格預審公告（刊憲樣本）

當局擬於________年________月邀請投標資格經預審的投標者承投合約編號________的合約。是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。此公告亦用作世界貿易組織《政府採購協定》所規定的摘要公告。

合約工程範圍包括[簡述工程內容，包括工程性質和預計工程數量]。


[列出並簡述參與投標的資格／條件]

以及投標資格預審文件列出的其他資格和條件，可申請投標資格預審。

投標資格預審文件可向[述明辦事處的名稱、地址和電話／傳真號碼／電郵地址，以及為聯絡辦事處和索取投標資格預審文件所必須的其他資料]索取。

申請者如要求送遞投標資格預審文件，必須以書面提出，並須繳付送遞費用。

3) 當局會根據投標資格預審文件訂明的評核準則，選出不超過[述明數目]名申請者。

填妥的投標資格預審申請書須於[述明投標資格預審申請的截止日期]上午 9 時至中午 12 時間前送交[述明辦公室的名稱和地址]。投標者必須在截標時間前把投標書放入本招標公告中指定的投標箱（「指定投標箱」）內。逾期遞交或未有放入指定投標箱的投標書，概不受理。若[投標資格預審申請的截止日期]上午 9 時至中午 12 時時間內，八號或以上熱帶氣旋警告信號懸掛，或黑色暴雨警告信號或政府公布的「超強颱風後的極端情況」生效，截止申請時間會延至八號熱帶氣旋警告信號除下或當時生效的黑色暴雨警告信號或政府公布的「超強颱風後的極端情況」取消後首個工作天中午 12 時。如在[述明截標日期]星期五上午 9 時至中午 12 時期間的任何時間內，前往指定投標箱所在地點的公眾通道受阻，政府會宣布延遲截標時間，直至另行通告。當通道受阻情況獲消除後，政府會盡快公布所延遲的截標時間。以上公布事項會在政府新聞處網頁

Amendment No. 10/2019
以新聞公報形式宣布。

*(合營企業如符合投標資格預審文件內所訂要求，其申請亦會獲得考慮。)*

香港特別行政區政府有權拒絕任何申請及與任何申請者商議批出合約的條款。

日期

部門首長姓名

1. 只適用於公開邀請，請刪去不適用者。
2. 只適用於認可名冊上的承建商所提交的投標資格預審申請，請刪去不適用者。
3. 適用於第I類的投標者資格預審，請刪去不適用者。

* 請刪去不適用者
[ ] 請填寫相關資料
( ) 選擇性
APPENDIX 6.4A  SPECIMEN GAZETTE TENDER NOTICES

G.N. [State the name of department]

It is hereby notified that sealed tenders in *duplicate/triplicate are invited for Contract No. (state the contract number, contract title) *(Public Works Programme Item No.______)*. The works include [give a brief description of the works including the nature, the estimated quantity of the project and, where applicable, a description of any options]. The works are scheduled to commence in [month/year] *{and will take about [no. of months] months to complete}/*{for completion in [month/year]}.

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, [state the name of the tender board to be addressed] and placed in [title and address of the relevant tender box], before 12:00 noon on Friday, [state the tender closing date]. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box will not be accepted. If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department ([http://www.info.gov.hk/gia/general/today.htm](http://www.info.gov.hk/gia/general/today.htm)).

Forms of tender and further particulars are obtainable from [state the name, address and telephone/fax number/e-mail address of the office, and other information necessary to contact the office and obtain the tender documents]. *{A sum of $..........., which will not be refunded, is required to cover the cost of the tender documents.}

1{Selective tendering is adopted. Contractors on the [state the title(s) of the approved list(s) and category] 2{or joint ventures with participation of local and/or overseas contractors with the *{lead participant or the major shareholder/one of the members} being on the [title(s) of the approved list(s) and category}] who also meet the 3{following} qualifications and 3{other} conditions for participation stipulated in the tender documents are invited to tender *{./:}

3[List out the required qualifications/experience stipulated in stage I screening]

4Contractors not yet on the [title(s) of the approved list(s) and category] may also submit a tender if they submit a request for participation together with a duly completed application for inclusion in the above-mentioned approved list/category by 5{state the date of the deadline} to 6{[address], meet the qualifications and conditions for participation, and the application for inclusion is duly approved on or before the tender closing date. Details for making the application are available at: [http://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html](http://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html)}
Contractors will be liable to have their names removed from the approved list(s) if they fail or refuse to implement an accepted tender.

