聖士提反書院
ST STEPHEN'S COLLEGE

# TENDER NOTICE

Tenders are invited for the Design & Build of Fitting Out Works, Staff Room 1, Luke Yip Building, St Stephen's College.

Interested parties should submit the following documents by email to *pmo@ssc.edu.hk*:

- A copy of the valid Business Registration Certificate;
- Information on relevant job references;
- Company background details.

Upon receipt of the above, the College will issue the official tender documents via our consultant to the applicant for completion and submission.

**Submission Requirements:**

- In returning your tender documents, **in duplicate**, the Pricing Envelope (PE) should be sealed in an envelope clearly marked "Tender Ref. SSC-T-DSS-106, Tender for the Design & Build of Fitting Out Works, Staff Room 1, Luke Yip Building, St Stephen's College - Pricing Envelope (PE)" and the Technical Envelope (TE) should be sealed in an envelope clearly marked "Tender Ref. SSC-T-DSS-106 Tender for the Design & Build of Fitting Out Works, Staff Room 1, Luke Yip Building, St Stephen's College - Technical Envelope (TE)"; to "The Principal, St Stephen's College, 22 Tung Tau Wan Road, Stanley, Hong Kong."

**Tender Conditions:**

- Your tender should reach the General Office of the College not later than 12:00 noon on 10 November 2026 (Tuesday). Late tenders will not be accepted. Your tender will remain open for 120 days from the above closing date, and you may consider your tender to be unsuccessful if no order is placed with you within these 120 days.
- The College is not bound to accept the lowest or any tender and reserves the right to negotiate with any tenderer regarding the terms of the offer.

**Address for Submission:**
The Principal, St Stephen's College, 22 Tung Tau Wan Road, Stanley, Hong Kong
Enquiries: Mr. Felix Lam, Facilities Manager, Tel: 2813-0360

School Ref No. SSC-PMO-T-DSS-106
20 October 2026

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