Munsang College

Written Quotation No.: Q-1314-IR-005

Written Quotation: SUPPLY AND INSTALLATION OF ELECTRIC ROLLER SHUTTERS

Details: As attached including

1. Invitation Letter (*for reference only*)
2. Written Quotation Schedule
3. Written Quotation Form for Services/Stores

Closing Date: 12:00 noon on 2nd May, 2014.

Contact Person: Mr. Kwok Chun Chi (Tel: 3655 3427)
School Ref. No: Q-1314-IR-005

11th April, 2014.

Dear Sir,

INVITATION TO WRITTEN QUOTATION
FOR SUPPLY AND INSTALLATION OF ELECTRIC ROLLER SHUTTERS

You are invited to quote for the supply and installation of electric roller shutters 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 have the attached label adhered and delivered by hand or by registered mail to the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon. It must arrive not later than 12:00 noon on 2nd May, 2014. Late written quotation will not be accepted. Your written quotation will remain open for 90 days from the above “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.

The school reserves the right to accept the whole or part of the offer received at quoted rates.

If you are unable or do not wish to quote, it would be appreciated if you return this letter and the written quotation forms to the above address at your earliest convenience.

Yours sincerely,
Kuby CHAN
Principal
## Munsang College

### Written quotation Schedule for Supply and Installation of Electric Roller Shutters

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description / Specification</th>
<th>Quantity Required</th>
<th>Unit Rate (HK$)</th>
<th>Total Amount (HK$)</th>
<th>Delivery Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>供應及安裝電動水晶捲閘</td>
<td></td>
<td>5 項</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) D204 與 D205 間的鐵閘；</td>
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<td></td>
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<tr>
<td></td>
<td>(b) 五號樓梯二樓往三樓半層樓梯平台；</td>
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<tr>
<td></td>
<td>(c) 六號樓梯二樓往三樓半層樓梯平台；</td>
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<tr>
<td></td>
<td>(d) 七號樓梯二樓往三樓半層樓梯平台；</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>(e) 十號樓梯於二樓平台。</td>
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</tr>
<tr>
<td></td>
<td>• 包括供應及安裝水晶捲閘;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 包括供應及安裝不鏽鋼捲閘筒;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 包括供應及安裝不鏽鋼槽為路軌;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 包括路軌、電線喉及無線控制器及開關掣鎖各一套</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 包一年免費上門保養，須四小時內進行檢查及廿四小時內能正常開關，否則每次違章將為本校提供額外半年的免費上門保養</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>002</td>
<td>電力装置</td>
<td></td>
<td>5 項</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 於電箱獨立拉線至捲閘位置</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• 新造電掣須藏於捲閘筒內</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>其他項目</td>
<td></td>
<td>1 項</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 完工後徹底清潔現場</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 確保工程符合香港一切相關法例</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• 承辦商須為工程購買保額不少於一仟萬元之第三者及公眾責任保險，於工程展開前提供保險單副本予總務處。</td>
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<tr>
<td></td>
<td>• 工程為期三十個日曆天，由批出合約當日起計，每延遲一日，罰款為合約總值的百份之三，如此類推。</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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: __________________________
Signature of Person authorized to sign Written Quotation: __________________________

Name of Authorized Person (in block letters): __________________________

Date: __________________________
WRITTEN QUOTATION FOR
SUPPLY AND INSTALLATION OF ELECTRIC ROLLER SHUTTERS

Name and Address of School: Munsang College
8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: Q-1314-IR-005

Written Quotation Closing Date and Time: 12:00 noon on 2nd May 2014

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 specifications provided by the schools. 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 remains 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 written quotation offered by this company remains open for 90 days from 2nd May 2014.
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 ________________________ 2014.

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.________________________________________