

Our Ref.: 2/10/101/980/87

Tel. No.: 2892 5100

Fax. No.: 2838 0125

18 June 2007

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

Dear Sir/ Madam,

**Invitation for Proposals to Operate
a New Early Education & Training Centre**

I am pleased to invite you to tender **quality proposal for operation of a new Early Education & Training Centre (EETC) at Skyline Tower, Tong Mei Road, Mongkok, which is planned for operation in 2007-08.**

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 in September 2007 and expected to commence service operation by the Fourth Quarter of 2007-08.

Should you be interested in this new pre-school rehabilitation services project, please tender your service proposal of **no more than 25 pages** (of font size at 13 and in 6 hard copies and 1 soft copy), **on or before 17 July 2007 (Tuesday), 5:00 p.m. directly** 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 submission to the above address will not be accepted.

A site visit will be held with details as follows:

Date : 26 June 2007 (Tuesday)
Time : 3 p.m. - 4:30 p.m.
Venue : Flats A-D, 2/F., Skyline Tower, 18 Tong Mei Road,
Mongkok, Kowloon

Please indicate your intended presence at the site visit by returning the completed reply slip by fax (fax no.: 2119 9035) on or before **25 June 2007**. For enquiries, you may contact Ms Charing CHUNG, S(RM)1, at 2892 5346.

Looking forward to your support to this project.

Yours sincerely,

(SIT Tung)
for Director of Social Welfare

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

(By Fax: 2119 9035)

Reply Slip

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

Site Visit for New EETC at Skyline Tower, Tong Mei Road, Mongkok

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

<u>Details</u>	<u>Number of Person(s) to Attend</u>
Site visit to the project at Flats A-D, 2/F., Skyline Tower, 18 Tong Mei Road, Mongkok, Kolwoon (26 June 2007, 3 p.m. – 4:30 p.m.)	(advisable not to have more than 3 per agency)

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

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