



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

Date: 03/07/2026

By Registered Mail

School Ref. No.: T11-2025/26

Dear Sir/ Madam,

Invitation to Written Quotation / Tender

for the supply of 70th Anniversary SJACS Musical Theatre Production

(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 70th Anniversary SJACS Musical Theatre Production

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 1:00 pm on 24/07/2026. 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 90 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 90 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, Ms Mak Tsui Ying, Grace, at 3752-4500.

Yours faithfully,



POON, Wing Keung (Mr)
Principal

* Delete as appropriate



Form B (Part I & Part II)

Written Quotation/Tender Form for the Services

Written quotation/Tender Form for the Service of **70th Anniversary SJACS Musical Theatre Production**

(Specify the category of services)

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

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

School Ref. No.: **T11-2025/26**

Written Quotation/Tender Closing Date and Time: **24/07/2026 13:00**

PART I

The undersigned hereby offers to undertake the service as described in the written quotation/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 written quotation/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; written quotations/tenders shall REMAIN OPEN FOR 90 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 service which his Company offers to undertake will not cause any damage to the school's premises.

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 90 days from **24/07/2026**.

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.: **T11-2025/26****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.	Drama Training Workshops 40 hours of drama training workshops for 20-30 students (covering acting fundamentals, voice, movement, improvisation, character exploration, ensemble-building, communication skills and stage confidence)				
2.	Backstage & Technical Arts Training 40 hours of backstage and technical arts training (covering stage management, rehearsal coordination, promptbook marking and cueing, lighting, sound, props, costume handling, backstage safety and practical theatre production workflow)				
3.	Drama Production & Performance Training 40 hours of original English drama production training for the Hong Kong School Drama Festival (HKSDF) or equivalent school drama performance (including script reading, character development, blocking, scene rehearsal, ensemble work, performance refinement and preparation for adjudication or public sharing)				
4.	Creative Writing & Education Materials Provision of original English drama script writing, adaptation and editing, together with suitable background music, scene transition music and sound effects required for the drama production.				
5.	Technical Arts Training Materials, Educational Resources & Consultation Provision of technical arts learning resources, production consultation and necessary support for set, props, costume, makeup, lighting, audio and other technical elements required for the drama production.				
6.	Musical Theatre Production Training 120 hours of musical theatre production training for students (covering acting, singing, movement, choreography, ensemble work, character development, rehearsal discipline and preparation for technical rehearsal, dress rehearsal and final performance of the Disney's Aladdin JR. musical production)				



7.	Stage Management Training & Production ● Provision of one stage manager with teaching experience for stage management training, production coordination, rehearsal scheduling, running order preparation, cue planning, backstage coordination and show operation support.				
8.	Sound Design Training & Production ● Provision of one sound engineer with teaching experience for sound design and operation training, show music editing, sound effects editing, QLab or equivalent show audio control programming, microphone planning and audio operation support. ● The rental items include, but are not limited to, 1 digital audio console, 24 wireless headset microphones, 1 computer with licensed QLab audio system, audio amplifiers, speaker system, related audio equipment and technical support to enhance the musical production, or equivalent professional equipment subject to school venue requirements.				
9.	Stage Set Design Training & Production ● Provision of one stage set & props designer for design training and consultation, set, props and furniture rental or production, construction, installation, dismantling, technical support and venue-related consultation.				
10.	Costume Design Training & Production ● Provision of one costume designer for design training and consultation, costume sourcing, rental, production or alteration, fitting coordination and related support for character presentation.				
11.	Lighting Design Training & Production ● Provision of one lighting designer with teaching experience for student lighting design and operation training, lighting cue programming, technical rehearsal support, performance operation and consultation. ● The rental items include, but are not limited to, 1 MA, Onyx or equivalent lighting console and computer system, 24 color-mixing LED lighting fixtures, 8 moving head fixtures, 2 smoke machines, other suitable lighting equipment and technical support to enhance the musical production, subject to school venue requirements.				



12.	Backup Vocal Recording & Mastering - Provision of backup vocal recording, editing, mixing and mastering, including the preparation of suitable rehearsal or performance backup vocal tracks to enhance the musical production. - The related expenses may include, but are not limited to, external studio fees, recording equipment, editing, mixing, mastering and in-school recording support.				
13.	Miscellaneous, Contingency & Evaluation Provision of necessary miscellaneous production support, contingency arrangement, minor production supplies, post-programme review and evaluation support.				
Tender Submission Requirements and Assessment Remarks - The service provider should possess relevant experience, professional capacity and a qualified team to deliver school-based drama education, musical theatre training, technical theatre support and performance production services, including assistance in the application for necessary musical licensing rights where required. - Suppliers are encouraged to provide reference records of previous collaborations with schools or educational organizations, profiles of proposed tutors, teaching artists and key production team members, together with the content outline of the drama training workshops and the proposed drama / musical theatre production plan. - Suppliers are encouraged to provide their educational philosophy, teaching approach, proposed implementation timeline and other relevant supporting documents for the school's assessment and consideration. - Failure to provide all or part of the above information may result in the tender not being accepted or may affect the tender assessment result.					
References	Please list the names of the schools/ organizations to which the Supplier organization is currently providing service. a) b)				

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.:	T11-2025/26
承投 Invitation to Tender for:	70th Anniversary SJACS Musical Theatre Production
截標日期及時間 Tender Submission Closing Date:	24/07/2026 13:00

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: _____

公司印鑑

Company Chop