



School Ref. No. T2324/25

Date : 25th March 2024

By Registered Mail

Dear Sir,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR CLASSROOM CABINET

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 CLASSROOM CABINET

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 22 April 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. 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,

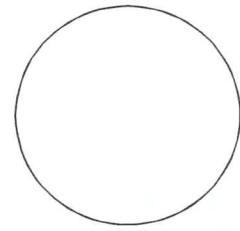
Wong Pui Yi
Principal

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\$) 一間班房	(5) Total Amount (HK\$) 四間班房	(6) Delivery Offered
1	<p>提供課室（書包及電腦）櫃連老師枱，共四間課室。</p> <p><u>描述:</u></p> <p>1.1 書包櫃（內籠深45cm）平分兩層共32格（左10 x 2格，右6 x 2格，中間柱位有層板及掩門）； 電腦櫃（長120cm）與書包櫃相連（深度一樣），平分四層，第二層有掩門及鎖，第三四層左邊有掩門，右邊有抽櫃桶； 教師枱1張（100cm x 50cm），由電腦櫃伸展，枱底靠左有敞鍵盤櫃桶（內籠最少長65cm）。 （包括安裝及現場封邊修口。）</p> <p>1.2 清拆和棄置舊有傢具（包括課室現有木櫃及教師枱），連環保斗費及棄置費，搬運棄置的物料到指定地點，清理及運走所有工程物件。</p> <p>1.3 運費及搬運費 (學校正門起到課室共55級樓梯)</p> <p>1.4 交付時段為：2024年8月1日前，並須配合學校提供的時段進行。</p> <p>1.5 投標時，需提供報價項目的設計圖樣及呎吋，請預約到校度尺。</p> <p>1.6 所有家具之準確尺寸可在承辦商中標後，在不增加額外費用的情況下，校方可依實際情況作少量修改（+/-10cm）。</p>	一組	_____	_____	
		一組	_____	_____	
		一組	_____	_____	

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: _____