

**Invitation to Written Quotation Letter**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. 2021-22/S1Pre001

Date : 19<sup>th</sup> October, 2021

Dear Sirs,

**INVITATION TO WRITTEN QUOTATION**  
**WRITTEN QUOTATION FOR THE SUPPLY OF**  
**DRAMA PERFORMANCE AND TRAINING FOR TALK FOR**  
**PROSPECTIVE S1 STUDENTS**

You are invited to quote for the supply of the stores or services as specified in the enclosed written quotation schedule.

Your sealed written quotation, **in duplicate**, should be clearly marked on the envelope:

Written Quotation for **“DRAMA PERFORMANCE AND TRAINING FOR TALK FOR PROSPECTIVE S1 STUDENTS “**

A written quotation will be disqualified if the bidder discloses its identity on the sealed written quotation envelope. The envelope should be addressed to **The Principal, The IMC of Shatin Tsung Tsin Secondary School, 1 Mei Tin Road, Tai Wai, Shatin, New Territories** and arrive not later than 12:00 noon on **2nd November, 2021.** In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). 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.

You are reminded that 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, 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.

The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the Incorporated Management Committee of Shatin Tsung Tsin Secondary School. The contractor shall not, without the prior written consent of the aforementioned Incorporated Management Committee, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the aforementioned Incorporated Management Committee for approval. The aforementioned Incorporated Management Committee reserves the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

For written quotation and purchases involving wages, the bidder must comply with the requirements of the Statutory Minimum Wage.

Failure to comply with any of the above requirements in this letter and the enclosed documents will render a written quotation invalid and the written quotation will not be further considered.

**If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address or by fax ( 2604 7350 ) or by email to [info@sttss.edu.hk](mailto:info@sttss.edu.hk) at your earliest convenience.**

Written Quotations will be accepted on an overall basis.

Yours sincerely,

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Ms. LEUNG Kit-yin  
Principal

**WRITTEN QUOTATION FORM FOR THE SERVICE OF  
DRAMA PERFORMANCE AND TRAINING FOR TALK FOR PROSPECTIVE S1 STUDENTS**

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,  
1 Mei Tin Road, Tai Wai, Shatin, New Territories.**

School Ref. No. : **2021-22/S1Pre001**

Written Quotation Closing Date and Time : **2nd November, 2021 12:00 noon**

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**PART I**

The undersigned hereby offers to undertake the service 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 prices quoted in the written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided 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 remain open. The undersigned also warrants that his/her Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her 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 **2nd November, 2021.**

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.

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

Name (in block letters) : \_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_  
(state official position e.g. Director, Manager, Secretary)

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

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**THE IMC OF SHATIN TSUNG TSIN SECONDARY SCHOOL**  
**2021-2022 WRITTEN QUOTATION SCHEDULE**

( Column 4,5 & 6 to be completed by Supplier )

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1.	<p><u>Drama Performance And Training For Talk For Prospective S1 Students</u></p> <p>1. 演出日期及時間：1/1/2022（星期六）下午（2 節，每節約 15-20 分鐘）</p> <p>2. 參與學生人數：約 30 人，初中學生為主</p> <p>3. 對象：參與講座的校外家長或小學生（因應疫情及教育局指引，屆時亦有可能採用直播形式演出）</p> <p>4. 內容：</p> <p style="margin-left: 20px;">a. 可以自創或改編現有劇目（不論改編或自行創作，劇本均需獲校方同意）</p> <p style="margin-left: 20px;">b. 除戲劇部份，希望有少許音樂或舞蹈元素</p> <p style="margin-left: 20px;">c. 除戲劇培訓外，同時指導參與學生如何製作服裝及道具，以及其他涉及演出的知識及技能</p> <p>5. 報價項目（請列出各分項的預算及總數）</p> <p style="margin-left: 20px;">a. 導演費</p> <p style="margin-left: 20px;">b. 劇本創作或改編費用（如屬改編，請提供劇目名稱）</p> <p style="margin-left: 20px;">c. 服裝及道具製作費</p> <p style="margin-left: 20px;">d. 雜費</p> <p style="margin-left: 20px;">e. 排練費用（按演出形式及內容，為參與演出者提供 30 小時的相關培訓）</p>	Around 40 persons			

- (i) We agree to ask our staff to undergo the Sexual Conviction Record Check (SCRC) and allow the school to have access to the checking results in written form.
- (ii) We /I understand that if we/I fail to provide service or the checking results of the SCRC 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 service are obtained from elsewhere.

Company Chop

Name of Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Written Quotation:

Name (in block letters) : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_