

**Invitation to Tender Letter**

**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. 2024-25/REN005

Date : 13th August 2024

**(By Registered Mail)**

Dear Sirs,

**INVITATION TO TENDER  
TENDER FOR THE SUPPLY OF**

**Renovation of Interview Rooms, Counselling Room & Conference Room**

You are invited to tender for the supply of the stores or services as specified in the enclosed tender schedule.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope:

**“ Renovation of Interview Rooms, Counselling Room &  
Tender for Conference Room”**

A tender will be disqualified if the bidder discloses its identity on the sealed tender envelope. The envelope should be addressed to **The Principal, The IMC of Shatin Tsung Tsin Secondary School, 1 Mei Tin Road, Tai Wai, Shatin, New Territories** and arrive not later than 12:00 noon on **28<sup>th</sup> August 2024**. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). Late tenders will not be accepted. Your tender will remain open for 90 days from the “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

You are reminded that the bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the Incorporated Management Committee of Shatin Tsung Tsin Secondary School. The contractor shall not, without the prior written consent of the aforementioned Incorporated Management Committee, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the aforementioned Incorporated Management Committee for approval. The aforementioned Incorporated Management Committee reserves the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

For tenders and purchases involving wages, the bidder must comply with the requirements of the Statutory Minimum Wage.

Failure to comply with any of the above requirements in this letter and the enclosed documents will render a tender invalid and the tender will not be further considered.

**If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address or by fax ( 2604 7350 ) or by email to [info@sttss.edu.hk](mailto:info@sttss.edu.hk) at your earliest convenience.**

Tenders will be accepted on an overall basis.

Yours sincerely,

---

Ms. LEUNG Kit-yin  
Principal

**TENDER FORM FOR THE SERVICE OF**  
**Renovation of Interview Rooms, Counselling Room & Conference Room**

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,**  
**1 Mei Tin Road, Tai Wai, Shatin, New Territories.**

School Ref. No. : 2024-25/REN005

Tender Closing Date and Time : **28th August 2024** **12:00 noon**

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**PART I**

The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; tenders shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his/her Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her Company offers to undertake will not cause any damage to the school's premises.

**PART II**

**RECONFIRMATION OF WRITTEN QUOTATION VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from **28th August 2024**.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Date this \_\_\_\_\_ day of \_\_\_\_\_.

Name (in block letters) : \_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of :

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**THE IMC OF SHATIN TSUNG TSIN SECONDARY SCHOOL**  
**2024-2025 TENDER SCHEDULE**

( Column 4,5 & 6 to be completed by Supplier )

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1	<p><b><u>Renovation of Interview Rooms, Counselling Room &amp; Conference Room</u></b></p> <p>1. 會面室 2 個            1.1 用途：i.接見校外人士；ii. 供 6-8 位學生溫習            1.2 保留原有地氈、天花及電插            1.3 即圖則中的 Interview Room 1 及 Interview Room 2</p> <p>2. 輔導室 1 個            2.1 用途：i.進行小組輔導活動或會議；ii. 接見外賓            2.2 人數：約 10-12 人            2.3 保留原有地氈、天花及電插            2.4 即圖則中的 Guidance Activity Room</p> <p>3. 會議室 1 個            3.1 用途：i.進行會議；ii. 接見外賓；iii. 校史室            3.2 人數：約 15-25 人            3.3 需有空間或裝置展示學校資料、歷史及物品            3.4 恆常放置 10-12 座席，設位置放置備用椅子 10-15 張            3.5 保留原有地氈、天花及電插            3.6 即圖則中的 Conference Room</p>	1 整項			

<p>乙、招標章則</p> <ol style="list-style-type: none"> <li>1. 評分準則：費用 45%，設計 45%，相關工程經驗 10%。</li> <li>2. 需提供初步設計平面圖及設計意念。</li> <li>3. 若投標者有其他提議項目，可自行加入。</li> <li>4. 清楚列明各工程細項（包括但不限於設計、牆身、傢具、保護工程及周邊範圍、清理原有裝置及工程廢料等）的詳情及報價。</li> <li>5. 需註明所有工程、高空工作架及第三者意外保費費用。</li> <li>6. 可提交相關工程的資料以作參考。</li> <li>7. 投標書有效期為 90 天。由截標日期起計，如在 90 天內仍未獲委聘通知，則可視作是次投標不被接納。</li> <li>8. 付款方式：       <ol style="list-style-type: none"> <li>8.1 與承辦商簽妥工程合約，學校支付工程總金額的 50%；</li> <li>8.2 工程竣工經學校驗收合格後，學校 30 天內清付餘款（工程總金額的 50%）。</li> </ol> </li> <li>9. 工程期為兩個月，暫訂為 2024 年 9 月 16 日至 11 月 15 日。</li> <li>10. 若未能如期完工，每 5 個工作天（不計算星期六、日及公眾假期）的延誤將扣減工程費用 2.5% 作行政費用，不足 5 天仍作 5 天計算。</li> <li>11. 中標者必須於中標後再作覆尺及出圖，以確定各工程的做法及內容。</li> <li>12. 中標者必須提供為工作人員購買勞保之證明。</li> <li>13. 工程保養期為 18 個月，由完工日起計算。</li> </ol> <p>附上工程範圍圖則，以作參考。學校將於 2024 年 8 月 20 日（星期二）下午 3 時正安排簡介會，講解工程的細節及安排，有意進行投標的公司可安排人員準時到校出席及實地視察。如有查詢，請致電 26073881 聯絡梁健燊助理校長或盧晉銘助理校長。</p>				
<p>Total Amount(\$):</p>				

