



School Ref. No. T2425/07

Date : 21<sup>st</sup> August 2024

By Registered Mail

Dear Mr. Cheng,

**INVITATION TO WRITTEN QUOTATION**  
**RE-ISSUE OF WRITTEN QUOTATION FOR THE SUPPLY OF**  
**SCHOOL CHOIR CONDUCTOR SERVICE**

This is a re-issue of the Written Quotation Invitation which was sent to you 29th July 2024, which was closed at 12:00 noon on 19th August 2024. Please note the revised requirements attached, with the addition of the qualifications required for the service provider.

You are invited to quote for the supply of the stores or services as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the quotation schedule.

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

Written Quotation for **School Choir Conductor Service**

You should not be using an envelope that identifies your company. The envelope should be addressed to 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 4<sup>th</sup> September 2024. Late quotations will not be accepted. Your quotation will remain open for 90 days from the "Closing Date", and you may consider your 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 quotation form is completed, the quotation will not be considered.

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

Written quotations will be accepted on an overall basis.

Yours sincerely,

Wong Pui Yi  
Principal

## **RE-ISSUE OF WRITTEN QUOTATION (SCHOOL CHOIR CONDUCTOR SERVICE)**

Name and Address of School	<u>Methodist College</u> <u>50 Gascoigne Road, Yau Ma Tei, Kowloon</u>
School Ref. No.	<u>T2425/07</u>
Quotation Closing Date and Time	<u>12:00 noon on 4<sup>th</sup> September 2024</u>

### **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 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; quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation within the period during which the quotations remain 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.

The school reserves the right to disqualify a supplier on the grounds that the supplier has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The school may immediately terminate the contract upon the occurrence of any of the following events: (i) the contractor has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (ii) the continued engagement of the contractor or the continued performance of the contract is contrary to the interest of national security; or (iii) the school reasonably believes that any of the events mentioned above is about to occur.

### **PART II**

#### **RECONFIRMATION OF QUOTATION VALIDITY**

With reference to Part I of this quotation document, it is reconfirmed that the validity of quotation offered by this company remains open for 90 days from 4th September 2024.

The undersigned also agrees to accept the fact that once the validity of quotation is reconfirmed, the pre-printed clause specified in the Company's quotation forms in regard to this nature shall NOT apply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

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

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

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

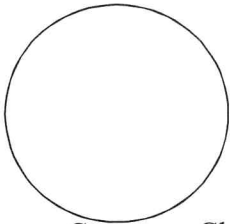
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Written Quotation Schedule**  
**(to be completed in duplicate)**

(Columns 4, 5 and 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<p><b><u>Methodist College School</u></b> <b><u>Choir Conductor</u></b></p> <p><b>Service description:</b></p> <ul style="list-style-type: none"> <li>- To provide training to Methodist College School Choir members</li> <li>- To arrange rehearsals and conduct in competitions and school events</li> </ul> <p><b>Service provision:</b></p> <ul style="list-style-type: none"> <li>- From September 2024 to August 2025</li> <li>- One lesson every week during school days (1.5 hours per lesson)</li> <li>- Additional lessons (if necessary)</li> <li>- Maximum 60 lessons in total</li> </ul> <p><b>Qualifications required:</b></p> <ul style="list-style-type: none"> <li>- Completed formal music training at bachelor's degree level or above</li> <li>- Received vocal training</li> <li>- With at least 5 years' experience of training a school choir</li> <li>- Preferably with experience coaching a choir for overseas competitions</li> </ul> <p><b>Number of student participants:</b> 30-60</p> <p><b>Training venue:</b> Venues at METHODIST COLLEGE (50 Gascoigne Road, Yau Ma Tei)</p>	1 package	Amount per lesson		

We/I understand that if we/I fail to supply the stores or services 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 stores or services 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: \_\_\_\_\_



**Methodist College**  
**Declaration Form For Tenderers**

**Please complete the form overleaf**

**Background**

The HKSARG has adopted a mandatory requirement that service tenders which are invited on or after 1 May 2006 and rely heavily on the deployment of non-skilled workers shall not be considered for a period of five years if the tenderer has had:

(i) any conviction of the following Ordinances–

(a) the Employment Ordinance (Cap. 57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];

(b) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];

(c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);

(d) Section 38A(4), Cap. 115 (offence of the construction site controller is a person not lawfully employable takes employment on a construction site); or

(e) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or

(ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

**Tender for the supply of \_\_\_\_\_**

I, hereby, declare that during the 5-year period immediately preceding the tender closing date, my company did NOT have the above-mentioned conviction OR three or more demerit points over a rolling period of three years.

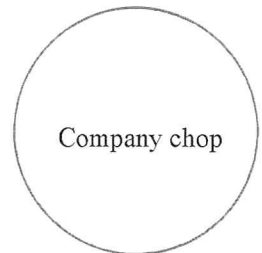
Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign the tender

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

Signature: \_\_\_\_\_

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



**Declaration of complying with requirements of the Statutory Minimum Wage**

The Statutory Minimum Wage becomes effective on 1 May 2011. For tenders and purchases involving wages, the tenderer must comply with the requirements of the Statutory Minimum Wage. Wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, shall be no less than the Statutory Minimum Wage rate.

I, hereby, declare that wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, shall be no less than the Statutory Minimum Wage rate.

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

Name and Signature of Person authorized to sign the tender

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

Signature: \_\_\_\_\_

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

