



**Invitation to Written Quotation/Tender Letter**

(Suppliers should not identify their companies on the envelopes)

Date: 30/04/2026

By Registered Mail

School Ref. No.: T8-2025/26

Dear Sir/ Madam,

**Invitation to Written Quotation / Tender**

for the supply of Security Guard Service (1 Sep 2026 – 31 Aug 2028)  
(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 Security Guard Service (1 Sep 2026 – 31 Aug 2028)**

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 **21 May 2026 (Thursday)**. 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](mailto: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. Yeung Chiu Tong 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 **Security Guard Service (1 Sep 2026 – 31 Aug 2028)**

(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.: **T8-2025/26**

Written Quotation/Tender Closing Date and Time: **21 May 2026 (Thursday) 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 **21 May 2026 (Thursday)**.

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.: T8-2025/26

**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.	a. 24-hour Security Guard Service: From 0700, 1 Sep 2026 to 0700 – 1 Sep 2028 (Please refer to “Service Requirement Specifications 服務條件” for other details. b. Provision of the “Patrol Management System” c. Two ten-hour sessions of free guarding service per year (including one hour lunch time) (the Tenderer will be informed of the requested arrangement at least 10-working day in advance) d. Provision of the monthly roster	1			
2.	Upon the expiry of the service agreement, no notification in advance will be provided.				
References	Please list the names of the schools/ organizations to which the Supplier organization is currently providing service. <p>a) _____</p> <p>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



## 護衛員服務條件守則 Service Requirement Specifications

1. 投標者須每天提供具有兩年以上護衛員工作經驗的護衛員當值。
2. 護衛公司必須向學校提供每月的護衛員當值時間表作記錄及巡查記錄。
3. 工作時間: 合約期內的每一天, 全日 24 小時 當值。遇有颶風及大雨等惡劣天氣時, 仍需如常安排護衛員當值。包括所有公眾假期在內。
4. 護衛員上班時必須穿著制服(由護衛公司提供)。
5. 當值的護衛員必須完成及符合香港保安協會之訓練, 並持有由警務處發出之有效保安人員許可証。
6. 當值的護衛員須為本地居民、體格強健、無不良嗜好、有良好溝通能力、對人有禮貌、誠實可靠並富責任心。
7. 當值期間, 護衛員須每兩小時巡查校舍一次。在校舍範圍內不准吸煙。
8. 所有當值的護衛員的資料, 包括身分證、保安協會訓練證書、保安人員許可証及工作經驗等資料需於首次當值前 48 小時前提供給予本校備檔。除經常當值人員外, 所有替更安排, 亦須 48 小時前通知本校。
9. 護衛員必須按學校指示, 執行學校發出的工作指令。
10. 護衛員當值時不應處理私人事務, 不應長時間使用手提電話。
11. 基於護衛員本身的安全考慮, 只派男護衛員於夜更當值。
12. 護衛員必須處理警鐘系統發出警號時的跟進工作。
13. 護衛員須執行學校指派的保安工作, 例如: 處理訪客進出手續、接待來訪車輛等。
14. 護衛員須於元旦日 (1 月 1 日)、香港特別行政區成立紀念日 (7 月 1 日) 和 國慶日 (10 月 1 日) 負責升降國旗及區旗。
15. 遇上特別事故發生時, 護衛員必須立即聯絡學校負責人, 並作出適當的應變措施, 以確保在校人士的人身及/或學校財產安全。



**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.: T8-2025/26

承投  
Invitation to Tender for: Security Guard Service (1 Sep 2026 – 31 Aug 2028)

截標日期及時間  
Tender Submission Closing Date: 21 May 2026 (Thursday) 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: \_\_\_\_\_

