



Invitation to Written Quotation/Tender Letter

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

Date: 23th September, 2022  
School Ref. No.: T03-2022

**By Registered Mail**

Dear Sir/ Madam,

**Invitation to Written Quotation / Tender**

for the supply of Bring-Your-Own-Device (BYOD) Programme For 2022-2023

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 the supply of "Bring-Your-Own-Device (BYOD) Programme For 2022-2023"**

Tenderers **should not** identify themselves on the written quotation/tender envelope and a written quotation/tender bid will be disqualified if the bidder discloses its identity on the sealed written quotation/tender envelope. Tenderers are allowed to amend their written quotation/tenders after submission but before the written quotation/tender closing time, amendments should be submitted in the same manner as for submitting the written quotations/tenders.

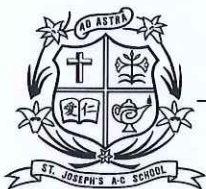
The envelope should be addressed to: **The Principal**  
**St. Joseph 's Anglo-Chinese School**  
**46 New Clear Water Bay Road, Kowloon**

3. Written quotation/tender submissions should arrive **not later than 8:00a.m.** on **17<sup>th</sup> October, 2022.** Late written quotations/tenders will not be accepted. In case of a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 1:00 pm, the written quotation/tender closing time will be extended to 1:00 pm on the next business day (i.e. except Saturday, Sunday and public holidays). **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 II 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 with reason to the above address or by fax (2325-2358) or by email to lcs@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 **itemized** basis.
7. If you have any query, please contact the person-in-charge **Mr. Li Tien Man Stephen or Mr. Tsang Tik Man** at 3752-4500.

Yours faithfully,



POON, Wing Keung (Mr.)  
Principal



**Written Quotation/Tender Form for the Supply of  
Supply of "Bring-Your-Own-Device (BYOD) Programme For 2022-2023**

Name of School: St. Joseph 's Anglo-Chinese School  
Address of School: 46 New Clear Water Bay Road, Kowloon  
School Ref. No.: T03-2022  
Written Quotation/Tender Closing Date and Time: 17th October, 2022 (Mon) 8:00a.m.

**PART I**

The undersigned hereby offers to supply all or any part of the items described in the written quotation /tender schedule attached with delivery term quoted against the date of a firm order at the price or the prices quoted 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 stated above; 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 quotations/tenders remain open. The undersigned also warrants that his Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not his knowledge infringe any patents.

"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 Company hereby declares and undertakes that we shall ensure that we have not submitted any written quotation/tender in this purchase together with companies or persons associated with us. If we have violated the said undertaking, we understand that all our or such written quotations/tenders submitted by us shall be treated as void and at the same time your school may put our Company and all the associated companies or persons in your blacklist."

**PART II**

**Reconfirmation of Tender Validity**

With reference to Part I of this written quotation/tender document, it is reconfirmed that the validity of written quotation/tender offered by this company remains open for **180 days from 17th October, 2022.**

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.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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.: \_\_\_\_\_



School Ref. No.: **T03-2022**

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

(Columns 4 and 5 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Price (HK\$)	(5) Total Amount (HK\$)
1.	iPad – 9 <sup>th</sup> Generation or latest model Capacity – 64GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199		
2.	iPad – 9 <sup>th</sup> Generation or latest model Capacity – 256GB or above Connection – WiFi With Compulsory Services (See remark *3)	1-199		
3.	AppleCare+ for relevant items Duration – 2 years Detailed terms should be provided in both Chinese and English	1-199		
4.	Apple Pencil – 1st Generation or above Compatible with Item 1 & 2	1-199		
5.	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 4	1-199		
6.	iPad Screen Protector Designed for Item 1 & 2 Compatible with Item 4 Paper-feel design Provide screen attaching service	1-199		
7.	MDM 1-year subscription (See remarks *4)	1-199		
8.	MDM 2-year subscription (See remarks *4)	1-199		
9.	MDM 3-year subscription (See remarks *4)	1-199		

Remarks

- \*1: Provide about 1-199 iPads to our junior form students who are participating in the Bring-Your-Own-Device Program (BYOD) for the 2022-2023 school year.**
- \*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.**
- \*3: Compulsory Services for ordering**
- 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.**

**\*\* School will not help to keep any stock of products on or before the delivery date \*\*.**

**- 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.**

**\*4: MDM function:**

**- Details of functions should be provided**

**- Support SMART Device Group**

**(i) Configure a smart device group to send remote commands to mobile devices when the devices become members of that group.**

**(ii) Allow user create SMART device group based on Criteria.**

We / I understand that if we/I fail to supply the stores 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 are obtained from elsewhere.

Company  
Chop

Date:

\_\_\_\_\_

Name of Tenderer:

\_\_\_\_\_

Name and Signature of Person authorized to sign Tender:

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

\_\_\_\_\_

Signature:

\_\_\_\_\_

\* Delete as appropriate



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 lcs@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 "lcs@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.:	T03-2022
承投 Invitation to Tender for:	Supply of "Bring-Your-Own-Device (BYOD) Programme For 2022-2023
截標日期及時間 Tender Submission Closing Date:	17th October, 2022 (Mon) 8:00a.m.

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: \_\_\_\_\_

