

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

- Tender Reference : T001/25-26
- Procuring Department : Working Family and Student Financial Assistance Agency
- Description : Supply of Office Automation Software Licences for the Working Family and Student Financial Assistance Agency (1500 units)
- Contact : Miss Tracy CHAN
Working Family and Student Financial Assistance Agency
Fax No.: (852) 2519 3857
- Collection of Tender Documents : The 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 6270
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”) of the Government Logistics Department: <https://pcms2.gld.gov.hk>
- Closing Date and Time : 12:00 noon (Hong Kong Time), Wednesday, 8 October 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, Government Logistics Department Tender Opening Committee, and placed in the Government Logistics Department Tender Box situated on the Ground Floor of the North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12:00 noon (Hong Kong Time) on the closing date and time of tender as stated above. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the closing date and time of tender. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.

If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions” announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon (Hong Kong Time) on the tender closing date, the tender closing time will be postponed to 12:00 noon (Hong Kong Time) on the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the “extreme conditions” 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 (Hong Kong Time) on the tender closing date, 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 (<https://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 covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction.
 - 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.pcms2.gld.gov.hk/iprod/#/scn00101>).
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