



FAX Transmission

CONFIDENTIAL

From	Ms. Patricia Yeung	To	_____
Tel.	_____	Attn.	_____
Ref.	URA260404397/T26040007	Your Ref.	_____
Date	28 April 2026	Fax no.	_____

No of page(s) include this page 7

Pre-qualification for Tender Invitation
Provision of Cleaning Services for the Urban Renewal Authority's Offices and
Kwun Tong Town Centre Project Interim Government Offices

The Urban Renewal Authority (“Authority”) is planning to engage a service provider for the provision of cleaning services for the Authority’s Offices and Kwun Tong Town Centre Project Interim Government Offices (“Services”) and would like to shortlist service providers via a pre-qualification exercise for our subsequent tender invitation for the Services.

The successful service provider shall provide the Services for the designated areas covering approximately 229,000 square feet gross area across twelve buildings in four locations, on Hong Kong Island and in Kowloon. The contract period will span three years and the Services are tentatively scheduled to commence on 1 September 2026.

The brief scope of the Services and shortlisting criteria are attached in **Appendix I** for your reference.

If you are interested, please duly complete and sign the reply form (including Parts A, B, C and D) as attached in **Appendix II** and return it with supporting documents by fax at 2588 2567 or email to ctytung@ura.org.hk **at or before 12:00 noon, 11 May 2026 (“Closing Date”)**.

The Authority may assume that you are not interested in participating in this pre-qualification exercise for the Services if it does not receive your reply by the Closing Date and the Authority may only consider the service providers, which submit the duly completed reply form (including Parts A, B, C and D) with supporting documents by the Closing Date and fulfill the shortlisting criteria, for subsequent tender invitation for the Services.

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Our ref.: URA260404397/T26040007 (cont'd)

Should you have any queries, please contact our Ms. Christine Tung at 2588 2020.'

Regards,
For and on behalf of
URBAN RENEWAL AUTHORITY



Patricia Yeung
Director, Human Resources

Encl. (Appendices I and II)
RS/MT/CT

To: Urban Renewal Authority (fax number: 2588 2567 or email address: ctytung@ura.org.hk)

Please tick the appropriate box:

- We are interested in participating in the pre-qualification exercise for the Services and submit the duly completed reply form (including Parts A, B, C and D) with supporting documents.
- We are **not** interested in participating in the pre-qualification exercise for the Services.

Authorized Signature (with Company Chop)

Date

Full Name of the Authorized Signatory

Title of the Authorized Signatory

Pre-qualification for Tender Invitation – Provision of Cleaning Services for the Urban Renewal Authority’s Offices and Kwun Tong Town Centre Project Interim Government Offices

Brief Scope of the Services and Shortlisting Criteria

(1) Brief Scope of the Services

The successful service provider shall provide all necessary staffing, cleaning materials, machinery and equipment for the proper execution of the Services in order to fully comply with the “Cleaning Schedule and Scope of Services” provided by the Authority.

The general scope of the services includes but not limited to the followings:

- (i) Services for the Authority’s offices including but not limited to the following:
 - (a) Daily cleaning;
 - (b) Monthly thorough cleaning;
 - (c) Quarterly carpet / hard floor cleaning and pest control;
 - (d) Quarterly sand stone and granite floor cleaning;
 - (e) Daily toilet cleaning;
 - (f) Ad hoc cleaning services; and
 - (g) Provision of consumables.

- (ii) Services for the Kwun Tong Town Centre Project Interim Government offices including but not limited to the following:
 - (a) Daily cleaning;
 - (b) Monthly thorough cleaning;
 - (c) Monthly or Quarterly carpet / hard floor cleaning and pest control;
 - (d) Quarterly Termite control; and
 - (e) Ad hoc cleaning services.

- (iii) Services Hours:

The Services should be carried out according to the specific operating hours at each location. The Authority will provide the detailed “Cleaning Schedule and Scope of Services” in the tender document.

