The Hong Kong Council of Social Service

13/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong

Dear Sir/Madam

**Decline To Offer**

|  |  |  |
| --- | --- | --- |
| Tender Reference No | : | HKCSS/IT/EWS |
|  |  |  |
| Tender Closing Date and Time | : | 12:oo noon, Wednesday, 5 October 2022 |
|  |  |  |
| Subject | : | Provision of e-Workflow System |

With reference to your tender enquiry for the captioned project, I regret that I am unable to quote due to the following reason:

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|  |

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
|  |  |  |
| Name in block Letter | : |  |
|  |  |  |
| Position | : |  |
|  |  |  |
| Name of Company | : |  |
| (*with Company Chop*) |  |  |
|  |  |  |
| Date | : |  |

*Note: if a bidder is unable to make offer, return of the tender documents is NOT REQUIRED. However, this sheet must be completed and returned before the closing date.*