

27 August 2026

Company

[by Email]

Dear Sir / Madam,

Invitation of Tender for the Security Services

We write to invite your company to submit a tender for providing security services for our Club for the period between 1 December 2026 and 30 November 2028 (both days inclusive). In the tender, you are required to quote the monthly fee for providing the required service. You are also requested to provide us with a list of your company's relevant job references for the past five years. Furthermore, the following terms and conditions must be fulfilled:

1. Manpower

Provision of quality uniformed security guards for Craigengower Cricket Club from 1 December 2026 to 30 November 2028 at 188 Wong Nai Chung Road, Happy Valley, Hong Kong in accordance with the following schedule: -

Ranking	Duty hour	No. of manpower
Supervisor	9 hours, daily (1100 - 2000 hours)	1
Chinese speaking security guard for main entrance	9 hours, daily (0700 - 1600 hours)	1
	9 hours, daily (1500 – 0000 ⁽⁺¹⁾ hours, Sun to Thur) (1600 – 0100 ⁽⁺¹⁾ hours, Fri & Sat)	1
Chinese speaking security guard for car park	12 hours, daily (0700 - 1900 hours)	1
	12 hours, daily (1900 – 0700 ⁽⁺¹⁾ hours)	1

	9 hours, every Sunday (1100 - 2000 hours)	1
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2. Specifications

- You are required to provide sufficient and good quality manpower to perform their duties up to the satisfaction of the Club management;
- The duty hours of all security personnel are subjected to change corresponding to the Club's operation;
- All security personnel deployed at the Club must be physically fit, with no criminal record and have an aptitude for security work. In addition, the following specifications would apply:

Security Supervisor shall be:

- ◆ Mature and responsible;
- ◆ In good health and of strong physique;
- ◆ With good sense of security and self-discipline;
- ◆ With a minimum of 5 years of relevant experience, at least one year at the supervisory level in the security industry;
- ◆ Attained secondary school level education or equivalent and able to communicate with members and their guests in fluent Cantonese and be able to read, write and speak simple English and Chinese;
- ◆ Able to deal politely and tactfully with members of the Club and their guests;
- ◆ Able to communicate with the personnel from the Hong Kong Police and/or Fire Services Department in case of any accidents occurred in the Club.
- ◆ Familiar with fire safety, first-aid and emergency procedures and practices;
- ◆ With proper training in the management of security affairs;
- ◆ In possession of a valid Security Personnel Permit issued by the Hong Kong Police.
- ◆ In possession of a valid First Aid Certificate issued by St. John Ambulance Association, Hong Kong Red Cross or Auxiliary Medical Service.

Security Guards at the main entrance shall be:

- ◆ Mature and responsible;
- ◆ With relevant experience in the security industry;
- ◆ Must be able to communicate with members and their guests in fluent Cantonese and be able to speak simple English;
- ◆ Able to deal politely and tactfully with members of the Club and their guests;
- ◆ Familiar with fire safety, first-aid and emergency procedures and practices;
- ◆ Undergone proper training in the management of security affairs; and
- ◆ In possession of a valid Security Personnel Permit issued by Hong Kong Police.

Security Guard for car park shall be:

- ◆ Mature and responsible;
- ◆ In good health and of strong physique;
- ◆ With a minimum of 2 years' relevant experience in the security industry;
- ◆ Attained secondary school education or equivalent and able to communicate with members and their guests in fluent Cantonese and be able to read, write and speak simple English;
- ◆ Able to deal politely and tactfully with members of the Club and their guests;
- ◆ Familiar with fire safety, first-aid and emergency procedures and practices;
- ◆ Undergone prior training in management of security affairs;
- ◆ In possession of a valid Security Personnel Permit issued by Hong Kong Police
- ◆ To check the validity of Car Park labels displayed on the windscreen of cars entering the Club's car park.
- ◆ To monitor the electronic parking system and, in its default, calculate the amount of parking fee, and prepare chits for the signature of Members who intend to leave the Club's premises.
- ◆ To lock up and open the gates at the Club's Car Park and main entrance as specified by the Club management.
- ◆ To patrol the Club premises on a bi-hourly basis from 0030 to 0630.
- ◆ To alert other staff members or the management of the Club of any incident that may cause harm to the property of the Club.
- ◆ To perform any other security services as required by Craigengower Cricket Club.

