

**香港房屋委員會**  
**Hong Kong Housing Authority**

Our Ref.: HD(C)TS 11/5  
Tel. No.: 2761 7916  
Fax. No.: 2714 3328

3 July, 2001

**BY FAX AND REGISTERED POST**

To: Eligible Soft Landscape Contractors

LEVITT AND BAILEY	DCL	AC	XMC
PL	UA	MC	SL
YY	ACP	CNC	WRY
- 9 JUL 2001			
CH	FX	UL	PC
SM	KAC	SIL	CK
LSH	CP	LV	IZ
AL	SPW	L	REL

Dear Sirs,

*Description of works*

Soft Landscape Works for Construction of Tin Shui Wai Area 106 Phase 2  
Contract No. 20010078

**Letter of Invitation to Tender**

You are invited to submit a tender for the above Housing Authority contract.

*Reply to submit tender within time limit*

Should you wish to submit a tender for this contract, you are required to notify Technical Secretary/3, 4th floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon, on or before 6 July 2001, by completing and submitting the attached letter by FAX and Post. Contractors who do not notify Technical Secretary/3 by this date will not be allowed to collect tender documents.

*Time & venue to collect tender doc.*

Tender documents will be available for your collection from the General Registry (Contracts), Quantity Surveying Section, 9th Floor, Block 2, Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon from 10:00 a.m. on Friday, 13 July 2001. No further notification for collection will be sent to you.

If you have any queries concerning the collection of Tender documents, please contact Contracts Officer at 2761 5495.

*Inspection of drawings*

A complete set of the Tender drawings may also be inspected at office of Ling Chan & Partners Ltd, 25/F, Guangdong Investment Building, 148 Connaught Road C, Hong Kong during normal office hours from the same time and date. Contractors requiring copies of these drawing should Contact Messrs. Ling Chan & Partners Ltd at the above-mentioned address.

*Time & venue to submit tender doc.*

The Tender documents as defined by the Conditions of Tender (or other document) shall be enclosed in a sealed envelope, addressed to the Committees' Secretary, Housing Authority, endorsed "Soft Landscape Works for Construction of Tin Shui Wai Area 106 Phase 2 (Contract No. 20010078)" and the name of your Company, and deposited into the "Housing Authority Tender Box" located at Ground Floor, Housing Authority Headquarters Building, 33 Fat Kwong Street, Homantin, Kowloon before 10.00 a.m. on Friday, 27 July 2001.

The time and date will automatically be deferred to 10:00 a.m. on the following Monday or the next earliest possible working day of the following week in the following circumstances -

- if Tropical Cyclone Warning Signal No. 8 or above is hoisted before and remains hoisted beyond the closing time;
- if a "Black" Rainstorm Warning is announced by Government (via the Information Services Department) before and remains in force beyond the closing time; or
- when the Director of Housing announces the closure of the HAHQ Building due to unforeseen circumstances occurring before and beyond the closing time.

However, the closing date and time will remain unchanged if Tropical Cyclone Warning Signal No. 8 or above, or the "Black" Rainstorm Warning is lowered or withdrawn, or the HAHQ Building is reopened, two hours or more before the closing time.

I would take this opportunity to point out to you the Rule 8.1 of the 'Rules for Administration of the List (July 1998 Edition)' which states:

"8.1 probationary and confirmed contractors shall be automatically suspending from tendering when then have reached their respective limits in their respective Groups. The limits are stated in Annex I."

In the event that your tender for this contract is the lowest, you will only be considered for the award of the contract if the number of contracts already held and the total contract value which would result from such an award complies with the aforementioned rule. You will also recall in any case as stated in Rule 10.3 of the Rules, "The Authority reserves the right not to award the contract to the lowest or any tenderer."

You are also reminded that notwithstanding this letter of invitation to tender, your tender will not be considered unless you have met the financial criteria and any other outstanding matters in connection with the Rules 10.1 and 10.2.

In addition, you are required to complete the prescribed schedules of financial data, which will be distributed together with the tender documents, and enclose it in a separate sealed and confidential envelope addressed to 'Financial Evaluation Sub-section, Management Accounting Section of Finance Division of Housing Authority'. The envelope shall be deposited with the tender documents as aforesaid.

Yours faithfully,

*(Signature)*  
(Forrest FONG)  
A/109

for Director of Housing

FF/TT/M

*Acknowledge Receipt*

⑧ Contact person L.N.O. in case of queries