



聖士提反書院
ST STEPHEN'S COLLEGE

<<INVITATION FOR EXPRESS OF INTEREST>>

**Provision of Cleaning and Supporting Service for
St Stephen's College, Stanley, Hong Kong. (2023/24 - 2024/25)
Reference No.: SSC-PMO-T-DSS-74**

St Stephen's College invites cleaning companies to express their interest in tendering for the Provision of Cleaning and Supporting Service for St Stephen's College (2023/24-2024/25).

The prequalification process for the tender will take place in February 2023 and tender will be invited in 2Q 2023. Contract award will be tentatively in 2Q or 3Q 2023.

Interested companies should submit the following information for express of interest to General Office, St Stephen's College, 22 Tung Tau Wan Road, Stanley, Hong Kong for the attention of Mr Felix Lam no later than **2:00 pm (Hong Kong Time) on 17 February 2023.**

School Ref No. SSC-PMO-T-DSS-74
1 February 2023





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<i>Please name your documents according to the following numbering index:-</i>	Index
1. Covering letter	1
2. Company profile and history, year of company establishment with supporting documents, number of direct employees for cleaning services.	2
3. Structure of Management Team with C.V.s indicating their working experience, qualification and relevant training.	3
4. List of job reference for provision of cleaning service personnel in the past 5 years including the following information:- <ul style="list-style-type: none">- Name of Employer- Contract Value- Contract Duration- Site Location- Number of Cleaning Personnel- Scope of Services	4





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5. List of job references for providing cleaning and supporting service to educational institutions or schools.	5
6. Commendation Letters, if any.	6
7. Quality Management System (e.g. ISO9001, ISO14001, OHSAS18001 etc.)	7
8. Safety and Environmental Management Plan	8
9. Audited financial statement for the latest three years	9
10. Declaration on your company's litigation history and status of labour disputes in which the company has been involved in the past 5 years, if any.	10





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Companies should not submit independent Expression of Interest for the Contract if they intend to act as a supplier, sub-contractor or sub-consultant for another company who will apply for the prequalification, or if they are a partner of a joint venture established to tender for the Contract.

Companies having linkage to each other, e.g. subsidiaries, holding or sister companies, shall not apply for prequalification as a tenderer for the same Contract, whether on their own or as a partner of a joint venture. "Sister companies" shall mean all companies which are subsidiaries of or otherwise belonging to the same holding company. The existence of a holding-subsidiary relationship shall be determined in accordance with the provisions in Sections 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong. Companies having linkage to each other shall determine which company will apply for the prequalification.

Applicants shall not, and shall ensure that its directors, employees, agents and sub-contractors shall not, offer or give any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any employee or agent of St Stephen's College. Any breach or non-compliance with this paragraph by the Applicant shall, without affecting its liability for such breach or non-compliance, result in its application not being considered.

All companies responding to this notice are deemed to have complied with the Personal Data (Privacy) Ordinance in the collection and transfer of personal data to St Stephen's College. All information submitted including personal data, will be used by St Stephen's College for the prequalification of tenderers for this Contract.

For enquiries, please contact Mr Felix Lam on (852) 2813 0360 or by email to sschk@ssc.edu.hk.

