

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF

Notebook computer for IT Lab (WQ/2122/07)

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 Notebook computer for IT Lab.

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 14th February 2022. 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 Notebook computer for IT Lab (WQ/2122/07)

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

Written quotation Closing Date and Time 14th February 2022 12:00pm

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.

PART II

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 14th February 2022.

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 _____ 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 written quotations for and on behalf of :

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____ . Fax No. _____

WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Notebook computer for IT Lab CPU: 11th Generation Intel® Core™ i7 Processors or above Ram: 32GB HDD: 1TB SSD or above NVIDIA GeForce RTX 3060 or above OS: Win 10 or above Warranty: 1 yrs. or above	7			

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 : _____