7{Open tendering is adopted. All interested contractors *{are invited to tender.}/*{who also meet the following requirements are invited to tender:} [list out the qualifications or the conditions for participations].}

*{Tenderers must attach to each tender a cheque/cashier order/the original copy of a receipt for the sum of $........ as a pledge of the bona fides of their tenders, which amount shall be forfeited to the Government of the Hong Kong Special Administrative Region if any tenderer fails or refuses to implement an accepted tender. The amount will be returned to the unsuccessful tenderers without interest.}

*{This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization.}

*{A charge will be levied for delivery of tender documents where the delivery of tender documents is requested by a tenderer. A written request must be made.}

The Government of the Hong Kong Special Administrative Region does not bind itself to accept any tender irrespective of whether the tender is the lowest bid or where the assessment of tenders is based on a marking scheme or formula approach, the tender with the highest overall score.

The Government of the Hong Kong Special Administrative Region 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 on the Internet at http://www.gld.gov.hk/eng/services_2_c.htm.

Date (State the name and title of Head of Department)
招標公告(刊憲樣本)

第___號公告

現招標承投合約編號**{[述明合約編號, 合約名稱]}**。工程包括[簡述工程內容, 包括工程性質、預計工程數量, 以及簡述其他選項(如有)]。工程預計於[____年____月]展開,**{[約需時____個月完成]}/於[____年____月完成}。投標者必須填具一式*兩份/三份的投標表格, 並把填妥的投標表格放置信封內封密。


投標者可向[述明辦事處的名稱、地址和電話/傳真號碼/電郵地址, 以及為聯絡辦事處和索取投標文件所必須的其他資料]索取。*{[須繳付投標文件的費用___元(不會退還, 以彌補印製招標文件的開支。)]}


{[列出第I階段篩選中訂明的所需資格/經驗]}


投標一經採納，承建/造商如未能或拒絕履行投標書內的規定，其名稱有可能從認可名冊上刪除。

{[是次招標採用公開招標。現邀請所有有興趣的承建/造商承投這次招標項目]}

*為表明投標者確有誠意，投標者必須繳付按金___元，並把相關支票／銀行本票／按金收據正本夾附於每份投標書內。標書一經採納, 中標者如未能或拒絕履行投標書內的規定, 該筆按金會由香港特別行政區政府沒收。落選者的按金會不附利息悉數發還。}
是次招標受世界貿易組織《政府採購協定》規管，且不涉及電子拍賣。此公告亦用作世界貿易組織《政府採購協定》所規定的摘要公告。

有意投標者如要求送遞招標文件，必須以書面提出，並須繳付送遞費用。

香港特別行政區政府不一定採納任何投標書，包括索價最低的投標書。如投標書評估是按照評分計劃或公式計算，香港特別行政區政府亦不一定採納其中整體得分最高的投標書。

香港特別行政區政府有權與任何投標者商議批出合約的條款。

批出是項合約的詳情，將刊載於香港特別行政區政府憲報，並在互聯網上公布。請參閱：http://www.gld.gov.hk/chi/services_2_c.htm。

日期

[述明部門首長職銜和姓名]

1. 只適用於選擇性招標，請刪去不適用者。
2. 適用於容許合營企業參與投標，請刪去不適用者。
3. 適用於設有第1階段篩選的合約，請刪去不適用者。
4. 只適用於根據WTO GPA之選擇性招標，請刪去不適用者。
5. 截止日期須訂為刊登相關憲報招標公告的日期起計不少於25天。見發展局的工務技術通告第2/2014號第22段。
6. 採購部門負責人員的地址。
7. 只適用於公開招標，請刪去不適用者。
* 剪去不適用者
[] 請填寫相關資料
{} 選擇性
CONTENT PAGE FOR GAZETTE NOTICE FOR INVITATION TO TENDER

