

School Ref. No.: T2024/25-009

By Registered Mail  
24 Jan 2025

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION/TENDER  
WRITTEN QUOTATION/TENDER FOR THE SUPPLY OF  
**Classroom Interactive Whiteboard Installation**

**(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 Classroom Interactive Whiteboard Installation**

**School Ref. No.: T2024/25-009**

**Closing Date and Time: 19 Feb 2025 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 19 Feb 2025 (Wed)** 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. Yeung Chi Kuen or Mr. Tong Chi To at 2617 5000.

Yours faithfully,

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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 Classroom Interactive Whiteboard Installation**  
**(to be completed in duplicate)**

School Ref No.: T2024/25-009

**Purpose of this Written Quotation/Tender Schedule :**

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1.	<p>86" Etching AG 4K Touch Panel (IR)</p> <p><b><u>DISPLAY</u></b>  Size: 86 inch  Air Gap: 0.8mm (the Gap between Tempered glass and LED)  Panel Type: IPS  Surface Glass: Etching tempered glass Mohs level 9 (support writing with traditional chalk)  Response Time: 8ms  Aspect Ratio: 16:9  Resolution: 3840 x 2160 @60Hz  Display Color: 1.07B  Contrast Ratio: 1200:1  Viewing Angle: 178°  Back Light Unit: DLED  Brightness: 450cd/m2  Panel Lifetime: at least 50,000 hours</p> <p><b><u>TOUCH</u></b>  Touch Sensing Type: Infrared Touch  Touch point: not less than 50  Touch Tool: Finger, any object  Minimum object size: 1.6mm</p> <p><b><u>HARDWARE</u></b>  Speaker: 2*20W  Subwoofer: 20W  Embedded Camera: 48MP  Array Mic Pick Up Area: 8m (Angle: 180°)  I/O: HDMI IN x2; Type-C IN x1; DP IN (Convertible to HDMI) x1; VGA IN x1; Touch USB x2; HDMI OUT x1; Type-C OUT x1; USB3.0 x4; USB2.0 x1; Audio IN x1; Audio OUT x1; SPDIF x1; Mic IN x1; RS232 x1; LAN x2  Wifi: 802.11 a/b/g/n/ac/AX Wifi 6 (2.4GHz/5GHz) or above  Bluetooth: 5.0 or above  NFC Standard: ISO/IEC 14443A / IEC 14443B  NFC Support card type: MIFARE Felica  Dimension W*H*D: 1705 x 1036 x 86.9mm  VESA: 800*600mm</p> <p><b><u>EMBEDDED SYSTEM</u></b>  OS: Android 13.0 or above  CPU: A76x4 + A55x4 equivalent or above  GPU: MaliG610 equivalent or above  RAM: 16GB DDR4 or above  ROM: 256GB or above  Play Store: Built-in</p> <p><b><u>EMBEDDED FUNCTION</u></b>  - 4K HDMI out  - Annotation at any channel</p>	12		

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<ul style="list-style-type: none"> <li>- On-screen tools: Countdown, Stop watch, Freeze, Spotlight, etc</li> <li>- 4K screen wireless mirroring, support up to 16 screens</li> <li>- Setting lock</li> <li>- NFC lock &amp; unlock</li> </ul> <p><b><u>5 YEARS ON-SITE FULL WARRANTY</u></b></p> <ul style="list-style-type: none"> <li>- Warranty service includes free inspection, repair and replacement of defective parts under normal usage.</li> </ul> <p><b><u>MDM SYSTEM</u></b></p> <ul style="list-style-type: none"> <li>- Group management</li> <li>- Remotely On/Off/Reboot/switch channel/lock screen</li> <li>- Remotely Broadcasting (Text/Images/Videos/Youtube)</li> <li>- Remotely batch install/uninstall applications</li> </ul>			
2a.	<p><b>平行移動教學組合及安裝工程(搪瓷物料)</b></p> <p>a) 組合特色</p> <ul style="list-style-type: none"> <li>- 綠板/白板/壁報板任意組合</li> <li>- 1.5mm 厚實鋁材</li> <li>- 四邊組合設計</li> <li>- 路軌/移動板/固定板易拆式更換設計 (方便日後更改設計及維修)</li> <li>- 訊號線材收藏空間 (可自行更換線材)</li> <li>- 全長隱藏式路軌</li> <li>- 40cm 筆盤</li> <li>- 外框及配件, 5 年保養</li> </ul> <p>b) 外框</p> <ul style="list-style-type: none"> <li>- 兩件式卡槽組裝設計</li> <li>- 電鍍氧化處理</li> <li>- 高度: 1230mm</li> <li>- 總長度: 約 4800mm</li> </ul> <p>c) 組合配件</p> <ul style="list-style-type: none"> <li>- 特闊重型 L 架</li> <li>- 易折式檔板</li> </ul> <p>d) 平行移動組合安裝工程</p> <ul style="list-style-type: none"> <li>- 安裝工程: 最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有寫字板及佈展板</li> <li>- 修補牆身及油漆 (不只局限於外露位置)</li> <li>- 掛牆安裝觸控顯示屏</li> <li>- 掛牆安裝平行移動組合</li> <li>- 安全接地終端有效地連接至接地極, 並提供 WR1 給學校 (如有需要, 並由註冊電工安裝)</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x 2 及*所需線材不多於 10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	2		
2b.	<p><b>平行移動教學組合及安裝工程(搪瓷物料)</b></p> <p>a) 組合特色</p> <ul style="list-style-type: none"> <li>- 綠板/白板/壁報板任意組合</li> <li>- 1.5mm 厚實鋁材</li> <li>- 四邊組合設計</li> <li>- 路軌/移動板/固定板易拆式更換設計 (方便日後更改設計及維修)</li> </ul>	1		

