

<b>Tender Reference</b>	IPD T1/2024
<b>Department</b>	Intellectual Property Department
<b>Subject</b>	Provision of Outsourced Services to the Intellectual Property Department – Office Operation Services
<b>Description</b>	Tender for the provision of outsourced office operation services to the Intellectual Property Department for a period of three (3) years commencing on 1 December 2024 or on a date as the Government of the Hong Kong Special Administrative Region shall specify.
<b>Tender Closing Date/Time</b>	<b>12:00 noon (Hong Kong Time) on 3 May 2024 (Friday)</b>  <b>Late tenders will not be accepted.</b>
<b>Collection of Tender Documents</b>	The tender documents can be downloaded from the website of the e-Tender Box (“ETB”) of Procurement and Contract Management System of the Government Logistics Department. Information about e-tendering is available on the ETB website ( <a href="https://pcms2.gld.gov.hk">https://pcms2.gld.gov.hk</a> ).  The tender documents in DVD are also obtainable during office hours from Intellectual Property Department on 25/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong (Telephone No.: 2961 5622).
<b>Submission of Tender</b>	<b><u>For paper-based tendering</u></b> Tenders must be submitted in five (5) sets of hard copies (i.e. one (1) original and four (4) copies) and enclosed in a sealed envelope clearly marked with the tender reference and the subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Tender Opening Committee, Government Logistics Department, and deposited in the Government Logistics Department Tender Box situated at the Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong (“Specified Tender Box”) before 12:00 noon on the tender closing date as stated above. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.  <b><u>For electronic tendering</u></b> Transmission of a tender through the ETB shall be successfully completed in accordance with the requirement of the ETB before the tender closing time. Late tenders will not be accepted.

	<p>If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon on the tender closing date, the tender closing time will be postponed to 12:00 noon on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions” announced by the Government has/have ceased to be in force.</p> <p>In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on the tender closing date, the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (<a href="https://www.info.gov.hk/gia/general/today.htm">https://www.info.gov.hk/gia/general/today.htm</a>).</p>
<p><b>Tenderers’ Briefing</b></p>	<p>A Tenderers’ Briefing cum Business Environment Familiarisation conducted in Cantonese will be held on 17 April 2024 (3:00 p.m. – 4:30 p.m.) at IPD Function Room (Room 2501), 25/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong.</p> <p>Tenderers who wish to attend the Tenderers’ Briefing cum Business Environment Familiarisation should complete and fax the reply slip (at Annex A to Part I of the Tender Documents) to (852) 3520 0782 (Attn.: Departmental Secretary/Intellectual Property Department) for registration before 12:00 noon on 16 April 2024. Each Tenderer can register not more than three (3) representatives.</p> <p>For details of the Tenderers’ Briefing cum Business Environment Familiarisation, please refer to Clause 12 of Part I of the Tender Documents.</p>
<p><b>Contact for Enquiries</b></p>	<p>Director of Intellectual Property  Intellectual Property Department  25/F, Wu Chung House  213 Queen’s Road East  Wan Chai  Hong Kong  (Attn.: Departmental Secretary)  Fax. No.: (852) 3520 0782  Email: <a href="mailto:supplies@ipd.gov.hk">supplies@ipd.gov.hk</a></p>

<b>Remarks</b>	<ol style="list-style-type: none"><li>1. All time references are Hong Kong time.</li><li>2. Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.</li><li>3. This tender is NOT covered by the Agreement on Government Procurement of the World Trade Organization.</li><li>4. The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest overall score or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.</li><li>5. Details of the award of this contract will be published on the Internet (<a href="https://pcms2.gld.gov.hk">https://pcms2.gld.gov.hk</a>) and the Intellectual Property Department website (<a href="https://www.ipd.gov.hk">https://www.ipd.gov.hk</a>).</li></ol>
----------------	--