



25 February 2026

Dear Tenderers,

Tender Reference No. (621) in P/AE/PUR/AGC

**Provision of Typesetting, Printing and Distribution Service for
“Infrastructure-Education Newspaper” for the STEAM Education Portal for
the Construction Industry Council**

Tender Addendum No. 1

We refer to the tender document issued to you on 13 February 2026 for the captioned tender. Please find enclosed herewith Tender Addendum No. 1 consisting of:

Assignment Brief – Section 4.2 – Printing Specifications* (Page AB-4*)

Please replace the corresponding page 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 kelvinlee@cic.hk or by fax at (852) 2100 9439 **by 6 March 2026**.

Yours sincerely,
For and on behalf of
Construction Industry Council

Accepted and Confirmed by
Company Name:



Eric LEE
Manager
Procurement

Name:
Position:
Company Name:
Date:

/EL

Item	Specifications
No. of Pages	Spread Page, double sided, 4pp
Colours	4C + 4C
Finishing	2 fold
Paper	45gsm newsprint paper in Broadsheet size
Digital Colour Proofs	One or more digital proofs, including all pages, shall be supplied to the Project Team prior to bulk print
No. of Issue	SIXTEEN (16) - ONE (1) issue per month; plus - ONE (1) special issue each quarter
Printing Quantity for the Printed Edition	30,000 copies per issue The provisional number of printing quantities is the best estimation of the Project Team. Actual requirements and quantity shall be confirmed on an as-and-when-required basis. The CIC does not commit to ordering any item or quantity
Delivery	30,000 copies deliver to about 1,000 Primary and Secondary Schools in Hong Kong (i.e. about 30 copies for each school)

4.3 Distribution Services

The Contractor shall be responsible for the following tasks related to lettershop and distribution of the Newspaper:

- (i) Provide and manage a reliable distribution network covering all primary and secondary schools across Hong Kong (about 1,000 nos.), ensuring full coverage and timely delivery; The list of schools will be subject to CIC approval;
- (ii) Handle all aspects of address labeling, lettershop services, and secure delivery of printed newspapers to the designated schools;
- (iii) Ensure timely and accurate delivery in accordance with the agreed schedule, and provide proof of delivery for each batch as confirmation of completion;
- (iv) Comply with all relevant postal regulations and data protection requirements when handling school address information, ensuring confidentiality and security of recipient data;
- (v) Implement contingency measures to address potential delivery delays or exceptions, and report any issues promptly to the Project Team.

4.4 Project Coordination and Communication

The Contractor shall ensure effective coordination and transparent communication