

Dear Sir / Madam,

24<sup>th</sup> November 2021

INVITATION TO TENDER FOR THE SUPPLY OF  
小聖堂工藝室外部裝修工程 (Tender/2122/05)

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 小聖堂工藝室外部裝修工程 (Tender/2122/05).

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 15<sup>th</sup> December 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**  
**小聖堂工藝室外部裝修工程(Tender/2122/05)**

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

Tender Closing Date              15<sup>th</sup> December 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 15<sup>th</sup> December 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	小聖堂工藝室外部裝修工程 (Tender/2122/05)  (詳見附件及附圖)	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 : \_\_\_\_\_

[附件]

聖公會蔡功譜中學  
承投 [小聖堂工藝室外裝修工程]

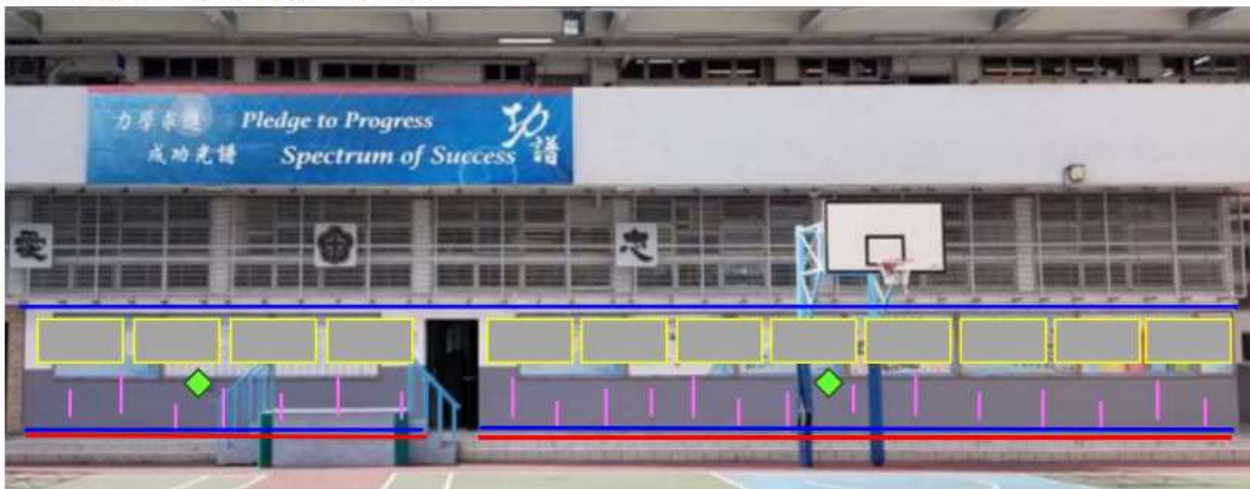
項目	工程內容	數量	金額
1.	拆除小聖堂工藝室外走廊現有地磚、處理泥頭並在完工後清理全部垃圾	1 項	
2.	小聖堂工藝室外走廊地腳 & 走廊牆壁四邊鋪“深色長條石”圍邊人工 (由學校提供深色長條石)	1 項	
3.	小聖堂工藝室外走廊牆壁加裝不銹鋼料 LED 燈箱牆壁燈 20 支 (包電製 & 線位)	20 支	
4.	小聖堂工藝室外走廊地台鋪約 300 平方呎“長條地磚”人工 (由學校提供長條地磚) <ul style="list-style-type: none"><li>▪ 長條地磚大小: 1" (闊) x 2" (長)</li><li>▪ 黏貼用料, 請提供: _____</li></ul>	約 300 平方呎	
5.	小聖堂工藝室外走廊牆壁鋪約 610 平方呎“文化磚” (由學校提供文化磚) <ul style="list-style-type: none"><li>▪ 文化磚大小: 1" (闊) x 2" (長)</li><li>▪ 黏貼用料, 請提供: _____</li></ul>	約 610 平方呎	
6.	小聖堂工藝室外走廊牆壁加裝 12 個套銀色鏡面不銹鋼壁報框, 每個框連左右兩塊趟門膠片連掛牆安裝 <ul style="list-style-type: none"><li>▪ 壁報框大小: 91cm (高)x 180cm (長)</li></ul>	12 個套	
7.	工程期間第三者保險及勞工保險	1 項	

