

Dear Sir / Madam,

INVITATION TO TENDER FOR THE SUPPLY OF
IT-Lab and Library Computer (Tender/2223/02)

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 IT-Lab and Library Computer (Tender/2223/02).

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 20th March 2023. 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
IT-Lab and Library Computer (Tender/2223/02)**

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

Tender Closing Date and Time 20th March 2023 12:00pm

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 20th March 2023.

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	IT-Lab and Library Computer (Tender/2223/02) (Please refer to the attachment for more 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 the Tender

Name (in block letters) : _____

Signature : _____

Date : _____

為配合「中學 IT 創新實驗室」計劃及圖書館更換電腦，本校需採購以下桌上電腦，詳情如下：

IT-Lab Computer Requirement

Quantity: 30

CPU: 12th Generation Intel® Core™ i7 Processors or above

Ram: 16GB or above

HDD: 512GB SSD or above

OS: Windows 11

Dimensions: width less than 150mm / height less than 380mm

Library Computer Requirement

Quantity: 5

CPU: 12th Generation Intel® Core™ i3 Processors or above

Ram: 8GB or above

HDD: 256GB SSD or above

Optical Drive: DVDRW

OS: Windows 11

Warranty: 3 yrs. on-site or above

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：

No.	項目	百分比	備註
1	報價	40%	價格合理
2	硬件規格	30%	能配合本校要求
3	服務	20%	所提供之服務內容。 * 如該服務需要付費，請額外標明價錢。
4	專業經驗	10%	與學校採購經驗 * 請提供證明
	總分	100%	

查詢

如有任何查詢或說明等，可聯絡校務處 IT 陳先生，聯絡電話: 2760 0463。