

Dear Sir / Madam,

INVITATION TO TENDER FOR THE SUPPLY OF
Security Guard Service 2022-2024 (Tender/2122/10)

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 Security Guard Service 2022-2024 (Tender/2122/10).

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 30th June 2022. 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
Security Guard Service 2022-2024 (Tender/2122/10)**

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

Tender Closing Date 30th June 2022

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 30th June 2022.

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	Security Guard Service (1/9/2022-31/8/2024) - To provide one security guard for night shift daily from 1900hrs to 0700hrs - Please also refer to Appendix One (附件一) for service details				

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 : _____

Appendix One / 附件一

警衛服務要求內容

甲部--服務說明：

1. 每日當值時間：下午 7 時至早上 7 時；
2. 負責門崗工作；
3. 防止未授權者進入校舍；
4. 遇到緊急情況下(如警鐘響起)，需與學校聯絡人聯絡及視察校舍四週；
5. 更換保安員時，必須在當值前安排校方主管約見，待校方同意後才聘任。

乙部--保安員須遵守：

1. 尊重本校宗教信仰；
2. 須穿整齊制服；
3. 不得於值勤時間離開學校；
4. 不得於學校範圍內抽煙及飲酒；
5. 對本校教職員、學生、訪客要有禮貌；
6. 須服從本校制定的規則及指引；
7. 不得向外洩露本校教職員、學生、家長及訪客的任何資料。
8. 維護國家安全，秉持專業操守，不得在校內作政治宣傳或進行任何違法的活動。
9. 符合政府對學校「疫苗通行證」之接種要求及學校的防疫措施指引。

丙部--保安公司的責任：

1. 所有保安員必須持有效之保安人員許可證，承辦商必須於委派新保安員入職前，將其保安證副本傳真予本校；
2. 執行合約的保安員的每月工資如低於香港法定之最低工資，則投標建議將不獲考慮。(以 12 小時計算)；
3. 勞工保險、強積金及其他相關勞工福利賠償，全部由保安公司負責；
4. 服務承辦商須指示調派到學校的員工進行性罪行定罪紀錄查核，並把相關的查核結果以書面形式轉告本校，而有關安排亦須獲相關員工同意。

丁部--《防止賄賂條例》

1. 根據《防止賄賂條例》，在學校採購過程中，如學校員工接受供應商和承辦商提供的利益，或供應商和承辦商向學校員工提供利益，均屬違法。學校不容許供應商和承辦商透過任何形式的利益（包括捐贈）影響學校的選擇；
2. 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為，有關投標書將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。