

Tender Reference	IRD/T20251001	
Tender Subject	Supply of In-sourcing Data Entry Services in 2026 for the Inland Revenue Department	
Requisitioning Department	Inland Revenue Department	
Date of Issue of the Invitation to Tender	17 October 2025 (Hong Kong time)	
Quantity	Please refer to tender documents	
Application	Please refer to tender documents	
Delivery Schedule	Please refer to tender documents	
Collection of Tender Documents	Government Logistics Department (GLD) suppliers, GLD subscribers and applicants can logon to the Procurement and Contract Management System (PCMS) and download the tender documents. Tender documents in compact disc form are obtainable, by giving prior telephone notice, during office hours (9:00 A.M. to 12:00 NOON and 2:00 P.M. to 5:00 P.M., Mondays to Fridays, except Saturdays, Sundays and public holidays) from the Supplies Section of the Inland Revenue Department on 5/F, Inland Revenue Centre, 5 Concorde Road, Kai Tak, Kowloon, Hong Kong. Telephone No.: (852) 2594 5278 / (852) 2594 5279 Fax No.: (852) 2802 4977	
Submission of Tenders	Electronic Tendering - Submission of Tender via GLD's e-Tender Box (ETB) before 12:00 NOON (Hong Kong time) on 1 December 2025 (Monday). Late Tenders will not be accepted.	
	Paper-based Tendering - Tenders in paper form must be deposited in the Government Logistics Department Tender Box located on Ground Floor, North Point Government Offices, 333 Java Road, North Point, Hong Kong before 12:00 NOON (Hong Kong time) on 1 December 2025 (Monday). Late Tenders will not be accepted.	
	Remarks	
	(a)	If Tropical Cyclone Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or 'extreme conditions' announced by the Government is/are in force at any time between 9:00 a.m. and 12:00 noon (Hong Kong time) on 1 December 2025 (Monday), the tender closing time will be postponed to 12:00 noon (Hong Kong time) on the first working day after the Tropical Cyclone Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the 'extreme conditions' announced by the Government has/have ceased to be in force.

	(b)	In case of blockage of the public access to the location of the Specified Tender Box at any time between 9:00 a.m. and 12:00 noon (Hong Kong time) on 1 December 2025 (Monday), the Government will announce extension of the tender closing time until further notice. Following removal of the blockage, the Government will announce the extended tender closing time as soon as practicable. The above announcements will be made via press release on the website of Information Services Department (https://www.info.gov.hk/gia/general/today.htm).
	(c)	All time references are Hong Kong time.
	(d)	Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.
	(e)	This tender is covered by the Agreement on Government Procurement of the World Trade Organization and will not involve electronic auction. This notice also serves as a summary notice required under the Agreement on Government Procurement of the World Trade Organization.
	(f)	The Government of the Hong Kong Special Administrative Region does not bind itself to accept the tender with the highest combined score or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.
	(g)	Details of the award of this contract will be published on the Internet at (https://pcms2.gld.gov.hk/iprod/#/scn00101).
General Enquiry		
Telephone Number	(852) 2594 5278 / (852) 2594 5279	
Fax Number	(852) 2802 4977	
Email	supplies@ird.gov.hk	