

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
Toilet Cleaning Service 2023-2024 (WQ/2223/08)

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 Toilet Cleaning Service 2023-2024.

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 07th July 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)

Name and Address of School	<u>S.K.H. Tsoi Kung Po Secondary School</u> <u>101 Chung Hau Street, Homantin, Kowloon</u>
Written quotation Closing Date and Time	<u>07th July 2023 12:00pm</u>

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 07th July 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.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the written quotation documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

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>Toilet Cleaning Service 2023-2024</u> <u>(please see attachment)</u>	(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
承投「2023-2024 年度 學校洗手間清潔服務合約」

- (一) 合約時段：2023 年 9 月 1 日至 2024 年 6 月 30 日止
- (二) 服務地點：聖公會蔡功譜中學（九龍何文田忠孝街 101 號）
- (三) 洗手間數目：

		男洗手間		女洗手間
樓層	洗手間數目	尿兜數目	座廁數目	座廁數目
地下男女更衣室連洗手間	2	8	6	10
一樓男女教職員洗手間	3	3	4	6 + 4
二樓男女洗手間	2	12	4	5
三樓男女洗手間	2	12	4	5
四樓男女洗手間	2	8	5	6
五樓男女洗手間	2	8	5	6
合共	13	51	28	42

(四) 工作要求：

1. 以清潔及消毒劑清洗座廁、尿兜；
2. 以清潔及消毒劑清洗地面、洗手盆、水龍頭；
3. 以清潔及消毒劑清抹洗手間大門、門柄、洗手間內間板、牆身及鏡面；
4. 以清潔及消毒劑清洗近洗手間外的走廊地磚；
5. 以清潔及消毒劑清抹男女更衣室長櫈；
6. 星期六大清洗，包括抹窗、風扇、燈罩及抽氣扇；
7. 清倒垃圾桶內垃圾到地下指定地點及定期清洗垃圾桶。

備註：

1. 一般清潔須採用 1：99 稀釋漂白水進行清潔消毒，再以清水抹淨。
2. 垃圾袋、清潔用品及清潔工具須由清潔公司提供。
3. 離開前，必須將洗手間的電源關掉，並將門窗關好。
4. 若校方發現有多位學生出現發燒、嘔吐等病徵，校方將要求提供服務的公司加強清潔及消毒工作，如採用 1：49 稀釋漂白水進行清潔消毒，再以清水抹淨。

(五) 人力資源：

1. 提供最少兩名清潔員工。
2. 工作時間 - 按校方提供的學校年曆所訂明的日子進行清潔。
 - 指定的星期一至五，時間由下午 4 時正至 7 時正。
 - 指定的星期六，時間由下午 1 時正至 4 時正。

報價備註：

1. 報價金額請以每日為單位。
2. 敬請列明如合約期內，政府最低工資有所更改，合約價格如何安排。
3. 如需要更改時間，可另作安排。
4. 清潔公司由接管上述清潔工作開始，須安排一名主管於校內統籌及管理所有員

工，以進行工作編排及與校方溝通，於所有安排妥當後，並會定期每月進行巡查，以確保服務質素。

5. 審標評分準則如下：

投標者過往的服務經驗 30%；投標者服務的專業質素 30%；投標價格的合理性 40%

(六) 責任及條款：

1. 清潔公司須負責所有清潔人員的勞工保險、第三者責任保險及公眾責任保險。
2. 清潔公司須保證支付予員工的工資均遵守香港特區政府的最低工資的基本法定要求。
3. 清潔公司須給予清潔員工享有勞工法例下的一切權益，如強積金供款、法定假期、年假、超時工作補貼等。清潔公司與清潔員工的一切勞資糾紛，與學校無關，概由清潔公司負責。
4. 清潔公司所聘請的員工必須為合法勞工。
5. 所有清潔人員於學校範圍均須穿著清潔公司的制服。
6. 清潔公司須為員工訂立工作守則，在學校範圍內，嚴禁吸煙、飲酒、賭博及粗言穢語。清潔員工亦不得未經學校同意，在清潔範圍以外，隨處走動，亦不得擅自進入未經許可的房間。
7. 清潔公司須自備一切有關清潔用品及工具。同時，亦必須提供安全設施予清潔員工。所有涉及因意外受傷的勞工賠償索償事件，學校一概不負責。
8. 通知期：任何一方如欲終止服務可予對方一個月書面通知期。
9. 備註：
 - 9.1 清潔公司須遵守相關法例，包括「僱傭條例」、「強制性公積金計劃條例」及「個人資料(私隱)條例」。
 - 9.2 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。如清潔人員作出涉及違反《香港國安法》或其他適用於香港的法律的行為，校方會即時報警處理。有關人員須承擔相關責任和嚴重後果。此外，校方除可即時無條件終止服務合約外，亦會保留向清潔公司追討一切因上述違法行為而導致學校的損失。
 - 9.3 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。
 - 9.4 遵守香港特別行政區政府所發出的各項條例，倘若有違法事件，概由有關清潔公司負責，學校毋須負上任何法律責任。
 - 9.5 清潔公司須為清潔服務釐定合理費用，不可隨意附加任何費用，如需調整收費，必須與本校商量，並獲同意才可進行。
 - 9.6 清潔公司、其僱員及代理人不得向學校僱員、法團校董會成員、或負責考慮本合約事宜的有關委員會的任何人士提供利益(香港法例第 201 章《防止賄賂條例》所界定的「利益」)。假如清潔公司、其僱員及代理人在履行本合約時，觸犯《防止賄賂條例》所訂明的任何罪行，則學校可取消合約，而清潔公司須為學校因此而蒙受的任何損失或損害作出賠償及負上法律責任。
 - 9.7 為加強保障學生的福祉，保護學生免受性侵犯，清潔公司需關注為學生提供服務的工作人員的專業操守。本校要求清潔公司須盡早在聘任過程中採用香港警務處「性罪行定罪紀錄機制」守則，詳情可參閱有關的網頁(<http://www.police.gov.hk/scrc>)。

聖公會蔡功譜中學 學校年曆(2023-2024 學年)

	星期日	星期一	星期二	星期三	星期四	星期五	星期六	備註
2023 (九月)						1	2	22 日
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
2023 (十月)	1	2	3	4	5	6	7	24 日
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
2023 (十一月)				1	2	3	4	25 日
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
2023 (十二月)						1	2	17 日
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
2024 (一月)		1	2	3	4	5	6	26 日
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
2024 (二月)					1	2	3	16 日
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29			

聖公會蔡功譜中學 學校年曆(2023-2024 學年)

	星期日	星期一	星期二	星期三	星期四	星期五	星期六	備註
2024 (三月)						1	2	22 日
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
2024 (四月)		1	2	3	4	5	6	20 日
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
2024 (五月)				1	2	3	4	25 日
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
2024 (六月)							1	24 日
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
合約時段： 2023 年 9 月 1 日至 2024 年 6 月 30 日止。 工作時間： 指定的星期一至五，時間由下午 4 時正至 7 時正。 指定的星期六，時間由下午 1 時正至 4 時正。							清潔總日數： 221 日	