Encl.

Please delete as appropriate

INVITATION TO TENDER FOR THE SUPPLY OF

Staff Room Partition Renewal

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 Staff Room Partition Renewal.			
The envelope should be addressed to "S.K.H. TSOI KUNG F	PO SECONDARY SCHOOL,		
101 Chung Hau Street, Homantin, Kowloon" and arrive not later th	nan 12:00pm on 24th May		
2021 Late tenders will not be accepted. Your tender will remain	in 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 apprec	riated 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.			
Ŋ	Yours sincerely,		
-			
	(Ms.) Lam Yuk Kei		
	Principal		

TENDER FORM FOR THE SUPPLY OF Staff Room Partition Renewal

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 24th May 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 24th May 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 capa	city of
(State official position,	e.g. Director, Manager, Secreta	ary, 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	清拆、棄置及安裝教師室Partition (詳細請看附件)	1項			

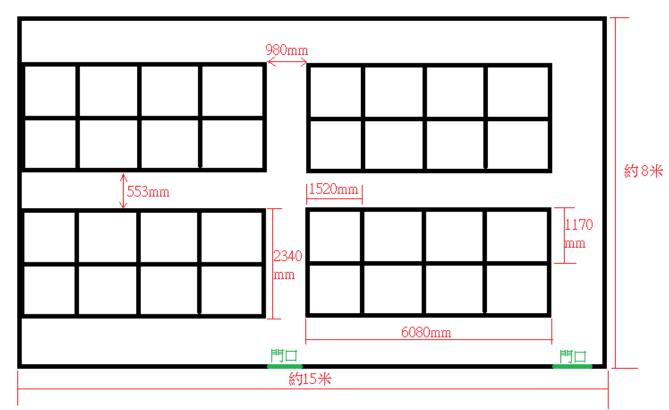
We/ I understand that if we/ I fail to supply the stores as offered in our / my tender upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Date : _____

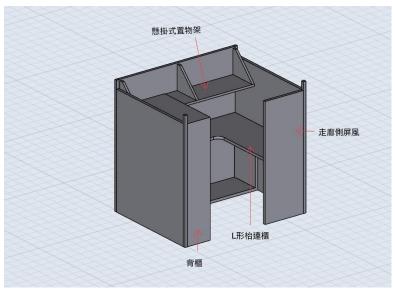
Name of Supplier :	Company Chop
Name and Signature of Person authorized to sign Written quotation	
Name (in block letters)	Signature:

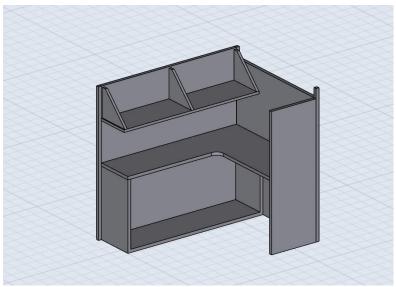
本校將於今年暑假期間進行教師室翻新工程,由於會涉及到教師室內天花及地 板範圍,所以需要拆除全部 Partition,現誠邀 貴公司為本校更換 Partition 一事 提供報價,資料如下:

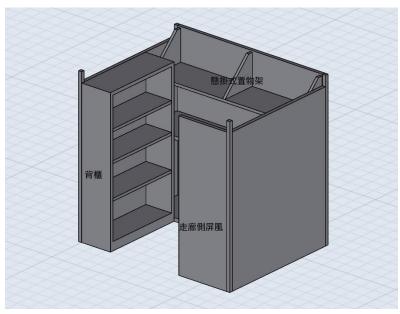
- 於翻新工程進行前拆除並移走 32 套舊 Partition
- 於翻新工程完成後安裝 32 套新 Partition
- 每套 Partition 包含教師枱一張(連枱底櫃)、背櫃一個、走廊側屏風一幅、 懸掛式置物平台一套、可選櫃桶或 keyboard 托盤一個
- 教師室位於一樓,無電梯
- 大致平面圖如下



概念圖:







項目	工程內容	數量	金額
1	清拆及棄置教師枱,轉椅,屏風,背櫃	32套	
2	安裝新 partition:		
	- 屏風	4組	
	- (A)L 形枱(連枱底櫃及櫃桶),或	32套	
	(B)L 形枱(連枱底櫃及 keyboard 托盤)	32套	
	- 背櫃	32套	
	- 走廊側屏風	32套	
	- 轉椅	32套	
	- 懸掛式置物架	32套	
3	上樓費(一樓)	1項	
4	前期工程(請說明)	1項	
5	雜項(請說明)	1項	

報價時請註明以下項目:

- 1. 每項項目須列明金額
- 2. 施工期日數
- 3. 付款方法
- 4. 保養期

如有任何查詢,請致電 2760-0463 與馮樂斌先生聯絡。