

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION/TENDER
WRITTEN QUOTATION/TENDER FOR THE SUPPLY OF
Mobile Learning Device Program (Quality Education Fund e-Learning Funding Programme)
(Suppliers should be reminded not to identify their companies on the envelopes)

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

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

Written Quotation/Tender for Mobile Learning Device Program (Quality Education Fund e-Learning Funding Programme)

School Ref. No.: T2024/25-005

Closing Date and Time: 8 Nov 2024 12:00 noon

The envelope should be addressed to **QESOSA Tong Kwok Wah Secondary School, No. 57 Tin Wah Road, Tin Shui Wai, Yuen Long, N.T.** and **arrive not later than 12:00noon on 8 Nov 2024 (Fri)** by hand/mail. Late written quotations/tenders will not be accepted. Your written quotation/tender will remain open for 90 days from the "Closing Date", and you may consider your written quotation/tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II and Part III of the written quotation/tender form is completed, the written quotation/tender will not be considered.

If you are unable or do not wish to quote/tender, it would be appreciated if you return the written quotation/tender form with reason to the above address at your earliest convenience.

Written quotations/tenders will be accepted on an overall basis. For enquiry, please free to contact Mr. Tong Chi To at 2617 5000.

Yours sincerely,

Wan Wing Sze, Athena
Principal

Encl.

Written Quotation/Tender Schedule_Attachment I

Written Quotation/Tender Form_Attachment II

Not intend to submit any written quotation/tender_Attachment III

Policy on Acceptance of Advantages by School Managers/Staff

QESOSA Tong Kwok Wah Secondary School
Written Quotation/Tender Schedule for Mobile Learning Device Program (Quality Education Fund e-Learning Funding Programme)
(to be completed in duplicate)

School Ref No.: T2024/25-005

For students in 2024-2025 school year, who newly joined the **Quality Education Fund e-Learning Funding Programme**.

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1.	Tablet (WiFi Only) <ul style="list-style-type: none"> - Operation System: iPadOS 17.1.1 or later - Size: 10.9-inch LED blacklit - Display resolution: 2360 x 1640 pixel - Chip : A14 6-core CPU; 4-core graphics or above - Storage: 256GB - Stylus: Support stylus with USB-C connection - Front Camera: 12MP Ultra Wide - Rear Camera : 12MP Wide camera - Wireless: 802.11ax (WiFi 6E) with MIMO; 2.4GHz and 5GHz - Provide All colors - Screen cover film with sticking service 	10-40		
2.	Stylus <ul style="list-style-type: none"> - Able to support the tablet stated in Item 1 - Able to attaches magnetically Optional: <ul style="list-style-type: none"> - Protective rubber case with stylus slot (supporting vertical and horizontal standing of the device). (P.S.: Please attach the photo of the protective case.) - Participant of Device Enrollment Program (DEP) (<input type="checkbox"/> yes / <input type="checkbox"/> no) - Extension Plan of hardware warranty 	10-40		

(Columns 4 and 5 to be completed by Supplier)

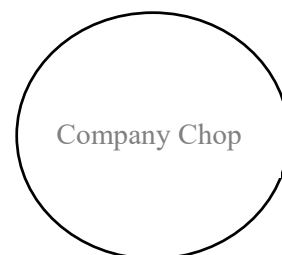
Other Conditions

- a) Payment method: Full payment will be made by cheque only.
- b) Provide delivery schedule
- c) Include labour and delivery charges
- d) Maintenance service with free collection of problematic tablet(s) and free delivery of fixed tablet(s).

(Please tick the appropriate box)

- First year : ☐Yes ☐No
- Second year – Extension Plan of hardware warranty : ☐Yes ☐No
- Third year – Extension Plan of hardware warranty : ☐Yes ☐No

We/I understand that if we/I fail to supply the stores as offered in our written quotation/tender 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: _____

Name and Signature of Person authorized to sign Written Quotation/Tender

Name (in block letters): _____

Signature: _____

Date: _____

WRITTEN QUOTATION/TENDER FORM FOR THE
Mobile Learning Device Program (Quality Education Fund e-Learning Funding Programme)

Name and Address of School:	QESOSA Tong Kwok Wah Secondary School 57 Tin Wah Road, Tin Shui Wai, Yuen Long , N.T.
School Ref. No.:	T2024/25-005
Closing Date and Time:	8 Nov 2024 12:00 noon

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation/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 written quotation/tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations/tenders shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotation/tender remains 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 do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN QUOTATION/TENDER VALIDITY

With reference to Part I of this written quotation/tender document, it is reconfirmed that the validity of written quotation/tender offered by this company remains open for 90 days after the Closing date.