We / I understand that if we / I fail to supply the stores or services as offered in our / my tender upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.

Company Chop

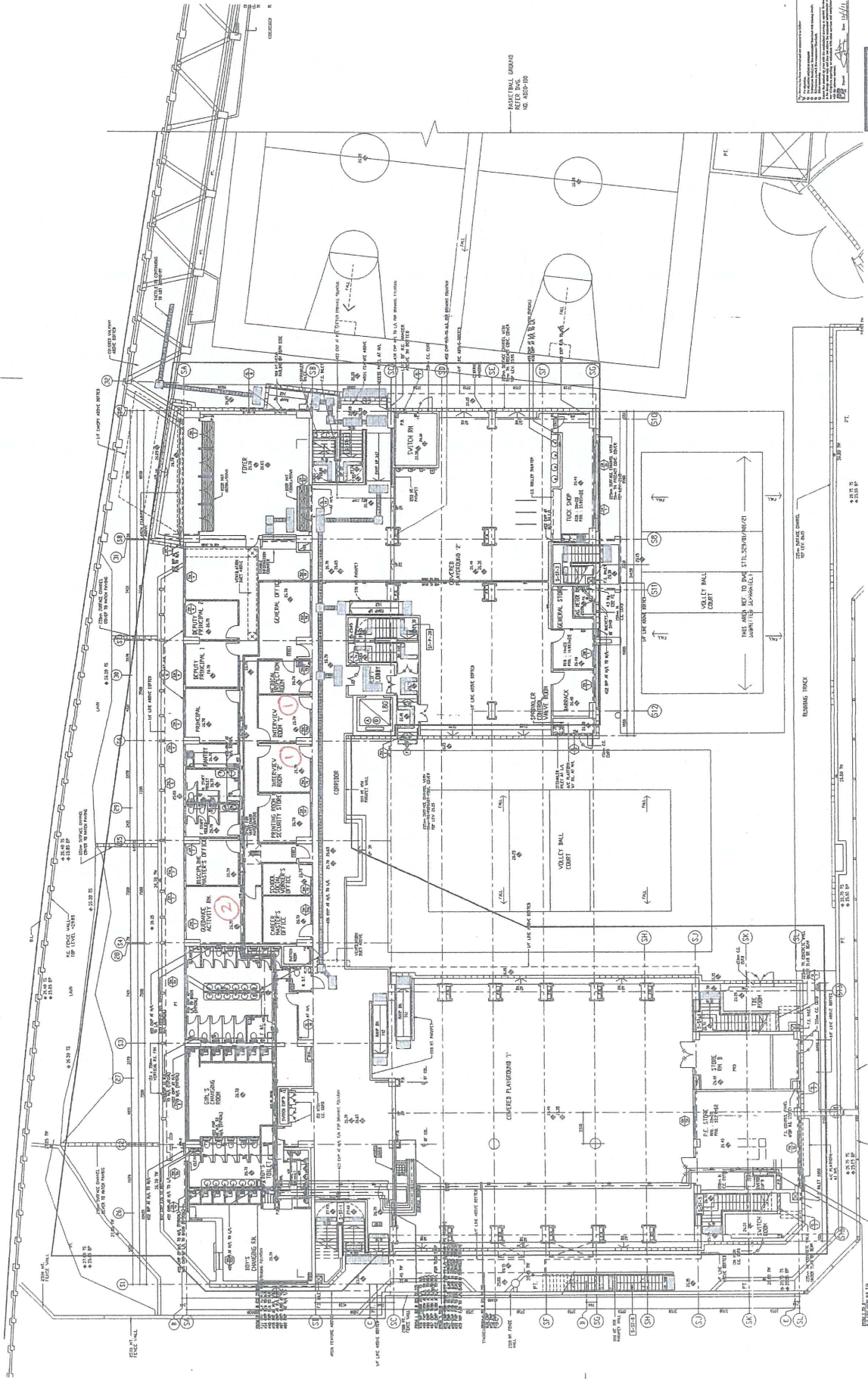
Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Tender :

Name (in block letters) : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

REMARKS:  
 1. DIMENSIONS SHALL BE PROVIDED BY CONTRACTOR.  
 2. CONTRACTOR SHALL BE PROVIDED WITH ALL NECESSARY INFORMATION AND PERMITS FOR THE WORK.  
 3. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.  
 4. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.



