

Invitation to Tender Letter

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

School Ref. No. 2024-25/40SCH014

Date : 22nd August 2024

(By Registered Mail)

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
四十周年校慶風褸

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 “四十周年校慶風褸 ”

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 6th September 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 at your earliest convenience.

Tenders will be accepted on an overall basis.

Yours sincerely,

Ms. LEUNG Kit-yin
Principal

TENDER FORM FOR THE SUPPLY OF

四十周年校慶風褸

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. : 2024-25/40SCH014

Tender Closing Date and Time : **6th September 2024** **12:00 noon**

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 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 **6th September 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><u>四十周年校慶風褸報價</u></p> <p>為慶祝本校四十周年校慶，本校將訂製紀念風褸，現邀請 貴公司提交標書。報價詳細內容如下：</p> <p>風褸要求：</p> <p>款式：彈力風衣連帽 或 類似款式，需具備以下特點：</p> <p>I. 面料使用專業防潑水面料，及四面彈面料</p> <p>II. 衣服內里使用抓絨內里，例如抓毛絨／搖粒絨（polar fleece）</p> <p>III. 防風高衣領設計，拉鍊置頂，設下擺防風扣</p> <p>IV. 風褸設計時尚，如設收緊繩 及 3D 立體材剪等</p> <p>V. 風褸厚度適中，不應太厚，應適合春、秋季穿著</p> <p>VI. 風褸主色為海軍藍／藏青色（Navy Blue）</p> <p>有關預想風褸的圖示（未印製標誌／圖案前），請參閱附件一。</p> <p>標誌加印要求：</p> <p>有最多三個地方需要加印圖案／標誌，如下：</p> <p>I. 風褸前方左胸位置加印校慶標誌，標誌大小：不大於「10 cm x 10 cm」</p> <p>II. 風褸背後方正中間位置（或 中間下方位置）加印圖案或文字，圖案大小：不大於「25cm x 30 cm」</p> <p>III. 手臂或前臂位置（左邊或右邊）加印圖案或文字，圖案大小：不大於「30 cm x 10 cm」</p> <p>因本校暫未能確定加印圖案方法，故在報價時，請以價錢較高的加印技術計算。</p>	1 整項			

<p>報價細項：</p> <p>請提供符合上述條件的風褸報價及其他資料，如下：</p> <p>1. 請就「加印一處圖案」、「加印兩處圖案」及「加印三處圖案」分別報價，並提供以下不同訂購數目的總額 及 每件風褸的平均價：</p> <p>A. 500 件或以下 B. 1000 件或以下 C. 1500 件或以下 D. 2000 件或以下 E. 2500 件或以下</p> <p>(若風褸大小（即不同尺碼）的價錢不同，請特別註明)</p> <p>2. 另外，請提供以下資料：</p> <p>A. 由確認訂單至寄出製成品的所需時間。 B. 送貨是否需要額外費用？如有，請標示價錢。 C. 如可以，請在報價時提供風褸前、背面圖片。</p>				
Total Amount(\$):				

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 : _____

附件一 預想風褸圖示 (加印標誌/圖案前)

風褸前面



風褸背面



風褸前面（二）



風褸背面（二）



(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. :**2024-25/40SCH014**
Written Quotation Closing Date and Time :
6th September 2024 12:00 noon

WRITTEN QUOTATION FOR
四十周年校慶風褸

(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**

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 :

1st 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