

19<sup>th</sup> March, 2026

Dear Sirs,

(WRITTEN QUOTATION)  
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
Service of English Musical Training and Performance (WQ/2526/11)

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 Service of English Musical Training and Performance.

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 09<sup>th</sup> April 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)  
WRITTEN QUOTATION FORM FOR THE SUPPLY OF  
Service of English Musical Training and Performance (WQ/2526/11)

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 09<sup>th</sup> April 2026 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 09<sup>th</sup> April 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	<u>Service of English Musical Training and Performance</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: \_\_\_\_\_

**Written Quotation Schedule**

<b>(1) Item No.</b>	<b>(2) Description / Specification</b>	<b>(3) Quantity Required</b>	<b>(4) Unit Price (\$)</b>	<b>(5) Total Amount (\$)</b>	<b>(6) Delivery Offered</b>
1	<b>Musical Theatre Production training &amp; rehearsal for 110 hours</b> No. of students: 20-30 Projection duration: July 2026 - May 2027				
2	<b>Production &amp; Stage Management</b> Show date: 1 show in April 2027 <ul style="list-style-type: none"> <li>- 1 deputy stage manager</li> <li>- On-going consultation &amp; show management</li> </ul>				
3	<b>Audio equipment rental &amp; design</b> Show date: 1 show in April, 2027				
4	<b>Adaptation of Script, Songs, Back up Vocal Recording and Show Mastering</b> Show date: 1 show in April 2027 <ul style="list-style-type: none"> <li>- A team of playwright, sound engineer &amp; vocal editor</li> <li>- All-inclusive song adaptation, background soundtrack and sound effect editing</li> </ul>				

## **Evaluation Criteria**

S.K.H. Tsoi Kung Po Secondary School will evaluate all tenders for the production of its 45th anniversary English drama musical based on the criteria set out in the table below. The aim is to select the provider best able to deliver a high-quality, safe, and engaging production that aligns with the school's values, provides meaningful opportunities for student involvement, and meets practical and operational requirements.

Bidders should ensure their proposals clearly address each of the criteria. Evidence provided should demonstrate the provider's experience, capacity, and approach to managing the full production process.

<b>Evaluation Criterion</b>	<b>Description</b>	<b>Weighting (%)</b>	<b>Evidence Required</b>
Capability & Approach	Overall ability to deliver a school musical; practical and clear approach to managing the full production process	20	Proposal describing approach, methodology, and understanding of project requirements
Script Development Commitment	Willingness and ability to write an original script after award; openness to revisions based on school instructions	15	Written commitment to develop and revise the script; outline of script-writing process
Provision of On-Site Drama Teacher	Ability to provide a qualified drama teacher to conduct rehearsals and supervise students at school	15	CV of proposed drama teacher; availability schedule; role description
Experience & Track Record	Past experience producing school musicals or similar performances; qualifications of creative and technical team	15	CVs, references, examples of previous projects
Flexibility & Responsiveness	Willingness to adjust rehearsal plans, performance elements, and script based on school feedback; responsiveness to issues	15	Statement of flexibility; examples of past collaborative work or adjustments
Technical Capacity	Ability to manage lighting, sound, staging, props, costumes, and related technical requirements; access to suitable equipment	10	Description of technical resources; examples of past productions
Budget & Value for Money	Reasonableness, transparency, and completeness of the proposed budget; value offered within financial limits	10	Detailed budget breakdown
Total	100%		