GAZETTE NO. / (YEAR)

CONTENTS

Government Notice No. Subject Page

TENDERS

XX Department

(Title of Contract)

N.B.: “Gazette No.”, “Government Notice No.” and “Page” should be left blank. The details will be inserted by the D of GL.
### CONTENTS PAGE FOR GAZETTE NOTICE FOR INVITATION TO TENDER
(Chines Version)

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(合約名稱)
APPENDIX 6.4B  SPECIMEN TENDER INVITATION LETTER FOR SELECTIVE TENDERING

(Contractor) ……………………..
(Address) ………………………..

Dear Sirs,

Contract No: …………………
Title :…………………………………………………
*(Public Works Programme Item No. …………)

Contractors on the [state the title(s) of the approved list(s) and category] 1 {or joint ventures with participation of local and/or overseas contractors with the *[lead participant or the major shareholder/one of the members] being on the [title(s) of the approved list(s) and category]} who also meet the 2 {following} qualifications and 2 {other} conditions for participation stipulated in the tender documents are invited to submit a sealed tender in *duplicate/triplicate for the above contract* {...}

2[List out the required qualifications/experience stipulated in stage I screening]

If you are currently under suspension or voluntary suspension from tendering, your attention is drawn to General Conditions of Tender Clause GCT 22.

The works include [give a brief description of the works including the nature, the estimated quantity of the project and, where applicable, a description of any options]. The works are scheduled to commence in [month/year] *{and will take about [no. of months] months to complete}/*{for completion in [month/year]}. 3{Tender notice for the next term contract for [state the period of the next term contract] will be published around [state the estimate date in month/year].}

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, [state the name of the tender board to be addressed] and placed in [title and address of the relevant tender box] before 12:00 noon on Friday, [state the tender closing date]. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box not be accepted. If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services
Department (http://www.info.gov.hk/gia/general/today.htm).

Forms of tender and further particulars are obtainable from [state the name, address and telephone/fax number/e-mail address of the office, and other information necessary to contact the office and obtain the tender documents]. *{A sum of $........., which will not be refunded, is required to cover the cost of the tender documents.}

Contractors/suppliers will be liable to have their names removed from the approved list(s) if they fail or refuse to implement an accepted tender.

*{Tenderers must attach to each tender a cheque/cashier order/the original copy of a receipt for the sum of $........ as a pledge of the bona fides of their tenders, which amount shall be forfeited to the Government of the Hong Kong Special Administrative Region if any tenderer fails or refuses to implement an accepted tender. The amount will be returned to the unsuccessful tenderers without interest.}

*This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction.

*A charge will be levied for delivery of tender documents where the delivery of tender documents is requested by a tenderer. A written request must be made.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept any tender irrespective of whether the tender is the lowest bid or where the assessment of tenders is based on a marking scheme or formula approach, the tender with the highest overall score.

The Government of the Hong Kong Special Administrative Region reserves the right to negotiate with any tenderer about the terms of the offer.

Details of the award of this contract will be published on the Internet at http://www.gld.gov.hk/eng/services_2_c.htm.

Yours faithfully

(Designation of officer who would sign the Contract on behalf of Government)

1 For joint ventures are allowed to tender, delete if not applicable.
2 For contracts incorporate Stage I screening, delete if not applicable.
3 For term contracts only, delete if not applicable.

* delete where inappropriate
[ ] data to be filled in
{ } selective
APPENDIX 6.7 SINGLE AND RESTRICTED TENDERING – LETTER OF INVITATION TO TENDER

RESTRICTED (TENDER)

(Contractor) ............................

(Address) ..............................

Dear Sirs,

Contract No. : ..............................

Title : ..............................

*You are hereby invited to submit a sealed tender in *duplicate/triplicate for the above contract. The works include ____________________________________________ and are scheduled to commence in (month, year) and *will take about (no. of months) months to complete / for completion in (month, year).

