Munsang College

Written Quotation No.: WQ-1415-CCA-002

Written Quotation: THE NSS COMMUNITY SERVICE TRAINING PROGRAM

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 18th September, 2014.

Contact Person: Ms. Wong Hoi Yee  (Tel: 3655 3368)
Dear Sir,

INVITATION TO WRITTEN QUOTATION FOR THE NSS COMMUNITY SERVICE TRAINING PROGRAM

You are invited to quote for organizing the NSS Community Service Program as specified in the enclosed written quotation/tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation/tender schedule.

Your sealed written quotation/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 18 September, 2014. Late written quotations/tenders will not be accepted. Your written quotation/tender will remain open for 90 days from the above closing date, and you may consider your written quotation/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 written quotation/tender form is completed, the written quotation/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 quote/tender, it would be appreciated if you return this letter and the written quotation/tender forms with reason to the above address at your earliest convenience.

Yours sincerely,

Kuby CHAN
Principal
# TENDER SCHEDULE

(TO BE COMPLETED IN DUPLICATE)

Columns 4, 5 and 6 to be completed by Tenderer

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification</th>
<th>Qty. Required</th>
<th>Unit Rate</th>
<th>Total Amount</th>
<th>Delivery Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Objectives of Service Program</strong>&lt;br&gt;1. To help our students to develop a strong social and moral responsibility to the community. They can contribute to the society and to serve the district by giving hands to the needy.&lt;br&gt;2. To develop a sense of volunteerism among our students.</td>
<td>1 program</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td><strong>Description of the required service</strong>&lt;br&gt;F.5 NSS Community Service Program in Nov 2014&lt;br&gt;1. Two 2-hour workshops for 7 F.5 classes on 12/11 and 26/11/2014 in the afternoon.&lt;br&gt;2. One 4-hour Service activity for 7 F.5 classes:&lt;br&gt;   - Carnival at our school on 28/11&lt;br&gt;     - to serve kids from the kindergarten, 28 classes and around 30 students in each class;&lt;br&gt;     - two sessions (A.M. and P.M.) should be conducted (2-hour each);&lt;br&gt;     - 12-14 booths for each session;&lt;br&gt;     - include the cost of the booth materials, decoration, tents, gifts and souvenirs;&lt;br&gt;     - a banner of the carnival;&lt;br&gt;     - the theme of the carnival is “Healthy Life’’;&lt;br&gt;     - 3 F.5 classes in the morning session and 4 F.5 classes in the afternoon session.&lt;br&gt;3. One 1-hour evaluation for 7 F.5 classes on 28/11:&lt;br&gt;   - 3 classes in the morning session and 4 classes in the afternoon session.</td>
<td>1 program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>F.4 NSS Community Service Program in Jan and Feb 2015</strong>&lt;br&gt;1. Two 2-hour workshops for 6 F.4 classes on 29/1 and 4/2/2015 in the afternoon.&lt;br&gt;2. One 4-hour Service activity for 6 F.4 classes on 6/2/2015. (Visiting elderly home/Disables/Psychiatric Rehabilitation centre etc.)&lt;br&gt;3. One 1-hour evaluation for 6 F.4 classes on 6/2/2015.</td>
<td>1 program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 authorized person to sign Tender:

Name (in block letter):____________________ Signature:____________________

Date: _____________________
WRITTEN QUOTATION FORM FOR 
THE NSS COMMUNITY SERVICE TRAINING PROGRAM

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

School Ref. No.: WQ-1415-CCA-002
Written Quotation Closing Date and Time: 12:00 noon on 18th September, 2014.

PART I
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.

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 12:00 noon on 18th September, 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.: ________________________________