

# Munsang College

Tender No. : WQ-1617-IR-009

Written Quotation : SUPPLY OF MIRCOSOFTE ENROLMENT FOR  
EDUCATION LICENSE (1 YEAR)

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 6<sup>th</sup> July, 2017

Contact Person : Mr. LEUNG Man Wah (Tel: 3655 3539)

*For Reference Only*

School Ref. No.: WQ-1617-IR-009

14<sup>th</sup> June, 2017

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION

FOR SUPPLY OF MICROSOFT ENROLMENT FOR EDUCATION LICENSE (1 YEAR)

You are invited to quote for organizing the supply of Microsoft Enrolment for Education (EES) License (1 Year) 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 6th July, 2017**. 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

**CONFIDENTIAL**

**機 密**

**WRITTEN QUOTATION**

**書面報價**

**School Ref. No.**

WQ-1617-IR-009

**Written Quotation**

Supply of Microsoft EES LicenMicrosoft Enrolment for Education License  
(1 Year)

**To**

The Principal  
Munsang College  
8 Dumbarton Road  
Kowloon City, Kowloon

**By Registered Mail or By Hand**



**Munsang College**  
**民生書院**

IT & Resources Committee

**IR60**

Office Use Only

**Written Quotation Form**

**Section A - Written Quotation Information**

**Name of School**

Munsang College

**Address of School**

8 Dumbarton Road, Kowloon City, Kowloon

**Written Quotation**

Supply of Microsoft Enrolment for Education License (1 Year)

**School Ref. No.**

WQ-1617-IR-009

**Written Quotation Closing Date and Time**

12:00 noon on 6<sup>th</sup> July, 2017

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.

Item No.	Description / Specification	Quantity Required	Unit Rate (HKS)	Total Amount (HKS)	Delivery Offered
<b>Supply of Microsoft Enrolment for Education License (1 Year)</b>					
<b><u>Munsang College</u></b>					
1	WinSvrDataCtr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	5			
2	WinSvrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	2			
3	SysCtrDatactr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	5			
4	SysCtrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	2			
5	OfficeProPlusEdu ALNG LicSAPk OLV E 1Y Acdmc Ent	92			
6	WinEntforSA ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	92			
7	VisioPro ALNG LicSAPk OLV E 1Y Acdmc AP	3			
8	SharePointSvr ALNG LicSAPk OLV E 1Y Acdmc AP	1			
<b><u>Munsang College Primary School</u></b>					
1	WinSvrDataCtr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	2			
2	WinSvrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
3	SysCtrDatactr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	2			
4	SysCtrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
5	OfficeProPlusEdu ALNG LicSAPk OLV E 1Y Acdmc Ent	82			
6	WinEntforSA ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	82			
<b><u>Munsang College Kindergarten</u></b>					
1	WinSvrDataCtr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
2	WinSvrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
3	SysCtrDatactr ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
4	SysCtrStd ALNG LicSAPk OLV E 1Y Acdmc AP 2Proc	1			
5	OfficeProPlusEdu ALNG LicSAPk OLV E 1Y Acdmc Ent	64			
6	WinEntforSA ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	64			

### 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 6<sup>th</sup> July, 2017.

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)

**Position**

**Signature**

**Date**

**Duly authorized to sign written quotations for and on behalf of**

**Address**

**Telephone Number**

**Fax Number**

**Company Chop**

**Date**