

30 August 2019

To Whom It May Concern

Dear Sir / Madam,

Tender for Supply, Installation and Maintenance Services of Smoke Control Systems for Joss Paper Burning 2019-2021 (Ref: EM00057)

You are invited to submit the captioned tender according to the attached specifications.

Your tender should be completed in two proposals, namely “Technical Proposal” and “Fee Proposal” with **one set of original document, one set of duplicate document and one soft copy on CD-ROM/USB for each proposal.** They should be sealed and returned **by hand** in two plain envelopes, marked with “Technical Proposal” and “Fee Proposal”, tender reference and closing date on the cover not later than **12:00 noon, 20 September 2019 (HK Time)**. Late tenders may not be accepted.

Should you have any queries, please do not hesitate to contact the following parties:

	Contact Person	Phone	E-mail Address
(i) Primary Contact	Ms Alice CHAN (Officer, Procurement)	(852) 27885362	alicechan@hkpc.org
(ii) Secondary Contact	Mr Timothy TO (Manager, Procurement)	(852) 27885643	timothyto@hkpc.org

The Hong Kong Productivity Council reserves the right to accept the whole or part of the tender and is not bound to accept the lowest or any tender.

Yours faithfully,


Vivian LIN
Chief Financial Officer
Finance & Procurement Division
Hong Kong Productivity Council

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