



Invitation to Written Quotation/Tender Letter

(Suppliers should not identify their companies on the envelopes)

Date: 16/Jul/2024

By Registered Mail

School Ref. No.: T16-2023

Dear Sir/ Madam,

Invitation to Written Quotation / Tender

for the supply of Bring-Your-Own-Device (BYOD) Programme For 2024-2025

(Specify the category of stores or services)

1. You are invited to quote/tender for the supply of the stores or services as specified in the enclosed written quotation/tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation/tender schedule.

2. Your sealed written quotation/tender, in **DUPLICATE**, should be clearly marked on the outside envelope:

Written Quotation/Tender for Bring-Your-Own-Device (BYOD) Programme For 2024-2025

The envelope should be addressed to: The Principal, St. Joseph's Anglo-Chinese School
46 New Clear Water Bay Road, Kowloon

and arrive not later than 13:00 pm on 20 / Aug / 2024. Late written quotations/tenders will not be accepted.

In case of a black rainstorm warning signal or typhoon signal No. 8 or above, the written quotation/tender closing time will be extended to same time on the next business day (i.e. except Saturday, Sunday and public holidays).

3. Your written quotation/tender will remain open for 180 days from the "Closing Date", and you may consider your written quotation /tender to be unsuccessful if no order is placed with you within these 180 days. You are requested to note that unless Part III of the written quotation/tender form is completed, the written quotation/tender will not be considered.

4. If you are unable or do not wish to quote/tender, it would be appreciated if you return the written quotation/tender form and the completed 'Appendix 1' to the above address or by fax (2325-2358) or by email to **contact@sjacs.edu.hk** at your earliest convenience.

5. 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.

6. Written Quotations/Tenders will be accepted on an * ~~'overall'~~/'group'/'itemized' basis.

7. If you have any query, please contact the person-in-charge, Mr. Li Tien Man or Mr. Tsang Tik Man, at 3752-4500.

Yours faithfully,



POON, Wing Keung (Mr)
Principal

* Delete as appropriate



Written Quotation/Tender Form for the Stores

Written quotation/Tender Form for the Supply of **Bring-Your-Own-Device (BYOD) Programme For 2024-2025**

(Specify the category of stores)

Name of School: **St. Joseph's Anglo-Chinese School**

Address of School: **46 New Clear Water Bay Road, Kowloon**

School Ref. No.: **T16-2023**

Written Quotation/Tender Closing Date and Time: **20/Aug/2024**

13:00pm

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PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation/tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation/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; written quotations/tenders shall REMAIN OPEN FOR 180 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotation/tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

Reconfirmation of Written Quotation/Tender Validity

With reference to Part I of this written quotation/tender form, it is reconfirmed that the validity of written quotation/tender

offered by this company remains open for 180 days from **20 / Aug / 2024**.

The undersigned also agrees to accept the fact that once the validity of written quotation/tender is reconfirmed, the pre-printed clause specified in the Company's written quotation/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/tender 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 _____ 20 _____

Name (in block letters): *Mr/Ms _____

Signature: _____ in the capacity of _____
(state official position, e.g. Director, Manager, Secretary, etc.).

Duly authorized to sign tenders for and on behalf of _____

whose registered office is situated at _____

_____ Hong Kong.

Telephone No.: _____ Fax No.: _____

* Delete as appropriate



School Ref. No.: T16-2023

Written Quotation/Tender Schedule (To be completed in DUPLICATE)

(Columns 4, 5 & 6 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Price (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1.	iPad – 10 th Generation or latest model Capacity – 64GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199	, .	, .	
2.	iPad – 10 th Generation or latest model Capacity – 256GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199	, .	, .	
3.	iPad Air (M2 or above) – 6 th Generation or latest model Capacity – 128GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199	, .	, .	
4.	iPad Air (M2 or above) – 6 th Generation or latest model Capacity – 256GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199	, .	, .	
5.	AppleCare+ for relevant items Duration – 3 years Detailed terms should be provided in both Chinese and English	1-199	, .	, .	
6.	Apple Pencil (USB-C) or above Compatible with Item 1 to 4	1-199	, .	, .	
7.	iPad protective Cover / Case Detail design should be shown Protection for both front and back side of Item 1 & 2 Capable of positioning Item 1 & 2 at a suitable angle for reading Provide holder for Item 6	1-199	, .	, .	
8.	iPad Screen Protector Designed for Item 1 & 2 Compatible with Item 6 Paper-feel design Provide screen attaching service	1-199	, .	, .	
9.	iPad protective Cover / Case Detail design should be shown Protection for both front and back side of Item 3 & 4 Capable of positioning Item 3 & 4 at a suitable angle for reading Provide holder for Item 6	1-199	, .	, .	
10.	iPad Screen Protector Designed for Item 3 & 4 Compatible with Item 6 Paper-feel design Provide screen attaching service	1-199	, .	, .	



