**Appendix E – Reply Form for Tender Briefing**

(Please reply to the Government **by email** at charlottepfcheung@labour.gov.hk or **by fax** at **2512 2423** before 6:15p.m. on 28 February 2025.)

|  |  |
| --- | --- |
| To: | Greater Bay Area Youth Employment Division  Labour Department |
| Name of the prospective Tenderer: |  |
| Email address of the prospective Tenderer: |  |
| Fax no. of the prospective Tenderer: |  |

We would like to inform you that we will have one / two / three / four \* staff member(s) attending the briefing session to be held at 3:00p.m. on 3 March 2025 (Monday) at Multi-function Room of Youth Employment Start (Mong Kok), at Suites 8-11, Level 42, Office Tower, Langham Place, 8 Argyle Street, Mong Kok, Hong Kong.

*\*delete as appropriate (a maximum of four(4) persons are permitted to attend the briefing session)*

|  |  |
| --- | --- |
| Name: | (1) (2) |
|  | (3) (4) |
| Position: | (1) (2) |
|  | (3) (4) |
| Tel. no.: | (1) (2) |
|  | (3) (4) |
| Date: |  |

|  |  |
| --- | --- |
| *Remarks:* | *Four (4) representatives from each organisation will be automatically accepted without further notification.* |

- END of Appendix E -