



在職家庭及學生資助事務處

在職家庭津貼辦事處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
WORKING FAMILY ALLOWANCE OFFICE

九龍觀塘海濱道 181 號 19 樓

19/F, 181 Hoi Bun Road, Kwun Tong, Kowloon

Our Ref.: () in WFSFAA WFAO WFA/12-4/5/R Pt. 3

19 October 2021

Dear Sir/Madam,

**Tender for the Provision of the Data Preparation Services related to
the Working Family Allowance Scheme administered by
the Working Family and Student Financial Assistance Agency
(Tender Reference: WFAO/2021_01)**

Supplementary Information No. 1

With reference to our Invitation to Tender issued on 24 September 2021, we would like to attach herewith a copy of the transcript of remarks by representatives of the Working Family and Student Financial Assistance Agency (WFSFAA) at the Q&A Session of the Briefing Session held on 7 October 2021 for your reference. Please note that the information is for reference only and shall not form part of the Tender Documents.

All Tenderers should read carefully the instructions and requirements as set out in the Tender Documents when preparing your bids. In the event of any conflict or inconsistency between the Tender Documents and this Supplementary Information No. 1, the Tender Documents shall prevail.

Yours faithfully,

(Timothy CHEUNG)

for Head, Working Family and
Student Financial Assistance Agency

Encl. (Total 1 page)

SUPPLEMENTARY INFORMATION NO. 1

**Tender for the Provision of the Data Preparation Services related to
the Working Family Allowance (WFA) Scheme administered by
the Working Family and Student Financial Assistance Agency (WFSFAA)
(Tender Reference: WFAO/2021_01)**

Questions and Answers (Q&As) raised at the Tender Briefing of 7.10.2021

Q1: Apart from CD-ROMs, what are the other commonly used storage devices for containing the output data files?

A1: As mentioned in *Clauses 4.1.1(b) and 4.1.1(c) of Part VI on pages 133 and 134 of the tender documents*, the Contractor shall transcribe the output data files onto CD-ROMs or other commonly used storage device as agreed by WFSFAA. Use of other commonly used storage device instead of CD-ROMs may be discussed between WFSFAA and the successful Contractor in the preparatory meeting after the award of Contract.

Q2: Where are the locations for collection and delivery of source documents?

A2: The designated office locations for the Collection and Delivery Services could be found in *Section 7 of Part VI on page 143 of the tender documents*.

~ End~