



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

5<sup>th</sup> January, 2022

School Ref. No.: HWII\_05\_2021-2022

By Registered Mail

Dear Sir/Madam,

**INVITATION TO WRITTEN QUOTATION**  
**Written Quotation for Purchase of Fitness Room Equipment**

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 Fitness Room Equipment”**; 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 26<sup>th</sup> January, 2022. 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. Mok Man To 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,

---

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

### **Purchase of Fitness Room Equipment**

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

School Ref. No. : HWII 05 2021-2022

Written quotation Closing Date and Time : 12:00 noon on 26<sup>th</sup> January, 2022

#### **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 26<sup>th</sup> January, 2022.

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**

- *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

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\_05\_2021-2022)**  
**(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	Rubber Coated Fixed Barbells (with Barbell Rack) Set 1 (Please refer to appendix 1.1)	2		
1.2	Rubber Coated Fixed Barbells (with Barbell Rack) Set 2 (Please refer to appendix 1.2)	1		
2	Leg Curl (Please refer to appendix 2)	1		
3	Chest Press (Please refer to appendix 3)	1		
4	Shoulder Press (Please refer to appendix 4)	1		
5	Multi-purpose Functional Trainer (Please refer to appendix 5)	1		
6	Flat Bench (Please refer to appendix 6)	1		
7	Dumbbell Bench (Please refer to appendix 7)	1		
8	Fitness Ball (Please refer to appendix 8)	10		
9	Yoga Mat (Please refer to appendix 9)	23		
10	Rubber Resistance Band (Please refer to appendix 10)	23		
11	Flexibility Trainer (Please refer to appendix 11)	2		

**Remarks:**

- Only staircases are available connecting the school vehicle entry (1/F) and the Fitness Room (G/F). No elevator service and ramp slope are available. **Onsite Installation Cost and Delivery Cost shall be included in item tender price.**
- Item model, dimensions, descriptions, photos, warranty details and certifications should be attached.

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

## **Appendix 1.1 - Specifications of Item 1.1: Rubber Coated Fixed Barbells (with Barbell Rack) Set 1**

### Item 1.1.1 - Rubber Coated Fixed Barbells (10 kg – 20 kg)

Items	Specifications
Head	Anti-roll design (X-shaped or hexagon)
Rubber Coating	Urethane
Bar	Straight and hard chrome plated
Weight Range	10 kg – 20 kg (10 kg, 12.5 kg, 15 kg, 17.5 kg and 20 kg)
Weight Increment	2.5 kg
Barbells Per Set	5
Certification	ASTM/EN Certified
Warranty	At least 1 year

### Item 1.1.2 - Barbell Rack

Items	Specifications
Design	Designed to accommodate fixed barbells
Frame	Upright
Barbell Storage	5
Guards	Urethane guards to protect rack and barbell
Maximum Dimensions (L x W x H)	Not exceed 92 cm x 60 cm x 145 cm
Storage Weight	Not less than 450 lbs. (204 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 1 year

## **Appendix 1.2 - Specifications of Item 1.2: Rubber Coated Fixed Barbells (with Barbell Rack) Set 2**

### Item 1.2.1 - Rubber Coated Fixed Barbells (25 kg – 45 kg)

Items	Specifications
Head	Anti-roll design (X-shaped or hexagon)
Rubber Coating	Urethane
Bar	Straight and hard chrome plated
Weight Range	25 kg – 45 kg (25 kg, 30 kg, 35 kg, 40 kg and 45 kg)
Weight Increment	5 kg
Barbells Per Set	5
Certification	ASTM/EN Certified
Warranty	At least 1 year

### Item 1.2.2 - Barbell Rack

Items	Specifications
Design	Designed to accommodate fixed barbells
Frame	Upright
Barbell Storage	5
Guards	Urethane guards to protect rack and barbell
Maximum Dimensions (L x W x H)	Not exceed 92 cm x 60 cm x 145 cm
Storage Weight	Not less than 450 lbs. (204 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 1 year

