25 March 2020

To Whom It May Concern

Dear Sir/Madam

Tender for Appointment of Recruitment Agency for Recruitment of a Senior Executive for HKPC (HF00033)

You are invited to submit the tender according to the attached specifications.

Your tender must be completed in two proposals, namely "Technical Proposal" and "Fee Proposal" with **one set of original document**, **two sets of copy** and **one soft copy on CD/USB Flash Drive for each Proposal.** They must be sealed in two plain envelopes, marked with "**Technical Proposal**" and "**Fee Proposal**", tender reference, subject of tender and closing date on the cover and lodged in the HKPC Tender Box by hand or courier on or before **12:00 noon, 08 April 2020 (HK Time)**. Late tenders may not be accepted.

Please contact the following parties for enquiries:

		Contact Person	Phone	E-mail Address
(i)	Primary Contact	Ms. Fanny CHENG (Officer, Procurement)	(852) 2788 5980	fanny@hkpc.org
(ii)	Secondary Contact	Ms. Phoebe Yin (Lead Manager, Procurement)	(852) 2788 5899	phoebeyin@hkpc.org

The Hong Kong Productivity Council reserves the right to accept the whole or part of the tender and is not bound to accept the highest or any tender.

Yours faithfully

Finance & Procurement Division

Hong Kong Productivity Council

Encl

VL/VC/PY/fc