



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

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. T2324/10

Date: 29 August 2023

By Registered Mail

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
“RACING WITH ARTIFICIAL INTELLIGENCE (AI): EXPLORING THE
BASICS OF AI THROUGH DONKEY CARS”

You are invited to quote for the supply of the Racing with Artificial Intelligence (AI): Exploring the Basics of AI through Donkey Cars 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.

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

Written Quotation for

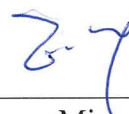
“RACING WITH ARTIFICIAL INTELLIGENCE (AI):
EXPLORING THE BASICS OF AI THROUGH DONKEY CARS”

The envelope should be addressed to 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 20 September 2023. Late written quotation will not be accepted. Your written quotation will remain open for 60 days from the “Closing Date”, and you may consider your written quotation to be unsuccessful if no order is placed with you within these 60 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 written quotation form with reason to the above address at your earliest convenience. For site inspection, please contact Miss Kwok Wing Yi on 2384-3543 to make an appointment.

Written Quotations will be accepted on an overall basis.

Yours sincerely,



Miss Emily Wong
Principal

IMPORTANT NOTICE Our school prohibits its teachers and staff from soliciting or accepting advantages including rebates from any supplier/contractor without the school's permission. Suppliers/contractors therefore should not offer any advantages to any teachers or staff of the school in any business dealings. The school may report any contravention of the Prevention of Bribery Ordinance to the ICAC and debar the supplier/contractor concerned from future business with the school.

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
A.	<p><u>“RACING WITH ARTIFICIAL INTELLIGENCE (AI): EXPLORING THE BASICS OF AI THROUGH DONKEY CARS”</u></p> <p>1. Delivery of 2 AI Donkey Cars lessons to equip participants with the necessary knowledge for the competition</p> <p><u>Target audience:</u> Designed for Primary 4 to Primary 6 students</p> <p><u>Lesson Dates:</u> 25 November 2023 and 2 December 2023 (fallback date: 9 December 2023)</p> <p><u>Suggested time:</u> 9:00-11:30am</p> <p><u>Venue:</u> Methodist College</p> <p><u>Number of participants:</u> approximately 32 students</p> <p><u>Course contents:</u> Tutor(s) teach participants to operate the Donkey Car and train a machine learning model to enable the car to drive autonomously on the track. Students will go through the standard machine learning process, from data collection and model training to testing, encouraging them to design their own methods to make the car drive faster. In addition, students will learn how to program using Donkey Car and optimize driving stability and speed using various Donkey Car parameters.</p> <p><u>Services:</u></p> <p>The service provider must have taught Donkey Car courses to at least 10 primary and secondary schools for a total of 100 hours in the past 24 months. All costs related</p>	1 package			

	<p>to the following services should be covered by the service provider:</p> <ol style="list-style-type: none"> Computers and initial donkey cars will be provided by the school. The service provider should provide the curriculum, teaching materials (including printing), and tutor(s); All costs (including but not limited to the logistics costs and setup costs) involved if the event is postponed to the aforementioned fallback date. 				
	<p>2. <u>AI Donkey Cars Competition</u></p> <p><u>Date:</u> 20 January 2024 (fallback date: 27 January 2024)</p> <p><u>Suggested time:</u> 10:00am-2:00pm</p> <p><u>Venue:</u> Methodist College</p> <p><u>Number of participants:</u> approximately 32 primary students (8 teams in total)</p> <p><u>Services:</u></p> <p>The service provider must have organized 7 or more inter-school self-driving car competitions in the past 24 months, with at least 5 local primary or secondary schools participating in each competition. The costs related to the following services and awards should be covered by the service provider:</p> <ol style="list-style-type: none"> Venue setup (a track and timer for the competition at the school) on the afternoon of 19 January 2024, including all required materials. Provision of sufficient manpower to ensure the smooth running of the competition and technical support to the competing teams on 20 January 2024. Establishment of competition rules suitable for primary school. Production of promotional materials including a 1-minute video about the AI donkey cars competition for both the school's internal use and external 				

	<p>promotional purposes.</p> <p>v. 8 Competition awards related to the theme of the competition, including Champion, first runner-up, second runner-up, Best AI Donkey Car Design Award, and 4 Qualifiers. Prizes should be related to the theme of the competition, with a total value of no less than HKD 2,000 altogether.</p> <p>vi. Provision of participation certificates for attending participants.</p> <p>vii. The service provider provides a spare Donkey Car for each participating team. Our school will provide one Donkey Car for each participating team for the competition, and the spare car will only be used if necessary.</p> <p>viii. All costs (including but not limited to the logistics costs and set up costs) involved if the event is postponed to the aforementioned fallback date.</p> <p><u>Supporting document:</u></p> <p>The service provider must be officially authorized by Donkey Car™ to provide services. Evidence or supporting document should be provided to verify that the service provider meets this requirement.</p> <p><u>Fees:</u></p> <p>The amount stated in this written quotation must include all the services and products stated above.</p>				
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Written Quotation Form for Services
WRITTEN QUOTATION FORM FOR THE SERVICE OF
"RACING WITH ARTIFICIAL INTELLIGENCE (AI):
EXPLORING THE BASICS OF AI THROUGH DONKEY CARS"

Name and Address of School	<u>Methodist College</u>
	<u>50 Gascoigne Road, Yau Ma Tei, Kowloon</u>
School Ref. No.	<u>T2324/10</u>
Closing Date and Time	<u>20 September 2023 (12:00 noon)</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 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 quotation shall REMAIN OPEN FOR 60 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 quotation remains 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.

PART II

RECONFIRMATION OF 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 60 days from **20 September 2023.**

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.

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. _____