

**Working Family and Student Financial Assistance Agency
Tender Notice**

- Tender Reference : T005/25-26
- Procuring Department : Working Family and Student Financial Assistance Agency
- Description : Provision of Temporary Manpower Services (Scheme Administrative Assistants) for the Working Family and Student Financial Assistance Agency (WFSFAA) for a period of 13 months and expected to commence on 1 March 2026
- Contact : Kyle LEE
Supplies Unit,
Finance and Supplies Section,
Working Family and Student Financial Assistance Agency
Tel. No. (852) 2150 7670
Fax No. (852) 2519 3857
- Collection of Tender Documents : 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 Supplies Unit, Finance and Supplies Section, Working Family and Student Financial Assistance Agency at –
- Room 1201, 12/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
Tel. No. (852) 2150 7670
Fax No. (852) 2519 3857
- The tender documents may also be downloaded from the e-Tender Box (ETB) of the Procurement and Contract Management System (PCMS). Information about e-tendering is available on the ETB website: (<https://pcms2.gld.gov.hk>).
- Closing Date and Time : 12:00 noon (Hong Kong Time) on 12 November 2025
(Late tenders will not be accepted)
- Submission of Tender : (For paper-based Tendering) Tenders **in triplicate** must be sealed and 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 the following address before 12:00 noon on 12 November 2025 (Wednesday) (Hong Kong time):

Ground Floor, North Point Government Offices,
No. 333 Java Road, North Point, Hong Kong

In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Warning Signal or "extreme conditions after super typhoons" announced by the Government is/are in force for any duration between 9:00 a.m. and 12:00 noon on Wednesday, 12 November 2025 (Hong Kong time), the tender closing time will be extended 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 or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force.

In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on Wednesday, 12 November 2025 (Hong Kong time), the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

For electronic tendering, information about e-tendering is available on the ETB website: (<https://pcms2.gld.gov.hk>).

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

This tender is not covered by the Agreement on Government Procurement of the World Trade Organization (WTO GPA).

The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest combined score 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/en/home/>).
