

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

School Ref. No. (2024-25/GAR026)

Date : 17th January 2025

(By Registered Mail)

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
園藝合約報價2025-2026

You are invited to quote for the supply of the stores or services as specified in the enclosed written quotation schedule.

Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for “園藝合約報價2025-2026 ”

A written quotation will be disqualified if the bidder discloses its identity on the sealed written quotation 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 February 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 written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation 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 written quotation form is completed, the written quotation 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 written quotation 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 written quotation invalid and the written quotation will not be further considered.

If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address or by fax (2604 7350) or by email to info@sttss.edu.hk at your earliest convenience.

Written Quotations will be accepted on an overall basis.

Yours sincerely,

Ms. LEUNG Kit-yin
Principal

WRITTEN QUOTATION FORM FOR THE SERVICE OF
園藝合約報價2025-2026

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/GAR026

Written Quotation Closing Date and Time : **10th February 2025** **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 **10th February 2025** .

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 WRITTEN QUOTATION 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>園藝合約報價 2025-2026</u> 合約期：2025 年 3 月 1 日至 2027 年 2 月 28 日 工作時間：每次由上午 9:00 至下午 5:00 工作內容：每次提供 3-4 名保養員工、工具及物料 保養日期：每月第一個星期六(如遇公眾假期則押後一星期) 工作詳情：見附件	1			
Total Amount(\$):					

We / I understand that if we / I fail to supply the stores or services as offered in our / my written quotation 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 Written Quotation :

Name (in block letters) : _____ Signature : _____

Date : _____

園藝合約報價 2025-2026

園藝保養

保養日期：每月第一個星期六(如遇公眾假期則押後一星期)

合約期：2025年3月1日至2027年2月28日

工作時間：每次由上午 9:00 至下午 5:00

工作內容：每次提供 3-4 名保養員工、工具及物料

工作詳情：

天台：全部植物低於 1 米

各樓層：4-6 格植物

操場：約 40 棵柏樹(約 2 米高)

1. 植物淋水

1.1 根據天氣情況及植物或花草之特性進行適當淋水

2. 種植植物，修剪植物，清除雜草、枯葉枯枝及垃圾

2.1 清除枯枝枯幹、雜草、枯葉及移走現有生長欠佳植物

2.2 修剪保養範圍內所有植物及 3 米以下樹木，保持植物外觀型態及安全高度

2.3 原有植物如有枯萎，須另行報價更換

2.4 完成工作後必須自行清走所有什物及垃圾

3. 蟲控管理及施肥

3.1 使用適量肥料施肥

3.2 使用適量或按照情況需要，使用殺蟲劑預防蟲害

3.3 所使用之農藥均為政府認可及符合環境保護條例

4. 提供免費場地視察、美化花床方案等服務

4.1 颱風或暴雨後，到場檢查及修剪受損毀之樹木或植物，如情況太險峻，須另行報價

4.2 如有需要，到場檢查保養範圍內的樹木及植物，並作出建議及報價

4.3 另提供園圃美化、設計改善方案及建議、供應時花等報價

5. 於保養工作完成後，自行清理工作時所產生的垃圾

備註：

01. 如任何方中止合約，須至少 30 天前以書面通知另一方始能生效。

02. 以上包括提供保養工作所需工具配件、第三者意外責任保險及勞工保險。

03 如遇公眾假期、8 號風球或黑色暴雨，當日所有工作安排將會取消，並順延至下個工作天或另作安排。

04. 於聖誕節及農曆新年期間，提供特別優惠予校方選購各式聖誕及新年植物。

(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/GAR026**
Written Quotation Closing Date and Time :
10th February 2025 12:00 noon

WRITTEN QUOTATION FOR
園藝合約報價 2025-2026

(此頁只供參考，不需寄回)

WRITTEN QUOTATION FORM FOR THE SERVICE 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.)

Written Quotation 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

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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 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