

## **HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY**

### **Tender Notice**

#### **Provision of Local and Non-Local Courier Services for 2026-2028**

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. The Authority intends to acquire suppliers(s) to provide non-local courier services including mainland China and Macau; and local courier services for the Authority for a period of 36 months. The contract period will be specified upon award, tentatively to be commenced in Jan 2026.
3. Interested parties shall fill in the 'Tender Document Request Form' and reply by email to [tender\\_notice@hkeaa.edu.hk](mailto:tender_notice@hkeaa.edu.hk) and [kmlee@hkeaa.edu.hk](mailto:kmlee@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.
4. For tender submission, kindly submit in person at the following address on or before the tender closing date **(12:00 noon of Thursday, 16 October 2025)**.  
  
The Counter, the Hong Kong Examinations and Assessment Authority  
13/F Southorn Centre, 130 Hennessy Road  
Wanchai, Hong Kong  
Contact person: Ms. Carmen Lee  
Tel: 3628 8252
5. Late proposals will not be considered. The Authority is not bound to accept any proposal and reserves the right to reject any application.

23 September 2025

**To** *Hong Kong Examinations and Assessment Authority*

## **Tender Document Request Form**

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

<b>Document</b>	<b>Provision of Local and Non-Local Courier Services for 2026-208</b> <b>Tender Reference: (1) in T685</b>
<b>Company Name</b>	
<b>Company Address</b>	
<b>Company Contact</b> <b>(Name, Phone, E-Mail)</b>	

- 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.

<b>Company Chop</b>	<b>Authorized Signature / Name / Post</b>

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(For HKEAA use only)

Checked / Handled by	Disk / Document #	Date / Time