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

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

Name and Address of School S.K.H. Tsoi Kung Po Secondary School

101 Chung Hau Street, Homantin, Kowloon

School Ref. No. NA

Written quotation Closing Date 9th October 2020

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation 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 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 shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remain 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 WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from <u>9th October 2020</u>.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this	day of	20
Name (in block letters): _		
Signature	in the cap	pacity of
(State official position, e.	g. Director, Manager, Secre	etary, etc.)
Duly authorized to sign w	vritten quotations for and on	behalf of:
whose registered office is	situated at	
		Hong Kong.
Telephone No	Fax No	

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	
Job Scope (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)	
File Format 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	(4) Unit Rate	(5) Total	(6) Delivery
		required		Amount (HK\$)	Offered
1	Digitalization Project 2020/2021				
	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.

Name of Supplier :	Company Chop
Name and Signature of Person authorized to sign Written quotation	
Name (in block letters)	Signature:
Date:	