*The tender documents will be available for collection on (date) from (office, address, *responsible officer) (Telephone No. : __________, Fax No. : __________).

*The tender documents are enclosed herewith and consist of the following:

(a) One copy of booklet containing:

(i) Conditions of Tender comprising the General Conditions of Tender and the Special Conditions of Tender,
(ii) Form of Tender,
* (iii) Conditions of Contract comprising General Conditions of Contract and the Special Conditions of Contract,
* (iv) Articles of Agreement,
* (v) Particular Specification,
* (vi) Plant and Labour Schedule/*Equipment Schedule,
* (vii) Particular Preambles and Bills of Quantities,
* (viii) Schedule of Proportions to be used in calculating the Price Fluctuation Factor,

(b) One duplicate copy of the Form of Tender,
* (c) One set of drawings as listed in Particular Specification Clause ............,
* (d) General Specification for Civil Engineering Works (.... Edition),
* (e) Standard Method of Measurement for Civil Engineering Works (.... Edition),

Your tender shall be completed in accordance with the Conditions of Tender and returned in the pre-addressed envelope, clearly marked with the tender reference and the subject of the tender on the outside of the envelope, and *placed in the (name of tender box) situated at (location of tender box) / *returned by post to the Chairman of the (name of tender board) at (address of tender board) before 12:00 noon on Friday, (Date). Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders and tenders not deposited in the Specified Tender Box not be accepted.
*If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on Friday, _______ (date) ________, the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force.

In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (http://www.info.gov.hk/gia/general/today.htm).

*This tender is covered by the Agreement on Government Procurement of the World Trade Organisation and will not involve electronic auction.

*A charge will be levied for delivery of tender documents where the delivery of tender documents is requested by a tenderer. A written request must be made.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept any tender irrespective of whether the tender is the lowest bid or where the assessment of tenders is based on a marking scheme or formula approach, the tender has the highest overall score.

The Government of the Hong Kong Special Administrative Region reserves the right to negotiate with any tenderer about the terms of the offer.

*Contractors will be liable to have their names removed from the approved list(s) if they fail or refuse to implement an accepted tender.

*You are invited to attend a pre-tender meeting at _______ (venue, date and time) _______.

Please acknowledge receipt of this letter.

Yours faithfully,

...........................................
(Designation of officer who would sign the contract on behalf of Government)

c.c. without encl.
Secretary of the relevant tender board
Director of Audit
CIO, SPO, DEVB or PIO, I&PR, TD (for HyD projects)
Office HQ
Departmental HQ
*Consulting Engineer

* delete where inappropriate
APPENDIX 6.13 GAZETTE NOTICE FOR EXTENSION OF TENDER PERIOD

G.N.  *CIVIL ENGINEERING AND DEVELOPMENT DEPARTMENT
     *HIGHWAYS DEPARTMENT
     *DRAINAGE SERVICES DEPARTMENT
     *WATER SUPPLIES DEPARTMENT

With reference to the Government of the Hong Kong Special Administrative Region Notice No.  ____ of ___(date)____ and ___(date)____ inviting tenders for the_ (title of Contract and/or brief description of Works and the PWP Item Number in brackets if appropriate) ___, it is hereby notified that the closing date for receipt of tenders shall be extended to 12:00 noon on Friday, ___(date)____.

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on Friday, ___(date)____, the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Friday, [tender closing date], the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (http://www.info.gov.hk/gia/general/today.htm).

* Director of Civil Engineering and Development
* Director of Highways
* Director of Drainage Services
* Director of Water Supplies

* Delete where inapplicable
GAZETTE NOTICE FOR EXTENSION OF TENDER PERIOD

(Chinese Version)

第???号公告

*土木工程拓展署
*路政署
*渠务署
*水务署

有關招標承投__________________________一事，已在????年??月??日及????年??月??日的香港特別行政區政府公告第????號內公布。現特通知，該項招標的截標日期將延至????年??月??日星期?中午12時。


…………………………………………
*土木工程拓展署署長
*路政署署長
*渠務署署長
*水务署署長