



地利亞修女紀念學校(協和二中)
Delia Memorial School (Hip Wo No.2 College)
Tel. : 2389 6299 Fax: 2797 3618 Email: hw2@deliagroup.edu.hk
Address: 223, Hip Wo Street, Kwun Tong, Kowloon

10th May 2023

School Ref. No.: HWII_TD06_2022-2023

By Registered Mail

Dear Sir/Madam,

INVITATION TO TENDER
Tender for Work for Façade, School Office, Lobby and Toilets on G/F

You are invited to tender for the supply and undertaking services of the items as specified in the enclosed written tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope, which **bears no identification of your company** but indicates the following: **“Tender for Work for Façade, School Office, Lobby and Toilets on G/F”**; the tender number and the closing date and time. The envelope should be addressed to: **The Principal, Delia Memorial School (Hip Wo No.2 College), 223 Hip Wo Street, Kwun Tong, Kowloon** and arrive not later than **12:00 noon on 31st May 2023**. Late tenders will not be accepted.

Your written tender will remain open for 90 days from the “Closing Date”, and you may consider your tender 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 tender form is completed, the tender will not be considered.

If you have any inquiries, please contact Ms Li Hei at 2389 6299. **A site visit will be arranged on 22nd May 2023 (Mon) at 4:00 pm at the School. Interested companies should contact the School personnel at 2389 6299 at or before 4:00 pm, 19th May 2023 to indicate your preference of joining the site visit.**

If you are unable or do not wish to tender, please return this letter and the tender form stating “No Offer” with reason to the above address at your earliest convenience. Tenders will be accepted on an overall basis. Sub-contracting of this order or any part there-of to any other parties will not be accepted. We reserve the right to decide whether to proceed with the works covering all or omitting any part of the item / works. If such item is not carried out eventually, the sum of such item shall be deducted from the contract sum entirely. The contractor shall not be entitled to any claim for loss and / or expenses for this.

Yours faithfully,
Ms Tse Chun Yin
Principal

IMPORTANT NOTICE

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap.201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

WRITTEN TENDER FORM FOR

Tender for Work for Façade, School Office, Lobby and Toilets on G/F

Name and Address of School : Delia Memorial School (Hip Wo No.2 College),
223 Hip Wo Street, Kwun Tong, Kowloon

School Ref. No. : HWII_TD06_2022-2023

Tender Closing Date and Time : 12:00 noon on 31st May 2023

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this written tender document, it is reconfirmed that the validity of the written tender offered by this company remains open for 90 days from 31st May 2023.

The undersigned also agrees to accept the fact that once the validity of written tender is reconfirmed, the pre-printed clause specified in the Company's tender 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 tenders for and on behalf of: -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____

Fax No. _____

IMPORTANT NOTICE

- *The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.*
- *Sub-contracting of this order or any part thereof to any other parties will not be accepted.*

For Official Use Only

Tender checked on (date) _____ by (name of administrator) _____

- ☐ I certify that the written tender is genuine.
- ☐ I recommend further investigation into the written tender.

Signature of Administrator

WRITTEN TENDER SCHEDULE (Reference No.: HWII_TD06_2022-2023)
(TO BE COMPLETED IN DUPLICATE)

	Total Amount (HK\$)
Total Tender Sum carried forward from the Summary of Tender [Details please refer to the attached: Bill of Quantities & Tender Drawing]	

We/I understand that if we/I fail to supply the stores or services as offered in our/my written tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.

Name of Supplier: _____

Name and Signature of Person authorized to sign Tenders:
Name (in block letters):

Signature: _____

Date: _____

Company Chop