

# Munsang College

Tender No. : WQ-1718-CCA-003

Written Quotation : F.4 Day Camp

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 29<sup>th</sup> September, 2017

Contact Person : Mr. Fok Ka-ming (Tel: 3655 3376)

*For Reference Only*

School Ref. No.: WQ-1718-CCA-003

4<sup>th</sup> September, 2017

Dear Sir,

INVITATION TO WRITTEN QUOTATION FOR THE F.4 DAY CAMP

You are invited to quote for organizing the F.4 Day Camp 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 29 September, 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,

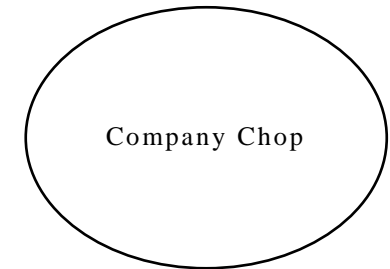
Kuby CHAN

Principal

**WRITTEN QUOTATION SCHEDULE ( TO BE COMPLETED IN DUPLICATE )**  
 Columns 4, 5 and 6 to be completed by Tenderer

( 1 ) Item No.	( 2 ) Description/Specification	( 3 ) Qty. Required	( 4 ) Unit Rate	( 5 ) Total Amount	( 6 ) Delivery Offered
1	<p><b><u>Objectives of Service Program</u></b></p> <p>1. To hone students' self-management and resilience skills                      2. To boost class and form spirit among F.4 students</p> <p><b><u>Description of the required service</u></b>  <b>F.4 Day Camp on 8<sup>th</sup> December 2017</b></p> <p>1. Three 2-hour training/programme for 5 F.4 classes (165 students + 10 teachers)                      2. One 1-hour debriefing for 5 F.4 classes (165 students)</p> <p><b><u>Submission of Proposal to the school:</u></b>                      The following items should be included in the proposal for vetting:</p> <p>1. A detailed schedule with clear specifications of time, place, meal, learning objectives and activities                      2. A validation date of the quotation                      3. The total amount for each participants                      4. A detailed payment schedule</p>	1 Day-camp			

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 F.4 DAY CAMP**

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: WQ-1718-CCA-003

Written Quotation Closing Date and Time: **12:00 noon on 29 September, 2017**

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**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 29 September, 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.

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