

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

School Ref. No. 2022-23/TXB024

Date : 18th January, 2023

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR THE SUPPLY OF  
購書服務

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:

Tender for “購書服務”

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 13th February, 2023. 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,

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Ms. LEUNG Kit-yin  
Principal

## TENDER FORM FOR THE SERVICE OF

購書服務

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. : **2022-23/TXB024**

Tender Closing Date and Time : **13th February, 2023 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 TENDER 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 **13th February, 2023.**

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

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**  
**2022-2023 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.	<u>沙田崇真中學</u> <u>購書服務招標</u>  請參照附頁	1 整項			

We / I understand that if we / I fail to supply the stores 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 are obtained from elsewhere.

Company Chop

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

Name and Signature of Person authorized to sign Tender :

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

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

**沙田崇真中學**  
**購書服務招標資料**

**購書服務投標表格**

投標書商名稱：(英文) \_\_\_\_\_ (中文) \_\_\_\_\_

聯絡人姓名：(英文) Mr / Ms \_\_\_\_\_ (中文) \_\_\_\_\_ 先生 / 小姐

聯絡電話：\_\_\_\_\_

商業登記公司名稱：\_\_\_\_\_ 號碼：\_\_\_\_\_

地址：\_\_\_\_\_

提供服務：	項目	會	否	
(a)	印製書單	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	印製書籍訂購表	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	安排網上查詢及訂購	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	家長可付費選擇課本寄遞本地地址	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	跟進缺貨之書籍	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	安排退換	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	安排教師用書	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	設有門市購書服務	<input type="checkbox"/>	<input type="checkbox"/>	
(i)	沙田區設有分店	<input type="checkbox"/>	<input type="checkbox"/>	
(j)	訂購課本優惠折扣	<input type="checkbox"/>	<input type="checkbox"/>	折扣：_____折
(k)	學生其他優惠(請註明：_____)	<input type="checkbox"/>	<input type="checkbox"/>	折扣：_____折
(l)	到校服務時之員工數目	<input type="checkbox"/>	<input type="checkbox"/>	人數：_____位
(m)	付款方式(請註明是否需付訂金及金額、繳付訂金及/或費用之方式)：_____			

其他(請註明)：\_\_\_\_\_

於此欄內提供過去/現在承辦其購書服務之學校資料，以備諮詢(有關資料由本校保密，絕不外洩)

(一) 學校名稱：\_\_\_\_\_ 承辦年度：\_\_\_\_\_

地址：\_\_\_\_\_

電話：\_\_\_\_\_ 聯絡人姓名：\_\_\_\_\_

(二) 學校名稱：\_\_\_\_\_ 承辦年度：\_\_\_\_\_

地址：\_\_\_\_\_

電話：\_\_\_\_\_ 聯絡人姓名：\_\_\_\_\_

投標人簽署：

商號蓋印：

日期：\_\_\_\_\_

1. 附加防止賄賂條款

競投人、其僱員及代理人不得向學校僱員、法團校董會成員，或負責甄選營辦商的有關委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員及代理人向有關人士提供任何利益，可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

2. 標書有效期

2023/2024 學年 ~ 2025/2026 學年（共 3 年）

3. 截止投標日期

2023 年 2 月 13 日中午 12 時正

4. 投標公司須於上述日期前將標書投入本校校務處「投標箱」內，並須隨標書附上商業登記證明副本。

5. 本校會依據各參與投標公司所提供的資料，按下列項目及準則評分，並按總分作出甄選：

- |                     |  |
|---------------------|--|
| (a) 印製書單            | (會 : 5 分 否 : 0 分)                            |
| (b) 印製書籍訂購表         | (會 : 5 分 否 : 0 分)                            |
| (c) 安排網上查詢及訂購       | (會 : 5 分 否 : 0 分)                            |
| (d) 家長可付費選擇課本寄遞本地地址 | (會 : 10 分 否 : 0 分)                           |
| (e) 跟進缺貨之書籍         | (會 : 5 分 否 : 0 分)                            |
| (f) 安排退換            | (會 : 5 分 否 : 0 分)                            |
| (g) 安排教師用書          | (會 : 5 分 否 : 0 分)                            |
| (h) 設有門市購書服務        | (會 : 5 分 否 : 0 分)                            |
| (i) 沙田區設有分店         | (會 : 5 分 否 : 0 分)                            |
| (j) 訂購課本優惠折扣        | (9 折以下 : 20 分    9 折或以上 : 5 分    沒有折扣 : 0 分) |
| (k) 學生其他優惠          | (9 折以下 : 10 分    9 折或以上 : 5 分    沒有折扣 : 0 分) |
| (l) 到校服務時之員工數目      | (5 人或以上 : 5 分    4 人或以下 : 0 分)               |
| (m) 付款方式            | (不需訂金 : 5 分    需付訂金 : 0 分)                   |
| (n) 為學校提供購書服務經驗及聲譽  | (非常好 : 10 分    一般 : 5 分    非常差 : 0 分)        |

6. 經甄選後，校方將選取一間公司為承辦商，未中標者校方亦會以書面通知。

（請以正楷填妥下列回郵地址以便聯絡）

地址：_____	地址：_____
_____	_____
公司名稱：_____	公司名稱：_____
收件人姓名：_____	收件人姓名：_____