



循道中學

**METHODIST COLLEGE**

**50 Gascoigne Road, Kowloon**

九龍加士居道五十號

Web Page: [www.mckln.edu.hk](http://www.mckln.edu.hk)

Telephone: 2384 3543

Facsimile: 2388 9466

**Invitation to Written Quotation Letter**

**(Supplier should be reminded not to identify their companies on the envelopes)**

School Ref. No. T2526/01

Date 22 July 2025

By Registered Mail

Dear Sirs,

**INVITATION TO WRITTEN QUOTATION**  
**WRITTEN QUOTATION FOR PROVIDING COPYING PAPER**

You are invited to quote for the supply and/or undertaking services 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.

**WRITTEN QUOTATION FOR PROVIDING COPYING PAPER**

The envelope should be addressed to 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 19 August 2025. 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.

If you are unable or do not wish to quote, it would be appreciated if you would return this letter and the written quotation forms with reason to the above address at your earliest convenience. For site inspection, please contact Mr. Au Yeung on 23843543 to make an appointment.

Written quotations will be accepted on an *\*'overall'/'group'/'itemized'* basis.

Yours sincerely,

Miss Wong Pui Yi Emily  
Principal

\* Please delete as appropriate

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

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

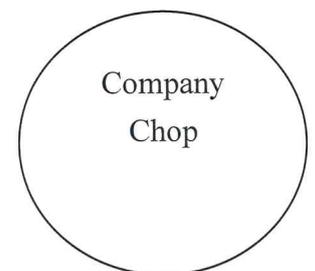
(1) Item No.	(2) Description/Specification	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1.	A4 copy paper 80gsm 品牌：A) IK B)BX C)_____ A) 每箱_____ 拾 每拾_____ 張 B) 每箱_____ 拾 每拾_____ 張 C) 每箱_____ 拾 每拾_____ 張		_____	_____	
2.	A3 copy paper 80gsm 品牌：A) IK B)BX C)_____ A) 每箱_____ 拾 每拾_____ 張 B) 每箱_____ 拾 每拾_____ 張 C) 每箱_____ 拾 每拾_____ 張		_____	_____	
3	A4 color copy paper 80gsm 品牌：A)SINAR B)_____ A) 每箱_____ 拾 每拾_____ 張 B) 每箱_____ 拾 每拾_____ 張		_____	_____	
4.	A3 color copy paper 80gsm 品牌：A)SINAR B)_____ A) 每箱_____ 拾 每拾_____ 張 B) 每箱_____ 拾 每拾_____ 張  備註：請提供樣板		_____	_____	

We/I understand that if we/I fail to supply and/or undertake the 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 are obtained from elsewhere.

Name of supplier: \_\_\_\_\_

Signature of Person  
authorized to sign supplier: \_\_\_\_\_

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



## WRITTEN QUOTATION PROVIDING COPYING PAPER

Name and Address of School Methodist College  
50 Gascoigne Road, Yau Ma Tei, Kowloon  
School Ref. No. T2526/01  
Quotation Closing Date and Time 12:00 noon on 19 August 2025

### 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 19 August 2025.

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. \_\_\_\_\_