



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

10<sup>th</sup> March, 2023

School Ref. No.: HWII\_WR03\_2022-2023

By Registered Mail

Dear Sir/Madam,

**INVITATION TO WRITTEN QUOTATION**  
**Written Quotation for Purchase of Mobile Computer Device**

You are invited to quote/tender for the supply and undertaking services 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 envelope, which bears no identification of your company but indicates the following: “**Written Quotation for Purchase of Mobile Computer Device**”; the written quotation 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 31<sup>st</sup> March, 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 have any inquiries, please contact Mr. So Kin Fung at 2389 6299.

If you are unable or do not wish to written quotation, it would be appreciated if you would return this letter and the written quotation form stating “No Offer” with reason to the above address at your earliest convenience.

Written quotations 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.

Yours faithfully,

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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 QUOTATION FORM FOR

**Mobile Computer Device**

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

School Ref. No. : HWII WR03 2022-2023

Written quotation Closing Date and Time : 12:00 noon on 31<sup>st</sup> March, 2023

**PART I**

The undersigned hereby offers to supply all or any part of the items described in the written quotation 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 written quotation 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; 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 items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of the written quotation offered by this company remains open for 90 days from 31<sup>st</sup> March, 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.

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. \_\_\_\_\_

**IMPORTANT NOTICE**

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- *Sub-contracting of this order or any part thereof to any other parties will not be accepted.*

\_\_\_\_\_  
For Official Use Only

Written quotation checked on (date) \_\_\_\_\_ by (name of administrator)

- \_\_\_\_\_
- I certify that the written quotation is genuine.
  - I recommend further investigation into the written quotation.

\_\_\_\_\_  
Signature of Administrator

**WRITTEN QUOTATION SCHEDULE (Reference No.: HWII\_WR03\_2022-2023)  
(TO BE COMPLETED IN DUPLICATE)**

(Columns 4 and 5 to be completed by Tenderer)

(1) Items No.	(2) Descriptions and Specifications	(3) Qty. Req.	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1.1	Mobile Computer Device (Please refer to appendix 1)	16		
1.2	Three-year warranty	16		
1.3	Basic Accessories - Apple Pencil - Flip Case with Pencil Slot - Tempered Glass Screen Protector - Sticking Service (Before Delivery)	16		
2	Mobile Device Management System (Please refer to appendix 2)	16		
			In Total (\$)	
Remarks: 1. Quantity of the mobile devices might be slightly changed.				

We/I understand that if we/I fail to supply the stores or services 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 or services are obtained from elsewhere.

Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Written quotations:

Name (in block letters) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Company Chop
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## Appendix 1 - Specifications of Mobile Computer Device

	Requirement
Processor	At least A13 Bionic chip with 64-bit architecture
System Memory	At least 3 GB
Display	At least 10 inches At least 1024 by 768 pixel resolution Supports multi-touch screen and stylus pen input
Internal Storage	At least 64 GB
Wireless Connectivity	At least Wi-Fi 802.11 n/ac Bluetooth
Port & Slot	Lightning connector Built-in speaker
Camera	Front and rear cameras
Operating System	Apple iPadOS
Warranty	At least 3-year warranty

## Appendix 2 - Specifications of Mobile Device Management System

Mobile Device Management System for managing the proposed mobile computer device for item 1.1

	Requirement
Administrative Console	<ul style="list-style-type: none"> <li>- Register and de-register device</li> <li>- Display real-time device statuses, including but not limited to device serial number, battery life, connectivity, and OS version</li> <li>- Create device groups for device assignment</li> <li>- Define standardized setting in device policy</li> </ul>
Apps Management	<ul style="list-style-type: none"> <li>- Automatic app installation and app un-installation</li> <li>- Allow app installation for a batch of devices</li> <li>- Automatic keep app up-to-date</li> </ul>
Setting Management	<ul style="list-style-type: none"> <li>- Enable or disable device restrictions, including but not limited to apps installation, camera, screen capture, passcode, force encrypted backup, delay software updates, auto-lock, erase data, app notifications, location tracking</li> <li>- Allow or dis-allow app removal</li> <li>- Show or hide apps</li> </ul>
Security	<ul style="list-style-type: none"> <li>- Enforce minimum OS version</li> <li>- Blacklist or whitelist applications</li> <li>- Passcode lock</li> <li>- Detect if device is compromised</li> </ul>
Compatibility	<ul style="list-style-type: none"> <li>- Compatible with the proposed mobile computer device</li> </ul>

WRITTEN QUOTATION FORM FOR

**Mobile Computer Device**

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