3. Deduction of Payment

The Club reserves the right to make deductions as a compensation, from a Monthly Payment. The amount (to be rounded to the nearest dollar) is to be calculated in accordance with the formula below if a security guard is absent from duty for whatever reasons during an entire shift or part thereof, and a prompt replacement has not been made available prior to the commencement of that shift.

$$1.5 \times (\text{hourly rate}) \times (\text{number of shortage hours})$$

4. Uniforms and Equipment

Except otherwise requested by the Club, all security guards must wear approved uniforms in a neat and tidy manner whilst on duty.

The table below lists out the equipment that should be provided for the Security Guards by your company for providing the required service:

Item	Description	Quantity
1.	Electronic patrol system	2 sets
2.	Safety Helmet	per guard
3.	Rain coat and Rain boot for the guard at the Car Park	per guard
4.	First Aid Kit	1 set
5.	Traffic Torch for the guard controlling the traffic of the Car Park entrance	2 units
6.	Logbook / Visiting book / OB	Sufficient quantity

5. Communications with the Club

Your representative(s) should attend meetings with the Club's management on a monthly basis. In the meeting, your representative(s) should report to the Club any irregularities identified and the remedial actions that have been taken.

6. Contract Period

- A two year contract will be offered;
- Contract could be renewed by mutual agreement.

Please note that it is the policy of the Club to maintain confidentiality of the terms and conditions of the contract with a successful bidder. Price is one of the factors but not the only factor when deciding the award of contract. Unsuccessful bidders will not be informed why their bids are not successful.

Your tender should be SEALED and returned to the tender box at the Club Office of Craigengower Cricket Club together with your completed Non-Collusive Tendering Certificate no later than Friday, 11 September 2026 at 5:00 p.m. Should you require further information or wish to visit the site, please contact Mr. Michael Lo at 2837 1819.

Yours sincerely,

Kelvin Pang
General Manager

KP/ml

Encl.

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Notes to Tenderers

1. All tender submissions shall be enclosed in sealed envelopes and deposited in the Tender Box at Craigengower Cricket Club Office no later than 5:00 p.m. on the Tender Closing Date, 11 September 2026 (Note).
2. Tenderers shall ensure that the tendered prices remain valid for a period of one hundred (100) days from the Tender Closing Date.
3. All prices quoted in the Form of Tender shall be stated in Hong Kong Dollars (HKD).
4. All prices submitted shall be firm and fixed for the duration of the term of the Contract and shall not be subject to adjustment or fluctuation unless otherwise specified in the Contract.
5. Tenderers shall complete all pricing entries in the Form of Tender in numerical figures rounded to the nearest Hong Kong Dollar. Any discounts or deductions shall be clearly stated.
6. Tenderers shall provide at least three (3) related job reference within the past five (5) years for the provision of security guarding services to clubs, sports facilities, recreational venues, commercial properties, residential developments, or other facilities of similar size and operational requirements.
7. Incomplete tender submissions or submissions that fail to provide the required information and supporting documents may not be considered.
8. Additional information, supporting documents, company profiles, service proposals, or operational plans may be attached separately, provided that the relevant tender item number is clearly referenced.
9. Where a tender submission is based on acceptance of the entire scope of services as a package, such conditions shall be clearly stated in the tender proposal.
10. The completed Form of Tender shall be signed by an authorized representative of the tendering company and affixed with the company chop.
11. Where a tenderer is unable to provide any of the specified services, the tenderer shall mark the relevant item as "No Offer" and provide an explanation.

