

Dear Sirs,

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 Desktop computer for Computer room.

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 15th November 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,

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(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	<b>Desktop computer for Computer Room</b> Form factory: SFF CPU: 10th Generation Intel® Core™ 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	34			

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 : \_\_\_\_\_