



聖士提反書院  
ST STEPHEN'S COLLEGE

## TENDER NOTICE

Written tenders are invited for the (**Tender for the Provision of Security Guard Services 2026/27 – 2027/28**)

1. Interested parties should apply to the Principal together with company background information.
2. A two-envelope system applies to the captioned tender as below:
  - a) Pricing Envelope (PE) – The PE should include the completed Tender Form, the completed Pricing Proposal (in duplicate) and relevant documents. The PE should be sealed in an envelope clearly marked ‘Tender Ref. T25/26-011 Tender for the Provision of Security Guard Services 2026/27-2027/28 – Pricing Envelope’.
  - b) Technical Envelope (TE) – The TE should include the completed Technical Proposal and relevant documents. The TE should be sealed in an envelope clearly marked “Tender Ref. T25/26-011 Tender for the Provision of Security Guard Services 2026/27-2027/28 – Technical Envelope”.
  - c) The TE shall not include any pricing details. Failure to do so will render the tender null and void.
  - d) Return to the College General Office NOT later than 12:00 noon on 23<sup>rd</sup> March 2026 (Monday). Late tenders will not be accepted.

Tenders shall remain open for not less than 90 days after the tender closing date.

- 3 The College is not bound to accept the lowest or any tender and reserves the right to negotiate with any tenderer about the terms of the offer.
- 4 All tenders should be addressed to :

The Principal  
St. Stephen's College  
22 Tung Tau Wan Road  
Stanley, Hong Kong
- 5 Telephone Enquiry : 2813-0360 Mr. Marco Ma
- 6 All tender documents are available for collection from **27<sup>th</sup> February 2026 (Friday)** at the General Office upon production of copy of your Business Registration Certificate.

School Ref No. T25/26-011  
27<sup>th</sup> February 2026

