

27th July, 2026

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
校隊(女子排球)外聘教練服務 2026-2027 (WQ/2526/18)

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 校隊(女子排球)外聘教練服務 2026-2027.

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 17th August 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)

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 17th August 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 17th August 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	校隊(女子排球)外聘教練服務2026-2027 (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

校隊(女子排球)外聘教練服務 2026-2027

一、申請背景及原因

本校女子排球隊擬於 2026/27 學年聘請專業教練負責日常訓練及帶隊參賽。

二、服務及招標要求摘要

服務期：2026 年 9 月 1 日至 2027 年 8 月 31 日（一整個學年）

課時安排：每節 2 小時（具體訓練時間配合校曆表另議），約 70 節（140 小時）

教練核心職責：

1. 負責日常球隊練習及擬定訓練計劃。
2. 協助校隊學生提升排球相關技術及體適能。
3. 帶領學生參加學界及校外各項排球比賽。

應徵者基本資格：

1. 必須具備排球總會教練資格 或 大學主修體育運動相關專項。
2. 具備相關執教經驗者優先考慮。
3. 必須成功通過「性罪行定罪紀錄查核」（SCRC）。

三、揀選準則及評分比例

- 校方不一定採納索價最低的書面報價。
- 本校會選取評分計劃中整體最高分數的報價書，具體評審準則及比重分布如下：

評審項目	比重	
教練費用	40%	以標書提出之「每小時收費」進行價格評分。
教練資歷	40%	具備總會認可教練牌照、相關專業牌照及學歷證書之資歷完整度。
過往教學經驗	20%	執教同年齡層工作經驗。
總共	100%	

四、查詢

如有查詢，可致電 27600463 與本校體育科老師聯絡。