



Since 1880 成立

九龍城龍崗道61號 / 61 Lung Kong Road, Kowloon 電話: 2382-1576 傳真: 2718-4634 電郵: info@loksintong.org

# 九龍樂善堂

## THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON

### Letter of Invitation

Our Reference: T/V02LST/2024-021

Date: 15<sup>th</sup> July 2024

Dear Sirs,

#### **Provision of IT Subscription, Maintenance & Warranty Renewal of District Health Centre (DHC) Express – Kowloon City**

You are invited to submit a tender for the above service. Your submission shall be made in accordance with the following enclosed documents:-

- Completed Price Table (Appendix I)
- Signed Offer to be Bound (Appendix II);
- Signed Conflict of Interest Declaration (Appendix III);
- Signed Prevention of Bribery and Confidentiality Declaration (Appendix IV);
- Signed Probity and Anti-Collusion Declaration (Appendix V);
- Signed Confidentiality Agreement (Appendix VI);
- Copy of Business Registration Certificate;
- Copy of Employee Compensation Insurance;
- Copy of Service License (if any);
- References of similar projects and reference letter(s) from previous clients (if available)
- Implementation Plan (e.g. workflow...etc)

Your tender proposal should be submitted directly to our Lok Sin Tong e-Tendering website <https://loksintong.e-tendering.com/Supplier/en/Login/index.aspx>? before 12:00 noon on 5 August 2024 (Monday). Late submission will not be considered.

In the event of Typhoon Signal No. 8 or above has been hoisted and remained hoisted, black rainstorm warning signal or "Extreme Conditions" announcement by the Government has been issued and remain in effect during the period 9:00 a.m. to 12:00 p.m. on the day of tender submission, the tender closing date will be postponed to 12:00 p.m. on the next working weekday (Monday to Friday, except public holidays) so on and so forth.

The Lok Sin Tong Benevolent Society, Kowloon is not obliged to accept the lowest or any proposal made and accepts no financial liability for your costs in submitting a proposal. In addition, The Lok Sin Tong Benevolent Society, Kowloon will reject bids which are considered to have been priced unreasonably low.

You are required to confirm in your tender submission letter that you agree to abide by your Tender Proposal for a period of ninety (90) days from the due date for of Tender Proposal and it shall remain binding upon you and may be accepted at any time before the expiry of that period.



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If you are unable or do not wish to tender, it will be appreciated if you would return the Decline Notice with reason to e-Tendering System at <https://loksintong.e-tendering.com> or by email to [e\\_procurement@loksintong.org](mailto:e_procurement@loksintong.org) at your earliest convenience for our record.

Tender documents are obtainable via Lok Sin Tong e-Tendering System. To log in to the system to download the tender documents, tenderers should become "Registered Suppliers" under the e-Tendering System. Please enter the website <https://loksintong.e-tendering.com> for supplier registration.

Should you have any difficulties during the eTS registration process or retrieving tender document in the eTS, please feel free to contact Ms. Venus Chan or Ms. Mandy Lai of LST at 2272 9811 for assistance.

Your failure to comply with any requirement in this letter and the enclosed documents may render your tender invalid.

Yours faithfully,

LAU Oi Sze, Alice  
Chief Executive

For and on behalf of

**The Lok Sin Tong Benevolent Society, Kowloon**