12. The Club will evaluate tenders based on a combination of factors, including but not limited to price, relevant experience, manpower resources, service quality, operational capability, references, and compliance with the tender requirements.
13. The Club reserves the right to accept or reject any tender, in whole or in part, without assigning any reason.
14. The Club is not bound to accept the lowest-priced tender.
15. Unsuccessful tenderers may not be notified individually of the tender outcome.
16. The Club reserves the right to request clarification, supplementary information, or supporting documents from any tenderer during the evaluation process.
17. Tenderers shall bear all costs associated with the preparation and submission of their tenders, and the Club shall not be liable for any such costs.
18. Submission of a tender shall be deemed as acceptance of all terms and conditions contained in the tender documents as constituting part of the tender unless expressly stated otherwise in the tender submission.

Note: In case of Tropical Cyclone Warning 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 the tender closing date as stated above, the tender closing time will be extended to 12:00 noon (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” announced by the Government has/have ceased to be in force.

Conditions of Contract

1. Contract

The Contract shall comprise the tender document, schedules, duly completed forms, and the summary of prices.

2. Personnel Qualification Documents

The Contractor shall submit valid Security Personnel Permits (numbers and copies) for all deployed guards, together with a full staff list including photos and HKID numbers.

3. Certificates and Insurance

The Contractor shall provide a valid Security Company Licence issued by the Security and Guarding Services Industry Authority (SGSIA).

The Contractor shall provide copies of valid Public Liability Insurance with a minimum coverage of HK\$10,000,000, and Employees' Compensation Insurance in accordance with the Employees' Compensation Ordinance (Cap. 282), covering all employees engaged in providing security services under this contract. Both insurances shall remain valid and in force for the entire duration of the contract period, with proof of renewal provided to the Club prior to expiry. Failure to maintain continuous coverage under either insurance will constitute grounds for termination of the contract.

4. Duty Roster and Service Programme

The Contractor shall submit a detailed security service programme, including duty roster arrangements, patrol schedules, and emergency response measures, to be implemented upon award of the tender.

5. Payment

Payment shall be made in accordance with the agreed Schedule of Payment.

6. Liability Period

The Contractor shall provide a 24-month service liability period, ensuring service quality and staff performance.

7. Termination

Either party may terminate this contract by giving the other party one month's written notice, without prejudice to any other rights or remedies available under this contract.

8. Confidentiality

It is the policy of the Club to maintain confidentiality of the terms and conditions of the contract with the successful bidder.

Scope and Specifications

1. Scope of Services

The Contractor shall:

- a. Provide, manage, and supervise qualified security personnel in accordance with the approved Duty Roster.
- b. Conduct routine patrols, access control, visitor management, monitoring, and incident response to maintain safety and security within the Club premises.
- c. Provide relief manpower to ensure uninterrupted security coverage throughout the contract period.
- d. Submit incident reports, daily occurrence records, and other operational reports as required by the Club.
- e. Attend meetings with the Club's representative and provide operational support throughout the contract period.

2. Personnel Requirements

- a. All deployed security guards shall possess valid Security Personnel Permits as required under Hong Kong regulations.
- b. The Contractor shall hold a valid Security Company Licence issued by the Security and Guarding Services Industry Authority (SGSIA).
- c. Security guards shall be properly uniformed and wear visible identification badges while on duty.
- d. Site supervisors shall be responsible for daily supervision, deployment, attendance control, and operational coordination with the Club.
- e. The Contractor shall ensure that all deployed personnel are properly trained in:
 - Access control procedures
 - Visitor handling
 - Fire and emergency response
 - Incident reporting
 - Customer service standards

3. Duty Roster and Operational Plan

- a. Within seven (7) days after contract award, the Contractor shall submit a proposed Duty Roster and Operational Plan for the Club's approval.
- b. The Operational Plan shall include:
 - Duty schedules and manpower deployment
 - Patrol arrangements
 - Shift handover procedures
 - Emergency response procedures
 - Communication and escalation protocols
- c. Any subsequent changes to the approved Duty Roster shall be subject to the Club's prior approval.

