

聖保羅男女中學附屬小學

ST. PAUL'S CO-EDUCATIONAL COLLEGE PRIMARY SCHOOL

11, Nam Fung Path, Wong Chuk Hang, Hong Kong

Tel : (852) 2526 1882

Fax : (852) 2526 2133

23rd April, 2018

School Ref. No. : 17-18/WQ007/IT/Computer Equipment

Dear Sir / Madam,

INVITATION WRITTEN QUOTATION
FOR THE SUPPLY OF
COMPUTER EQUIPMENT

You are invited to submit written quotation for the supply of the items 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 be clearly marked on the envelope:

Written quotation for the supply of **COMPUTER EQUIPMENT**

Suppliers should not identify themselves on the written quotation envelope and a written quotation bid will be disqualified if the bidder discloses its identity on the sealed written quotation envelope. Suppliers are allowed to amend their written quotations after written quotation submission but before written quotation closing, the amendments should be submitted in the same manners as for submitting the written quotations.

The envelope should be addressed to:

The Headmistress
St. Paul's Co-educational College Primary School
11 Nam Fung Path, Wong Chuk Hang
Hong Kong

Written quotation submissions should arrive not later than 12:00noon on 14th May, 2018. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the "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. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 am and 12:00 noon, the written quotation closing time will be extended to 12:00noon on the next business day (i.e. except Saturday, Sunday and public holiday).

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.