

Invitation to Tender

Financial Management System (Tender Reference: ELCHK-HO-FIN/T201601)

You are formally invited to submit tender for the Provision of Financial Management System (FMS).

Non-Disclosure Requirement

Please note that the contents, including the attachments of this mail are only for your use to make a response to our request for a proposal. Other uses are strictly prohibited.

If you do not intend to make a response, please advise us accordingly and destroy this mail immediately. Thank you for your cooperation.

Submission of Tender

The Tenderer should submit the Tender in three (3) hardcopies and three (3) softcopies with the same content. To facilitate the evaluation process, the softcopies of all documents on CD-Rs/ DVD-Rs must have the “search” and “printing” options enabled. In the event of conflict between the hardcopy and softcopy, the hardcopy version shall prevail. All tenderers should utilize the standard forms attached in the Tender Document to compile their proposals. The tenderer need to return the entire Form of Tender and the attachment with relevant information filled in, and authorized signature & company chop on the first and the last pages of the Form. Please note that unless your tender has provided all the requested information, we would be unable to process your submission.

All tender proposals must be enclosed in one (1) plain sealed envelope clearly marked only:

Tender for the Provision of Financial Management System (FMS)

Tender Ref. No.: ELCHK-HO-FIN/T201601

Closing Date: 24th February 2016 (Wednesday), 12:00 noon (Hong Kong Standard Time)

No other marks, especially those which could hint on the identity of the tenderer, should appear on the envelope. The tender should be addressed to The Tender Committee, Evangelical Lutheran Church Social Service - Hong Kong, 1/F, Lutheran Building, 50A Waterloo Road, Kowloon, Hong Kong. and forwarded to reach the tender box at 1st floor of the same address.

Your tender should reach the tender box no later than 12:00 noon, Wednesday, 24 February 2016 (Hong Kong Standard Time). In case that Tropical Cyclone Warning Signal

No. 8 or above, or Black Rainstorm has been hoisted within the three (3) hours prior to the tender closing time, the tender closing time will be automatically deferred to 12:00 noon of the following business day.

Late submission of tenders would not be considered. The Hong Kong Standard Time broadcast by The Hong Kong Observatory at its webpage www.hko.gov.hk/gts/time/HKSTime.htm would be referenced.

Tenderers are reminded that you are responsible for all the expenses to be incurred in the preparation, submission of the tenders and going through the tendering process.

Tenderers are also reminded that Evangelical Lutheran Church Social Service - Hong Kong is not bound to accept the lowest bid, nor accept any received tenders at all if the situation warrants.

If you are unable to make offer, please also sign and return the form of Decline to Offer on or before the tender closing. It is assumed that you are not interested in this tender if we do not receive any reply and submission before the tender closing.

Supplier Interview

Suppliers must attend the interviews requested by Evangelical Lutheran Church Social Service - Hong Kong in the tendering process, demonstration and/or presentation of its Proposal, answering questions and clarifications may be required at the expenses of the Suppliers.

Supplier's interview will be conducted in March 2016 but the timetable may be revised according to actual needs.

Further Communication

All tenderers should note that the formal tender process has started already. Tenderers therefore should not attempt to initiate any further unnecessary contacts with Evangelical Lutheran Church Social Service - Hong Kong or its representative, whether direct or indirect, on their tenders that may or possibly affect the position of any particular tenderers.

For further enquiry regarding this tendering should be in writing to the email address of fm@elchk.org.hk.

In order to create a level competition ground, relevant information would be circulated via e-mail.

Acknowledgement of Receipt

Please acknowledge receipt of this invitation to tender by returning the **Reply Slip** download from aforesaid website link to the e-mail address of fm@elchk.org.hk **on or before 29 January 2016.**

Thank you for your interest and support in this tendering.