

Munsang College

Tender No. : SSB-T-1617-IR-001

Tender : FOR SUPPLY AND DELIVERY OF PHOTOCOPYING
PAPER OF A4 AND A3 SIZE FOR THE CONTRACT
PERIOD FROM 1ST JANUARY 2017 TO 31ST
AUGUST 2019

Details : As attached including

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

Closing Date : 12:00 noon on 13th December, 2016

Contact Person : Mr. Kwok Chun Chi (Tel: 3655 3427)

For Reference Only

School Ref. No.: SSB-T-1617-IR-001

23rd November, 2016

Dear Sir/Madam,

INVITATION TO TENDER
FOR SUPPLY AND DELIVERY OF PHOTOCOPYING PAPER OF A4 AND A3 SIZE
FOR THE CONTRACT PERIOD FROM 1ST JANUARY 2017 TO 31ST AUGUST 2019

You are invited to tender for supply and delivery of photocopying paper of A4 and A3 Size for the contract period from 1st January 2017 to 31st August 2019 as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, 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 13th December, 2016**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above closing date, and you may consider your tender 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 tender form is completed, the tender will not be considered.

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

Should you have any queries, please contact our Mr. Kwok CC at 3655 3427. If you are unable or do not wish to tender, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Yours sincerely,

Kuby CHAN
Principal

encl.

**TENDER FOR SUPPLY AND DELIVERY OF PHOTOCOPYING PAPER OF A4 AND A3 SIZE
FOR THE CONTRACT PERIOD FROM 1ST JANUARY 2017 TO 31ST AUGUST 2019**

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: SSB-T-1617-IR-001

Tender Closing Date and Time: 12:00 noon on 13th December, 2016

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender 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 tender 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; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders 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 TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 13th December, 2016.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this day of2016.

Signature in the capacity of(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign tenders for and on behalf of :-

.....

whose registered office is situated at

..... Hong Kong.

Telephone No.....

Fax No.....

Munsang College

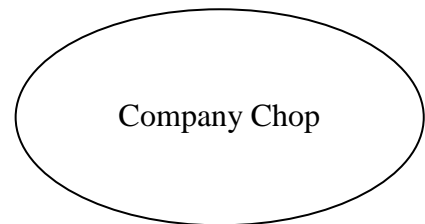
Tender Schedule for Supply and Delivery of Photocopying Paper of A4 and A3 Size
for the Contract Period from 1st January 2017 to 31st August 2019

(Columns 4, 5 and 6 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
001	Supply and Delivery of Photocopying Paper for the Contract Period: 1 st January 2017 to 31 st August 2019 <ul style="list-style-type: none"> • Photocopying Paper, A4 Size, 75gsm 500 Sheets/Ream, white, FSC Certified • Photocopying Paper, A4 Size, 80gsm 500 Sheets/Ream white, FSC Certified • Photocopying Paper, A3 Size, 75gsm 500 Sheets/Ream, white, FSC Certified 	10,000 Reams 3,000 Reams 5,000 Reams			
002	Remarks: <ul style="list-style-type: none"> • Tenderers may propose NOT MORE THAN 2 OPTIONS for each item. We will test and evaluated the first two lowest offered products if more than 2 options are offered by the tenderers. • All paper offered MUST be in an original packed by paper mill • The paper offer must be suitable to be used by Fuji Xerox Photocopiers. • Certified paper samples (at least one ream for each paper) should be submitted together with the tender reply for testing and evaluation. • The quantities stated in the Tender Schedule are estimations of our track record by the usage of the last academic year and the order is not bound by the quantities indicated. • This tender may be concluded as a supply contract for a period of 32 months commencing from the date of acceptance of offer. All prices quoted should be kept VALID DURING THE WHOLE CONTRACT PERIOD. • The contractor is required to make delivery to various locations upon receipts of the telephone instruction or Purchase Order during the contract period. • Delivery locations, including but not be limited to the following: G101 Printing Room of Munsang College of 8 Dumbarton Road of Kowloon City. 				

We/I understand that if we/I fail to supply the stores as offered in our/my tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer :



Signature of Person

authorized to sign Tender :

Date :