



Since 1880 成立

九龍城龍崗道61號 / 61 Lung Kong Road, Kowloon

電話: 2382-1576

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九龍樂善堂

THE LOK SIN TONG BENEVOLENT SOCIETY, KOWLOON

Letter of Invitation

Our Reference: T/V02LST/2026-029

Date: 28 September 2026

Dear Sirs,

Provision of Server & Storage Infrastructure for The Lok Sin Tong Benevolent Society, Kowloon

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

- (i) Signed Server and Software Requirement List (Appendix I);
- (ii) Completed Price Table (Appendix II) covering itemized costs for hardware supply, software licensing, professional installation services, data migration and 5-Year 7x24 onsite manufacturer warranty and support.
- (iii) Form of Tender (Appendix III);
- (iv) Declaration Form of Statement of Probity and Anti-Collusion (Appendix IV) duly completed;
- (v) Declaration Form by Tenderer on their Compliance with The Ethical Commitments Requirements (Appendix V) duly completed;
- (vi) Declaration Form of Statement of Convictions or No Conviction (Employment Ordinance) (Appendix VI) duly completed;
- (vii) Declaration Form of Integrity And No Conviction of Offences (Appendix VII) duly completed;
- (viii) Declaration Form of Non-Bidding By Associated Companies (Appendix VIII) duly completed;
- (ix) Copy of Valid Business Registration Certificate;
- (x) Copy of Valid Employee Compensation Insurance;
- (xi) Copy of Valid Service License (if applicable).
- (xii) Company profile of the Tenderer, including:
 - Place and date of incorporation or formation;
 - Office locations;
 - Company Team Size;
 - Brief company history and current business focus;
 - Any currently valid IT industry accreditations, such as ISO;
- (xiii) Details of the Tenderer's Proposal as described in Appendix I (Server and Software Requirement List), including:
 - Supply and delivery of all hardware, accessories, cabling, and software licenses specified in Appendix I;
 - Physical installation, rack-mounting, cable labeling, and power wiring at Lok Sin Tong's designated data center / server room;
 - Configuration of Dual Hosts, SAN Storage connection (iSCSI / SAS / Fibre Channel), LUN provisioning, storage tiering and failover cluster setup;



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- Installation and setup of Standalone Backup Host, including OS deployment and integration with existing backup software/infrastructure;
 - Conducting User Acceptance Test (UAT), failover simulation, performance verification and handing over comprehensive system documentation (As-Built Drawings, IP Scheme, Operational Manual);
 - Provision of minimum 5-Year 7x24 Onsite Vendor/Manufacturer Warranty and technical support services, including hardware replacement, firmware updates and 4-hour response time for critical failures;
 - Data migration, system implementation and configuration services from existing servers/storage (if applicable);
 - Old Server and NAS Clear, Rebuild & Offsite Deployment.
- (xiv) Project team and structure: names, qualifications and work experience of the team assigned to implement the project;
- The tenderer should provide at least three (3) project references of Provision of Server & Storage Infrastructure implementation completed within the past 5 years, which should preferably include references in the NGO, Public, Government or Education sector.
- (xv) Risk Management Plan, including:
- Risk Register (identifying potential project, technical, and operational risks);
 - Mitigation Plan (proactive actions to prevent or reduce impact);
 - Escalation Procedures (clear protocols and points of contact for issue escalation).
- (Key risk scenarios to be addressed must include, but are not limited to: Migration failure, Security breach, and Project delay).

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 12 October 2026 (Monday)**. 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. **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, or black rainstorm warning signal 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.

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.



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You are required to confirm in your tender submission letter that you agree to abide by your Tender Proposal for a period of ninety (90) 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 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 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,


LAU Oi Sze Ahse
Chief Executive



For and on behalf of

The Lok Sin Tong Benevolent Society, Kowloon