



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

Since 1880 成立 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/2026-023

Date: 14th August 2026

Dear Sirs,

**Tender for Provision of Human Resources Management System
for The Lok Sin Tong Benevolent Society, Kowloon**

You are invited to submit technical and fee proposals for the above project. Your submission shall be made in accordance with the following enclosed documents:-

- (i) Part A: Introduction;
- (ii) Part B : Tender Document;
- (iii) Part C : Tender Submission;
- (iv) Part D : Terms and Conditions;
- (v) HRMS Function & Requirement List (Appendix I) and Excel File;
- (vi) Price Table (Appendix II);
- (vii) Form of Tender (Appendix III);
- (viii) Declaration Form of Statement of Probity and Anti-Collusion (Appendix IV);
- (ix) Declaration Form by Tenderer on their Compliance with The Ethical Commitments Requirements (Appendix V);
- (x) Declaration Form of Statement of Convictions or No Conviction (Employment Ordinance) (Appendix VI);
- (xi) Declaration Form of Integrity And No Conviction of Offences (Appendix VII);
- (xii) Declaration Form of Non-Bidding By Associated Companies (Appendix VIII);
- (xiii) Other submissions as required in the tender document.

Your technical and fee proposals in **TWO separate files** 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 3 September 2026 (Thursday).** 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. Late submission will not be considered. The Fee Proposal should be submitted with the completed Price Table (Appendix II) whereas the Technical Proposal should be submitted the completed HRMS Function & Requirement List (Appendix I), Form of Tender (Appendix III), all the Declaration Forms (Appendix IV to VIII) and other supporting documents required in the tender document. **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.**

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 p.m. on the day of tender submission, the tender closing date will be postponed to 12:00 p.m. on the next working weekday (Monday to Friday, except public holidays) so on and so forth.

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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 Technical and Fee Proposals for a period of ninety (90) days from the due date for of technical submission and Fee 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 IX) 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.

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.

Should you have any difficulties during the supplier 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,



LAU Oi Sze, Alice
Chief Executive
For and on behalf of
The Lok Sin Tong Benevolent Society, Kowloon