

Sample Invitation for Expression of Interest

Date:

To: Contractor's name and address

Re: Invitation for Expression of Interest and Request for Information
– Pre-qualification of Contractors for the Provision of _____ [Type
of Service] at _____ [Name and Address of Building]

We are going to appoint a contractor for the provision of _____ [Type of
Service] for our building. If your company is interested in undertaking the service, please submit
the documents and information listed in the Appendix to the Owners' Corporation (OC) on or
before _____ [Time & Date] at _____ [Address] for
preliminary assessment.

In case of doubt, please contact _____ [Name and telephone number of the
appointed Management Committee member or OC staff] directly.

Yours faithfully,

For and on behalf of [Name of OC]

Chairman
Management Committee of
Owners' Corporation of XXX Building

Encl. Appendix – List of Documents / Information Required

Appendix to Annex 25

List of Documents / Information Required

1. Background and organization of the company including:
 - number of years providing similar service in Hong Kong;
 - management structure;
 - number of professional staff (for bidding for Manager service);
 - number of staff;
 - curriculum vitae of the key management staff; and
 - list of associate firms / subsidiaries.
2. Audited accounts and documents on bank credit line (for the last two years).
3. Job and client reference for similar service for the last three years.
4. Copy of company registration documents, including
 - Business Registration Certificate; and
 - Third Party Insurance.
5. Quality assurance certification (e.g. ISO 9001) (if any).
6. Company Code of Conduct for Staff (if any).
7. Declaration of no litigation for the past five years issued by solicitor.