

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
Telephone System Reform 20-21

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 Telephone System Reform 20-21.

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 7th July 2021. 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

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>Telephone System Reform 20-21</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 : _____

聖公會蔡功譜中學

本校有意重整校內之電話系統服務，以取代現有電話機系統，現誠邀 貴公司為本校下列要求作出報價：

1. 合約期為 3 年 (2021 年 8 月 30 日 - 2024 年 8 月 29 日)
2. 更換所有電話機(現有機數為 32 個)
3. 新電話機共要 32 個，分佈全校各樓層，詳情請參閱附件一
4. 重新鋪排所有電話線路
5. 維修及保養所有電話線路及電話機
6. 校外電話先到指定電話機(例如校務處)，然後才轉線到其他電話機
7. 校內電話機內線熱鍵
8. 具備通話錄音、來電飛線、來電轉駁(含無人接聽後回電)、來電保留等功能

如 貴公司有任何疑問，歡迎致電 27600463 與校務處馮先生聯絡。

電話位置及機數

樓層	位置	電話機數
G/F	門崗	1
	工友室	1
1/F	校務處	12
	校長室	1
	會客室	1
	教師室 1	2
	教師室 2	1
	教師室 3	1
	教師室 4	1
	圖書館	1
	1.5/F 輔導室	1
2/F	會議室	1
	2.5/F 社工室	1
3/F	社工室	1
	3.5/F 社工室	1
4/F	4/F 預備室	1
	輔導室 2	1
5/F	5/F 預備室	1
6/F	音樂室	1
新翼 2/F	學生活動中心	1