



Our Ref.: SWD 1/106/08c

Tel. No.: 2892 5100

Fax No.: 2838 0125

4 August 2008

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

Dear Sir/ Madam,

**Invitation for Proposals on the Project of  
Day Activity Centre cum Hostel for the  
Severely Mentally Handicapped Persons**

I am pleased to invite you to tender quality proposals for the operation of a Day Activity Centre cum Hostel for the Severely Mentally Handicapped Persons (DAC cum Hostel) on a time-defined basis for three years at 5/F and 6/F, Pokfulam Skills Centre, 147 Pokfulam Road, Aberdeen.

Your application will be evaluated in accordance with the requirements contained in the *Information to be Included in the Proposal* of the *Service Specification*. 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 it from the “What’s New” of our Department’s Homepage (<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 agencies will be informed by early October 2008 and are expected to commence service operation by the fourth quarter of 2008-09.



Should you be interested in this Project, please tender your service proposal of not more than 30 pages in A4 size with font size at 12, and in 6 hard copies and 1 soft copy, in a sealed envelope **by hand** to the following address on or before **1 September 2008 (Monday), 5:00pm**:

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 have been scheduled as follows:

- i. 13 August 2008, 10:00am to 11:15am – site visit to the new DAC cum Hostel at 5/F & 6/F, Pokfulam Skills Centre;
- ii. 13 August 2008, 11:30am to 12:15pm – a briefing session at Hall, 1/F, Pokfulam Skills Centre.

If you wish to attend these sessions, please complete the attached reply slip and return by fax (fax no.: 2119 9035) on or before 11 August 2008. For enquiries, you may contact Miss LAM Wan-cheung, S(RM)2, at 2892 5132.

Looking forward to your support to the Project.

Yours sincerely,

(Mrs. Agnes LI)

for Director of Social Welfare

c.c. Mr. KUO Chun-chuen, Chief Officer (Rehabilitation), HKCSS

(By Fax: 2119 9035, on or before, 11.8.08)

### Reply Slip

To: Miss LAM Wan-cheung, S(RM)2/SWD  
\_\_\_\_\_  
From (name of agency): \_\_\_\_\_  
Fax no.: \_\_\_\_\_

#### Site visit and Briefing Session for New DAC cum Hostel at Pokfulam Skills Centre, Aberdeen

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

Pl. <input checked="" type="checkbox"/> if yes	Session	Number of Person(s) to Attend (Maximum 3 staff for each session)
	Site visit to the project at 5/F & 6/F, Pokfulam Skills Centre, Aberdeen (13 August 2008, 10:00am – 11:15am)	
	Briefing session on the project at Hall, 1/F, Pokfulam Skills Centre, Aberdeen (13 August 2008, 11:30am – 12:15pm)	

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Miss LAM Wan-cheung, S(RM)2, can be contacted on site on these sessions by mobile phone at 9387 2013.