

本署檔號 *OUR REF:* (6) in L/M 1/2025 in  
CP MAR 4-15/21/1 Pt. IV

來函檔號 *YOUR REF:*

電話 *TELEPHONE:* 3660 8837

傳真 *Fax:* 2369 0604



**HONG KONG POLICE FORCE**  
**MARINE REGIONAL HEADQUARTERS**  
42 TAI HONG STREET  
SAI WAN HO  
HONG KONG

18<sup>th</sup> September 2025

Dear Sir/Madam,

**Market Research on the Provision of Catering Services to  
the Marine Region of the Hong Kong Police Force**

We are now conducting a market research to explore if there are contractors who can provide catering service on board Police Launches of the Marine Region of the Hong Kong Police Force on a daily basis. The detailed service specifications are attached in Annex A for your reference.

If you are able to provide the above-mentioned service, please complete the proforma attached in Annex B and return it to us by fax (Fax no: 2369 0604) or by mail (Attention: The Regional Store) on or before **17<sup>th</sup> October 2025 (Friday)**.

Please note that this market research is an enquiry only and should not be construed as an order at this stage. Any purchase will be subject to tendering and the information provided above and in the attachment(s) will be subject to change. In submitting information for this market research, suppliers acknowledge that the Government shall not be liable for any costs or expenses so incurred by them.

If you have any questions, please feel free to contact the undersigned or Mr. CHAN of the Regional Store at 3660 8877.

Yours faithfully,

(Ms. Samantha HUNG)  
for Commissioner of Police

Encl.

**Service Specifications**

1. The Contractor shall deploy the required number of Cooks per day to work in 23-hour shifts on board Police Launches for provision of catering services. The number of Cooks required per day is about **ten (10) to twelve (12)**.
2. The Contract Venue may include the following venues of the Marine Region of the Hong Kong Police Force: -

(i) Tui Min Hoi, Sai Kung
(ii) Tai Lam Chung, Tuen Mun
(iii) Lau Fau Shan
(iv) Ma Liu Shui, Shatin
(v) Aberdeen
3. The Cooks deployed by the Contractor shall have at least 1 year of working experience in Chinese cooking for more than 15 people.
4. The Cooks are required to prepare breakfast, lunch and dinner on board Police Launches at places designated by the Police Launch Commanders for crews of about 11 to 30 persons.
5. The Contractor and its Cooks shall ensure the safety and hygiene of all food and meals prepared or provided for the crews. The Cooks are also required to maintain the cleanliness and hygiene of the kitchen and dining area of the Police Launches.
6. The Contractor shall provide relief Cooks during leave or absences of any Cooks.
7. The Contractor may be required to advance money for the acquisition of meal ingredients by its Cooks for each Police Launch and the money advanced will be reimbursed to the Contractor.
8. The Contractor shall provide uniforms, non-slippery and waterproof shoes which are suitable for duties at sea and other personal protective equipment to its Cooks at its own cost. The Contractor shall ensure that all its Cooks are attired in proper and clean uniform at all times in the provision of the Services.
9. The Contractor shall provide all Cooks with regular trainings to maintain knowledge of hygiene, food safety and cleaning procedure.

## **Annex B**

By fax: 2369 0604 (Attn: The Regional Store) or by mail to “The Regional Store, Marine Police Regional Headquarters, 42 Tai Hong Street, Sai Wan Ho, Hong Kong”

To: Commissioner of Police

### **Proforma**

#### **Market Research on the Provision of Catering Services to the Marine Region of the Hong Kong Police Force**

##### **Part I – Service Specifications**

1. Please answer the following questions concerning the service specifications and provide details of your service if the answer is “No”.

	<b>Specifications</b>	<b>Yes / No</b>	<b>Service details if the answer is “No”</b>
(a)	Each Cook will be required to work on board a Police Launch in 23-hour shift per day		
(b)	Each Cook will have at least 1 year of experience in Chinese cooking and be able to prepare food for more than 15 people per meal		
(c)	Relief Cooks shall be provided during the leaves or absences of any Cooks		
(d)	Uniforms, non-slippery and waterproof shoes which are suitable for duties at sea and other personal protective equipment shall be provided to the Cooks		
(e)	Trainings on hygiene, food safety and cleaning procedure shall be provided to the Cooks		

Part II – Other Information

1. Please provide the following information regarding your company:-

(a) Scope of Business

\_\_\_\_\_

(b) Number of years operating in the business mentioned in (a)

\_\_\_\_\_ years

(c) Whether your company is registered with Inland Revenue Department (IRD) or Company Registry (CR).

☐ Yes, please specify: \_\_\_\_\_

☐ No

(d) Number of Staff

\_\_\_\_\_ (including full-time and part-time staff)

(e) Possession of a valid food factory licence or a general restaurant licence issued by the Food and Environmental Hygiene Department (FEHD) under the Public Health and Municipal Services Ordinance (Cap. 132).

☐ Yes ☐ No

(f) Possession of relevant ISO and / or OHSAS certifications

☐ Yes, please specify: \_\_\_\_\_

☐ No

(g) Years of experience in preparation of Chinese hot meals

\_\_\_\_\_ years

2. Please advise the estimated rate per shift (the rate to be charged for each 23-hour shift performed by a Cook) for our reference:

HK\$ \_\_\_\_\_ / shift

Name of company (with company chop): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_