Sample Tender Invitation Letter

By Fax & By Post (Fax No.: )

[Name and Address of Supplier / Service Provider]

[Date]
Our ref.:

Dear Sirs / Madams,

Re: Invitation for Tender for the Provision of

________________________________________ [Type of Goods / Services] at

________________________________________ [Name and Address of Building]

We write on behalf of _____________________________________________ [Name of the
Owners' Corporation] (hereafter referred to as the Corporation) to invite you to submit a tender
in relation to provision of ___________________________________________ [Type of Goods / Services] for the subject
building.

Goods / Services to be Provided

The vendor is required to provide the following goods / services¹. Please refer to Appendix 1² for the
detailed specifications / schedule of services¹ of the goods / services¹

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>____________________________</td>
</tr>
<tr>
<td>2.</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

Validity of Tender

The tender shall be valid for at least 6 months from the date of the tender.
Eligibility Requirements (for Services only)

To be eligible for consideration of its tender, a tenderer should meet and submit proof of the requirements and documents as detailed at Appendix 2:

Anti-Bribery and Anti-Collusion

The tenderer shall abide by the probity requirements at Appendix 3.

Submission of Tender

Please submit the duly completed and signed Form of Tender (Appendix 4) and Declaration Form (attachment of Appendix 3) in a sealed envelope marked conspicuously “Confidential – Tender Document for Provision of ______________________ [Type of goods / services] at ______________________ [Name of Building]” and send to the tender box at ______________________ ______________________ ______________________ [Address of the Corporation for Return of Tender] on or before ______________________ [Time and Date for Return of Tender]. LATE SUBMISSION WILL NOT BE CONSIDERED.

Please note that it is the responsibility of the tenderer to study the specification and requirements before submitting the tender.

Site Visit (for Services only)

Should you require a site visit, please contact ______________________ [Name] at ______________________ [Telephone Number]. For any queries, please contact ______________________ [Name] at ______________________ [Telephone Number].

Yours faithfully,
For and on behalf of ______________________ [Name of the Corporation]

________________________________________
Chairman
Owners’ Corporation of XXX Building

Notes on use of the Sample Invitation Letter
1. Delete as appropriate.
2. Attach the specifications / schedule of services and as Appendix 1 to this letter.
3. Attach the list of documents and information required as Appendix 2 to this letter.
4. Attach the sample anti-bribery and anti-collusion clauses and declaration form (see Annex 5) as Appendix 3 to this letter.
5. Attach the Form of Tender (for Goods) or Form of Tender (for Services) as Appendix 4 to this letter.
Sample List of Requirements and Documents to be Submitted (for Services)  
(Appendix 2 to the letter)

Mandatory Requirements

1. A minimum number of ____________ years experience providing the required service.

2. [Other mandatory requirements deemed necessary by the Owners’ Corporation]

Information on Company Organization and Documents to be Provided for Evaluation

3. A chart showing the management structure of the company.

4. Directors and key management staff profile and curriculum vitae.

5. Number of professional staff (e.g. Hong Kong Institute of Housing, Hong Kong Institute of Surveyors for the appointment of a professional Manager of the building) and other technical and supporting staff.


7. Audited company accounts (for the last two years).

8. Job and client reference for similar service for the last three years.

9. Copies of company registration documents, including Business Registration Certificate.

10. Quality assurance certification (e.g. ISO 9001) (if any).


12. Complaints handling procedures (if any) (for provision of cleaning service, security service, etc.).

13. Declaration of no litigation for the past five years issued by solicitor.
Form of Tender (for Goods)  
(Appendix 4 to the letter)

For the supply of  
[Description of goods](the Goods) to be  
delivered to [Name and address of building].  

To: The Owners’ Corporation of [Name and address of building] (the Employer)  

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and  
the contract documents (available for inspection at the Employer’s address), I / We hereby  
offer to supply all or any portion of the Goods in conformity with the tender offer details  
below and the aforesaid mentioned terms and conditions for the sum of Hong Kong Dollars  
[ ] only (HK$ [ ]).

Tender Offer Details

<table>
<thead>
<tr>
<th>Description of Goods</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Manufacturer / Origin</td>
<td></td>
</tr>
<tr>
<td>Unit Cost</td>
<td></td>
</tr>
<tr>
<td>Total Cost including Delivery</td>
<td></td>
</tr>
<tr>
<td>Delivery Schedule</td>
<td></td>
</tr>
<tr>
<td>Payment Terms</td>
<td></td>
</tr>
<tr>
<td>Warranty and After-sale Service</td>
<td></td>
</tr>
<tr>
<td>Other Terms and Conditions</td>
<td></td>
</tr>
</tbody>
</table>

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.

2. I / We agree to abide by this Tender for a period of [ ] days from the date of  
submission thereof and that it may be accepted at any time before the expiry of that period.
3. I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.

4. I / We agree to abide by the anti-bribery and anti-collusion clauses attached at Appendix 3 to the Tender Invitation Letter.

Name and Signature ________________________________________________________________

in the capacity of __________________________________________________________________

duly authorized to sign tender for and on behalf of

(Company Name and Chop) __________________________________________________________

Registered Address of Firm _________________________________________________________

Date ____________________________________________________________

Witness (signature) _______________________________________________________________

Name ____________________________________________________________

Address ________________________________________________________________
Form of Tender (for Services)  
(Appendix 4 to the letter)

For the provision of

__________________________________________ [Description of services] (the Services) at

__________________________________________. [Name and address of building]

To: The Owners’ Corporation of ________________ [Name and address of building] (the Employer)

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and the contract documents (available for inspection at the Employer's address), I / We hereby offer to provide all or any portion of the Services in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum of Hong Kong Dollars _______________ only (HK$ ________________________).

Tender Offer Details

<table>
<thead>
<tr>
<th>Description of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Background, Management Structure and Experience*</td>
</tr>
<tr>
<td>No. &amp; Ranks of Professional Staff to be Deployed*</td>
</tr>
<tr>
<td>Frequency of Service*</td>
</tr>
<tr>
<td>Deliverables / Delivery Schedule*</td>
</tr>
<tr>
<td>Client Reference*</td>
</tr>
<tr>
<td>Cost</td>
</tr>
<tr>
<td>Payment Terms</td>
</tr>
<tr>
<td>Other Terms and Conditions</td>
</tr>
</tbody>
</table>

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.  
(* To be modified or deleted to suit the Owners’ Corporation needs)

2. I / We agree to abide by this Tender for a period of _______________ days from the date of submission thereof and that it may be accepted at any time before the expiry of that period.
3. I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.

4. I / We agree to abide by the anti-bribery and anti-collusion clauses attached at Appendix 3 to the Tender Invitation Letter.

Name and Signature

in the capacity of

duly authorized to sign tender for and on behalf of

(Company Name and Chop)

Registered Address of Firm

Date

Witness (signature)

Name

Address