

WEST KOWLOON CULTURAL DISTRICT AUTHORITY

Invitation to Tender for the

Provision of General Office Administration Support Services Outsourcing for West Kowloon Cultural District Authority

Tender Notice

Objective:

West Kowloon Cultural District Authority (“WKCDA”) invites qualified tenderers to submit tenders for the Provision of General Office Administration Support Services Outsourcing (“Services”) for WKCDA.

Descriptions of the requirement:

The appointed service provider(s) shall provide the Services to the Cyberport Office, China Hong Kong City Office, Project Site Office and any other Offices as-and-when-required by the Authority, and shall appoint **up to two (2) service providers** (each a “Service Provider”) in total for a contract period of two years from the date of commencement of the Services.

Collection of Tender Documents:

Interested parties are required to express their interest by email to christine.chan@wkcd.a.hk with their company name, address, telephone number, name and position of their contact person and the contact email address.

Tender Briefing:

A tender briefing is scheduled on **2 July 2019**. Interested tenderers are required to register on or before 12:00noon 27 June 2019. Registration details will be provided upon collection of the Tender Documents.

Submission of Tenders:

Tender submission must be deposited in the Tender Box at Units 608-613, Level 6, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong at or before **12:00noon** on **22 July 2019** (Hong Kong time). ELECTRONIC SUBMISSION AND LATE SUBMISSION WILL **NOT** BE ACCEPTED.

Enquiries must be emailed to tim.wong@wkcd.a.hk at or before 17:00 on 16 July 2019. Enquires submitted thereafter will not be answered.

Remark:

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation and/ or submission of the tenders, shall be entirely the responsibility of the interested suppliers.

WKCDA reserves the right to accept the tender which WKCDA in its sole discretion considers to be the most advantageous overall to WKCDA. WKCDA does not bind itself to accept any tender irrespective of whether the tender is the lowest bid, or has the highest overall mark. WKCDA also reserves the right to suspend, not to proceed with or to cancel the Invitation to Tender and to negotiate with any tenderer.