

Invitation to Tender Letter

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

School Ref. No. 2024-25/CHI25

Date : 18th December 2024

(By Registered Mail)

Dear Sirs,

**INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
中國語文教科書編印**

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 “ 中國語文教科書編印 ”

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 **10th January 2025**. 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
中國語文科教科書編印

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/CHI25

Tender Closing Date and Time : **10th January 2025** **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 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 **10th January 2025**.

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.

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.	中國語文教科書編印 規格要求： 1. 尺寸：A4 2. 封面及封底：260 gsm 雙粉卡紙，單面過啞膠（4c+0c） 3. 內頁：80 gsm 白書紙 內容要求：見附件 數量： 中一級教科書（所需篇章見附件） （約 165 本） 中二級教科書（所需篇章見附件） （約 165 本） 中三級教科書（所需篇章見附件） （約 165 本）	1 整項			
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 : _____

沙田崇真中學中國語文科教科書編印

相關項目：

中一級教科書（所需篇章見附件）	（約 165 本）
中二級教科書（所需篇章見附件）	（約 165 本）
中三級教科書（所需篇章見附件）	（約 165 本）

規格要求：

1. 尺寸：A4
2. 封面及封底：260 gsm 雙粉卡紙，單面過啞膠（4c+0c）
3. 內頁：80 gsm 白書紙

內容要求：

1. 按校方編輯的單元編印篇章，包括單元名稱、篇章排序、篇章分類、作者、題解、註釋等均依從校方的稿件。
2. 負責公司須就該公司所擁有的版權，列明可輯印的篇章。
3. 單元輯錄的篇章，若屬教育局為初中及高中階段提供約 600 及 300 篇的文言和白話篇章的「中學中國語文學習參考篇章」，負責公司代處理版權事宜，並列明所持版權年期。
4. 只編印校方所列舉篇章，現行出版書籍所有的練習，或負責公司現有書冊所附錄的其他篇章等，一概不收錄於校方的教科書內。
5. 就我校能提供版權的篇章，負責公司不得視作版權所有，刊印於其他出版書籍內。
6. 另備套紅版教師用書，每級 7 套。

釘裝：

1. 活頁及多份騎馬釘連打孔
2. 請列明獲版權可輯印的篇章及其排版費、印刷費、釘裝費、書冊設計費、運輸費

其他：

1. 如有其他教學資料可以提供的亦請列明，如電子書、網上學習平台、每年可提供的模擬試卷、練習、其他學習資源等

標書上須列明 1)每套學生版教科書價錢，2) 每套套紅版教師用書價錢，3)其他教學資源或其他收費的價錢

單元一 文言文基礎知識	
精讀課文	二子學弈
	論學五則
	為學
自讀篇章	勤學篇
	管寧與華歆共園中鋤菜
單元二 敘事中心與選材	
精讀課文	平民總統孫中山
	中山先生的習醫時代
略讀課文	逐光的稚子
	岳飛之少年時代
自讀課文	追風逐浪李麗珊
單元三 人物描寫及敘事語境	
精讀課文	背影
	最後一課
略讀課文	少年筆耕
	左忠毅公軼事
自讀課文	挨揍
	春聯兒
	滿江紅
	示兒
單元四 文言文基礎知識	
精讀課文	桃花源記
	貓捕雀
	楊修之死
自讀課文	荀巨伯遠看友人疾
	賣油翁
單元五 記敘的順序、記敘詳略與記敘人稱	
精讀課文	坐在最後一排
	我的老師
	爸爸的花兒落了
略讀課文	回家
自讀課文	釀
	媽媽的手
	在那顆星子下——記我的中學時代

單元六 抒情立意	
精讀課文	一件小事
	盆栽
略讀課文	盲人看
	白千層
	木棉樹
自讀課文	風箏
	相思樹
單元七 詩歌	
精讀課文	燕詩
	慈烏夜啼
	紙船——寄母親
	客至
	送孟浩然之廣陵
	友情傘
自讀課文	親情傘
	月夜憶舍弟
	楓橋夜泊
	送杜少府之任蜀州
單元八 課外閱讀（寓言、神話、童話）	
自讀課文	自相矛盾
	刻舟求劍
	鷸蚌相爭
	守株待兔
	狗兒和影子
	狼和狐狸
	水的希望
	愚公移山
	盤古開天地
	女媧補天
	嫦娥奔月
	普羅米修斯偷火種
	大禹治水
	一片槐葉
	圓圓和方方

