

## Tender Information

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- Procuring Entity** : Education Bureau
- Tender Reference** : EDB(CR)2/747/88(N) Pt.(55)
- Subject** : Provision of a Two-Year Block Insurance Policy in Aided and Caput Schools on Public Liability, Employees' Compensation and Group Personal Accident, the policy to be covered from 00:00 hours on 1 September 2025 up to and including 24:00 hours on 31 August 2027
- Quantity** : 1 Lot
- Closing Date and Time** : **28 March 2025 12:00 NOON (Hong Kong Time)**  
Late tenders will not be accepted.
- Enquiry** : School Administration 3 Section,  
School Administration Division,  
Education Bureau  
3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong  
(Attn.: Senior Education Officer (School Administration)3)  
Tel.: (852) 2863 4655  
Fax: (852) 3188 9865
- Collection of Tender Documents** : The tender documents can be downloaded from the e-Tendering System ("e-TS"):  
([https://www.ets.gov.hk/eTp\\_ext/views/tenderDtlsDirect.zul?token=1379554c786f42f3e235a7247cbad3223d4e41cead7052b4ed6df1b14238a689](https://www.ets.gov.hk/eTp_ext/views/tenderDtlsDirect.zul?token=1379554c786f42f3e235a7247cbad3223d4e41cead7052b4ed6df1b14238a689)).
- Introduction of the e-TS is available at (<https://www.gov.hk/tc/theme/etendering/downloads/video/Introduction.mp4>). User manuals and videos can be found in the e-TS for you to learn more about the operating process. If you encounter any technical problems on the use of the e-TS, please contact the helpdesk of the e-TS through email at ([info@ets.gov.hk](mailto:info@ets.gov.hk)) or by phone at 6310 9329.

The tender documents are also available on discs and are obtainable from:-

- (a) School Administration 3 Section,  
School Administration Division,  
Education Bureau  
3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong  
(Tel.: (852) 2863 4720; Fax: (852) 3188 9865);
- (b) The Central and Western Home Affairs Enquiry Centre  
Ground Floor, Harbour Building,  
38 Pier Road, Central,  
Hong Kong  
(Tel.: (852) 2189 2819); and
- (c) The Yau Tsim Mong Home Affairs Enquiry Centre  
Ground Floor, Mong Kok Government Offices,  
30 Luen Wan Street, Mong Kok,  
Kowloon  
(Tel.: (852) 2399 2111).

**Submission of  
Tenders**

: Electronic Tendering

Tenders can be submitted through the e-TS:

([https://www.ets.gov.hk/eTp\\_ext/views/tenderDtIsDirect.zul?token=1379554c786f42f3e235a7247cbad3223d4e41cead7052b4ed6df1b14238a689](https://www.ets.gov.hk/eTp_ext/views/tenderDtIsDirect.zul?token=1379554c786f42f3e235a7247cbad3223d4e41cead7052b4ed6df1b14238a689)).

To ensure successful submission, tenderers are advised to submit tenders as early as possible, in particular to avoid hasty submission within an hour before the tender closing time.

Paper-based Tendering

Tenders must be clearly marked with the tender reference and the subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer) addressed to the Chairman, Central Tender Board and deposited in the Government Secretariat Tender Box situated at Lobby of the Public Entrance on the Ground Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong before 12:00 noon on the closing date of the tender as stated above. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) before the tender closing time. Late tenders or tenders not deposited in the Specified Tender Box will not be accepted.

In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or “extreme conditions” announced by the Government is/are in force, for any duration between 9:00 a.m. and 12:00 noon on the tender closing date, the tender closing time will be postponed to 12:00 noon on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the “extreme conditions” announced by the Government has/have ceased to be in force.

In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon on the tender closing date, the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press releases on the website of the Information Services Department (<https://www.info.gov.hk/gia/general/today.htm>).

All time references are Hong Kong time.

**Remarks**

: Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.

This tender is covered by the Agreement on Government Procurement of the World Trade Organization (“WTO GPA”) and will not involve electronic auction. This notice also serves as a summary notice required under WTO GPA.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept the lowest tender (or the highest combined score for a tender adopting a marking scheme or the highest tender for a revenue contract) or any tender, and reserves the right to negotiate with any tenderer the terms of its offer.

Details of the contract award will be published on the Internet at the following address:-  
(<https://pcms2.gld.gov.hk/iprod/#/scn00101>).