

# Munsang College

Tender No. : T-1819-PB-005

Tender : Publication Of Yearbook (校刊) &  
Essay Collection (文集) 2018-19

Details : As attached including

1. Invitation Letter
2. Tender Schedule
3. Tender Form for Services/Stores

Closing Date : 12:00 noon on 29<sup>th</sup> April, 2019

Contact Person : Mr. Wong Kam Hung (Tel: 3655 3396)

*For Reference Only*

School Ref. No: **T-1819-PB-005**

3<sup>rd</sup> April, 2019

Dear Sir/Madam,

INVITATION TO TENDER  
**Tender For Publication Of Yearbook (校刊) &  
Essay Collection (文集) 2018-19**

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 be clearly marked on the outside envelope:

“Tender For Publication Of Yearbook (校刊) & Essay Collection (文集) 2018-19”

The envelope should be addressed to MUNSANG COLLEGE, 8 Dumbarton Road, Kowloon City, Kowloon, and forwarded to arrive not later than **12:00 noon on 29<sup>th</sup> April, 2019**. Late tenders will not be accepted. Please send us a **sample copy** of the tendered project for our inspection.

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 would return this letter and the tender forms to the above address at your earliest convenience.

According to the Prevention of Bribery Ordinance, offering of advantages and payment of commission to any staff of the school is illegal.

Yours sincerely,

Kuby CHAN  
Principal

# Munsang College

## Tender Schedule for Publication of :

1. Yearbook (校刊) 《民生聲》 2017-18
2. Essay Collection (文集) 《民生情》 2017-18

(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：95gsm啞粉紙</li> <li>h) 內頁印色：4 Colours + 4 Colours</li> <li>i) 內頁頁數：約 390 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>	約 4,140			

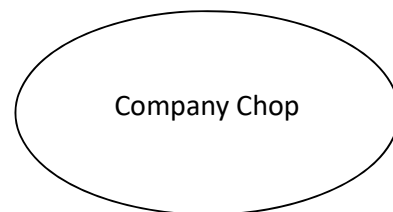
(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
002	<b>文集《民生情》</b> 1. 交收稿件 上門收稿及送稿 2. 排版 a) 封面、封底及書脊排版 b) 內頁排版 3. 校對 a) 封面連內頁最少有 6 次校對 b) 付印前必須閱覽最後定稿(藍紙) 4. 印刷 a) 完成呎寸：148 mm x 210mm b) 封面用紙：310gsm雙粉紙 c) 封面印色：4 Colours + 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 260 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。	1,400			

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 Publication Of Yearbook (校刊) & Essay Collection (文集) 2018-19

Name of School: MUNSANG COLLEGE

Address of School: 8 Dumbarton Road, Kowloon City, Kowloon.

School Ref. No: **T-1819-PB-005**

Tender Closing Date: **12:00 noon on 29<sup>th</sup> April, 2019**

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**PART I**

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term quoted against the date of a firm order at the price or the prices quoted free of all other charges and in accordance with any drawings and/or specifications provided by the school. 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 stated above; and the school is not bound to accept the lowest of any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Workmen's 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.

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.

Date this \_\_\_\_\_ day of \_\_\_\_\_

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. \_\_\_\_\_