

02 August 2019

To Whom It May Concern

Dear Sir/Madam

Tender for BUD e-form Management System and Data Analytic Tools (Ref : MC00009)

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

Your tender must 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 or USB Flash Drive for each Proposal.** They must be sealed and returned **by hand** in two plain envelopes, marked with “**Technical Proposal**” and “**Fee Proposal**”, tender reference, subject of tender and closing date on the cover on or before **12:00 noon, 06 September 2019 (HK Time).** Late tenders may not be accepted.

Please contact the following parties for enquiries:

	Contact Person	Phone	E-mail Address
(i) Primary Contact	Mr. Sam LEUNG (Officer, Procurement)	(852) 2788 5973	samleung@hkpc.org
(ii) Secondary Contact	Ms. Phoebe YIN (Lead Manager, Procurement)	(852) 2788 5899	phoebeyin@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

CFO

Finance & Procurement Division
Hong Kong Productivity Council

Encl

VL/VC/PY/sl