報價時請註明以下項目

- a) 每項目須列明金額
- b) 施工期日數及可在 2021 年 12 月聖誕假期開始動工
- c) 付款方法
  - 訂金 10%
  - 批圖後 20%
  - 完工 70%(2 星期內)
- d) 保養期 12 個月
- e) 包括提供材料版樣
- f) 公眾地方保護工程
- g) 提供施工及結構圖

[附圖]

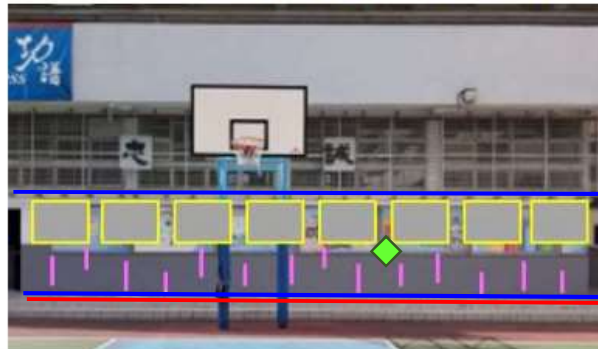
小聖堂工藝室外部裝修工程範圍




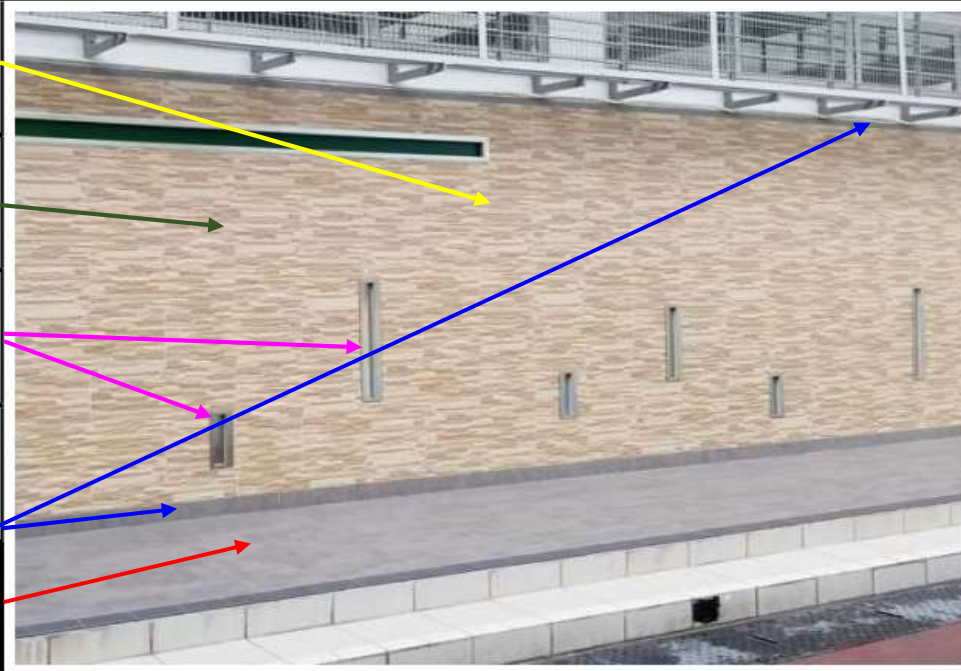




小聖堂工藝室外部裝修工程範圍 (左)



小聖堂工藝室外部裝修工程範圍 (右)



早前已完成裝修位置 (參考用)

	<p><b>附件項目 6</b> 銀色鏡面不銹鋼 壁報框</p>	
	<p><b>附件項目 5</b> 文化磚</p>	
	<p><b>附件項目 3</b> 不銹鋼料 LED 燈箱 牆壁燈</p>	
	<p><b>附件項目 2</b> 深色長條石</p>	
	<p><b>附件項目 4</b> 長條地磚</p>	