

To Whom It May Concern

Dear Sir/Madam

Tender for the Design, Supply and Installation of an Inventory Management, Patch and Software Deployment System for HKPC (Ref: MIS00043)

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 ROM/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, 21 November, 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 Log CHONG (Officer, Procurement)	(852) 2788 5990	logchong@hkpc.org
(ii) Secondary Contact	Ms. Phoebe YIN (Lead Manager, Procurement)	(852) 2788 5899	phoebeyin@hkpc.org

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

Encl
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