

Our Ref.: 2/6/101/980/87
Tel. No.: 2892 5100
Fax. No.: 2838 0125

22 September 2006

Chairpersons/ Agency Heads of
Non-governmental Organisations (Operating
Pre-school Rehabilitation Services)

Dear Sir/ Madam,

**Invitation for Proposals to Operate a New
Special Child Care Centre cum Early Education & Training Centre**

I am pleased to invite you to tender **quality proposal for operation of a new Special Child Care Centre cum Early Education & Training Centre (SCCC cum EETC) at Tang Shiu Kin Hospital Community Ambulatory Care Centre, Wan Chai, which is planned for operation in 2006-07.**

The SCCC cum EETC is an integrated centre providing a variety of day pre-school rehabilitation services within the same premises to meet the varied needs of disabled children and their families as well as optimizing use of resources through sharing common professional and support services. Interested NGOs operating subvented social welfare services are welcome to tender quality proposal on implementation and operation of 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 Specification*. The *Information to be Included in the Proposal*, the *layout plan* 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 agencies upon the recommendation of the Vetting Committee and approval by the Director of Social Welfare. Successful agency will be informed by early December 2006 and expected to commence service operation by March 2007.

Should you be interested in this new pre-school rehabilitation services project, please tender your service proposal of **no more than 40 pages** (of font size at 13 and in 6 hard copies and 1 soft copy), **on or before 20 October 2006 (Friday), 5:00 p.m.** to the following address:

Rehabilitation and Medical Social Services Branch
(Attn: Mr CHAN Kwok Ho, SS(RM)1)
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:

- i. 29 September 2006, 2:30 p.m. to 3:45 p.m. – site visit to the SCCC cum EETC at 1/F., Community Ambulatory Care Centre, Tang Shiu Kin Hospital; and
- ii. 29 September 2006, 4:00 p.m. to 5:00 p.m. – a briefing session on the project at Room 406, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong

Please indicate your intended presence at these sessions by returning the completed reply slip by fax (fax no.: 2119 9035) on or before noon of 28 September 2006. For enquiries, you may contact Ms Charing CHUNG, S(RM)1, at 2892 5346.

Looking forward to your support to this project.

Yours sincerely,

signed
(Mrs Agnes LI)
for Director of Social Welfare

c.c. Mr Philip YUEN, Chief Officer Service Development (Rehabilitation),
HKCSS

(By Fax: 2119 9035)

Reply Slip

To: Ms Charing CHUNG, S(RM)1/SWD
From (name of agency): _____
Fax no.: _____

Site Visit and Briefing Session for New SCCC cum EETC at Tang Shiu Kin Hospital

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

| <u>Pl. <input checked="" type="checkbox"/> if yes</u> | <u>Session</u> | <u>Number of Person(s) to Attend</u> |
|---|---|--|
| | Site visit to the project at 1/F., Community Ambulatory Care Centre, Tang Shiu Kin Hospital (29 September 2006, 2:30 p.m. – 3:45 p.m.) | |
| | Briefing session of the project to be held at Room 406, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong (29 September 2006, 4:00 p.m. – 5:00 p.m.) | (advisable not to have more than 2 per agency due to venue limitation) |

Name: _____
Post: _____
Contact Tel. No.: _____
Date: _____

Note: Ms Charing CHUNG, S(RM)1, can be contacted on site on these sessions by mobile phone number at 9387 2013.