DELIA MEMORIAL SCHOOL (HIP WO NO.2 COLLEGE)
地 利 亞 修 女 紀 念 學 校 （ 協 和 二 中 ）

223 Hip Wo Street
Kwun Tong, Kowloon
Tel. : 2389 6299 Fax : 2797 3618

Date : 7 October 2022
School Ref. No. HWII_WR02_2022-2023

By registered mail

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
FOR THE SUPPLY OF
AUDIT SERVICES FOR SCHOOL YEARS 2021/22, 2022/23 AND 2023/24
FOR DELIA MEMORIAL SCHOOL (HIP WO NO.2 COLLEGE)

We are a secondary school under the Direct Subsidy Scheme looking for Certified Public Accountants (Practising) registered under the Professional Accountants Ordinance to perform annual audit in accordance with all statutory and the Education Bureau requirements and prepare a separate set of audited accounts in the designated formats for submission to the Education Bureau. Our year end closing date is 31 August and the normal deadline for submission to the Education Bureau is 31 March. Our school receives Government subvention and currently collects annual tuition fee of about $3,000 per school year from each senior form student, while the major expenditure item is personal emoluments. More information of our school can be found from our school website – **www.deliahw2.edu.hk.** You are invited to quote for the supply of and undertaking audit services 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 Audit Services for School Years 2021/22, 2022/23 and 2023/24
for Delia Memorial School (Hip Wo No.2 College)
Ref. No. HWII_WR02_2022-2023
Closing Date and Time: 12:00 noon on 27 OCTOBER 2022

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 27 OCTOBER 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 the undersigned at 2389 6299.

If you are unable or do not wish to quote, 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.

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, service provider/contractor, 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 quotation. Any such offer by the bidder, service provider/contractor 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, service provider/contractor liable for any loss or damage the school may sustain.

WRITTEN QUOTATION FORM FOR
AUDIT SERVICES FOR SCHOOL YEARS 2021/22, 2022/23 AND 2023/24
FOR DELIA MEMORIAL SCHOOL (HIP WO NO.2 COLLEGE)

Name and Address of School : **Delia Memorial School (Hip Wo No.2 College)**

223 Hip Wo Street, Kwun Tong, Kowloon

School Ref. No. : **HWII_WR02_2022-2023**

Written Quotation Closing Date and Time : **12:00 noon on 27 OCTOBER 2022**

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 the prices quoted in the written quotation schedule including labour, material, 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 in accordance with such details; written quotations shall REMAIN OPEN FOR 90 DAYS from 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 undertake will not cause any damage to the school's premises or breach any copyright.

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 _____.

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, service provider/contractor, 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 quotation. Any such offer by the bidder, service provider/contractor 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, service provider/contractor 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

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

☐ I certify that the written quotation/tender is genuine.

☐ I recommend further investigation into the written quotation/tender.

_____

Signature of Administrator

WRITTEN QUOTATION SCHEDULE
(TO BE COMPLETED IN DUPLICATE)

(Columns 3 and 4 to be completed by Supplier)

(1) Items No.	(2) Description and Specification	(3) Unit Rate (HK$)	(4) Total Amount (HK$)
1	Annual Audit in accordance with all statutory and the Education Bureau requirements and prepare a separate set of audited accounts in the designated formats for submission to the Education Bureau respectively for the school years 2021/22, 2022/23 and 2023/24 of Delia Memorial School (Hip Wo No.2 College) before the deadline as specified by the Education Bureau		

We/I understand that if we/I fail to supply the 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 services 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: _____

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AUDIT SERVICES FOR SCHOOL YEARS 2021/22, 2022/23 AND 2023/24
FOR DELIA MEMORIAL SCHOOL (HIP WO NO.2 COLLEGE)

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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: -

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whose registered office is situated at _____

_____Hong Kong.

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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

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

☐ I certify that the written quotation/tender is genuine.

☐ I recommend further investigation into the written quotation/tender.

_____

Signature of Administrator

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(TO BE COMPLETED IN DUPLICATE)

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We/I understand that if we/I fail to supply the 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 services 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: _____