



30 September 2025

Dear Tenderers,

Tender Reference No. (1004) in P/AE/PUR/AGC

**Provision of Staff Expense Claim Solution
for the Construction Industry Council**

Tender Addendum No. 1

We refer to the tender document issued to you on 23 September 2025 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

Conditions of Tendering – (Page CT-3 (Addendum No.1))
Conditions of Tendering – Appendix F – Reply Slip for Declining Bid (Pages CT-30 & CT-31 (Addendum No.1))

Please replace the corresponding pages in the tender documents by the revised page being marked with an asterisk (*).

The above amendments shall be effective immediately and Tender Addendum No. 1 shall form part of the tender document. Please acknowledge receipt of the aforementioned information by signing below and returning this letter by e-mail to ronaldwong@cic.hk or by fax at (852) 2100 9750 **by 13 October 2025.**

Yours sincerely,
For and on behalf of
Construction Industry Council

Eric LEE
Manager
Procurement

Accepted and Confirmed by
Company Name:

Name:
Position:
Company Name:
Date:

/EL

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
- a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is sufficient before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission through the CIC's e-Tendering System, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") via the CIC's e-Tendering System in the "Technical Proposal" Folder of the system and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate "Fee Proposal" Folder of the CIC's e-Tendering System. **Failure to do so will render the tender void.**
- 4.6 Tenderers shall submit its Technical Proposal and Fee Proposal with all documents and information required in accordance with the terms of this Tender invitation via the CIC's e-Tendering System on or before the Tender Closing Date. Any proposals submitted through a method other than CIC's e-Tendering System will not be considered.
- 4.7 Tender should be submitted **by 12:00 noon on 14 October 2025** successfully

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (1002) in P/AE/PUR/AGC, Closing Date: 14 October 2025), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

☐ Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days

☐ Invitation document contains insufficient details.
Suggested supplementary details: _____

☐ Work scope too broad. Would you consider bidding if the work scope is reduced?

☐ Yes

☐ No

Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)? _____

☐ Work scope too narrow. Would you consider bidding if the work scope is broadened?

☐ Yes

☐ No

Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)? _____

☐ Not interested in this type of service.

☐ Working at full capacity at the moment.

- ☐ Work scope beyond firm's / organisation's expectation.
- ☐ Cannot meet project time schedule. Suggested timeframe for the project:
_____ months
- ☐ Requirements / Specifications too restrictive.
- ☐ Others (please specify): _____

Signature: _____

Full Name of Contact Person: _____

Position: _____

Name of Company: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

Date: _____

Note:

- 1) Please return the completed reply slip through the CIC's e-Tendering System no later than 12:00 p.m. on 14 October 2025.
- 2) Please contact Ronald Wong / Polly Lo at Tele: 2100 9750 / 2100 9028 or E-mail: ronaldwong@cic.hk / pollylo@cic.hk for any enquiry.