

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

<i>Tender Reference</i>	<i>Subject</i>	<i>Estimated Quantity</i>
HAQ20180478	Provision of Printing and Delivery of Letterhead Paper to Various Offices of the Hong Kong Housing Authority on a 24-month contract	3 900 packs (1 000 sheets per pack)

Forms of tenders and further particulars are obtainable from the Housing Department Purchasing and Supplies Section at Ground Floor, Tun Man House, Oi Man Estate, Ho Man Tin, Kowloon, Hong Kong (Fax: 2624 6890).

Tenders must be clearly marked with the tender reference and the subject of the tender on the front of the envelope (but should not bear any indication which may relate the tender to the tenderer), addressed to the Chairman, Tender Opening Committee, Hong Kong Housing Authority and reach the Hong Kong Housing Authority before 10.00 a.m. on Friday, 21 December 2018 (Hong Kong Time) in one of the following ways:—

- (a) be deposited personally in the Hong Kong Housing Authority Tender Box located at Ground Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Ho Man Tin, Kowloon, Hong Kong, or
- (b) be sent by post or courier to:—

The Chairman, Tender Opening Committee,
c/o Receipt and Despatch Unit,
The Hong Kong Housing Authority,
Basement 1, Block 2,
Housing Authority Headquarters,
33 Fat Kwong Street, Ho Man Tin, Kowloon,
Hong Kong.

Late tenders or tenders not submitted in accordance with (a) and (b) above will not be accepted.

The tender closing time and date will automatically be deferred to 10.00 a.m. on the following Monday or the next earliest possible working day of the following week in the following circumstances:—

- (a) if Tropical Cyclone Warning Signal No. 8 or above is issued before and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (b) if a 'Black' Rainstorm Warning is announced by the Government (*via* the Information Services Department) before and remains in force for any duration within two (2) hours before the tender closing time on the tender closing date; or
- (c) when the Director of Housing announces the closure of the Housing Authority Headquarters Building due to unforeseen circumstances and the Housing Authority Headquarters Building remains closed for any duration within two (2) hours before the tender closing time on the tender closing date.

For the avoidance of doubt, the tender closing time and date will remain unchanged if Tropical Cyclone Warning Signal No. 8 or above or the 'Black' Rainstorm Warning is lowered or cancelled, or the Housing Authority Headquarters Building is reopened, two (2) hours or more before the tender closing time on the tender closing date.

The Hong Kong Housing Authority 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 in the Government of the Hong Kong Special Administrative Region Gazette and made available on the Housing Authority/Housing Department website at (<http://www.housingauthority.gov.hk>).