



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

13th January, 2022

School Ref. No.: HWII_06_2021-2022

By Registered Mail

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
Written quotation for Purchase of Laptop

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 Laptop**”; 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 8th February, 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. Lo Chi Nam at 2389 6299.

If you are unable or do not wish to quote/tender, 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 Laptop

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

School Ref. No. : HWII 06 2021-2022

Written quotation Closing Date and Time : 12:00 noon on 8th February, 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 8th February, 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_06_2021-2022)
(TO BE COMPLETED IN DUPLICATE)

(Column 4, 5 and 6 to be completed by supplier)

(1) Items No.	(2) Descriptions and Specifications	(3) Qty. Req.	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Laptop (i5 Notebook) CPU: 11th Generation Intel® Core™ i5 Processors, Intel Iris Xe Graphics RAM: 8GB or Above STORAGE: 256GB SSD or Above DISPLAY: 14" or Above, Display onboard OPERATION SYSTEM: Windows 10 Pro WARRANTY: 4 years warranty or Above Related Accessories: - Microsoft Office 2021 - Cooler pad - Wired Ergonomic Mouse REMARKS: *Please specify the brand and model and delivery periods and details	20			
2	Laptop (i7 Notebook) CPU: 11th Generation Intel® Core™ i7 Processors, Intel Iris Xe Graphics RAM: 8GB or Above STORAGE: 512GB SSD or Above DISPLAY: 14" or Above, Display onboard OPERATION SYSTEM: Windows 10 Pro WARRANTY: 4 years warranty or Above Related Accessories: - Microsoft Office 2021 - Cooler pad - Wired Ergonomic Mouse REMARKS: *Please specify the brand and model and delivery periods and details	1			
	TOTAL	21	GRAND TOTAL		

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.

Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign written quotations:

Name (in block letters) _____

Signature _____

Date: _____