

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

School Ref. No. 2022-23/TUC023

Date : 18th January, 2023

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
食物部

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 “食物部”

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 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
食物部

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/TUC023**

Tender Closing Date and Time : **13th February, 2023 12:00 noon**

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.	沙田崇真中學 食物部招標 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
食物部招標資料

1. 食物部投標表格

投標公司名稱：(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： _____	
投標租金 (一年須支付 10 個月租金)：每月租金 \$ _____ 全年租金 \$ _____	
提供服務： 項目	會 否
(a) 清潔兩個有蓋操場 (包括桌椅及垃圾桶)	<input type="checkbox"/> <input type="checkbox"/>
(b) 自設垃圾桶	<input type="checkbox"/> <input type="checkbox"/> 數量： _____ 個
(c) 免費電話服務	<input type="checkbox"/> <input type="checkbox"/>
(d) 售賣午餐飯盒 (必須另行提供詳細資料)	<input type="checkbox"/> <input type="checkbox"/>
(e) 其他 (請註明)： _____	
提供設施： 項目 質地	會 否
(a) 桌子 <input type="checkbox"/> 木膠 <input type="checkbox"/> 金屬 其他： _____	<input type="checkbox"/> <input type="checkbox"/> 數量： _____ 張
(b) 椅子 <input type="checkbox"/> 木膠 <input type="checkbox"/> 金屬 其他： _____	<input type="checkbox"/> <input type="checkbox"/> 數量： _____ 張
(c) 其他 (請註明)： _____	
(d) 負責以上設施之增添及維修	<input type="checkbox"/> <input type="checkbox"/>
售賣之飲食種類及價格是否接受校方審議：	<input type="checkbox"/> 是 <input type="checkbox"/> 否
會否聘用弱勢社群：	<input type="checkbox"/> 會 <input type="checkbox"/> 否
如會，類別 (如：弱能、智障、貧困家庭成員等)： _____	人數： _____

*刪去不適用者

於此欄內提供過去/現在承辦食物部之商號/學校資料，以備諮詢（有關資料由本校保密，不予外洩）

（一） 商號：_____ 承辦年度：_____

地址：_____

電話：_____ 聯絡人姓名：_____

（二） 商號：_____ 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. 除填妥上列內容，招標人需附上計劃書，內容包括：

- (i) 預算售賣之食品及飲品（名稱、價格）
- (ii) 預算售賣之午餐飯盒詳細資料（如價錢、營養、保溫、運送方式等）
- (iii) 經營本校小食部之現有及準備添置的用具（名稱、牌子、容量、數量）
- (iv) 現有及計劃招聘之員工（職位、職責、性別、年齡）
- (v) 擁有之牌照（名稱、編號、註冊日期、持牌人姓名、有效日期）及預算申請之牌照名稱
- (vi) 承辦小食部經驗
- (vii) 資本額

3. 標書有效期 2023/2024 學年 ~ 2025/2026 學年（為期三年）。

4. 截止投標日期：2023 年 2 月 13 日中午 12 時正。

5. 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，並須隨標書附上第 2 項之計劃書、商業登記證明副本及熟食牌照副本（如提供飯盒）。

6. 本校會依據各參與投標公司所提供的資料，按下列項目及比重作出評分及甄選:
- (a) 家長及學生試食評分 (25 %)
 - (b) 食品售價 (20 %)
 - (c) 午餐飯盒售價 (20 %)
 - (d) 健康食品數量 (10 %)
 - (e) 提供相關設施及服務 (10%)
 - (f) 承辦小食部經驗及聲譽 (10%)
 - (g) 聘用弱勢社群 (5 %) (僱用殘疾人士者會於此項獲較多分數)
7. 本校會致電通知各參與投標公司安排試食之詳情。
8. 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。