

Invitation to Tender Letter

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

School Ref. No. 2024-25/TLC021

Date : 15th November 2024

(By Registered Mail)

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
清潔課室合約報價2025

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 “清潔課室合約報價2025”

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 December 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 SERVICE OF
清潔課室合約報價2025

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/TLC021

Tender Closing Date and Time : **6th December 2024** **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 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 December 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.	清潔課室合約報價 服務時間：2025 年 1 月 1 日 至 2025 年 12 月 31 日(一年合約) 服務時間：下午 4:00 — 晚上 8:00 清潔用品及用具：由承辦商提供 服務範圍：請閱附件 報價一：兩層課室 - 共 14 間課室、8 個洗手間 報價二：四層課室- 共 28 間課室、12 個洗手間 報價三：六層課室- 共 38 間課室、16 個洗手間	1 整項			
Total Amount(\$):			報價一：		
			報價二：		
			報價三：		

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 : _____

清潔課室合約報價

服務時間：2025年1月1日至2025年12月31日(一年合約)

月份	日期	日數/每月
1	<u>2,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24</u>	16
2	<u>3,4,5,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28</u>	18
3	4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28,31	20
4	1,2,3,7,8,9,10,11, <u>16,24,25,28,29,30</u>	14
5	6,7,8,9,12,13,14,15,16,19,20,21,22,23,26,27,28,29,30	19
6	2,3,4,5,6,9,11,13,16,18,20,24,25,26,27	15
7	2,4,7,9,11, <u>15,18,22,25,29</u>	10
8	<u>1,5,8,12,15,19,22,27,28,29</u>	10
9	1,2,3,4,5,8,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30	22
10	2,3,6,8,9,10,13,14,15,16,17,20,21,22,23,24,27,28,30,31	20
11	4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	19
12	1,2,3,5,8,10,12,15,17,19,22, <u>30,31</u>	13

*校方可於十個工作天前通知更改清潔日期
__為學校假期

服務時間：下午 4:00 — 晚上 8:00

清潔用品及用具：由承辦商提供

服務範圍：

報價一：兩層課室(共 14 間課室)及 8 個洗手間

報價二：四層課室(共 28 間課室)及 12 個洗手間

報價三：六層課室(共 38 間課室)及 16 個洗手間

(1) 課室或特別室清潔服務，項目包括如下：

清掃及拖抹地板、洗手盤、書櫃及儲物櫃

清抹老師及學生枱椅、白板、黑板及粉筆槽，排放整齊學生座椅

清倒垃圾及更換垃圾袋

*於部份學校假期時，需清洗課室內風扇、鮮風機隔塵網及冷氣機隔塵網

(2) 清潔洗手間服務，項目包括如下：

清理垃圾桶及更換垃圾袋，抹淨垃圾桶

清洗坐廁、尿兜、尿槽、抽水箱、洗手盆、水龍頭、鏡面、門、門柄

清洗地台及推乾地台、保持洗手間內去水渠潔淨暢通

註：

1) 請提供每日收費及一年合約總收費

2) 如未能提供三個報價內容(報價一、二及三)，可選擇提供其中一個或兩個之報價

3) 必須提供有效商業登記證及第三者保險及勞工保險證明

4) 如欲解除合約必須不少於一個月前以書面通知

(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/TLC021**

Tender Closing Date and Time :

6th December 2024 12:00 noon

TENDER FOR 清潔課室合約報價 2025

(此頁只供參考，不需寄回)

TENDER 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.)

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.

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RECONFIRMATION OF TENDER VALIDITY VALIDITY

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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