Munsang College

Written Quotation No.: Q-1314-IR-011

Written Quotation : SUPPLY OF COMPUTER EQUIPMENT

Details : As attached including

1. Invitation Letter (for reference only)

2. Written Quotation Form for Services/Stores
   with Written Quotation Schedule

Closing Date : 12:00 noon on 23rd June, 2014.

Contact Person : Mr. Choi Lai Hang (Tel: 3655 3342)
School Ref. No.: Q-1314-IR-011

30th May, 2014

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
FOR SUPPLY OF COMPUTER EQUIPMENT

You are invited to quote for organizing the supply of computer equipment 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 mail to the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon. It must arrive not later than 12:00 noon on 23rd June, 2014. Late written quotations 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 will reserve 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 with reason to the above address at your earliest convenience.

Yours sincerely,

Kuby CHAN
Principal
Section A - Written Quotation Information

Name of School
Munsang College

Address of School
8 Dumbarton Road, Kowloon City, Kowloon

Written Quotation
Supply of Computer Equipment

School Ref. No.
Q-1314-IR-011

Written Quotation Closing Date and Time
12:00 noon on 23rd June, 2014

The undersigned hereby offers to undertake the services 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, materials, all other charges and in accordance with the details provided by the schools.

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 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 service which his Company offers to undertake will not cause any damage to the school’s premises.
### Section B - Written Quotation Schedule

Unit Rate, Total Amount and Delivery Offered to be completed by Tenderer.

<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><strong>1</strong></td>
<td><strong>Supply of Computer Equipment</strong></td>
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</tr>
<tr>
<td>1.1</td>
<td>CPU: 4th Generation Intel Core i5 Processors or above</td>
<td>20</td>
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<tr>
<td>1.2</td>
<td>RAM: 8GB or above</td>
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<tr>
<td>1.3</td>
<td>Hard Disk: 240GB SSD or above</td>
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<tr>
<td>1.4</td>
<td>Port</td>
<td></td>
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<tr>
<td>1.41</td>
<td>2 x DisplayPort (Native)</td>
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<tr>
<td>1.42</td>
<td>1 x VGA (Native, or via DisplayPort adapter)</td>
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<tr>
<td>1.43</td>
<td>1 x DVI (Native, or via DisplayPort adapter)</td>
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<td>1.5</td>
<td>2 x USB 3.0 (Front)</td>
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<td>1.6</td>
<td>Network: 1 x Integrated 10M/100M/1000M Gigabit Ethernet or above</td>
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<td>1.7</td>
<td>Optical Drive : DVD-RW or above</td>
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<tr>
<td>1.8</td>
<td>Dimensions</td>
<td></td>
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<tr>
<td>1.81</td>
<td>Height: 300mm or below</td>
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<tr>
<td>1.82</td>
<td>Depth: 300mm or below</td>
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<tr>
<td>1.83</td>
<td>Width: 100mm or below</td>
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<td>1.9</td>
<td>Accessories</td>
<td></td>
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<tr>
<td>1.91</td>
<td>1 x Vertical Chassis Stand</td>
<td></td>
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<tr>
<td>1.92</td>
<td>1 x USB Keyboard</td>
<td></td>
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<tr>
<td>1.93</td>
<td>1 x Mouse</td>
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<td>2</td>
<td>Operating System : Windows ( Minimum Desktop version )</td>
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<tr>
<td>3</td>
<td>5 years on-site service, including parts &amp; labour</td>
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</table>
Section C - Reconfirmation of Written Quotation Validity

With reference to Section A of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for **90 DAYS** from 23rd June, 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.

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.

Section D - Company Information

Name (in English, BLOCK LETTERs)  

Signature  

Position  

Date  

d d / m m / y y y

Duly authorized to sign written quotations for and on behalf of  

Address  

Telephone Number  

Fax Number  

Company Chop  

Date  

d d / m m / y y y