

Dear Sirs,

(RE-WRITTEN QUOTATION)  
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
40<sup>th</sup> Anniversary School Magazine (WQ/2223/03)

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 40<sup>th</sup> Anniversary School Magazine.

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 28<sup>th</sup> November 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

(RE-WRITTEN QUOTATION)  
WRITTEN QUOTATION FORM FOR THE SUPPLY OF  
40<sup>th</sup> Anniversary School Magazine (WQ/2223/03)

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 28<sup>th</sup> November 2022 12:00pm

PART I

The undersigned hereby offers to undertake the service as described in the written quotation schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; 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 service which his Company offers to undertake will not cause any damage to the school's premises.

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 28<sup>th</sup> November 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. \_\_\_\_\_

RE-WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>40th Anniversary School Magazine</u> (please see attachment)	(please see attachment)			

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 Re-written quotation

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

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

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

聖公會蔡功譜中學

40 周年校慶校刊報價資料

尺寸	高 265MM 橫 205MM
顏色	4C+4C 雙面彩色
封面封底	紙質：350GSM 雙粉咭紙 加工：封面單面過啞膠、局部 UV 及燙工 頁數：4 頁
內文	紙質：128GSM 啞粉紙 加工：兩頁拉頁 頁數：148 頁 裝釘：膠裝+穿線
數量	3000 本
電子版	校刊需附電子版，供網上閱覽。
服務	提供編輯、設計、排版、 印刷及送貨(改稿次數不限)。
完成日期	31/3/2023

## 評審準則

本校會選取評分計劃中整體最高分數的投標書，評審準則如下：

項目	百分比	備註
1 價錢合理	40%	列出細項及總數
2 設計精美	30%	實物、圖片或連結
3 經驗豐富	20%	羅列印刷校刊相關經驗
4 準時完成	10%	日程規劃表
總分	100%	