**Appendix 2 - Specifications of Item 2: Leg Curl**

Items	Specifications
Targeting Muscle Groups	Hamstrings and Quadriceps through adjustable work arm positions
Instructional Placard/Poster	Available
Design	Seated
Function	Dual functions (leg curl and leg extension)
Back Pad	Adjustable
Work Arm	Adjustable (3 positions or more)
Roller/ Tibia Pad	Adjustable (4 positions or more)
Handgrips	Available
Weight Stack	Not less than 100 kg
Maximum Dimensions (L x W x H)	Not exceed 180 cm x 120 cm x 135 cm
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 3 years on frame and 1 year on pillow blocks, pulleys, weight plate, guide rods and cables

**Appendix 3 - Specifications of Item 3: Chest Press**

Items	Specifications
Targeting Muscle Groups	Pectoralis Major, Deltoid and Triceps
Instructional Placard/Poster	Available
Design	Seated
Hand Positions	At least include neutral and pronated grips
Seat Pad	Adjustable
Weight Stack	Not less than 90 kg
Maximum Dimensions (L x W x H)	Not exceed 115 cm x 130 cm x 135 cm
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 3 years on frame and 1 year on pillow blocks, pulleys, weight plate, guide rods and cables

**Appendix 4 - Specifications of Item 4: Shoulder Press**

Items	Specifications
Targeting Muscle Groups	Deltoids and Triceps
Instructional Placard/Poster	Available
Position	Seated
Hand Positions	At least include neutral and pronated grips
Seat Pad	Adjustable
Weight Stack	Not less than 75 kg
Maximum Dimensions (L x W x H)	Not exceed 155 cm x 140 cm x 135 cm
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 3 years on frame and 1 year on pillow blocks, pulleys, weight plate, guide rods and cables

**Appendix 5 - Specifications of Item 5: Multi-purpose Functional Trainer**

Items	Specifications
Targeting Muscle Groups	All (upper body and lower body)
Instructional Placard/Poster	Available
Pulley system	At least 2 sets
Frame	Steel
Pulleys	Adjustable
Movement Range	At least 200cm of cable travel
Resistance Ratio	1:2
Weight Stacks	Dual weight stacks (2 x 40 kg or above)
Pull up bar	Available
Accessories	At least include handles, ankle strap and triceps rope
Maximum Dimensions (L x W x H)	Not exceed 140 cm x 145 cm x 215 cm
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 3 years on frame and 1 year on pillow blocks, pulleys, weight plate, guide rods and cables

**Appendix 6 - Specifications of Item 6: Flat Bench**

Items	Specifications
Bench	Fixed horizontal to floor position
Front Leg	Vertical front leg design
Maximum Dimensions (L x W x H)	Not exceed 120 cm x 80 cm x 45 cm
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified
Warranty	At least 1 year

**Appendix 7 - Specifications of Item 7: Dumbbell Bench**

Items	Specifications
Bench	Adjustable bench
Lumbar Pad	Available
Back Pad Adjustment	At least 6 adjustment positions (from flat to not less than 70° incline)
Transport Wheels for Mobility	Available
Maximum Dimensions (L x W x H)	Not exceed 140 cm x 65 cm x 115 cm
Maximum Capacity	Not less than 500 lbs. (227 kg)
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 1 year

**Appendix 8 - Specifications of Item 8: Fitness Ball**

Items	Specifications
Minimum Dimensions (Diameter)	Not less than 65 cm

**Appendix 9 - Specifications of Item 9: Yoga Mat**

Items	Specifications
Minimum Dimensions (L x W x H)	180 cm x 58 cm x 0.4 cm

**Appendix 10 - Specifications of Item 10: Rubber Resistance Band**

Items	Specifications
Maximum Resistance	Not less than 22 lbs. (10 kg)

**Appendix 11 - Specifications of Item 11: Flexibility Trainer**

Items	Specifications
Targeting Muscle Groups	All (upper body and lower body)
Instructional Placard/Poster	Available
Transport Wheels for Mobility	Available
Maximum Dimensions (L x W x H)	Not exceed 140 cm x 60 cm x 110 cm
Maximum User Weight	Not less than 300 lbs. (136 kg)
Origin	USA/Europe is preferred
Certification	ASTM/EN Certified Usage Classes: Class S (Studio): Professional and/or commercial use (EN ISO 20957-1)
Warranty	At least 1 year