## Schedule E – Reply Form for Tender Briefing

(Please reply via fax: 2119 9820, by 12:00 noon of 19 February 2025)

|  |  |
| --- | --- |
| To: | Youth Employment Division, Labour Department |
| From (name of Tenderer): |  |
| Email address: |  |
| Fax no.: |  |

**Tender Ref.: LD PT 03/2024**

**Invitation to Tender for the Provision of Management Services for**

**the Youth Employment Start (the Y.E.S. Centre)**

I would like to inform you that we would have \_\_\_\_ staff member(s)\* to attend the briefing session to be held with details as below:

|  |  |
| --- | --- |
| Date: | 20 February 2025 (Thursday) |
| Time: | 3:00 p.m. |
| Venue: | Y.E.S.(Mong Kok), Suites 8-11, Level 42, Office Tower, Langham Place, 8 Argyle Street, Mong Kok, Kowloon |

\*a maximum of 2 persons per Tenderer due to venue limitation

|  |  |
| --- | --- |
| Name: | (1) (2) |
| Post: | (1) (2) |
| Contact Tel. No.: | (1) (2) |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Note: Tenderers are strongly advised to attend the above briefing session and to have site visit on the above said date in order to acquaint themselves with the tender requirements. Failure to do so may place themselves in a disadvantageous position.