

Sample Tender Invitation Letter

By Fax & By Post (Fax No.: _____)

[Name and Address of Supplier / Service Provider]

[Date]

Our ref.:

Dear Sirs / Madams,

Re: Invitation for Tender for the Provision of

_____ [Type of Goods / Services] at
_____ [Name and Address of Building]

We write on behalf of _____ [Name of the
Owners' Corporation] (hereafter referred to as the Corporation) to invite you to submit a tender
in relation to provision of _____ [Type of Goods / Services] for the subject
building.

Goods / Services to be Provided

The vendor is required to provide the following goods / services¹. Please refer to Appendix 1² for the detailed specifications / schedule of services¹ of the goods / services¹

Item	Description
1.	_____
2.	_____

Validity of Tender

The tender shall be valid for at least 6 months from the date of the tender.

Eligibility Requirements¹ (for Services only)

To be eligible for consideration of its tender, a tenderer should meet and submit proof of the requirements and documents as detailed at Appendix 2³:

Anti-Bribery and Anti-Collusion

The tenderer shall abide by the probity requirements at Appendix 3⁴.

Submission of Tender

Please submit the duly completed and signed Form of Tender (*Appendix 4*) and Declaration Form⁴ (*attachment of Appendix 3*) in a sealed envelope marked conspicuously “Confidential – Tender Document for Provision of _____ [*Type of goods / services*] at _____ [*Name of Building*]” and send to the tender box at _____ [*Address of the Corporation for Return of Tender*] on or before _____ [*Time and Date for Return of Tender*]. **LATE**

SUBMISSION WILL NOT BE CONSIDERED.

Please note that it is the responsibility of the tenderer to study the specification and requirements before submitting the tender.

Site Visit¹ (for Services only)

Should you require a site visit, please contact _____ [*Name*] at _____ [*Telephone Number*]. For any queries, please contact _____ [*Name*] at _____ [*Telephone Number*].

Yours faithfully,

For and on behalf of _____ [*Name of the Corporation*]

Chairman
Owners' Corporation of XXX Building

Notes on use of the Sample Invitation Letter

1. Delete as appropriate.
2. Attach the specifications / schedule of services and as Appendix 1 to this letter.
3. Attach the list of documents and information required as Appendix 2 to this letter.
4. Attach the sample anti-bribery and anti-collusion clauses and declaration form (see Annex 5) as Appendix 3 to this letter.
5. Attach the Form of Tender (for Goods) or Form of Tender (for Services) as Appendix 4 to this letter.

Sample List of Requirements and Documents to be Submitted (for Services) (Appendix 2 to the letter)

Mandatory Requirements

1. A minimum number of _____ years experience providing the required service.
2. _____ [Other mandatory requirements deemed necessary by the Owners' Corporation]

Information on Company Organization and Documents to be Provided for Evaluation

3. A chart showing the management structure of the company.
4. Directors and key management staff profile and curriculum vitae.
5. Number of professional staff (e.g. Hong Kong Institute of Housing, Hong Kong Institute of Surveyors for the appointment of a professional Manager of the building) and other technical and supporting staff.
6. List of associate firms / subsidiaries.
7. Audited company accounts (for the last two years).
8. Job and client reference for similar service for the last three years.
9. Copies of company registration documents, including Business Registration Certificate.
10. Quality assurance certification (e.g. ISO 9001) (if any).
11. Company Code of Conduct for Staff (if any).
12. Complaints handling procedures (if any) (for provision of cleaning service, security service, etc.).
13. Declaration of no litigation for the past five years issued by solicitor.

**Form of Tender (for Goods)
(Appendix 4 to the letter)**

For the supply of

_____ [Description of goods](the Goods) to be
delivered to _____. [Name and address of building]

To: The Owners' Corporation of _____ [Name and address of building](the Employer)

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and the contract documents (available for inspection at the Employer's address), I / We hereby offer to supply all or any portion of the Goods in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum of Hong Kong Dollars _____ only (HK\$ _____).

Tender Offer Details

Description of Goods	
Quantity	
Manufacturer / Origin	
Unit Cost	
Total Cost including Delivery	
Delivery Schedule	
Payment Terms	
Warranty and After-sale Service	
Other Terms and Conditions	

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.

2. I / We agree to abide by this Tender for a period of _____ days from the date of submission thereof and that it may be accepted at any time before the expiry of that period.

3. I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.

4. I / We agree to abide by the anti-bribery and anti-collusion clauses attached at Appendix 3 to the Tender Invitation Letter.

Name and Signature _____

in the capacity of _____

duly authorized to sign tender for and on behalf of

(Company Name and Chop) _____

Registered Address of Firm _____

Date _____

Witness (signature) _____

Name _____

Address _____

**Form of Tender (for Services)
(Appendix 4 to the letter)**

For the provision of

_____ [Description of services] (the Services) at
_____. [Name and address of building]

To: The Owners' Corporation of _____ [Name and address of building](the Employer)

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and the contract documents (available for inspection at the Employer's address), I / We hereby offer to provide all or any portion of the Services in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum of Hong Kong Dollars _____ only (HK\$ _____).

Tender Offer Details

Description of Services	
Company Background, Management Structure and Experience*	
No. & Ranks of Professional Staff to be Deployed*	
Frequency of Service*	
Deliverables / Delivery Schedule*	
Client Reference*	
Cost	
Payment Terms	
Other Terms and Conditions	

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.

(* To be modified or deleted to suit the Owners' Corporation needs)

2. I / We agree to abide by this Tender for a period of _____ days from the date of submission thereof and that it may be accepted at any time before the expiry of that period.

3. I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.

4. I / We agree to abide by the anti-bribery and anti-collusion clauses attached at Appendix 3 to the Tender Invitation Letter.

Name and Signature _____

in the capacity of _____

duly authorized to sign tender for and on behalf of

(Company Name and Chop) _____

Registered Address of Firm _____

Date _____

Witness (signature) _____

Name _____

Address _____