



e-MEMO

From	Government Records Service Director	To	Permanent Secretaries and Heads of Department
Ref.	() in GRS 003-065-004-SF02-P001	(Attn:	
Tel. No.	2460 3760	Email	
Fax. No.		Your Ref.	() in
Email	ADMIN_RCINFO/GRS/HKSARG	Fax No.	
Date	18 March 2021	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 20 March 2019, please be informed that the supply of carton box contract stated in the aforesaid memo will expire on 24 March 2021. With effect from 25 March 2021, 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 \$8.28. 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



Ordering Procedures 2021.pdf

2. If you have any enquiry or need any assistance, please feel free to contact Miss Chloe SIU, EO(Records Management)3 at 2460 3762 or Ms Ada MOK, SCO(Records Management) at 2460 3766.

Ms Kate TONG
for Government Records Service Director

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Registry/DOJ/HKSARG@DOJ, Sano KL YIU/CM/HKO/HKSARG , &IMMD/RMS@IMMD

cc :

CEO(RMA), EO(RM)2

Email : Eddie KY CHAN/GRS/HKSARG@GRS, Kay HK CHAN/GRS/HKSARG@GRS

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

1) Box dimensions

- (i) Inside dimensions: Each box is 370 – 380mm in Length, 240 – 245mm in Height and 295 – 305mm in Width
- (ii) 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) Contracted Supplier

Chan Cheung Hing Paper Products Factory Limited (hereafter the contractor)

4) Contract Duration

Two years from 25th March 2021 to 24th March 2023

5) Placement of Order

(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 orders (GF219) should be placed against the contract by the ordering B/Ds on a need basis. B/Ds should complete the purchase orders and fax it to the contractor at 2795 6521.

- (b). The contract number: DAU/15/2020G should be quoted as an authority at each purchase order.

- (c). Enquiries relating to ordering should be made direct to Ms SIU or Ms LAM of the contractor on 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

- (i) For an order of 50 boxes or more, delivery would be made to a location within the territory (excluding outlying islands without road access and areas requiring closed road permit or closed area permit to enter) within 14 calendar days from the date of order free of charge.
- (ii) For an order of less than 50 boxes, B/Ds should collect the boxes at their own cost at the following location at the time agreed with the contractor:

Chan Cheung Hing Paper Products Factory Limited
Rm 632, Block 2, Yip On Factory Building
Wang Hoi Road, Kowloon Bay
Kowloon

陳長興紙品廠有限公司
九龍灣宏開道
業安工廠大廈第二座 632 室

8) Contract Monitoring

For dissatisfaction of services and goods provided by the contractor, B/Ds shall report the details in writing to Government Records Service Director (Attn: EO(RM)3) (Lotus Notes account at ADMIN_RCINFO/GRS/HKSARG or Internet account at ADMIN_RCINFO@grs.hksarg) or contact Miss Chloe SIU on 2460 3762 or Ms Ada MOK on 2460 3766.