4. Uniforms and Equipment

The Contractor shall provide all necessary equipment required for security operations, including:

- Uniforms
- Reflective vests where required
- Two-way radios or communication devices
- Flashlights
- Whistles
- Logbooks and reporting materials

The tender submission shall include a list of equipment proposed for use at the Club.

5. Insurance and Compliance

- a. The Contractor shall maintain valid (i) Employees' Compensation Insurance and (ii) Public Liability Insurance (with a minimum coverage of HK\$10,000,000) throughout the contract period.
- b. Copies of valid insurance policies shall be submitted to the Club before commencement of services.
- c. The Contractor shall comply with all applicable laws, regulations, and licensing requirements relating to security services.

6. Service Performance Requirements

- a. The Contractor shall maintain the agreed manpower level throughout the contract period.
- b. Replacement personnel shall be provided promptly in the event of absence, resignation, or emergency.
- c. Security incidents shall be reported immediately to the Club's designated representative.
- d. Supervisor must report to Club Management any serious event immediately, formal written report should be submitted within 24 hours. (e.g., medical emergency, property damage, unauthorized entry, or theft).
- e. The Contractor shall conduct regular supervisory inspections to ensure service quality.
- f. The Contractor shall maintain 100% attendance of the approved deployed manpower and ensure uninterrupted security services during extreme weather (e.g. Typhoon Signal No. 8 or above, Black Rainstorm Warning Signal or other extreme weather events). The Contractor shall provide sufficient manpower resources, supervisory support, transportation arrangements, and contingency measures to maintain normal operations and service continuity during such circumstances. The tender submission shall include a detailed Extreme Weather Staff Continuity Plan setting out the Contractor's arrangements for manpower deployment, shift relief, transportation, communication, supervision, and emergency response during extreme weather conditions. Any Typhoon Allowance, special duty allowance, additional transportation costs, or any other charges associated with maintaining service during extreme weather conditions shall be clearly identified and itemised in the tenderer's fee proposal. No additional claims, surcharges, or reimbursements in relation to Typhoon Signal No. 8 or above, Black Rainstorm Warning Signal, or other extreme weather events will be entertained by the Club unless expressly stated and accepted as part of the Contract. The tendered rates shall otherwise be deemed to include all costs necessary to maintain the required level of service.

7. Meetings and Reporting

- a. The Contractor shall attend regular review meetings with the Club's representative.
- b. Monthly service reports shall be submitted, including:
 - Attendance records

- Incident statistics
 - Patrol records
 - Service improvement recommendations
- c. The Contractor shall cooperate with the Club in reviewing and improving security operations throughout the contract period.

8. Service Commencement

The Contractor shall commence services on the date specified by the Club and deploy security personnel in accordance with the approved Duty Roster.

Payment Schedule

The Tenderer shall indicate acceptance of the Club's Schedule of Payment as follows:

Monthly Payment	Upon signing the Contract The Contractor shall submit an official invoice each month. Payment will be made within 14 days upon verification that the services have been satisfactorily completed in accordance with the Contract requirements.
Document Submission	Each monthly payment request must be accompanied by attendance records, patrol reports, and other documents as stipulated in the Contract.
Insurance and Compliance	Payment is conditional upon submission of valid Security Personnel Permits, insurance policies, and compliance documents.

To: Tender Board
Craigengower Cricket Club
No. 188 Wong Nai Chung Road,
Happy Valley
Hong Kong

Tender Invitation Date: 27 August 2026

Tender Closing Date: 11 September 2026

Form of Tender

We offer to provide Security Services for the Club at prices as stated in the Summary of Prices in this Form of Tender in accordance with the specification and conditions stated in this tender document, including

Appendix A – Notes to Tenderers

Appendix B – Conditions of Contract

Appendix C – Scope and Specifications

Appendix D – Schedule of Payment

Name:

Title/capacity:

Phone:

Fax:

Email:

Signed:

Date of Submission:

Particulars of Security Services for Craigengower Cricket Club

The followings MUST be completed by Tenderer:

