## INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF Desktop computer for Computer room (WQ/2122/02)

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 <u>Desktop computer for Computer room</u>.

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 <u>15th</u> <u>November 2021</u>. 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 Desktop computer for Computer room (WQ/2122/02)

| Name and Address of School     | S.K.H. Tsoi Kung Po Secondary School    |  |
|--------------------------------|---|--|
|                                | 101 Chung Hau Street, Homantin, Kowloon |  |
| Written quotation Closing Date | 15th November 2021                      |  |

### 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.

### <u>PART II</u>

### **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>15th November</u> <u>2021</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 da                           | ay of                   | 20         |
|---|-------------------------|------------|
| Name (in block letters):                |                         |            |
| Signature                               | in the capacity         | of         |
| (State official position, e.g. Director | r, Manager, Secretary,  | etc.)      |
| Duly authorized to sign written quo     | tations for and on beha | lf of :    |
| whose registered office is situated a   | t                       |            |
|   |                         | Hong Kong. |
| Telephone No                            | Fax No                  |            |

#### S.K.H. TSOI KUNG PO SECONDARY SCHOOL

| (1)      | (2)  | (3)      | (4)       | (5)    | (6)      |
|----------|--|----------|-----------|--------|----------|
| Item No. | Description / Specification  | Quantity | Unit Rate | Total  | Delivery |
|          |  | required |           | Amount | Offered  |
|          |  |          |           | (HK\$) |          |
| 1        | Desktop computer for Computer Room   | 34       |           |        |          |
|          | Form factory: SFF  |          |           |        |          |
|          | CPU: 10th Generation Intel <sup>®</sup> Core <sup>™</sup> i5 Processors or above |          |           |        |          |
|          | Ram: 16GB  |          |           |        |          |
|          | HDD: 512GB SSD or above  |          |           |        |          |
|          | Optical Drive: DVDRW   |          |           |        |          |
|          | OS: Win 10 or above  |          |           |        |          |
|          | Warranty: 3 yrs. on-site or above  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |
|          |  |          |           |        |          |

#### WRITTEN QUOTATION

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 : \_\_\_\_\_

Name and Signature of Person authorized to sign Written quotation

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

Company Chop

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

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