

Dear Sirs,

(WRITTEN QUOTATION)  
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
Staff Room II Partition Renewal (WQ/2223/06)

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 Staff Room II Partition Renewal.

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 12<sup>th</sup> June 2023. 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)**  
**WRITTEN QUOTATION FORM FOR THE SUPPLY OF**  
**Staff Room II Partition Renewal (WQ/2223/06)**

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 12<sup>th</sup> June 2023 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 12<sup>th</sup> June 2023.

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	<u>Staff Room II Partition Renewal</u> (please see attachment)	(please see attachment)			

We / I understand that if we / I fail to supply the stores as offered in our / my written quotation 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: \_\_\_\_\_

**聖公會蔡功譜中學**  
**2022-23 年度 教師 II 室更換枱椅及屏風**

本校計劃於 2023 年 7 月至 8 月期間進行教師 II 室翻新工程，現誠邀 貴公司為清拆及更換此教師室的枱椅及屏風一事提供報價。詳情如下：

A. 報價項目

項目	工作要求	數量	金額(HK\$)
◇ 清拆及棄置	清拆及棄置現有的教師枱、背櫃、轉椅及屏風。	15 套	
◇ 度尺及設計	與本校預約時間，到場視察、度尺及提供設計概念圖。	1 項	
◇ 訂造及安裝	<u>A 款</u> ◇ 屏風 ◇ 教師枱 (L 形工作枱連底櫃，可加櫃桶或鍵盤托。) ◇ 懸掛式置物架 ◇ 背櫃 ◇ 扶手轉椅 (中背；可調節扶手及座位高度；滾輪)	12 套	
	<u>B 款</u> (***) <u>需要配合教師 II 室新裝入牆式書櫃</u> ◇ 屏風 ◇ 教師枱 (長方形工作枱，可加櫃桶或鍵盤托。) ◇ 背櫃 ◇ 扶手轉椅 (中背；可調節扶手及座位高度；滾輪)	3 套	
◇ 運費/樓梯費	教師 II 室位於一樓，本校沒有升降機設備。	/	
◇ 前期工程	請說明。	/	
◇ 雜項	請說明。	/	
<b>總金額(HK\$)</b>			

備註

(1) 報價單請註明下列項目：

- 每項項目的金額
- 施工期日數
- 付款方法
- 保養期

(2) 承辦商必須購買有關工程之保險，包括「勞工保險」及「第三者公眾及責任保險」。

(3) 承辦商必須在施工期間妥善清理及運走垃圾；工程竣工後清潔場地。

B. 教師 II 室平面圖



C. 評審準則

本校會選取評分計劃中整體最高分數的投標書，四項評審準則如下：

項目	百分比	備註
1. 報價	40%	價格合理
2. 設計	30%	符合學校指定設計要求
3. 用料	20%	符合學校指定設計要求
4. 工作經驗	10%	過往參與其他學校設計及裝修工程的次數
<b>總分</b>	<b>100%</b>	

如有查詢或預約到校視察度尺，請致電 2760 0463 與校務處嚴小姐聯絡。