

TENDER FOR THE SERVICE AGREEMENTS OF PROVISION OF BODY-SHOPPED  
MATERIAL MONITORING OFFICERS FOR HOUSING AUTHORITY'S  
NEW WORKS CONTRACTS (2017–2020)

TENDER REF. CB20170059

Tenders for the Service Agreements of Provision of Body-shopped Material Monitoring Officers for Housing Authority's New Works Contracts (2017–2020) are hereby invited. Tender documents and further particulars can be obtained from the General Registry of Development and Standards Section, 13th Floor, Block 3, Housing Authority Headquarters, 80 Fat Kwong Street, Ho Man Tin, Kowloon.

The scope of services will include the following:—

- (a) Provision of Body-shopped Material Monitoring Officers (MMOs)  
—Recruitment of MMOs for body-shopping to Housing Authority;
- (b) Comprehensive Human Resources Management Services  
—Preparation of payroll and leave records, performance appraisal and salary review.

All service providers interested to tender MUST attend a tender briefing session to be convened on 13 February 2017 and collect the Form of Tender during the tender briefing session. Only those service providers who have collected the tender document will be informed about the time and venue of the tender briefing session.

Tenders must be 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 Chief Architect/Development and Standards (Attn: Senior Architect/30), Hong Kong Housing Authority and reach the Hong Kong Housing Authority before the time as specified in the tender document in one of the following ways:—

- (1) be deposited personally in the Hong Kong Housing Authority Tender Box located at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong, or
- (2) be sent by post or courier to:—  
Tender Opening Team, c/o Receipt and Despatch Unit,  
The Hong Kong Housing Authority, Basement 1, Block 2,  
Housing Authority Headquarters, 33 Fat Kwong Street, Kowloon, Hong Kong.

Late tenders shall not be considered. The Hong Kong Housing Authority does not bind itself to accept the lowest or any tender.

The service providers shall have local Hong Kong office and local experience in similar body-shop services in the past 3 years and is required to make available a team meeting the requirements set out in the tender document.

For enquiry on the collection of tender document, please fax to (852) 3152 2053.

10 February 2017

Stanley YING *Director of Housing*