

## **Tender Information**

- Procuring Bureau:** Civil Service Bureau
- Tender Reference:** CSB/PF/2026/01
- Subject:** Provision of Master Trust Scheme Services to the Government of the Hong Kong Special Administrative Region
- Description:** These services are required by the Government of the Hong Kong Special Administrative Region for arranging Master Trust Scheme services for the Government and the government employees eligible for benefits under the Mandatory Provident Fund Schemes Ordinance (Cap. 485), Laws of Hong Kong and/or the Civil Service Provident Fund Scheme. (For details, please refer to the tender documents.)
- Enquiry:** Ms Angie Wong  
Pensions and Provident Fund Section,  
Civil Service Bureau,  
8/F, West Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar,  
Hong Kong
- Tel.: (852)2810 3722  
Fax: (852)2116 2794  
e-mail address: [csbpf@csb.gov.hk](mailto:csbpf@csb.gov.hk)
- Closing Date and Time:** 12:00 noon (Hong Kong time) on 17 April 2026 (Friday).  
Late tenders will not be accepted.
- In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or “extreme conditions after super typhoons” announced by the Government is/are in force, for any duration between 9:00 a.m. and 12:00 noon on the tender closing date, the tender closing time will be extended to 12:00 noon on the next working day (i.e. except Saturday, Sunday and public holidays).
- In case of blockage of the public access to the location of the Government Secretariat Tender Box at any time between 9:00

a.m. and 12:00 noon on the tender closing date, 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 releases on the website of Information Services Department (<http://www.info.gov.hk/gia/general/today.htm>).

**Collection of Tender Documents:**

Tenderers may contact the Pensions and Provident Fund Section, Civil Service Bureau (e-mail address: [csbpf@csb.gov.hk](mailto:csbpf@csb.gov.hk)) to obtain softcopy or hardcopy of the Tender Documents, or download it from the [e-Tendering System](#) (“e-TS”).

**Submission of Tenders:**

Paper-based Tendering

Sealed tenders in eight duplicates must be clearly marked with the tender reference and the subject of the tender on the outside of the envelope (but should not bear any indication which may relate the tender to the tenderer). Tenders are to be addressed to the Chairman, Central Tender Board and deposited in the Government Secretariat Tender Box located at the Lobby of the Public Entrance on the Ground Floor, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

Electronic Tendering

Submission via the [e-TS website](#). To ensure successful submission, tenderers are advised to submit the tender as early as possible, in particular to avoid hasty submission within an hour before the tender closing time.

**Tender Briefing:**

A tender briefing will be conducted at 3:00 p.m. on 9 April 2026 (Thursday) at Room 928, 9/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Tenderers who wish to attend the briefing can nominate at most three representatives and complete the reply slip provided in the tender documents. Tenderers are requested to return the completed reply slip to the Secretary for the Civil Service (Attn: Pensions and Provident Fund Section) at fax no. (852)2116 2794 or e-mail address [csbpf@csb.gov.hk](mailto:csbpf@csb.gov.hk) by 5:00 p.m. (Hong Kong time) on 27 March 2026 (Friday). For details, please refer to Clause 36 in Part III of the tender documents.

**Remarks:**

Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.

This tender is NOT covered by the Agreement on Government Procurement of the World Trade Organisation.

The Government of the Hong Kong Special Administrative Region does not bind itself to accept the lowest tender or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.

Details of the award of this contract will be published on the Internet at <https://www.csb.gov.hk/english/otherinfo/tender/17.html>.

User manuals and frequently asked questions are available in the following link of e-TS: [https://www1.ets.gov.hk/eTp\\_ext/views/nonWorksUserManuals.zul](https://www1.ets.gov.hk/eTp_ext/views/nonWorksUserManuals.zul). If tenderers encounter any technical problems on the use of the e-TS, please contact the helpdesk of the e-TS through email at [info@ets.gov.hk](mailto:info@ets.gov.hk) or by phone at 6310 9329.