1.	Name of Company:	English:
		Chinese:
2.	Business Registration No.:	
3.	Registered Company Address:	
4.	Date of Formation of Company:	
5.	Authorized Person:	Name:
		Position:
		Telephone:
		Email:
6.	Contract Period:	1 December 2026 to 30 November 2028
7.	Manpower:	
	Ranking	Duty hour
	Supervisor:	9 hours, daily (1100 - 2000 hours)
	Chinese Speaking Security Guard For main entrance:	9 hours, daily (0700 - 1600 hours)
		9 hours, daily (1500 – 0000 (+1) hours, Sun to Thur) (1600 – 0100 (+1) hours, Fri & Sat)
	Chinese Speaking Security Guard For carpark:	12 hours, daily (0700 - 1900 hours)
		12 hours, daily (1900 - 0700 hours)
		9 hours, every Sunday (1100 - 2000 hours)
8.	Total monthly service charges including manpower, equipment, insurance and	HK\$_____ per month all inclusive

	administrative costs:	
9.	Extra service charges:	Unit rate: HK\$_____ (per guard shift) Unit rate: HK\$_____ (per guard hour)
10.	Value added service: (if any)	
11.	Will uniforms be provided for the Security Supervisor and Security Guard deployed in the Club:	Yes ☐ No. ☐
12.	Please indicate whether your company has previously provided security services to the Club.	Yes ☐ No. ☐ If "Yes", please provide the service period: _____ _____
13.	Related job references in the last 5 years: (please use added sheet if required)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
14.	Other Information:	

Name & Signature of Authorized Person : _____

Company Chop : _____ Date of Submission : _____

Non-Collusive Tendering Certificate

To: Craigengower Cricket Club (the “Club”)

Dear Sirs,

Non-Collusive Tendering Certificate for _____
(Name of the project)

1. We, _____ of _____
(name of the tenderer) (address(es) of the tenderer)
refer to the tender for the Contract (the “Tender”) and our bid in relation to the Tender.

Non-collusion

2. We represent and warrant that in relation to the Tender:
- (a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
 - (b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other tenderer or competitor) regarding:
 - i) prices;
 - ii) methods, factors or formulas used to calculate prices;
 - iii) an intention or decision to submit, or not submit, a bid;
 - iv) an intention or decision to withdraw a bid;
 - v) the submission of a bid that does not conform with the requirements of the tender;
 - vi) the quality, quantity, specifications or delivery particulars of the products or services to which this tender relates; and
 - vii) the terms of the bid,

and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.

3. Paragraph 2(b) of this certificate shall not apply to agreements, arrangements, communications, understandings, promises or undertakings with:
- (a) the (procuring organization);
 - (b) a joint venture partner, where joint venture arrangements relevant to the bid exist and which are notified to the (procuring organization);
 - (c) consultants or sub-contractors, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular consultancy arrangement or sub-contract;
 - (d) professional advisers, provided that the communications are held in strict confidence and limited to the information required for the adviser to render their professional advice in relation to the Tender;

- (e) insurers or brokers for the purpose of obtaining an insurance quote, provided that the communications are held in strict confidence and limited to the information required to facilitate that particular insurance arrangement; and
- (f) banks for the purpose of obtaining financing for the Contract, provided that the communications are held in strict confidence and limited to the information required to facilitate that financing.

Disclosure of Subcontracting

- 4. We understand that we are required to disclose all intended sub-contracting arrangements relating to the Tender to the (procuring organization), including those which are entered into after the Contract is awarded. We warrant that we have duly disclosed and will continue to disclose such arrangements to the (procuring organization).

Consequences of Breach or Non-Compliance

- 5. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, the (procuring organization) may, at its discretion, invalidate our bid, exclude us in future tenders, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
- 6. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that the (procuring organization) may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the "Commission") and provide the Commission with any relevant information, including but not limited to information on our bid and our personal information.

Signed for and on behalf of the (tenderer)*

Name: _____

Position: _____

Signature: _____

Company Chop: _____

Date: _____

*Remarks: Additional signature blocks will need to be used where the tenderer is comprised of multiple parties.