中二

單元一	
精讀課文	《海濱仲夏夜》(節錄) 峻青
	《島上的季節》(節錄) 吳伯簫
略讀課文	《在風中》也斯
	《荷塘月色》朱自清
自讀課文	《火燒雲》蕭紅
	《春》朱自清
	《濟南的冬天》老舍
單元二	
精讀課文	《販夫風景》鍾曉陽
	《皇后碼頭》方禮年
	《老區風景》朱少璋
	《浮華至今》(節錄)陳志堅
單元三	
精讀課文	《周處》劉義慶
	《晏子使楚》晏子春秋
略讀課文	《五柳先生傳》(節錄) 陶潛
	《木蘭辭》佚名
自讀課文	《資治通鑑·祖逖》
	《子罕論寶》左傳
單元四	
精讀課文	《談興趣》廖枝春
	《學問，學習發問》李家同
略讀課文	《說勤》林家箴
	《在錯誤中學習》黃永武
自讀課文	《談自知》佚名
	《忍人所不能忍》孫惟倫

單元五	
精讀課文	《狼》蒲松齡
	《猿母猿子》干寶
略讀課文	江盈科小品兩則 《北人食菱》、《庸人治駝》
自讀課文	《三人成虎》劉向
	《人有亡斧者》呂不韋
	《魯人徙越》韓非
單元六	
精讀課文	《江城子》蘇軾
	《破陣子》辛棄疾
	《天淨沙·秋思》馬致遠
略讀課文	《水調歌頭》蘇軾
	《夢江南》溫庭筠
自讀課文	《武陵春》李清照
	《漁歌子》張志和
	《烏夜啼/相見歡》李煜
	《虞美人》蔣捷

中三

單元一	
精讀課文	〈發問的精神〉啓凡
	〈最苦與最樂〉梁啟超
略讀課文	〈敬業與樂業〉梁啟超
	〈運動家的風度〉羅家倫
自讀課文	〈畫蛋練功〉秦牧
	〈擁有與享有〉黃永武
單元二	
精讀課文	〈愛蓮說〉周敦頤
	〈燭之武退秦師〉左傳
略讀課文	〈陋室銘〉劉禹錫
	〈鄒忌諷齊王納諫〉戰國策
自讀課文	〈可樓記〉高攀龍
	〈南轅北轍〉戰國策
延伸閱讀	〈大同與小康〉禮記
	〈論四端〉孟子
單元三	
精讀課文	〈請客〉王力
	〈興趣與成就〉陳之藩
略讀課文	〈漫談無聊〉林清玄
	〈謙讓〉梁實秋
自讀課文	〈談考試〉梁實秋
	〈娓娓與喋喋〉余光中
單元四	
精讀課文	〈大鼠〉蒲松齡
	〈賣柑者言〉劉基
略讀課文	〈臨江之麋〉柳宗元
	〈傷仲永〉王安石
自讀課文	〈黔之驢〉柳完元
	〈永某氏之鼠〉柳完元
	〈習慣說〉劉蓉

單元五	
精讀課文	<u>小說：</u> 精讀〈一碗陽春麵〉栗良平
	<u>戲劇：</u> 精讀〈趙氏孤兒〉黎覺奔
自讀課文	<u>小說：</u> 自讀〈我們看菊花去〉白先勇
	<u>戲劇：</u> 自讀〈梁天賜向陳盈提親〉杜國威
略讀課文	<u>小說：</u> 略讀〈孔明借箭〉羅貫中

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/CHI25**

Tender Closing Date and Time :

10th January 2025 12:00 noon

TENDER FOR 中國語文科教科書編印

(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 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 **(Quotation Closing Date)**.

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.

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 XXXXXXXXXXXXXXXXXXXXX

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