(2) Shortlisting criteria

The shortlisting criteria are as follows:

- (i) The service provider is holding a valid business registration certificate and is a company established in Hong Kong under the Companies Ordinance (Cap. 622) for at least 5 consecutive years preceding the closing date of 11 May 2026 (“Closing Date”).
- (ii) The service provider shall declare that it has currently employed at least 100 full-time and part-time staff members, including a minimum of 10 supervisory personnel, as of the Closing Date; and
- (iii) The service provider shall provide at least 3 job references in Hong Kong for the provision of cleaning services to offices which are ongoing and/or completed within 5 years preceding the Closing Date in which:
 - (a) at least 1 job reference involving office cleaning with the total office area (can be in multiple locations) not less than gross area 120,000 square feet;
 - (b) at least 2 job references with an annual contract value not less than HK\$2,000,000; and
 - (c) at least 1 job reference is ongoing on the Closing Date.

Fulfilment of criteria (a), (b) and (c) in 1 job reference is allowed.

Pre-qualification for Tender Invitation – Provision of Cleaning Services for the Urban Renewal Authority’s Offices and Kwun Tong Town Centre Project Interim Government Offices (“Services”)

The service provider which is interested in participating in the pre-qualification exercise for the Services shall duly complete Part A to Part D of this pre-qualification reply form (“Reply Form”) and return it to the Urban Renewal Authority (“Authority”) at or before 12:00 noon, 11 May 2026 (“Closing Date”).

Should you have any queries, please contact our Ms. Christine Tung on 2588 2020.

Part A – General Information of the Service Provider

Full Name of Service Provider _____

Establishment Date of Service Provider
(dd/mm/yyyy) _____

Registered Office Address _____

Contact _____ Tel: _____

Fax: _____

Email: _____

Full Name and Title of Contact Person _____

Part B – Supporting Documents

The service provider shall provide the following supporting documents for reference and check the corresponding box(es) if the related document has been enclosed:-

- A copy of the valid business registration certificate; and
- A copy of certificate of incorporation or any other relevant documents that prove the service provider has been established in Hong Kong under the Companies Ordinance (Cap. 622) for at least 5 consecutive years preceding the Closing Date.

Part C – Declaration regarding Staff Employment

The service provider shall declare the status of staff employment by ticking the box below:-

- We, _____ (full name of the service provider), declare that we currently employ at least 100 full-time and part-time staff members, including a minimum of 10 supervisory personnel, as of the Closing Date.

Part D – Job References (please fill in ALL items in the table)

The service provider shall provide at least 3 job references in Hong Kong for the provision of cleaning services to **offices** which comply with the selection criteria stated in item (2)(iii) of **Appendix I:-**

(i)	Full company name of client:	
	Contact person / Telephone number:	
	Details of cleaning services provided:	
	Service period: (the commencement date and the completion date)	
	Total office area covered in this service (square feet)	
	Contract value (HK\$)	

(ii)	Full company name of client:	
	Contact person / Telephone number:	
	Details of cleaning services provided:	
	Service period: (the commencement date and the completion date)	
	Total office area covered in this service (square feet)	
	Contract value (HK\$)	

(iii)	Full company name of client:	
	Contact person / Telephone number:	
	Details of cleaning services provided:	
	Service period: (the commencement date and the completion date)	
	Total office area covered in this service (square feet)	
	Contract value (HK\$)	

Full Name of Service Provider: _____

Declaration:-

- (a) We hereby declare that the information in this Reply Form and the supporting documents / attachments is true, correct, and accurate.
- (b) We understand that the Authority is under no obligation to invite any service provider which has participated in this pre-qualification exercise to submit a tender.
- (c) We also acknowledge that the Authority reserves the right to cancel this pre-qualification exercise and/or the tender exercise at any time without prior notification and without giving any reasons at the Authority's absolute discretion.

Signed for and on behalf of the Service Provider

Authorized Signature (with the Company Chop)

Date:

Full Name and Title of the Authorized Signatory: _____