

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

School Ref. No. 2022-23/PEU026

Date : 18th January, 2023

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR THE SUPPLY OF  
運動服

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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 “運動服”

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 SUPPLY OF**  
**運動服**

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/PEU026**

Tender Closing Date and Time : **13th February, 2023 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 tender 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 tender 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; 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 tender 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 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.	<p>沙田崇真中學  <u>運動服招標</u></p> <p>請參照附頁</p>	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  
運動服招標資料

1. 擬投標之公司須負責製造及售賣以下項目：

項目	季節	男生	女生
運動服	夏季	運動衫、短運動褲	
	冬季	運動套裝（外套、長褲）、運動厚身長褲、長袖衛衣（有彈性）	

2. 售賣時間

	售賣時間
夏季服飾	校服公司 9 月到校售賣
冬季服飾	校服公司 10 月到校售賣

3. 選用質料

			用料	款式	常用尺碼	
運動服	夏季	男 / 女	短袖運動衫 ~ 50% Cotton ~ 50% Polyester	1. 運動衫如圖所示位置備有代表六個社之顏色（紅、黃、綠、藍、啡、紫），左襟須繡有「沙田崇真」 2. 男生運動褲屬波褲款，左邊近褲腳印有「沙田崇真」（如圖所示） 3. 女生運動褲屬單車褲款，左邊近褲腳印有「沙田崇真」（如圖所示）	男、女生運動衫 XS、S、M、L、XL 碼	
			短運動褲 ~ 100% TC cotton Pique			
	冬季	男 / 女	運動套裝（外套及長褲） ~ 100% Microfibre (珍珠水蜜桃布)		1. 白色為主，領邊及近肩膀有紅色襯布，左襟及右邊衫袖須繡有「STTSS」（如圖所示） 2. 黑色長運動褲	運動套裝 S、M、L、XL 碼
			冬季運動厚身長褲 ~ 55 % Polyester 45 % Cotton (特頭命棉針織布)		黑色厚身直腳長運動褲	S、M、L、XL 碼
		衛衣 ~ 抓毛(約 300g)	圓領，牛角膊，花灰色，有彈性，左襟須繡有「STTSS」（如圖所示）	男、女生衛衣 XS、S、M、L、XL 碼		

- \* 歡迎投標公司建議使用更合適之物料
- \* 所有運動服上須附有衣物質料成份之標籤
- \* 如學生購買「常備尺碼」以外尺碼，承製商不得隨意加價，只可按最接近尺碼價錢加價 10%
- \* 運動服相片見附件，亦已上載至學校網頁 <http://www.sttss.edu.hk> 「空缺及招標」內，可自行瀏覽

4. 申請人需附上計劃書，內容包括：

承辦運動服經驗，預算售賣物品之價格，門市地點。  
(註：投標人需隨標書附上商業登記證明副本)

5. 標書有效期

2023/2024 學年 ~ 2025/2026 學年 (共 3 年)

6. 截止投標日期

2023 年 2 月 13 日中午 12 時正

7. 投標公司須於上述日期前將標書投入本校校務處之「投標箱」內

8. 本校會依據各參與投標公司所提供的資料，按下列項目評分及甄選:

- (a) 價格及品質 (包括投標公司建議使用更合適之物料) (50 %)
- (b) 家長選購的方便程度 (包括零售點數目、零售點地點、是否提供網上訂購及寄遞服務) (20 %)
- (c) 承辦經驗及員工服務態度 (包括為多少間中小學提供服務、其客戶學校及/或本校家長對其服務的滿意程度) (30 %)

9. 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

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。

附件



1. 夏季運動衫



2. 夏季運動褲 (男)



3. 夏季運動褲 (女)



4. 運動短褲繡字



5. 冬季運動外套



6. logo 1



7. logo 2



8. 冬季運動褲



9. 衛衣



10. 衛衣



11. 衛衣 logo