



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 Tender Letter**

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

School Ref. No. T2223/15

Date: 17 May 2023

By Registered Mail

Dear Sirs / Madams,

**INVITATION TO TENDER**

**TENDER FOR SUPPLY APPLE IPAD**

You are invited to tender for the supply Apple iPads for METHODIST COLLEGE. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

**TENDER FOR APPLE IPAD**

The envelope should be addressed to 50 Gascoigne Road, Kowloon and forwarded to arrive not later than 12:00 noon on 13 June 2023. 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. Should you have any enquiries, please contact Mr. Bill Lam at 2384 3543.

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

Yours sincerely,

Miss Wong Pui Yi Emily  
Principal

\* Please delete as appropriate

## TENDER FOR SUPPLY APPLE IPAD

Name and Address of School Methodist College  
50 Gascoigne Road, Kowloon

School Ref. No. T2223/15

Closing Date and Time 12:00 noon on 13 June 2023

### PART I

The undersigned hereby offers to supply and/or undertake all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; 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 his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply and/or undertake do not to his knowledge infringe any patents.

### 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 13 June 2023.

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 written quotations for and on behalf of : -

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

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

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

## Tender Schedule (Pricing Proposal)

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

Business Registration No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Item	Description	Unit Price (HK\$)	Remarks
1	Apple iPad Air (Latest Version) <ul style="list-style-type: none"><li>- 64GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color: Space Gray, Blue, Purple, Starlight, Pink		
	Apple iPad Air (Latest Version) <ul style="list-style-type: none"><li>- 256GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color: Space Gray, Blue, Purple, Starlight, Pink		
2	Apple iPad (10th generation) <ul style="list-style-type: none"><li>- 64GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color: Blue, Pink, Yellow, Silver		
	Apple iPad (10th generation) <ul style="list-style-type: none"><li>- 256GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color: Blue, Pink, Yellow, Silver		
3	Apple iPad (9th generation) <ul style="list-style-type: none"><li>- 64GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color" Space Gray, Silver		
	Apple iPad (9th generation) <ul style="list-style-type: none"><li>- 256GB Storage</li><li>- Wi-Fi Only</li><li>- AppleCare+</li></ul> Color" Space Gray, Silver		

4	Apple Pencil (1st generation)		
5	Apple Pencil (2 <sup>nd</sup> generation)		

We agree that METHODIST COLLEGE may accept all or any part of the offer.

Signature of Person

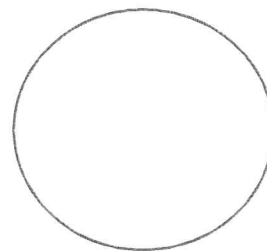
Company Chop

Authorized to sign the tender: \_\_\_\_\_

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

Position: \_\_\_\_\_

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



## Tender Schedule (Technical Proposal)

The Technical Proposal should include but be not limited to the following. Please complete the table below and attach additional information if required.

	Scope Item	Offer Specification (Please provide page reference for additional information, if any)
1	Provide an Online Platform for users to purchase.	Yes / No
1.2	Provide user account management service for online platform ( create, update, etc)	Yes / No
1.3	Provide different payment methods (Cash, Cheque, Credit card etc)	Yes / No
1.4	Arrangement for users to buy options device (instead of the whole set)	Yes / No
2	Provision of an Excel / CSV file with all serial numbers, invoice numbers and buyer information	Yes / No
2	Provide DEP enrollment service	Yes / No
3	Provide DEP reseller ID and MDM setup service	Yes / No
4	Provide different locations to distribute devices and peripherals to buyers	Yes / No
5	Accept post-tender orders	Yes / No
6	Other services	

## REMARKS

- 1 Selected Apple products purchased by enrolled students from September 1, 2023, will be undertaken by the supplier who wins the bidding.
- 2 The service will be valid for one year, and either party can terminate with 3 months written notice.
- 3 Bidding will be called for again 3 months before the service expiration, and the selection will be based on various factors, not solely on the lowest price.

Signature of Person

Company Chop

Authorized to sign the tender: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

