

Munsang College

Tender No. : T-1920-IR-14

Tender : Lift Maintenance Service For The Period From 1st January 2021 To 31st August 2025

Details : As Attached Including

1. Invitation Letter

2. Tender Schedule

3. Tender Form For Services/Stores

Closing Date : 12:00 noon on 8th June, 2020

Contact Person : Kwok Chun Chi (Tel: 36553427)

For Reference Only

School Ref. No.: T-1920-IR-14

14th May, 2020

Dear Sir / Madam,

INVITATION TO TENDER

FOR Lift Maintenance Service for the Period from 1st January 2021 to 31st August 2025

You are invited to tender for the Lift Maintenance Service for the Period from 1st January 2021 to 31st August 2025 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**, with a copy of valid business registration certificate of your company, should have the attached label adhered and delivered by hand or by registered mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 8th June, 2020**. 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.

A school site visit is scheduled for 25th May, 2020 at 10:00. in our Administration centre.

If you are unable or do not wish to quote, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Yours sincerely,

Dr. YIP Chi Sio
Principal

TENDER FOR
Lift Maintenance Service For The Period From 1st January 2021 To 31st August
2025

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

School Ref No.: T-1920-IR-14

Tender Closing Date And Time: 12:00 Noon On 8th June, 2020

PART I

For *STORES*:

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any specifications provided by the schools. 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; 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 items which his Company offers to supply do not to his knowledge infringe any patents.

For *SERVICES*:

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 8th June, 2020. 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 2020.

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.