

# Munsang College

Tender No. : T-1617-PB-008

Tender : For Publication Of Yearbook (校刊) &  
Essay Collection (文集) 2016-17

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 28th April, 2017

Contact Person : Ms. Wong Kam Hung (Tel: 36553396)

*For Reference Only*

School Ref. No.: T-1617-PB-008

27th March, 2017

Dear Sir,

INVITATION TO TENDER  
TENDER FOR Publication Of Yearbook (校刊) & Essay Collection (文集) 2016-17

You are invited to tender for the supply and/or undertaking services of the items 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 mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 28<sup>th</sup> April, 2017**. 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.

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.

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Kuby CHAN  
Principal

# Munsang College

## Tender Schedule for Publication of :

1. Yearbook (校刊) 《民生聲》 2016-17
2. Essay Collection (文集) 《民生情》 2016-17

(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	<p>校刊《民生聲》</p> <ol style="list-style-type: none"> <li>1. 交收稿件 上門收稿及送稿</li> <li>2. 排版               <ol style="list-style-type: none"> <li>a) 封面、封底及書脊排版</li> <li>b) 內頁打字及排版</li> </ol> </li> <li>3. 設計 內頁及間頁設計</li> <li>4. 校對               <ol style="list-style-type: none"> <li>a) 封面連內頁最少有 6 次校對</li> <li>b) 付印前必須閱覽最後定稿(藍紙)</li> </ol> </li> <li>5. 印刷               <ol style="list-style-type: none"> <li>a) 完成呎寸：210mm x 297mm</li> <li>b) 封面用紙：310gsm雙粉紙</li> <li>c) 封面印色：4 Colours + 1 Colour</li> <li>d) 封面頁數：4 Pages</li> <li>e) 封面加工：激凸</li> <li>f) 封面過膠：單面過啞膠 + Spot UV</li> <li>g) 內頁用紙：105gsm啞粉紙</li> <li>h) 內頁印色：4 Colours + 4 Colours</li> <li>i) 內頁頁數：約 530 頁</li> <li>j) 裝釘方法：穿線膠裝</li> </ol> </li> <li>6. 出版 最遲於12月初，與《民生情》同步出版。</li> <li>7. 送貨 分別送往中學、小學及幼稚園 9 個地點</li> <li>8. 聯絡 必須有一位指定工作人員作固定聯絡，以作跟進。</li> </ol>	4,150			

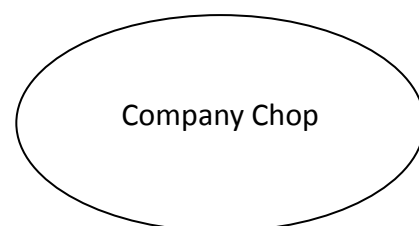
(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
002	<b>文集《民生情》</b> 1. 交收稿件 上門收稿及送稿 2. 排版 a) 封面、封底及書脊排版 b) 內頁排版 3. 校對 a) 封面連內頁最少有 6 次校對 b) 付印前必須閱覽最後定稿(藍紙) 4. 印刷 a) 完成呎寸：148 mm x 210mm b) 封面用紙：310gsm雙粉紙 c) 封面印色：4 Colours + 1 Colour(和校刊同一封面) d) 封面頁數：4 Pages e) 封面加工： • 局部UV • 封面兩邊向內摺入兩吋 f) 內頁用紙：100gsm白書紙 g) 內頁印色：1 Colour + 1 Colour h) 內頁頁數：約 300 頁 i) 裝釘方法：膠裝 5. 出版 最遲於12月初，與《民生聲》同步出版。 6. 送貨 送往中學部指定地點 7. 聯絡 必須有一位指定工作人員作固定聯絡作跟進。	1,600			

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 : .....



**TENDER FORM FOR**  
**BUDGET, PROCUREMENT AND REIMBURSEMENT SYSTEM**

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: T-1617-PB-008

Tender Closing Date and Time: 12:00 noon on 28th April, 2017

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**PART I**

The undersigned hereby offers to undertake the services as described in the tender 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 tender 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; 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 service which his Company offers to undertake will not cause any damage to the school's premises.

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 28th April, 2017.

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 of \_\_\_\_\_ 20\_\_\_\_.

Name (in block letters): \_\_\_\_\_

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.: \_\_\_\_\_