



Since 1880 成立

九龍城龍崗道61號 / 61 Lung Kong Road, Kowloon

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# 九龍樂善堂

## THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON

### Letter of Invitation

Our Reference: T/V02LST/2025-010

Date: 14<sup>th</sup> April 2025

Dear Sirs,

#### **Tender for Fire Safety Direction Improvement Works (Fire Services Department) for**

**Lok Sin Mansion, Nos. 25-35 Ting On Street, No. 123 Ting Fu Street, Kowloon**

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

- (a) 採購項目報價表 to Conditions of Tendering duly completed
- (b) the Schedule of Rates and Summary of Tender fully priced
- (c) the Form of Tender duly completed, signed, and dated
- (d) Fire Safety Direction, Fire Sprinkler Plan, A&A and GBP
- (e) Declaration Form of Statement of Convictions or No Conviction (Annex I to VI)
- (f) 應約履行簽署部分 in Annex VII to Conditions of Tendering duly completed
- (g) 利益申報聲明 in Annex VIII to Conditions of Tendering duly completed
- (h) 防止賄賂條例及資料保密聲明 in Annex IX to Conditions of Tendering duly completed
- (i) 保密協議書 in Annex X to Conditions of Tendering duly completed
- (j) 不合謀投標確認書 in Annex XI to Conditions of Tendering duly completed
- (k) 有關誠信罪行的聲明 in Annex XII to Conditions of Tendering duly completed
- (l) 關聯公司不投標確認書 in Annex XIII to Conditions of Tendering duly completed
- (m) 不擬投標表格 in Annex XIV to Conditions of Tendering duly completed
- (n) A copy of valid Business Registration Certificate;
- (o) A copy of valid Employee Insurance Certificate;
- (p) A copy of valid Registered General Building Contractor (RGBC)
- (q) A copy of Certificate of Registered Fire Service Installation Contractor
- (r) A copy of Certificate of Registration of Electrical Contractor
- (s) Related job reference for the past 5 years
- (t) Work Schedule
- (u) Method Statement
- (v) Any other details and information required by the tender documents

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 9 May 2025 (Friday). Late submission will not be considered.

**A site visit will be held at 12:00 noon to 1:30 p.m. on 24 April 2025 (Thursday) at Lok Sin Mansion.** Tenderers who would like to attend the site visit should make a registration via our Lok Sin Tong e-Tendering System at <https://loksintong.e-tendering.com> or by email to [e\\_procurement@loksintong.org](mailto:e_procurement@loksintong.org) before 12:00 noon on 23 April 2025 (Wednesday). Each Tenderer may nominate only two representatives for the site visit. Late registration will not be considered. Tenderers will receive the time slot confirmation via email at 5:00p.m. on 23 April 2025.





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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.

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 noon on the day of tender submission, the tender closing date will be postponed to 12:00 noon 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 six (6) months 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.

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.

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**