

Our Ref.: SWD 2/11/101/980/87
Tel. No.: 2892 5100
Fax No.: 2838 0757

March 2007

Chairpersons/Agency Heads of
Non-governmental Organisations (Welfare)

Dear Sir/Madam,

**Invitation to operate a New Supported Hostel (SHOS)
At Units 127-138, Fai Wah House, Lok Wah South Estate, Kwun Tong**

I would like to invite you to submit proposal for operating the captioned new SHOS for ex-mentally ill persons.

Under this invitation, agencies providing residential care services for ex-mentally ill persons can submit application. We shall select the most suitable agency to take up the project.

Your application will be evaluated in accordance with the guidelines for the service proposal contained in the *Information to be Included in the Proposal* of the *Service Specifications*. The *Information to be Included in the Proposal*, the *location map* and the *Summary* of the project are attached for your quick reference. For the full set of the Service Specification and related annexes, you may download from the “What’s New” section of the Homepage of our Department (<http://www.swd.gov.hk>).

A Vetting Committee will be set up by the Department to assess the applications. Where necessary, applicants may be invited to present their proposals to the Vetting Committee. The Project will be awarded to the suitable operating agency upon the recommendation of the Vetting Committee and approval by the Director of Social Welfare. Successful agencies will be informed by May 2007.

Should you be interested in this rehabilitation project, please tender your proposal of **no more than 30 pages** including appendixes (For English version, font size 12, single-line spacing with all margins set at 3cm)(For Chinese version, font ‘新

細明體' size 13, single-line spacing with all margins set at 3cm) in 6 hard copies and 1 soft copy in sealed envelope **by hand, on or before 18 April 2007 (Wednesday), 5:00p.m.** to the following address :

Rehabilitation and Medical Social Services Branch
[Attn. : Edmond NG, SS(RM) 4]
Social Welfare Department
Room 901, Wu Chung House
213 Queen's Road East,
Wan Chai, Hong Kong

Late application will not be accepted.

A site visit and briefing session will be held with the schedule as follows:

- 19 March 2007, 9:30 a.m. to 10:30 a.m. - a briefing session on the project at Lok Wah Community Hall
- 19 March 2007, 11:00 a.m. to 12:30 p.m. - site visit to the SHOS for ex-mentally ill persons at Units 127-138, Fai Wah House, Lok Wah South Estate, Kwun Tong

Please indicate your intended presence at these sessions by returning the completed slip by fax (fax no.: 2893 6903) on or before noon of 16 March 2007. For enquiries, you may contact Ms YU Chau-ping, S(RM)9, at 2892 5146.

Thank you for your attention and looking forward to your enthusiastic response.

Yours sincerely,

(SIT Tung)
for Director of Social Welfare

cc Mr. Philip YUEN (Rehabilitation Division)
Hong Kong Council of Social Service
b.c.c. C for R
DSWOs

Please reply on or before **noon of 16 March 2007**

[by fax: 2893 6903]

Reply Slip

To: _____
From (name of agency): _____
Fax no.: _____

Site Visit and Briefing Session for
New Supported Hostel at Lok Wah South Estate, Kowloon

For the caption activities, I would like to inform you that my agency will have the following numbers of staff to attend:

Please indicate <input checked="" type="checkbox"/> if yes	Session	Number of person(s) to attend
	Briefing session on the project at Lok Wah Community Hall (19 March 2007, 9:30 a.m. to 10:30 a.m.)	
	Site visit to the SHOS for ex-mentally ill persons at Units 127-138, Fai Wah House, Lok Wah South Estate, Kwun Tong (19 March 2007, 11:00 a.m. to 12:30 p.m.)	(Advisable not to have more than 3 per agency due to venue limitation)

Name: _____
Post: _____
Contact tel. no.: _____
Date: _____