

Dear Sirs,

INVITATION TO TENDER FOR THE SUPPLY OF
School Admin System Modules

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

Your sealed tender, in duplicate should be clearly marked on the outside envelope: Tender for School Admin System Modules.

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 1st March 2021. Late tenders will not be accepted. Your tender will remain open for 90 days from the “Closing Date”, and you may consider your 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 tender form is completed, the tender will not be considered.

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

Tender will be accepted on an *‘overall’ / ~~‘group’~~ / ~~‘itemized’~~ basis.

Yours sincerely,

(Ms.) Lam Yuk Kei
Principal

Encl.

Please delete as appropriate

TENDER FORM FOR THE SUPPLY OF
School Admin System Modules

Name and Address of School S.K.H. Tsoi Kung Po Secondary School
 101 Chung Hau Street, Homantin, Kowloon

School Ref. No. NA

Tender Closing Date 1st March 2021

PART I

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

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 1st March 2021.

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

Dated this _____ day of _____ 20 _____ .

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. _____

TENDER

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	School Admin System Modules (please see attached doc)	1			

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 : _____

School Admin System Modules Specification

Item	Description	Qty	Unit Price (HK\$)
Student Attendance Management System	<ul style="list-style-type: none"> ● Different time-zone setting ● Automated integration with intranet system and Report Card System ● Daily attendance record pushed to parent's Smartphone App ● Supporting weekly or day-cycle calendar ● Outing or leave record ● Report generation ● Preceptorial reminder ● Attendance check accessible by student and parent users over the web and Smartphone App 	1	
Award & Discipline System	<ul style="list-style-type: none"> ● Management of conduct, award & punishment, and case records ● Auto-calculation and conversion of conduct mark ● Detention arrangement and scheduling ● Statistics and Reports ● Automated integration with eNotice, iMail and Report Card System ● Group Administration and User Settings 	1	
Report Card System	<ul style="list-style-type: none"> ● System settings on grading scheme and subjects ● Report format settings ● Online mark/grade submission with auto calculation tool ● Online mark/grade verification mechanism ● Report card generation and printing tool ● 2 Report Card Template Designs ● Integrated with iPortfolio ● School Based customization 	1	
智能卡系統拉線工程	<ul style="list-style-type: none"> ● 智能卡系統拉線工程 ● 防水配件 	1	
SmartCard Reader	<ul style="list-style-type: none"> ● RFID SmartCard Reader ● One connect computer cable included ● 1-year SmartCard Reader warranty 	3	
Other Requirement	<ul style="list-style-type: none"> ● 審批時會以"整批"形式考慮是否接受供應商之投標 ● 投標公司需要有十年或以上服務教育界別之營運經驗 ● 管理學生, 家長及老師等帳戶資料需要由校方全權負責 		
TOTAL:			