**AS FITTED**

APPROVED BY	DATE	FOR
CHECKED BY	DATE	FOR
DESIGNED BY	DATE	FOR
DRAWN BY	DATE	FOR

Project: **SECONDARY SCHOOL - PLUMBING LAYOUT FOR PODIUM FLOOR (B10-28-3A-B-E)**

Client: **East City Investments Limited**

Architect: **HSIN YIEH ARCHITECTS & ENGINEERS LTD.**

Contractor: **PAUL Y. BUILDERS LIMITED**

Plumbing Contractor: **GOLDEN DAY ENGINEERING CO., LTD.**

Scale: **AS FITTED**

Revision: **AS FITTED**

NO.	DATE	BY	DESCRIPTION
1	2024-10-20	...	...
2	2024-10-20	...	...
3	2024-10-20	...	...
4	2024-10-20	...	...
5	2024-10-20	...	...

Project: **SECONDARY SCHOOL - PLUMBING LAYOUT FOR PODIUM FLOOR (B10-28-3A-B-E)**

Client: **East City Investments Limited**

Architect: **HSIN YIEH ARCHITECTS & ENGINEERS LTD.**

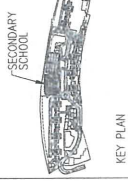
Contractor: **PAUL Y. BUILDERS LIMITED**

