

Our Ref. : SWD 0035-0030-0040-0040-  
0015-0010-P001  
Tel. No. : 2835 2677  
Fax No. : 3621 0214

Family and Child Welfare Section  
Room 2404, 24/F, Southorn Centre,  
130 Hennessy Road,  
Wan Chai, Hong Kong

14 November 2025

Dear Sir/Madam,

**Addendum**

**Invitation for Proposals  
for the Operation of Four New Small Group Homes  
at 18 Shing Fung Road, Kowloon (Government Accommodation)**

Further to the announcement of the above Invitation for Proposals (IFP) on the homepage of the Social Welfare Department (SWD Homepage) on 31 October 2025, we wish to inform you that the closing date of the IFP has been **extended** from 1 December 2025 to **8 December 2025 at 5:00 p.m.** **Late submission or submission not sent by hand will not be accepted.**

2. In addition, we would like to inform you of the following amendments -

- Annex 2 (Layout Plan) and Annex 8 (Prescribed Form for Proposal with Appendices) of the Service Specifications on Small Group Homes at 18 Shing Fung Road, Kowloon (Government Accommodation) (the Service Specifications) have been updated, which are available for download on the SWD Homepage via the link ([https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail\\_sgh\\_2025/](https://www.swd.gov.hk/tc/whatsnew/ifpeoi/detail_sgh_2025/)); and
- In relation to the extension of the closing date of the IFP, paragraph 64 (Page 26) and paragraph 69 (Page 27) of the Service Specifications are revised at Appendices 1 and 2 of this Addendum.

3. The above addendum shall form part of the IFP Documents. Apart from the above, all other terms and conditions of this IFP remain unchanged.

Yours faithfully,



(Ms YUEN Pik-kwan)  
for Director of Social Welfare



Encls.

Appendix 1: Page 26 of the Service Specifications (1 page)

Appendix 2: Page 27 of the Service Specifications (1 page)

compliance with the legal requirements applicable to the Service.

## IMPLEMENTATION SCHEDULE

64. The implementation schedule for the services is prescribed as follows and the SWD reserves the right to adjust/approve the schedule for accommodating necessary changes –

Date	Task
31 October 2025	Invitation for proposals
8 December 2025 (by 5:00 p.m.)	Closing of submission of proposal
December 2025 to January 2026	Vetting of proposals
January 2026	Announcement of result and award of the Service
December 2026	Commencement of service

65. The Service Operator is required to fulfill the requirements as set out in paragraph 32 above. The SWD reserves the right to revoke the accepted offer for the operation of these SGHs, ESCSGH and ABPSS in the event that the Service Operator fails to carry out the required preparatory work for the commencement of the service within the timeframe as agreed upon with the SWD.

## ASSESSMENT OF PROPOSAL

66. Applicant organisation and its proposal must meet ALL the mandatory requirements mentioned in paragraph 2 above as well as the ESRs mentioned in paragraphs 40 and 41 above. Proposal will not be considered further for any failure to comply with any of the said requirements.

67. A Vetting Committee will be set up by the SWD to assess the proposals and make recommendation to the Director of Social Welfare for endorsement. The assessment will be based on the seven quality aspects of the proposals. The assessment areas and their respective weighting of scores are at **Annex 7**.

68. The SWD reserves the right to re-issue the invitation for proposals as deemed appropriate including but not limited to the situation when there is no submission of proposal meeting the eligibility criteria or the proposal with the highest mark is below the



passing mark at 50% of the maximum marks. For the quality aspect/attribute on “Operation of Service”, a passing score should have attained 50% of the maximum marks as stipulated in Annex 7. The proposals which fail to attain the passing score on “Operation of Service” will not be considered further.

## SUBMISSION OF PROPOSAL

69. Applicant organisations shall prepare their proposals, **either in English or in Chinese**, by using the prescribed Proposal Form which may be downloaded from the SWD website (<https://swd.gov.hk/tc/index/>) and take note of the requirements as stipulated in the “Key Points to Note” of the Proposal Form of this service at Annex 8. The completed Proposal Form shall be signed by a person who is authorised to fully represent the applicant organisation with the organisation chop, and shall be submitted with 10 hard copies (including one original) and one soft copy (in MS Word 2021 for Windows in a USB flash drive) of the prescribed form, on or before **8 December 2025 (Mon) at 5:00 p.m.** to the following address by hand in a sealed envelope marked CONFIDENTIAL – “Application for Operation of SGHs” –

Child Welfare Section  
Family and Child Welfare Branch  
Social Welfare Department  
Room 2404, 24/F, Southorn Centre,  
130 Hennessy Road,  
Wan Chai, Hong Kong.  
[Attn: Senior Social Work Officer (Child Welfare)1]

70. **Late submission or submission not sent by hand will not be accepted.** It is the responsibility of the applicant organisation submitting proposal to ensure that the proposal is delivered to the right place and recipient as stated in paragraph 69 above. No claim for mis-submission of proposals for whatever reasons will be considered. In case the Black Rainstorm Warning or Tropical Cyclone Warning Signal no. 8 or above is hoisted or extreme conditions is announced by the Government between 2:00 pm and 5:00 pm on the closing date of invitation, the closing time for submitting proposals will automatically be extended to 5:00 pm on the first ensuing working day (excluding Saturday) without further announcement.