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<ul style="list-style-type: none"> <li>- 訊號線材收藏空間 (可自行更換線材)</li> <li>- 全長隱藏式路軌</li> <li>- 40cm 筆盤</li> <li>- 外框及配件，5 年保養</li> </ul> <p>b) 外框</p> <ul style="list-style-type: none"> <li>- 兩件式卡槽組裝設計</li> <li>- 電鍍氧化處理</li> <li>- 高度: 1230mm</li> <li>- 總長度: 約 4300mm</li> </ul> <p>c) 組合配件</p> <ul style="list-style-type: none"> <li>- 特闊重型 L 架</li> <li>- 易折式檔板</li> </ul> <p>d) 平行移動組合安裝工程</p> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有寫字板及佈展板</li> <li>- 修補牆身及油漆 (不只局限於外露位置)</li> <li>- 掛牆安裝觸控顯示屏</li> <li>- 掛牆安裝平行移動組合</li> <li>- 安全接地終端有效地連接至接地極，並提供 WR1 給學校 (如有需要，並由註冊電工安裝)</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x 2 及*所需線材不多於 10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>			
2c.	<p><b>平行移動書寫組合及安裝工程(搪瓷物料)</b></p> <p>a) 組合特色</p> <ul style="list-style-type: none"> <li>- 綠板/白板/壁報板任意組合</li> <li>- 1.5mm 厚實鋁材</li> <li>- 四邊組合設計</li> <li>- 路軌/移動板/固定板易拆式更換設計 (方便日後更改設計及維修)</li> <li>- 訊號線材收藏空間 (可自行更換線材)</li> <li>- 全長隱藏式路軌</li> <li>- 40cm 筆盤</li> <li>- 外框及配件，5 年保養</li> </ul> <p>b) 外框</p> <ul style="list-style-type: none"> <li>- 兩件式卡槽組裝設計</li> <li>- 電鍍氧化處理</li> <li>- 高度: 1230mm</li> <li>- 總長度: 約 5200mm</li> </ul> <p>c) 組合配件</p> <ul style="list-style-type: none"> <li>- 特闊重型 L 架</li> <li>- 易折式檔板</li> </ul> <p>d) 平行移動組合安裝工程</p> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有寫字板及佈展板</li> <li>- 修補牆身及油漆 (不只局限於外露位置)</li> <li>- 掛牆安裝觸控顯示屏</li> <li>- 掛牆安裝平行移動組合</li> <li>- 安全接地終端有效地連接至接地極，並提供 WR1</li> </ul>	1		

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	給學校（如有需要，並由註冊電工安裝） <ul style="list-style-type: none"> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x 2 及*所需線材不多於 10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>			
2d.	<b>平行移動書寫組合及安裝工程(搪瓷物料)</b> <ul style="list-style-type: none"> <li>a) 組合特色               <ul style="list-style-type: none"> <li>- 綠板/白板/壁報板任意組合</li> <li>- 1.5mm 厚實鋁材</li> <li>- 四邊組合設計</li> <li>- 路軌/移動板/固定板易拆式更換設計 (方便日後更改設計及維修)</li> <li>- 訊號線材收藏空間 (可自行更換線材)</li> <li>- 全長隱藏式路軌</li> <li>- 40cm 筆盤</li> <li>- 外框及配件，5 年保養</li> </ul> </li> <li>b) 外框               <ul style="list-style-type: none"> <li>- 兩件式卡槽組裝設計</li> <li>- 電鍍氧化處理</li> <li>- 高度: 1230mm</li> <li>- 總長度: 約 4100mm</li> </ul> </li> <li>c) 組合配件               <ul style="list-style-type: none"> <li>- 特闊重型 L 架</li> <li>- 易折式檔板</li> </ul> </li> <li>d) 平行移動組合安裝工程               <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有寫字板及佈展板</li> <li>- 修補牆身及油漆 (不只局限於外露位置)</li> <li>- 掛牆安裝觸控顯示屏</li> <li>- 掛牆安裝平行移動組合</li> <li>- 安全接地終端有效地連接至接地極，並提供 WR1 給學校（如有需要，並由註冊電工安裝）</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x 2 及*所需線材不多於 10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul> </li> </ul>	1		
3.	<b>普通課室安裝工程</b> <ul style="list-style-type: none"> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有的觸控顯示屏，並把該批觸控顯示屏(共12部)運送並安裝不同的特別室。</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	12 (207室- 210室； 307室- 310室； 407室- 410室)		
4a.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有五線譜綠板</li> <li>- 新造及掛牆安裝1塊約2000mm五線譜綠板</li> </ul>	1		

