



# ARCHITECTURAL SERVICES DEPARTMENT 建築署

QUEENSWAY GOVERNMENT OFFICES, 66 QUEENSWAY, HONG KONG. 香港金鐘道六十六號金鐘道政府合署

Building Services Branch, 31/F

Our Ref : ASD 64/92250/GEN  
Tel. No. : 2867 4026  
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2 June 2021

By email

To: All Specialist Contractors under the List of Approved Suppliers of Materials and Specialist Contractor for Public Works

Dear Sirs,

## List of Approved Suppliers of Materials and Specialist Contractors for Public Works

### Reminder on submission of Conforming Tender

As the managing department of the BS/E&M categories of the captioned List, it came to our attention that non-conforming tenders have been received in some tendering exercises recently. Please note that according to the paragraph 5.2.3(b)(i) of the Contractor Management Handbook, submission of non-conforming tenders on three or more occasions within a period of three years in any category; provided that such practice gives rise to responsible suspicions as to the capability or integrity of the contractor concerned, regulating action would be taken and it may lead to removal of the company from the relevant category of the Specialist List. I also provide you herewith examples of some of the non-conformances in essential requirements that we have recorded for reference:

- Failure to submit the duly completed and signed Form of Tender as required under General Conditions of Tender Clauses GCT4(1)(a)(i);
- Failure to submit the Specification Preliminaries and the Schedule of Provisional Quantities in Annex SOT.A as required under General Conditions of Tender Clauses GCT4(1)(a)(ii);
- Failure to submit with his tender the names of the selected Specialist Sub-contractor as required under Special Condition of Tender Clauses SCT14(1)(b);
- Failure to comply with the General Conditions of Tender Clauses GCT4(1)(a)(ii) as the submitted Bill of Quantities (BQ) had substantial extent of missing/incomplete pricing information.

As such, please regularly review your company's tender submission procedures and take reasonable care in preparing and submitting tenders for public works contracts to avoid submission of non-conforming tender.

Should you have any query, please contact Mr. H.M. Leung at tel. 2867 4027.

Yours faithfully,

( MOK Siu-kin )  
for Director of Architectural Services

c.c. ASD 64/92250/GEN

SKM/HML

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