

It is hereby notified that sealed tenders in quadruplicate are invited for the **Provision of the Data Preparation Services related to the Low-income Working Family Allowance Scheme (to be renamed as the Working Family Allowance Scheme with effect from 1 April 2018) administered by the Working Family and Student Financial Assistance Agency (Tender Reference: WFAO/2017_01).**

Open tendering is adopted. All interested parties are invited to tender.

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 Chairman, Tender Opening Committee, Government Logistics Department, and placed in the Government Logistics Department Tender Box situated at Ground Floor of the North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12.00 noon on Wednesday, 20 December 2017. Late tenders will not be accepted. If a black rainstorm warning signal or tropical cyclone warning signal No. 8 or above is in force at any time between 9.00 a.m. and 12.00 noon on Wednesday, 20 December 2017, the tender closing time will be postponed to 12.00 noon on the first working day after the black rainstorm warning signal has ceased to be in effect or the tropical cyclone warning signal No. 8 is lowered.

Tender documents are obtainable during office hours (9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 6.00 p.m., Mondays to Fridays, except public holidays) from the Working Family Allowance Office, Working Family and Student Financial Assistance Agency situated at 17th Floor, 181 Hoi Bun Road, Kwun Tong, Kowloon (Tel.: 3897 1503, Fax: 3897 1907).

This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept the lowest tender or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.

Details of the award of this contract will be published on the Internet at (http://www.gld.gov.hk/eng/services_2_c.htm).

10 November 2017

LEE Chung-sin *Head, Working Family and Student Financial Assistance Agency*