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<ul style="list-style-type: none"> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>			
4b.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有直立式滾動寫字板</li> <li>- 新造及掛牆安裝1塊約2000mm搪瓷白板</li> <li>- 新造及掛牆安裝1塊約900mm壁報板</li> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	1		
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4d.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	1		
4e.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有直立式滾動寫字板</li> <li>- 新造及安裝1組約2500mm闊立式搪瓷白板組合</li> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	1		
4f.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 拆除舊有直立式滾動寫字板</li> </ul>	1		

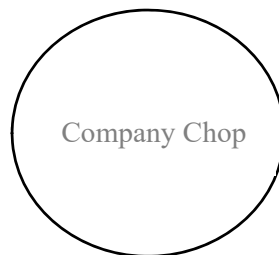
(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<ul style="list-style-type: none"> <li>- 移位安裝原有玻璃寫字板</li> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>			
4g.	<b>特別室安裝工程</b> <ul style="list-style-type: none"> <li>- 安裝工程：最少一次到校場地視察</li> <li>- 免費運輸需要的工程物件、零件和貨件</li> <li>- 掛牆安裝拆卸課室(第3點提及)的觸控顯示屏</li> <li>- 電源接駁及完成測試</li> <li>- 提供所有所需的線材部件及接駁工程</li> <li>- HDMI Cable x2及*所需線材不多於10m</li> <li>- Touch USB Cable x1 10m</li> <li>- 安裝後的場地清潔工作及隱藏線材(走線)</li> </ul>	5		
5.	<b>工作坊</b> <ul style="list-style-type: none"> <li>- 到校舉行最少兩次工作坊；每次不少於1小時，指導老師使用設備</li> <li>- 工作坊內容需包括：               <ol style="list-style-type: none"> <li>1. 互動電子白板的使用方式；</li> <li>2. 互動電子白板的特點；</li> <li>3. 利用互動電子白板進行互動電子學習的課程規劃；</li> <li>4. 利用互動電子白板進行互動電子學習教材製作；</li> <li>5. 其他在課堂上使用的注意事項；</li> <li>6. 答問環節。</li> </ol> </li> </ul>			
6.	<b>其他事項</b> <ul style="list-style-type: none"> <li>- 服務必須符合香港法例要求及相關規定，包括（但不限於）符合最低工資、電力系統要求（按需要發出WR1）、消防要求等，技術人員亦必須領有有效的相關牌照、資格等。承辦商亦需購買勞工保險及保額不少於港幣壹仟萬元之第三者及公眾責任保險。</li> <li>- 承辦商須確保技術人員工作時之安全，並擁有相關的意識，工程所需裝備及工具由承辦商自行提供及負責。</li> <li>- 承辦商需要提供一切必要措施以防止噪音及塵埃及符合法例要求，以及保護受工程影響的原有建築結構。</li> <li>- 報價中需夾附承辦商之商業登記証副本，未能提供商業登記証副本之報價將不會被採納。</li> <li>- 完成訂明的工程後，承辦商應清除工程中產生的所有廢料，並保持受工程影響的地方清潔。</li> <li>- 如相關服務未符合本校要求，本校可提出改善要求。如仍未能改善，本校可立即中止有關合約，並毋須作出任何賠償。</li> <li>- 需提供安裝相關設備設計草圖予校方參考。</li> <li>- 工程可施工期由2025年4月13日至2025年4月21日，逢星期一至五上午9時至下午5時，星期六至日上午9時至下午4時。</li> <li>- 如遇工程延誤，由2025年4月22日至2025年4月23日，工程可施工期為星期一至五上午9時至下午5時。</li> <li>- 工程完成後，須提供Interactive Whiteboard (IWB) 的Serial Number 及其對應安裝的房間表格予校方，有關文件可以doc/docx/xls/xlsx 格式儲存。</li> </ul>			

