

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

Tender Notice

Provision of Hired Transport and Moving Services (2024-2026)

1. The Hong Kong Examinations and Assessment Authority ('the Authority') is an independent statutory body, primarily responsible for conducting the Hong Kong Diploma of Secondary Education Examination ('HKDSE'). The Authority also administers over 200 examinations on behalf of a number of overseas examination bodies and overseas/local professional bodies. For more information, please refer to <http://www.hkeaa.edu.hk>.
2. To ensure a smooth daily operation, the Authority intends to appoint a Contractor to provide reliable and efficient hired transport service ('Service A') and moving service ('Service B') in accordance with the terms and conditions as set out in the Standard Terms and Conditions (Ref. HKEAA-001(S) for Tender Reference: (1) in T634), Scope of Work and Requirements as set out in Clauses 3 and 4 respectively in this tender document. The tenderer is deemed to submit its tender on the basis that it accepts all the terms and conditions and clauses in this tender document and the Standard Terms and Conditions.
3. The contract with the Contractor which the Authority enters into for performance of Services A and B ('Contract') shall be for a term of two years tentatively from 1 September 2024 to 31 August 2026 ('Contract Period'). The actual commencement date is to be confirmed by both parties.
4. Interested parties shall fill in the 'Tender Document Request Form' and reply by email to tender_notice@hkeaa.edu.hk.
Softcopy of the tender document will be sent to your designated email address afterwards.
For enquiry, please email to or call the below Contact Person
5. For tender submission, kindly submit in-person at the following address on or before the tender closing date and time (**12:00 noon, 27 May 2024**).

The Counter, the Hong Kong Examinations and Assessment Authority
13/F Southorn Centre, 130 Hennessy Road
Wanchai, Hong Kong
Contact person: Ms. Angela Leung
Tel: 3628 8267
E-mail: lwyleung@hkeaa.edu.hk

6. Late proposals will not be considered. The Authority is not bound to accept any proposal and reserves the right to reject any application.

6 May 2024

To Hong Kong Examinations and Assessment Authority

Tender Document Request Form

Please dispatch a copy of the following document to our representative as indicated.

Document	Provision of Hired Transport and Moving Services (2024-2026) Tender Reference: (1) in T634
Company Name	
Company Address	
Company Contact (Name, Phone, E-Mail)	

- 1 I/We now request to have a copy of the above document, together with any other information in whatever format received subsequently, for and only for the purpose of the Authority's request for tender exercise.
- 2 All information requested shall be treated as confidential and in no case disseminated to a third party beyond the purpose of the Authority's current tendering exercise.
- 3 I/We shall be fully responsible for the information collected.

Company Chop	Authorized Signature with Name and Post Title
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(For HKEAA use only)

Checked / Handled by	Disk / Document #	Date / Time
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