

Our Ref. No.: GC/25/

2nd January 2026

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
LED Wall (Covered playground) (WQ/2526/04)

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 LED Wall (Covered playground).

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 23rd January 2026. 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.) Tsang Pui Yu
Principal

Encl.

Please delete as appropriate

WRITTEN QUOTATION FORM FOR THE SUPPLY OF
LED Wall (Covered playground)
(WQ/2526/04)

Name and Address of School	<u>S.K.H. Tsoi Kung Po Secondary School</u> <u>101 Chung Hau Street, Homantin, Kowloon</u>
School Ref. No.	<u>GC/25/</u>
Written quotation Closing Date and Time	<u>23rd January 2026 12:00nn</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 form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 23rd January 2026.

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	LED Wall (Please see the attached)				

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 : _____

聖公會蔡功譜中學
晴雨場 LED Wall 工程

本校將於晴雨場新建 LED Wall 工程，現誠邀貴公司預約時間到校視察工程內容並提交標書，工程內容如下：

LED Wall 基本資訊：

LED Display Screen Size	約 3.8M(W) x 2.2M (H) 配合 16:9 比例及解像度要求
Resolution	約 1,920 dots (W) x 1,120 dots (H) = 2,150,400 dots
LED Module	P 2 or above
安裝工程	附件 1 為晴雨場正面照片，LED Wall 安裝位置約為方格位置，請到現場視察後提供貴公司推薦安裝方法。

以上資料為基本項目，所有其他項目(如：清拆現有投影設備，系統其他相關器材，後備模組，防潮，佈線，裝工，電源供應，保險，保養及其他...等等)，請詳細列明於報價單內。

工程日期： 請列明工程所需日數及最早的施工日期以供考慮

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	價錢	50%	價格合理
2	硬件規格	20%	能配合本校要求
3	服務	15%	所提供之服務內容。 * 如有附加項目需要收費，請額外標明價錢。
4	專業經驗	15%	本工程的建議與其他學校採購經驗 * 請提供證明
	總分	100%	

查詢

如有任何查詢或說明等，可聯絡本校 IT 組陳先生，聯絡電話: 2760 0463。

附件 1

