(Please return by fax: 3621 0214 ***by 2 September 2024)***

**Annex 9**

**Reply Slip**

|  |  |  |
| --- | --- | --- |
| To | : | SS(CW)3/SWD |
| From (name of agency) | : |  |
| Date | : |  |

**Site Visit and Briefing Session for the**

**Residential Child Care Centre (RCCC)[[1]](#footnote-1)**

**at Wing A & B, G/F, Tsui Hon House, Tsui Ping (South) Estate,**

**18 Tsui Ping Road, Kwun Tong, Kowloon**

I would like to inform you that my agency will attend the following:

|  |  |  |
| --- | --- | --- |
| **Please delete as appropriate** | **Site Visit[[2]](#footnote-2)**  ***(please arrive 10 minutes earlier for registration)*** | **Please indicate the name and post of all participant(s)** |
| will attend/  will NOT attend | **4 September 2024 (Wednesday)**  ***(Please*** *“✓”* ***only ONE session)***  **1st batch: 9:30 a.m. – 10:15 a.m.** | 1.  2.  3.  (Maximum **3**) |
| **2nd batch: 10:30 a.m. – 11:15 a.m.** |
| **3rd batch: 11:30 a.m. – 12:15 p.m.** |
| **Please delete as appropriate** | **Briefing Session on**  **Invitation for Proposals3** | **Please indicate the name and post of all participant(s)** |
| will attend/  will NOT attend | **Date: 4 September 2024 (Wednesday)**  **Time: 3:30 p.m. – 5:00 p.m.**  **Venue: Room 919, 9/F, Revenue Tower, 5 Glouscester Road, Wan Chai, Hong Kong** | 1.  2.  (Maximum **2**) |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Participants are required to arrange their own transportation for the site visit. [↑](#footnote-ref-1)
2. During the site visit, all the participants have to strictly observe the safety rules and regulations of the construction site and follow instructions. Due to site constraints, the number of participants for each batch is limited to 20 persons **(maximum 3 representatives for each NGO).** The SWD reserves the right of final decision depending on the enrolment situation.

   3 Each interested applicant organisation will have two quotas. All nominated representatives within quotas will be accepted automatically without further notification. [↑](#footnote-ref-2)