



Since 1880 成立

九 龍 樂 善 堂
THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON

九龍城龍崗道61號 / 61 Lung Kong Road, Kowloon 電話: 2382-1576 傳真: 2718-4634 電郵: info@loksintong.org

Letter of Invitation

Our Reference: T/V02LST/2025-032

Date: 31 December 2025

Dear Sirs,

**Tender for Provision of Property Management Agency Services
To Lok Sin Tong Transitional Housing Project
at Cheung Shan Estate, Tsuen Wan, New Territories**

You are invited to submit a tender for the above service. Your submission shall be made in accordance with the following enclosed documents:-

- (a) Part A: Background
- (b) Part B : Tender Document
- (c) Part C : Tender Submission
- (d) Part D : Tender Site Visit
- (e) Part E : Terms and Conditions
- (f) Part F : Technical Requirements
- (g) Cover page for the (Part I) Tender Submission & (Part II) Reconfirmation of tender validity (Appendix I) to Conditions of Tendering duly completed;
- (h) Completed Fee Proposal Form for the scope of services (Appendix II) to Conditions of Tendering duly completed;
- (i) Completed Technical Proposal Form (Appendix III) and Excel Form to Conditions of Tendering duly completed;
- (j) Reply slip for tender submission (Appendix IV) to Conditions of Tendering duly completed;
- (k) Signed Offer to be Bound (Appendix V) to Conditions of Tendering duly completed;
- (l) Signed Conflict of Interest Declaration (Appendix VI) to Conditions of Tendering duly completed;
- (m) Signed Prevention of Bribery and Confidentiality Declaration (Appendix VII) to Conditions of Tendering duly completed;
- (n) Signed Probity and Anti-Collusion Declaration (Appendix VIII) to Conditions of Tendering duly completed;
- (o) Signed Confidentiality Agreement (Appendix IX) to Conditions of Tendering duly completed;
- (p) The Statement of Convictions (Appendix X);
- (q) Copy of Valid Business Registration Certificate;
- (r) Copy of Valid Registration with the Government;
- (s) Copy of Valid Service License;



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- (t) Audited Financial Reports in the latest 3 years;
 - (u) Organization Chart;
 - (v) Curricula Vitae of the Key Personnel;
 - (w) Previous Job Reference with photos in the latest 5 years;
 - (x) Valid Licenses from PMSA (Property Management Company Licence)/ PMSA (Property Management Practitioner Licence)/ HKIH/ CIH/ HKIS;
 - (y) Valid Security Company License;
 - (z) Valid and relevant ISO and OHSAS certifications;
 - (aa) Other submissions as required in the tender document.
- Annex A Floor Plans.

Your tender proposal should be submitted directly to our Lok Sin Tong e-Tendering website <https://loksintong.e-tendering.com/Supplier/en/Login/index.aspx> before **12:00 noon on 22 January 2026 (Thursday)**. Late submission will not be considered. You should allow sufficient time for complete data transmission before 12:00 noon (Hong Kong time) on the closing date of the tender as stated above when submitting the tenders via Lok Sin Tong e-Tendering. In the event of any discrepancy or inconsistency between the fee proposal forms and/or any arithmetical errors in the tender proposal, the lowest price version shall prevail.

A site visit will be held at 4:30 p.m. to 5:30 p.m. on 7 January 2026 (Wednesday) at Cheung Shan Estate, Tsuen Wan, New Territories (named LST Housing). Tenderers who would like to attend the site visit should make a registration via our Lok Sin Tong e-Tendering System at <https://loksintong.e-tendering.com> or by email to e_procurement@loksintong.org before 1:00 p.m. on 6 January 2026 (Tuesday). Each Tenderer may nominate only two representatives for the site visit. Late registration will not be considered. Tenderers will receive the time slot confirmation via email at 5:00p.m. on 6 January 2026.

Tender documents are obtainable via Lok Sin Tong e-Tendering System. To log in to the system to download the tender documents, tenderers should become "Registered Suppliers" under the e-Tendering System. Please enter the website <https://loksintong.e-tendering.com> for supplier registration.

In the event of Typhoon Signal No. 8 or above has been hoisted and remained hoisted, black rainstorm warning signal or "Extreme Conditions" announcement by the Government has been issued and remain in effect during the period 9:00 a.m. to 12:00 noon on the day of tender submission, the tender closing date will be postponed to 12:00 noon on the next working weekday (Monday to Friday, except public holidays) so on and so forth.

The Lok Sin Tong Benevolent Society, Kowloon is not obliged to accept the lowest or any proposal made and accepts no financial liability for your costs in submitting a proposal. In addition, **The Lok Sin Tong Benevolent Society, Kowloon** will reject bids which are considered to have been priced unreasonably low.

You are required to confirm in your tender submission letter that you agree to abide by your Tender Proposal for a period of 180 days from the due date for of Tender Proposal and it shall remain binding upon you and may be accepted at any time before the expiry of that period.

If you are unable or do not wish to tender, it will be appreciated if you would return the Decline Notice (Appendix XII) with reason to e-Tendering System at <https://loksintong.e-tendering.com> or by email to e_procurement@loksintong.org at your earliest convenience for our record.



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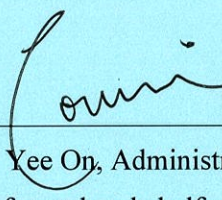
Should you have any difficulties during the eTS registration process or retrieving tender document in the eTS, please feel free to contact Ms. Venus Chan or Ms. Mandy Lai of LST at 2272 9811 for assistance.

Your failure to comply with any requirement in this letter and the enclosed documents may render your tender invalid.

Yours faithfully,

For and on behalf of

The Lok Sin Tong Benevolent Society, Kowloon



CHAN Yee On, Administrative Director



Acting for and on behalf of

LAU Oi Sze, Chief Executive

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