Plumbing Contractor: **GOLDEN DAY ENGINEERING CO., LTD.**

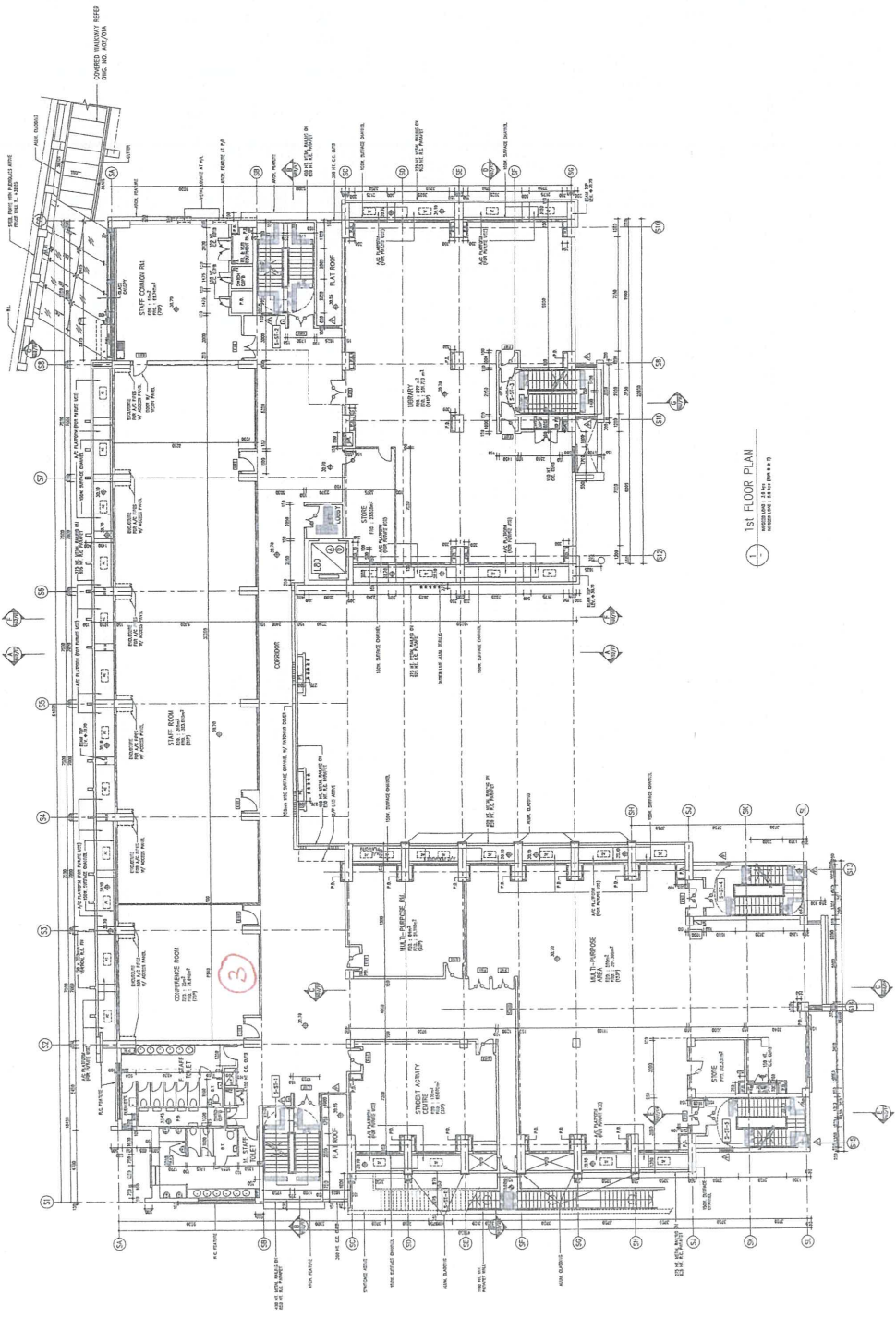
Scale: **AS FITTED**

Revision: **AS FITTED**





DO REF: 2/182/0/A/1  
 FSO REF: FPA3/01B/11/02



AMENDED PLAN



TUWA MAINTENANCE CENTRE PROPERTY DEVELOPMENT, SPT, TOWN LOT NO. 369 (BROOKHURST SCHOOL)  
 1st FLOOR PLAN

APPROVED BY: [Signature]  
 DATE: 19 DEC 2007

PROJECT NO: SPT/11/02/03  
 DRAWING NO: 11/02/03/01

DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 DRAWN BY: [Name]

DATE: 19 DEC 2007

NO.	DATE	BY	SCALE	DESCRIPTION
1	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
2	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
3	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
4	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
5	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
6	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
7	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
8	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
9	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
10	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
11	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
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40	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
41	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
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43	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
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46	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
47	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
48	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
49	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT
50	19 DEC 2007	[Name]	1:100	ISSUED FOR PERMIT

GRAPHIC NUMBER: SPT/11/02/03

REVISIONS

(指定封面標示)

列印此頁貼在信封/公文袋封面

Name and Address of School :  
The IMC of Shatin Tsung Tsin Secondary  
School,  
1 Mei Tin Road, Tai Wai, Shatin, New  
Territories.

School Ref. No. : **2024-25/REN005**  
Tender Closing Date and Time :  
**(28th August 2024) 12:00 noon**

**TENDER FOR Renovation of Interview Rooms,**  
**Counselling Room & Conference Room**

(此頁只供參考，不需寄回)

**TENDER FORM FOR THE SUPPLY OF**  
**( Tender for )**

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,**  
**1 Mei Tin Road, Tai Wai, Shatin, New Territories.**

School Ref. No. : (School Ref. No.)

Tender Closing Date and Time : (Quotation Closing Date) **12:00 noon**

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**PART I**

The undersigned hereby offers to undertake the service as described in the written quotation schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; written quotations shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remain open. The undersigned also warrants that his/her Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her Company offers to undertake will not cause any damage to the school's premises.

**PART II**

**RECONFIRMATION OF WRITTEN QUOTATION VALIDITY**

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from **(Quotation Closing Date)**

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

(此頁只供參考，不需寄回)

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Date this 填表日期 day of 填表年份 .

Name (in block letters) : 填表負責人/策劃人

Signature 填表負責人/策劃人簽署 in the capacity of 公司職位  
(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of :

公司名稱

whose registered office is situated at 公司地址

公司地址 Hong Kong.

Telephone No. 公司電話

Fax No. 公司傳真

## 文件清單(此頁不用交回)

在提交書面報價/招標文件時, 請檢查是否已備有以下文件:

### 一、價格文件

- 承投供應物料/服務的書面報價/投標表格 Tender Validity/ Written Quotation Validity
- 報價表 Tender Schedule /Written Quotation Schedule

### 二、其他文件 (如有)

如公司簡介, 相關工程/服務參考資料, 產品簡介等

- 所有文件必須以一式兩份形式訂裝好, 密封在信封/公文袋內交回
- 每一信封/公文袋內, 只可有一個報價/招標項目的相關文件, 如欲同時為 2 個或更多項目提供報價/標書, 請獨立分開投遞
- 請在信封/公文袋封面貼上‘指定格式之封面標示/標貼’, 以資識別

Name and Address of School :

The IMC of Shatin Tsung Tsin Secondary School,  
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : **XXXXXXXXXX**

Tender Closing Date and Time :

**1<sup>st</sup> January, 2024 12:00 noon**

**TENDER FOR XXXXXXXXXXXXXXXXXXXX**

指定格式之封面標示/標貼

交回報價/標書時, 切勿在信封/公文袋封面上  
顯示任何有關公司的資料