Munsang College

Written Quotation No.: Q-1314-PE-013

Written Quotation: SUPPLY OF SCHOOL P.E. UNIFORM AND HOUSE T-SHIRT

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 26th June, 2014.

Contact Person: Ms. Li Siu Ling (Tel: 3655 3530)
School Ref. No.: Q-1314-PE-013

4th June, 2014.

Dear Sir,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
SCHOOL P.E. UNIFORM AND HOUSE T-SHIRT

You are invited to quote for the supply and/or 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 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 26th 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.

For further enquiry, please contact Ms. Li Siu Ling at 36553530.

Yours sincerely,

Kuby CHAN
Principal
# Munsang College

**Written Quotation Schedule for**  
**SUPPLY OF SCHOOL P.E. UNIFORM AND HOUSE T-SHIRT**

(Columns 4, 5 and 6 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>
</table>
| 1        | 夏季運動 T恤  
用料：100% 棉布  
[參照附件(1)] | 每年約 180 件/2 年服務 |                |                  |                 |
| 2        | 夏季運動褲（分男、女）  
用料：CVC滌倫布  
[參照附件(2)] | 每年約 180 件/2 年服務 |                |                  |                 |
| 3        | 夏季運動背心  
用料：100% 棉布  
[參照附件(3)] | 每年約 180 件/2 年服務 |                |                  |                 |
| 4        | 夏季社服（分六色）  
用料：100% 棉布  
[參照附件(4)] | 每年約 180 件/2 年服務 |                |                  |                 |
| 5(a)     | 冬季運動外套  
用料：水蜜桃防水布（包網裡）  
[參照附件(5a)] | 每年約 180 件/2 年服務 |                |                  |                 |
| 5(b)     | 冬季運動長褲  
用料：水蜜桃防水布（包網裡）  
[參照附件(5b)] | 每年約 180 件/2 年服務 |                |                  |                 |

注：(i) 須註明「特別碼」的附加費  
(ii) 須由供應商送貨及安排派發
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 Quotation:

Name (in block letter): ___________________ Signature: ________________

Date: ________________________________
1. 夏季運動 T 恤
附件 (2)

2. 夏季運動褲 (女裝)
2. 夏季運動褲(男裝)
3. 夏季運動背心
4. 夏季社服(分六色)
5(a). 冬季運動服裝 (上衣外套)
附件 (5b)

5(b). 冬季運動服裝(長褲)
WRITTEN QUOTATION FORM FOR
SUPPLY OF SCHOOL P.E. UNIFORM AND HOUSE T-SHIRT

Name and Address of School:  Munsang College
8 Dumbarton Road, Kowloon City, Kowloon
School Ref. No.:  Q-1314-PE-013
Written Quotation Closing Date and Time:  12:00 noon on 26th June, 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 26th 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.
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.: ________________________________