

30 Mar, 2020

To Whom It May Concern

Dear Sir/Madam

Tender for Provision of “Hi-Cook” Electric Air Force Oven 電加熱熱風蒸烤機
(Tender ref. SM00080)

You are invited to submit the captioned tender according to the attached specification.

Your tender must be completed in two proposals, namely “Technical Proposal” and “Fee Proposal” with **one set of original document, one set of duplicated document and one soft copy on CD Rom/USB drive for each Proposal.** They must be sealed and returned by hand in two plain envelopes, marked with “**Technical Proposal**” and “**Fee Proposal**”, tender reference, subject of tender and closing date on the cover on or before **12:00 noon, 15 April, 2020 (HK Time)**. Late tender may not be accepted.

Please contact the following parties for enquiries:

	Contact	Phone	Email Address
(i) Primary Contact	Ms Alice CHAN (Officer, Procurement)	(852)27885362	alicechan@hkpc.org
(ii) Secondary Contact	Mr Timothy TO (Manager, Procurement)	(852)27885643	timothyto@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 lowest or any tender.

Your faithfully,

Finance & Procurement Division
Hong Kong Productivity Council

Encl.

VL/VC/HT/ac

