

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

School Ref. No. 2021-22/DRA001

Date : 7th September, 2021

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
DRAMA WORKSHOPS

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 WORKSHOPS “

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 **29th September, 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 at your earliest convenience.

Written Quotations will be accepted on an overall basis.

Yours sincerely,

Ms. LEUNG Kit-yin
Principal

**WRITTEN QUOTATION FORM FOR THE SERVICE OF
DRAMA WORKSHOPS**

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/DRA001**

Written Quotation Closing Date and Time : **29th September, 2021 12:00 noon**

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 **29th September, 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.	<u>Drama workshops (2021 - 2022)</u> <ul style="list-style-type: none"> • Drama workshops ➤ Guiding students to produce original scripts (in both Chinese and English) ➤ Teaching students how to select right costumes and produce props ➤ Rehearsals ➤ Preparing students for the Hong Kong School Drama Festival and EMI Drama Festival • 42 sessions (1.5 hours per session) 	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 : _____