St. Joseph's Anglo-Chinese School

聖若瑟英文中學

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong

地址: 九龍 新清水灣道 46 號

Website: www.sjacs.edu.hk

電話: 3752-4500

Fax: 2325-2358

11.	MDM 1-year subscription (See remarks *4)	1-199	,	.	,	.
12.	MDM 2-year subscription (See remarks *4)	1-199	,	.	,	.
13.	MDM 3-year subscription (See remarks *4)	1-199	,	.	,	.
Remarks	<p>*1: Provide about 1-199 iPads to our junior form students who are participating in the Bring-Your-Own-Device Program (BYOD) for the 2024-2025 school year.</p> <p>*2: Columns 4 & 5 to be completed by Tenderer. The tender/quotation should be valid at least for 6 months and the items may be purchased at different batches.</p> <p>*3: Compulsory Services for ordering</p> <ul style="list-style-type: none"> - Individual receipt for each buyer during the delivery. (Buyer information will be provided by the school) - DEP Enrolment - Excel/CSV file for the records of serial number, invoice number and buyer information. - Provide support for enrolling old iPads to the DEP (Apple Configurator) - Delivery Service as follows: - Your company staff should come to our school to help delivering products to individual buyer. <p>** School will not help to keep any stock of products on or before the delivery date **.</p> <ul style="list-style-type: none"> - If a buyer also orders Item 4 or Item 5, they will be delivered together with the iPad. - We assume that the unit price includes the above compulsory service. <p>*4: MDM function:</p> <ul style="list-style-type: none"> - Details of functions should be provided - Support SMART Device Group <ul style="list-style-type: none"> (i) Configure a smart device group to send remote commands to mobile devices when the devices become members of that group. (ii) Allow user creates SMART device group based on Criteria. 					
References	<p>Please list the names of the schools/ organizations to which the Supplier a)</p> <p>organization is currently providing service. b)</p>					

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

Date: _____

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation/Tender: _____

Name (in block letters): *Mr/Ms _____

Signature: _____

* Delete as appropriate



Appendix 1

不擬投標通知書 Notice for Declining Tender Invitation

如 貴公司未能投標，請填妥此表格，寄回「九龍新清水灣道 46 號 聖若瑟英文中學」、傳真至 2325-2358 或電郵至 contact@sjacs.edu.hk。

If you are unable or do not wish to tender, please return this form with reason to “St. Joseph’s Anglo-Chinese School, 46 New Clear Water Bay Road, Kowloon”, fax to 2325-2358 or email to “contact@sjacs.edu.hk” at your earliest convenience.

致
To: 聖若瑟英文中學 St. Joseph's Anglo-Chinese School

學校檔號
School Reference No.: T16-2023

承投
Invitation to Tender for: Supply of Bring-Your-Own-Device (BYOD) Programme For 2024-2025

截標日期及時間
Tender Submission Closing Date: 20 / Aug / 2024 13:00pm

有關 貴校邀請本公司承投以上服務/產品，現因以下理由未能承投，特此回覆。

We are unable to quote/tender owing to the following reason(s):

(請在適當的□內加上✓ Please tick the appropriate box(es).)

- ☐ 未能提供標書所示服務/產品 Unable to provide the service /product specified in the tender
- ☐ 未能達到標書所示要求或規格 Unable to meet the requirement specified in the tender
- ☐ 未能於指定日期完成 Unable to meet the tender schedule
- ☐ 未能於截標限期內遞交標書 Fail to submit the tender by the closing date
- ☐ 其他(請註明) Others (please specify) _____

公司/供應商
Company/Supplier: _____

簽署
Signature: _____

簽署人姓名
Name in Block: _____

職銜
Designation: _____

日期
Date: _____

