

RATING AND VALUATION DEPARTMENT

It is hereby notified that sealed tenders in **triplicate** are invited for the following:–

Tender Reference : **RV(T) 031/24**

Subject : **Invitation to Tender for the Provision of Clerical Services for the Rating and Valuation Department**

Description : **The contractor is required to provide members of the service team to the Rating and Valuation Department to perform mainly clerical and simple site inspection duties, for example, filing, maintenance of computer records, word-processing, customer services, processing of documents, simple on-site verification of data and so on for 24 months**

Tender Closing Time : **12.00 noon on 7 February 2025**

2. Forms of tenders and further particulars are obtainable from Room 1302 on 13th Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Tel. No. 2150 8814 or Fax No.: 2152 0128).

3. For paper-based tendering, tenders must be clearly marked with the tender reference and the subject of the tender on the outside of a sealed plain envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Tender Opening Committee, Government Logistics Department and deposited in the Government Logistics Department Tender Box situated at Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12.00 noon (Hong Kong Time) on Friday, **7 February 2025**. Tenders must be deposited in the tender box as specified in this tender notice ('Specified Tender Box') before the tender closing time. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.

4. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or "extreme conditions" announced by the Government is/are in force for any duration between 9.00 a.m. and 12.00 noon (Hong Kong Time) on 7 February 2025, the tender closing time will be postponed to 12.00 noon (Hong Kong Time) on the first working day after the tropical cyclone warning signal No. 8 is lowered, or the black rainstorm warning signal or the "extreme conditions" announced by the Government has/have ceased to be in force. In case of blockage of the public access to the location of Specified Tender Box at any time between 9.00 a.m. and 12.00 noon (Hong Kong Time) on 7 February 2025, 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>).

5. The tender documents may be downloaded from the e-Tender Box (ETB) of the Procurement and Contract Management System of the Government Logistics Department. Information about e-tendering is available on ETB website (<https://pcms2.gld.gov.hk>).

6. Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender. This tender is not covered by the Agreement on Government Procurement of the World Trade

Organization.

7. The Government of the Hong Kong Special Administrative Region does not bind itself to accept the lowest tender (or the highest combined score for a tender adopting a marking scheme) or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.

8. Details of the award of this contract will be made available on the website of Rating and Valuation Department (<https://www.rvd.gov.hk>).

10 January 2025

Kevin K. Y. SIU Commissioner of Rating and Valuation