

Our Ref.: FD-03-06-02(104)

Date: 22 April 2025

Dear Sir/Madam,

**Hong Kong-Shenzhen Innovation and Technology Park
IT Support Services for HSITPL**

Invitation Letter for Expression of Interest Proposal (“EOI Proposal”)

We, the Employer, are pleased to inform you that you are invited to express interest in undertaking the above consultancy.

1. The scope of this assignment, which is to commence in April 2025, is indicated in the attached copy of the DRAFT Brief at **Annex 1**.
2. If you are interested in this assignment, please reply from **09:00 am to 12:00 noon on 29 April 2025** by submitting One (1) set of original hard copy and One (1) electronic copy in CD-ROM of the required documents in a sealed envelope. The envelope shall be marked on the face according to the following template and be deposited in the submission box located in the entrance of our office at the following address:

**RESTRICTED
(TENDER)**

To: Procurement Department
Hong Kong-Shenzhen Innovation and Technology Park
Limited Unit 710, 8 Science Park West Avenue,
Hong Kong Science Park, Shatin, N.T., Hong Kong

Re: **Expression of Interest Proposal** for
Hong Kong-Shenzhen Innovation and Technology Park
IT Support Services for HSITPL

Submitted By: _____

3. In the event a tropical cyclone warning signal No. 8 or above is hoisted, or a black rainstorm warning signal or “extreme conditions after super typhoons” announced by the Government is/are in force between 9:00 am and 12:00 noon on the submission closing date, the submission closing time will be postponed to 12:00 noon on the next working day.
4. The documents shall contain the following information in a maximum of seven A4 pages and a minimum font size of 12 points Times New Roman or equivalent. Soft copy should be in Microsoft word format and attachments as PDF format. Please note that, for exceedance of the specified number of pages of EOI submission and attachments or inclusion of attachments other than curriculum vitae and organization chart, all the exceeded pages, based on the page numbers provided by you, may be discarded prior to the assessment. Documents submitted in response to Annexes 2 and 3 herein attached are not counted towards the number of pages of the EOI submission.
 - a. < Selection Criteria for Shortlisting>
 - b. Your comments on the draft Brief and the payment schedule
5. The assessment criteria for EOI Proposal is attached at **Annex 3**. Based on the response received, normally 5 suitable firms will be shortlisted for submission of technical and fee proposals.
6. Please also note that proposals of unsuccessful tenderers will be destroyed six months after the date the Agreement has been awarded and signed.
7. It should be noted that we will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.

Yours faithfully,

Hong Kong-Shenzhen Innovation & Technology Park Limited

Encl.

Annexes to the Invitation Letter for Expression of Interest Proposal

- Annex 1: The Brief (Draft)
- Annex 2: Proforma – Statement for Expression of Interest
- Annex 3: Assessment Criteria for Expression of Interest Proposal