



MEMO

From Government Records Service Director
Ref. in GRS 003-065-004-SF02-P001
Tel. No. 2460 3760
Fax No.
Email admin_rcinfo@grs.gov.hk
Date 16 March 2023

To Permanent Secretaries and Heads of Department
(*Attn* : Departmental Records Managers)
Email
Your Ref.
Fax No.
Dated

Supply of Carton Boxes for Inactive Records to be Transferred to the Records Centres

Further to our e-memo ref GRS 003-065-004-SF02-P001 dated 18 March 2021, please be informed that the supply of carton box contract stated in the aforesaid memo will expire on 24 March 2023. With effect from 25 March 2023, you can order carton boxes for transferring inactive records to our records centres direct under a new contract with the supplier, Chan Cheung Hing Paper Products Factory Limited, upon our confirmation of your storage reservation. The new contract price of a standard carton box is \$9.6. Details of the ordering procedures are attached herewith for your reference. The information is also available on our webpage at http://grs.host.ccgo.hksarg/service_storage.html.

2. If you have any enquiries or need any assistance, please feel free to contact Miss Laura LI, EO(Records Management)³ at 2460 3762 or Ms Chris IP, SCO(Records Management) at 2460 3766.

(Signed)
(John NG)
for Government Records Service Director

c.c. CEO(RMA), EO(RM)²

**Ordering Details of Standard Carton Boxes for
Transferring Inactive Records to the Records Centres of
Government Records Service**

1. Box dimensions
 - (a) Inside dimensions: Each box is 370 – 380mm in Length, 240 – 245mm in Height and 295 – 305mm in Width; and
 - (b) Outside dimensions: Each box is 380 – 390mm in Length, 250 – 255mm in Height and 305 – 310mm in Width
2. Maximum loading capacity of each box

10 kg
3. Contractor

Chan Cheung Hing Paper Products Factory Limited 《陳長興紙品廠有限公司》
(hereafter the Contractor)
Room 703-704, 7/F, Hong Leong Industrial Complex, No. 4 Wang Kwong Road,
Kowloon Bay, Kowloon
4. Contract Duration

Two years from 25 March 2023 to 24 March 2025
5. Order Placement
 - (a) (i) Purchasing Card System

Bureaux/departments (“B/Ds”) can place orders and settle payment through Purchasing Card (P-Card) System.
 - (ii) Issue of Purchase Order

Departmental direct purchase order (GF 219) should be placed against the contract by the ordering B/Ds on a need basis. B/Ds should complete the purchase order and fax it to the Contractor at 2795 6521 or 2305 3787.
 - (b) The contract number: DAU/30/2022/G should be quoted as an authority at each purchase order.
 - (c) Enquiries relating to ordering should be made direct to Ms SIU or Ms CHAN of the Contractor at 2755 3153.

6. Payment

Payments should be settled within 30 clear working days by the B/Ds concerned against invoices in accordance with the relevant rules and regulations such as SAI and other departmental rules and procedures.

7. Delivery

(a) For an order of 50 boxes or more, delivery would be made to a location in Hong Kong (excluding (i) outlying islands without road access; (ii) areas requiring closed road permit or closed area permit to enter; and (iii) locations not on the ground floor and without lift facility) within 14 calendar days from the date of order. The Contractor shall provide free delivery service.

(b) For an order of less than 50 boxes, the Contractor shall specify a collection point at a specified address in Hong Kong (excluding (i) outlying islands without road access; (ii) areas requiring closed road permit or closed area permit to enter; and (iii) locations not on the ground floor and without lift facility) for collection free of charge.

8. Contract Monitoring

For dissatisfaction of services and goods provided by the Contractor, B/Ds should report the details in writing to Government Records Service Director (Attn: EO(RM)3) (email: admin_rcinfo@grs.gov.hk) or contact Miss Laura LI at 2460 3762 or Ms Chris IP at 2460 3766.