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<p><b>更改工程費用</b>            在本合約範圍內，校方不會及毋需接受承辦建商任何形式的另加工程費用要求。若供應商被接納報價後，發覺有任何地方因其在書面報價階段疏忽、估算錯誤或誤會而造成所有時間或金錢之失誤，須由承辦商自行負責。在任何情況下，承辦商不得借故另加任何形式的工程費用。</p> <p><b>終止合約：</b>            1. 校方提出終止            ◆ 如出現以下情況，校方可即時向承辦商終止本工程合約；            ◆ 工程進行中沒有合理原因下完全或部份停止施工；            ◆ 承辦商使用不合規格物料/物品進行工程；            ◆ 承辦商面臨無力償還債務或可能提出申請頒令清盤或破產；            ◆ 如證實承辦商履行本工程合約時僱用非法勞工；            ◆ 在校方合理意見下，承辦商並不根據本工程合約履行服務或施工及/或所完成的工程未能符合校方的要求或屢次或經常忽略履行本工程合約有關承辦商的職責。            2. 如校方按上列情況終止本工程合約，承辦商須立刻離開學校，而校方可待完成有關餘下工程後向承辦商追討有關工程差價。</p> <p><b>工程完工後，學校會按照以下標準進行驗收：</b>            1. Interactive Whiteboard (IWB)是否已安裝於正確課室位置，所有功能皆能正常運作(包括但不限於能顯示電腦畫面、實物投影機之畫面及投影iPad 之影像至IWB等)；            2. 連接IWB及其他裝置 (包括但不限於桌上電腦、實物投影機等) 的连接線已隱藏；            3. 平行移動書寫組合已按設計圖完成安裝，路軌及其他配件 (包括但不限於粉筆盒、擋板等)；            4. 所有原有設備 (包括但不限於舊有黑板、投影機、投影機鐵籠等) 已完成拆卸及清理；            5. 完成並提交所有本標書要求之文件 (包括但不限於Interactive Whiteboard (IWB) Serial Number與房間對應表、WR1表格(如有) 等)；            6. 所有課室已完成清潔工作。            - 校方會於驗收工作完成後向承辦商發出工程完成通知書以證明是次工程已完成，證明書上會列明工程完成日期。            - 工程必須於2025年4月21日或之前完成，如未能於2025年4月21日前完成，延期完工將按以下標準處理：            - 延期1-7天扣減總項目費用5%；            - 延期8-14天扣減總項目費用10%；            - 延期15-30天扣減總項目費用20%；            - 延期超過30天扣減總項目費用50%；            - 所有已安裝的設備皆不予退還。            - 實地考察：</p>			



(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
	<p>有意投標之公司可於以下日期及時間到校進行實地考察：</p> <p>2025年2月4日上午10時00分至上午11時00分或 2025年2月7日下午4時30分至下午5時30分</p> <p>到校前請於最少一個上課天前致電學校 26175000 聯絡楊志權老師確認。</p> <p>- 本校建議有意報價的承辦商到校進行實地考察，唯實地考察並非本次書面報價的必要要求，唯承辦商因未曾到校實地考察而造成的任何報價失誤及損失，本校概不負責。</p> <p><b>學校付款安排</b>            工程完成後2個月 100%            (承辦商需於展開工程完結後的下一個月第2個工作日前把發票交予校方, 否則付款安排有可能延後1個月)</p>			
(Columns 4, 5 and 6 to be completed by Supplier)		(6) Gross Total Amount (HK\$)		

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  
Classroom Interactive Whiteboard Installation

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.:	T2024/25-009
Closing Date and Time:	19 Feb 2025 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**

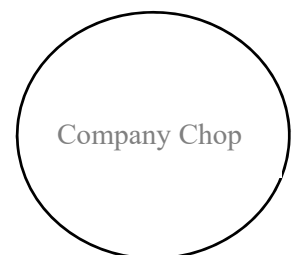
- (a) The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the The IMC of QESOSA Tong Kwok Wah Secondary School) (hereinafter called the IMC).
- (b) The contractor shall not, 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: Classroom Interactive Whiteboard Installation

School ref. No.: T2024/25-009

Written Quotation/Tender Closing Date and Time: 19 Feb 2025 12:00 noon

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

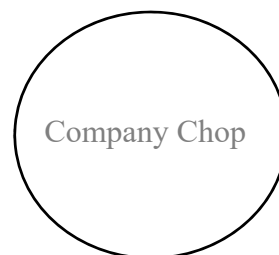
- ☐ Can not provide the requested product or service.
  - ☐ Can not fulfil the requested product or service requirement.
  - ☐ Can not provide the requested product or service on time.
  - ☐ Can not reply to the quote/tender before the closing date and time.
  - ☐ Out of stock.
  - ☐ Other \_\_\_\_\_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

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