



香港善導會
The Society of Rehabilitation and
Crime Prevention, Hong Kong

24 February 2023

Dear Sir/ Madam,

Invitation to Tender
Provision of Group Hospitalisation Benefits Scheme 2023-2024
(Tender Reference: GHBS 2023/2024)

You are invited to tender for the provision of Group Hospitalisation Benefits Scheme 2023-2024 for The Society of Rehabilitation and Crime Prevention, Hong Kong (hereinafter referred to as "SideBySide") with the specifications and requirements outlined in the Tender Document and any addendum(s) thereto (available on our website: <https://sidebyside.org.hk/en/tender.html>).

Interested parties, please submit tender by directly deposited to the tender box at **The Society of Rehabilitation and Crime Prevention, Hong Kong at Room 603, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong** with two (2) sets of tender document properly completed, enclosed in a sealed plain envelope (without the identity of the Tenderer) marked "**Tender for Group Hospitalisation Benefits Scheme 2023/2024**". Apart from the hardcopy, the Tenderer should also submit a disk or USB containing softcopies of the Tenderer's Information in Microsoft Word / Excel and addressed to The Society of Rehabilitation and Crime Prevention, Hong Kong ("SideBySide"), which should be either mailed or delivered before 12:00 noon (Hong Kong Time) on **10 March 2023 (Friday)**. Late submission will not be considered.

Open tendering is adopted. SideBySide is not obliged to accept the lowest bid or any proposal made and accepts no financial liability for your costs in in association with the preparation and submission of the Tender. In addition, SideBySide may reject bids which are considered to have been priced unreasonably low.

Your failure to comply with any requirement in this invitation and the Tender Document may render your tender submission invalid.

If you are interested in taking part of this tender procedure, we would be grateful to receive your notice of Intent prior to the tender submission deadline (Tender Closing Date: 12:00 noon (Hong Kong Time) on 10 March 2023 (Friday)).

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香港灣仔軒尼詩道十五號溫莎公爵社會服務大廈六樓六〇三室

Room 603, 6/F., Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

☎ (852) 2527 1322 📠 (852) 2865 1089 ✉ info@sracp.org.hk 🌐 www.SRACP.org.hk

(本會為註冊擔保有限公司 Incorporated with limited liability by guarantee)



In case you have any enquiries and/or clarification related to the Tender, please submit in writing to the Subject Officer with contact details as below:

Ms. Shirley WONG
Human Resources Manager
Email : hrad@sidebyside.org.hk
Tel No: (Direct line) 3588 0627 / (Main line) 2527 1322
Fax No: 2865 1089

We look forward to your response.

Yours faithfully,
For and on behalf of
The Society of Rehabilitation and Crime Prevention,
Hong Kong

A handwritten signature in black ink, appearing to be 'Anthea LEE Shuk Wai', written in a cursive style.

Anthea LEE Shuk Wai
Chief Executive

AL/JL/JT/sw