



METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/01

Date : 3 August 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO TENDER
WRITTEN QUOTATION FOR PROVIDING COPYING PAPER

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

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

Written quotation for providing copying paper

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 24 August 2026. Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender 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 tender form is completed, the tender will not be considered.

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

Tenders will be accepted on an ~~overall~~/group/~~itemized~~ basis.

Yours sincerely,



Dr. Dorothy Yick Doi Pei
Principal

Tender for written quotation for cleaning materials

Name and Address of School	<u>Methodist College</u> <u>50 Gascoigne Road, Yau Ma Tei, Kowloon</u>
School Ref. No.	<u>T2627/01</u>
Tender Closing Date and Time	<u>12:00 noon on 24 August 2026</u>

PART I

The undersigned hereby offers to undertake the service as described in the tender 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 tender 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; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that its Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which its Company offers to undertake will not cause any damage to the school's premises.

The school reserves the right to disqualify a tenderer on the grounds that the tenderer 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.

Under the Prevention of Bribery Ordinance (Cap. 201), the undersigned must not—and must prohibit its employees, agents, and subcontractors from—offering, soliciting, or accepting any advantages regarding this Contract's tender or execution.

Failure to ensure this, or any such corrupt act by the undersigned or its personnel, will invalidate the tender/quotation and leave the undersigned liable for the breach.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 24 August 2026.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender 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 tenders for and on behalf of : -

whose registered office is situated at

_____ Hong Kong.

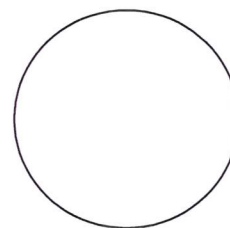
Telephone No. _____ Fax No. _____

Tender 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) _____ A) 每箱_____ 拾 每拾_____ 張 B) 每箱_____ 拾 每拾_____ 張		_____	_____	
2.	A3 copy paper 80gsm 品牌：A) IK B) _____ A) 每箱_____ 拾 每拾_____ 張 B) 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 the stores or services as offered in our/my tender 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 this tender

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 171(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 if 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.

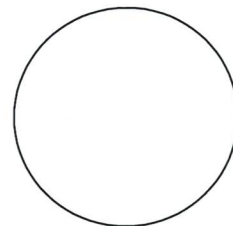
Name of Supplier:

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date:



Company Chop

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.

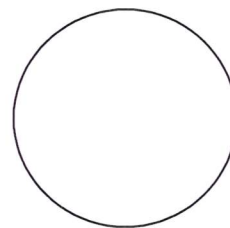
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop