



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

School Ref. No.: T03-2020

Date: 17/03/2021

By Registered Mail

Dear Sir/ Madam,

**INVITATION TO WRITTEN QUOTATION/TENDER**

**for the supply of 3-year Quotation of Auditor's Remuneration for the year 2021/2022, 2022/2023 & 2023/2024**

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 for the supply of 3-year Quotation of Auditor's Remuneration for the year 2021/2022, 2022/2023 & 2023/2024"**

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*

Written quotation/~~tender~~ submissions should arrive not later than **1:00p.m. on 12th April, 2021 (Monday)**. 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 p.m., the written quotation/~~tender~~ closing time will be extended to 1:00 p.m. on the next business day (i.e. except Saturday, Sunday and public holidays). 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 II of the written quotation/~~tender~~ form is completed, the written quotation/~~tender~~ will not be considered.

3. 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](mailto:lcs@sjacs.edu.hk) at your earliest convenience.
4. 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.
5. Written Quotations/~~Tenders~~ will be accepted on an \* 'overall' / '~~group~~' / '~~itemised~~' basis.
6. If you have any query, please contact the person-in-charge Miss Leung Chui Sum at 3752-4505.



Yours faithfully,

POON, Wing Keung (Mr.)  
Principal



Written Quotation/Tender Form for Stores

WRITTEN QUOTATION/TENDER FORM FOR THE SUPPLY OF

**3-year Quotation of Auditor's Remuneration for the year 2021/2022, 2022/2023 & 2023/2024**

Name and Address of School: St. Joseph 's Anglo-Chinese School  
46 New Clear Water Bay Road, Kowloon

School Ref. No.: T03-2020

Written Quotation/Tender Closing Date and Time: **12th April, 2021 (Monday) 1:00 p.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 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 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 items which his Company offers to supply do not to his knowledge infringe any patents.

**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 90 days from **12<sup>th</sup> April, 2021 (Monday)**.

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 \_\_\_\_\_.

Name (in block letters): \_\_\_\_\_

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



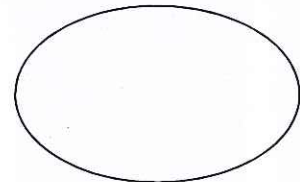
School Ref. No. : T03-2020

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	<p><b>For the supply of 3-year Quotation of Auditor's Remuneration for the year 2021/2022, 2022/2023 &amp; 2023/2024</b></p> <p><b>Class Structure</b></p> <table border="1"> <thead> <tr> <th>Form Year</th> <th>F.1</th> <th>F.2</th> <th>F.3</th> <th>F.4</th> <th>F.5</th> <th>F.6</th> <th>Total Number of Classes</th> </tr> </thead> <tbody> <tr> <td>2021-2022</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>24</td> </tr> <tr> <td>2022-2023</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>24</td> </tr> <tr> <td>2023-2024</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>24</td> </tr> </tbody> </table>	Form Year	F.1	F.2	F.3	F.4	F.5	F.6	Total Number of Classes	2021-2022	4	4	4	4	4	4	24	2022-2023	4	4	4	4	4	4	24	2023-2024	4	4	4	4	4	4	24	3 years		
Form Year	F.1	F.2	F.3	F.4	F.5	F.6	Total Number of Classes																													
2021-2022	4	4	4	4	4	4	24																													
2022-2023	4	4	4	4	4	4	24																													
2023-2024	4	4	4	4	4	4	24																													

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

Name of Tenderer: \_\_\_\_\_

Name and Signature of Person authorized to sign Tender: \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_