

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
Student Record Digitalization Project 2020/2021

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

Your sealed written quotation, in duplicate should be clearly marked on the outside envelope:  
Written quotation for Student Record Digitalization Project 2020/2021.

The envelope should be addressed to “S.K.H. TSOI KUNG PO SECONDARY SCHOOL, 101 Chung Hau Street, Homantin, Kowloon” and arrive not later than 12:00pm on 9th October 2020. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation 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 form is completed, the written quotation will not be considered.

If you are unable or do not wish to quote, it would be appreciated if you would return the written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an \*‘overall’ / ~~‘group’~~ / ~~‘itemized’~~ basis.

Yours sincerely,

\_\_\_\_\_  
(Ms.) Lam Yuk Kei

Principal

Encl.

Please delete as appropriate



**SKH Tsoi Kung Po Secondary School**  
**Job Scope - Student Record Digitalization Project 2020/2021**

Job Discription	Cost
Off-site Scanning Services of students' record for: (a) 10 years (b) 20 years	
Transportation Cost	
Disposal Cost (with supporting showing us how they manage the disposal)	
System Cost & Maintenance Cost (If any)	
System Details	
<u>Job Scope</u> (a) Pick up files from our school located at Ho Man Tin (b) Paper-to-Digital of 10 years / 20 years student record* (c) 1 file for each student (d) Index file name (e) File for easy retrieval & sharing (f) Disposal with supporting	
Index Details (File name: Student full name and HKID#)	
Duration (within 6 months)	
<u>File Format</u> 1/ Resolution: 300 dpi for A3 or below (A4/F4/A5); 2/ In black or colour; 3/ Original size of the document 4/ Format: searchable PDF 5/ Excel file on scan records with hyperlink provided	
Related Experience (School)	
Other Reference	
Total	

\*

Assume 120 graduates per year  
 Students' varies from 39 pages (low), 83 pages (mid) and 159 pages (high)

WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>Digitalization Project 2020/2021</u>  Please find the attachments				

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 Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Written quotation

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

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

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