

It is hereby notified that sealed tenders in triplicate are invited for the following:—

Tender Reference: **EDB(SBM)/ADM/150/1/9(30)**

Subject : **Provision of an Incorporated Management Committee Liability Insurance Policy for Aided and Caput Schools with an Incorporated Management Committee**

Description : **The contractor is required to provide an essential three-year period of Incorporated Management Committee Liability Insurance Policy for Aided and Caput Schools with an Incorporated Management Committee on Management Liability, Vicarious Educator Liability and Employment Practices Liability**

Closing Date : **3 May 2018 (Thursday)**

Estimated : **March 2021**

Timing of
Subsequent
Notice (if
required)

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 deposited in the Government Logistics Department Tender Box situated at Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12.00 noon (Hong Kong time) on 3 May 2018, Thursday. Late tenders will not be accepted.

In case Tropical Cyclone Warning Signal No. 8 or above or Black Rainstorm Warning Signal is in force for any duration 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 Warning Signal No. 8 is lowered or the Black Rainstorm Warning Signal has ceased to be in effect.

Tender documents are obtainable from the School-based Management Section, Professional Development and Training Division, Education Bureau, Fifth Floor, East Wing, Central Government Offices (CGO), 2 Tim Mei Avenue, Tamar, Hong Kong (Tel.: (852) 3509 8474, Fax: (852) 3104 4658, E-mail address: (aeosbm2@edb.gov.hk)). Owing to special access arrangements at the CGO at Tamar, tenderers are advised to call the Education Bureau office in advance to arrange for access to the CGO.

Limited quantity of the tender documents is also available in the following offices for collection:—

- (i) The Central and Western Home Affairs Enquiry Centre, Ground Floor, Harbour Building, 38 Pier Road, Central, Hong Kong (Tel.: (852) 2189 2819); and
- (ii) The Yau Tsim Mong Home Affairs Enquiry Centre, Ground Floor, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon (Tel.: (852) 2399 2111).

Tenderers are advised to call the above Home Affairs Enquiry Centres to check the availability of the tender documents beforehand. In case the tender documents have been run out in the Home Affairs Enquiry Centres, tenderers are requested to collect the tender documents direct from the School-based Management Section, Professional Development and Training Division of the Education Bureau at the address stated in paragraph 4 above.

Enquiries in connection with tenders can be directed to the School-based Management Section, Professional Development and Training Division, Education Bureau, Fifth Floor, East Wing, Central Government Offices (CGO), 2 Tim Mei Avenue, Tamar, Hong Kong (Tel.: (852) 3509 8474, Fax: (852) 3104 4658).

A tender briefing will be conducted in Cantonese at 3.30 p.m. on 10 April 2018, Tuesday at Room W303, 3rd Floor, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon. Tenderers who wish to attend the briefing can nominate at most two representatives and complete the reply slip provided in the tender documents. Tenderers are requested to return the completed reply slip by fax no. (852) 3104 4658

to the Permanent Secretary for Education (Attn: Senior Education Officer (School-based Management)) on or before 4 April 2018, Wednesday. For details, please refer to Paragraph 11.2 in Part 2 of the tender documents.

Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.

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 (https://www.gld.gov.hk/eng/services_2_c.htm).

23 March 2018

Ingrid YEUNG *Permanent Secretary for Education*