The undersigned also agrees to accept the fact that once the validity of written quotation/tender is reconfirmed, the pre-printed clause specified in the Company's written quotation/tender forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company 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 undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company 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;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____ day of _____ 20_____.

Name (in block letters) : _____

Signature : _____ in the capacity of _____
(state official position e.g. Director, Manager, Secretary)

Duly authorised to sign written quotations/tenders for and on behalf of : -

Company Chop

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____ Fax No. : _____

PART IV

Benefits

Under the Prevention of Bribery Ordinance, a supplier or contractor shall not and shall forbid the offer, solicitation or acceptance of benefits (as defined in section 201 of the Laws of Hong Kong) in relation to the bidding and execution of the procurement. The Queen Elizabeth Secondary School Old Students' Association Tong Kwok Wah Secondary School also does not allow its employees to collect any benefits from suppliers or contractors. In case of violation, it is an offense.

Anti-surrounding standard

Before the notice of the supplier or the contractor's written quotation/tender results is given by the The IMC of QESOSA Tong Kwok Wah Secondary School) (hereinafter called the IMC)

- Communicate the amount of any written quotation/tender to anyone other than the University;

- Adjust the amount of any written quotations/ tenders by arranging with any other person;
- Any arrangement with any other person as to whether or not the supplier or such other person should or should not bid; or
- Collusion with any other person in any way during the bidding process.

Sub-contracting

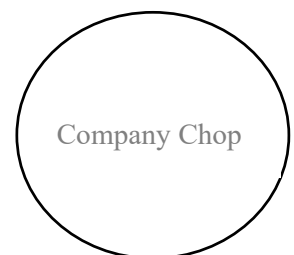
- (a) The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the The IMC of QESOSA Tong Kwok Wah Secondary School) (hereinafter called the IMC).
- (b) The contractor shall not, without the prior written consent of the IMC, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the IMC for approval. The IMC reserve the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract.
- (c) The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

Name of Supplier : _____

Name and Signature of Person authorized to sign written quotation/tender

Name (in block letters) : _____ Signature: _____

Date : _____



Not intend to submit any written quotation/tender

If you are unable or do not wish to quote/tender, it would be appreciated if you fill in this form with reason and fax it to 2617 5222 or mail to 57 Tin Wah Road, Tin Shui Wai, Yuen Long, N.T.

To: Queen Elizabeth School Old Students' Association Tong Kwok Wah Secondary School

Name of written quotation / tender: Mobile Learning Device Program (Quality Education Fund e-Learning Funding Programme)

School ref. No.: T2024/25-005

Written Quotation/Tender Closing Date and Time: 8 Nov 2024 12:00 noon

Please tick a appropriate reason for unable or do not wish to quote/tender.

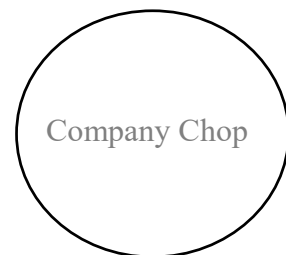
- ☐ Can not provide the requested product or service.
 - ☐ Can not fulfil the requested product or service requirement.
 - ☐ Can not provide the requested product or service on time.
 - ☐ Can not reply to the quote/tender before the closing date and time.
 - ☐ Out of stock.
 - ☐ Other _____
- _____

Signature : _____

Name (in block letters) : _____

Name of Supplier : _____

Date : _____





伊利沙伯中學舊生會湯國華中學

Queen Elizabeth School Old Students' Association Tong Kwok Wah Secondary School

地址：新界元朗天水圍天華路 57 號

電話/Tel : 2617 5000 傳真/Fax : 26175222

Address : 57 Tin Wah Road, Tin Shui Wai, Yuen Long, NT

網址/ Website : <http://www.qts.edu.hk/>

Annex 3

Letter to Suppliers/Contractors regarding Policy on Acceptance of Advantages by School Managers/Staff

1 Sept., 2024

Dear Sir/Madam,

Policy on Acceptance of Advantages by School Managers/Staff

I am pleased to inform you that our School has a clear policy on the solicitation and acceptance of advantages by Managers/staff in their official dealings.

It is a must that we have to maintain a team of clean and honest School Managers/staff at all times. Therefore, it is our policy that no Managers/staff shall solicit or accept gifts, money or any other form of advantages in their course of duty respectively without the special permission of the Incorporated Management Committee or designated authority, as appropriate].

All our Managers/staff are committed to this policy and are fully aware that any breach of the policy will result in disciplinary action. Where the situation warrants, the case will even be reported to the Independent Commission Against Corruption for further action.

As a major stakeholder, we earnestly request your support to our commitment of managing our School in a fair and just way. Should any member of our Managers/staff approach you for an advantage, please let me know immediately.

Thank you for your cooperation.

Yours sincerely,



Wan Wing Sze, Athena
Principal