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| **CHRISTIAN ALLIANCE INTERNATIONAL SCHOOL TENDER NOTICE**

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| **Tender Reference:** | CAIS-HR2020-01 |
| **Department:** | HR Department |
| **Subject:** | Invitation to Tender for Brokerage Services of Group Medical, Dental, Life, Accident Insurance for Christian Alliance International School 2020-2022 (2 years) |
| **Capacity:** | Please refer to tender documents |
| **Enquiries:** | Christian Alliance International School33 King Lam Street,Lai Chi KokTel: 3699 3873 (Ms. Yiu)Email: hr@caisbv.edu.hk |
| **Tender Closing Date/Time:** | 15:00 (Hong Kong time) on **8 June 2020** **Important Dates:****Tender commences 18 May 2020****Tendering closing date & time 15:00 on 8 June 2020****Accept enquiries through email 18 May 2020 – 1 June 2020Answer enquiries through email 2 June 2020****to all tenderers****Expected tender award date Beginning of July 2020****Expected contract signing date Early/ Mid- July 2020****Service commences 15 August 2020** |
| **Collection of Tender Documents:** | Interested parties please contact Ms. Yiu at hr@caisbv.edu.hk on or after 18 May 2020 for collecting tender documents. |
| **Submission of Tenders:** | A tender must be submitted in duplicate.Tenders must be clearly marked with the tender reference, the subject of the tender on the outside of the sealed envelopes (but should not bear any indication which may relate the tender to the tenderer) and the tender closing date. Tenders must be deposited in the tender box as specified in this tender notice (“Specified Tender Box”) situated on the 3/F General Office, 33 King Lam Street, Lai Chi Kok before 15:00 (Hong Kong time) on **8 June 2020. Late tenders or tenders not deposited in the Specified Tender Box will not be considered.**In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force, for any duration between 09:00 and 15:00 (Hong Kong time) on the Tender Closing Date, the Tender Closing Date and time will be extended to 15:00 (Hong Kong time) on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the “extreme conditions after super typhoons” announced by the Government has/have ceased to be in force. |
| **Remarks:** |

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| 1. | Open tendering is adopted.  All interested brokers are invited to tender. |
| 2. | Christian Alliance International School does not bind itself to accept any tender, and reserves the right to negotiate with any tenderer about the terms of the offer. |

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