

**Invitation to Written Quotation Letter**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. 2024-25/IDP004

Date : 18th July 2024

**(By Registered Mail)**

Dear Sirs,

INVITATION TO WRITTEN QUOTATION  
WRITTEN QUOTATION FOR THE SUPPLY OF  
**Interactive Display Panel**

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

Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for **“ Interactive Display Panel ”**

A written quotation will be disqualified if the bidder discloses its identity on the sealed written quotation 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 20th 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 written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation 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 written quotation form is completed, the written quotation 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 written quotation 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 written quotation invalid and the written quotation will not be further considered.

**If you are unable or do not wish to quote, it would be appreciated if you return the written quotation 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.**

Written Quotations will be accepted on an overall basis.

Yours sincerely,

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Ms. LEUNG Kit-yin  
Principal

**WRITTEN QUOTATION FORM FOR THE SUPPLY OF**  
**Interactive Display Panel**

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/IDP004

Written Quotation Closing Date and Time : **20th August 2024** **12:00 noon**

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**PART I**

The undersigned hereby offers to supply all or any part of the items described in the written quotation schedule attached with delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; 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 quotation remains open. The undersigned also warrants that his/her Company's Business Registration and Employee's Compensation Insurance Policy are currently in force and that the items which his/her Company offers to supply do not to his/her knowledge infringe any patents.

**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 **20th 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 WRITTEN QUOTATION 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>Interactive Display Panel</u></b>            Location- Rm 740, Rm G12</p> <p>(i) <u>Display</u></p> <ul style="list-style-type: none"> <li>• 86 inches panel size</li> <li>• Support at least 4K UHD 3840 x 2160 pixels @60Hz</li> <li>• AG tempered glass, MOHS Level 9</li> <li>• At least 20 points touch</li> <li>• 50000 hours life time or more</li> <li>• At least Quad Core A76*4 + A55*4 CPU (8 Core )</li> <li>• Not Less than 8GB Ram + 64GB Rom</li> <li>• At least 1,200:1 Contrast ratio</li> <li>• At least Brightness (typical) 350 nits</li> <li>• ≤8ms response time</li> <li>• Built-in Android 13.0 platform or higher</li> <li>• Concealed WiFi module, compatible with WIFI 6 standard (NOT USB dongle type)</li> <li>• Gigabit LAN ports x 2 (LAN in x 1, LAN out x 1)</li> <li>• Bundle with 2 stylus pens, writing double colors with 2 pens at the same time</li> <li>• Support iPad Wireless Screen Mirroring without Apps (Airplay)</li> </ul> <p><u>Connectivity</u></p> <ul style="list-style-type: none"> <li>• HDMI*4 (IN*3, OUT*1) / DP / USB2.0 / At least USB 3.0*4 (Including front USB and USB Touch ports) / At least USB Type-C *3 /Audio</li> <li>• All USB 3.0 ports are SMART USB, and the USB Type-C for single cable</li> </ul> <p><u>Maintenance and Service</u></p> <ul style="list-style-type: none"> <li>• <b><u>5 years on-site warranty</u></b> (parts &amp; labour) shall be included</li> <li>• Training and support hotline need to be provided</li> </ul>	2 sets			

	<p>(ii) <u>Slot-in Mini PC</u></p> <ul style="list-style-type: none"> <li>• Intel Core i5-10400 or higher</li> <li>• Max Resolution up to 4096 x 2304@60Hz</li> <li>• 8GB DDR4 2666Mhz Ram or above</li> <li>• 256GB SSD or above</li> <li>• 4 x USB 3.0 , 1 x USB 3.1(Gen1) Type-C , 2 x USB 2.0</li> <li>• WiFi/Gigabit LAN RJ45/Bluetooth</li> <li>• Bundled with MS Windows 11</li> <li>• Installation of mini PC with interactive flat panel</li> <li>• Include <b><u>5 years on-site warranty</u></b></li> </ul>				
2.	<p><b><u>Installation Service</u></b>  Supply Labour for Installing and Cabling for 86-inch Interactive Display Panel  Provide around 5850mm (W) x 1300 (H) sliding door and two to three parts of whiteboard  <b><u>The exact size is subject to actual measurement in each classroom and agreed by the School</u></b>  Provide and install 2 sets of HDMI two-way switch (one in two out) and HDMI cables from teacher deck (teacher PC and visualizer) to existing TV and Interactive Display Panel  Provide and install 1 to 2 Lan port switch to teacher PC and Interactive Display Panel  Supply and install low-voltage conduit for protecting the HDMI cable and 3.5mm audio cable where located adjacent to the teacher desk  <b><u>Dismantling the existing blackboard and disposal</u></b>  Date of completion: Before 13-9-2024  Remark: The School is using Fujitsu and Viewsonic ones in some classrooms. Please provide quotation prices for 2 brands.</p> <p>學校已安排於 2024 年 8 月 6 日上午 10 時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 聯絡羅品奇老師</p>				
Total Amount(\$):					

School is looking for a service provider based on the following criteria

1.	Proposed pricing	40%
2.	Proposed solution	20%
3.	Equipment and services level	20%
4.	10 Case reference	10%
5.	Other useful information	10%

Case	Name of School or Company	Date of completion
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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 : \_\_\_\_\_



(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/IDP004**  
Written Quotation Closing Date and Time :  
**20th August 2024 12:00 noon**

**WRITTEN QUOTATION FOR**  
**Interactive Display Panel**

**WRITTEN QUOTATION 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.)**

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

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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. \_\_\_\_\_

## 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