

School Ref. No.: T2025/26-020

7 May 2026  
By Registered Mail

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION/TENDER  
WRITTEN QUOTATION/TENDER FOR THE SUPPLY OF  
**(Broadband Service (22.9.2026-21.9.2029))**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

You are invited to quote/tender for the supply of the stores or services 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 Broadband Service (22.9.2026-21.9.2029)**

**School Ref. No.: T2025/26-020**

**Closing Date and Time: 28 May 2026 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 28 May 2026 (Thu) 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 III and Part IV 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 faithfully,

---

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 Broadband Service (22.9.2026-21.9.2029)**  
**(to be completed in duplicate)**

**School Ref No.: T2025/26-020**

Purpose of this Written Quotation/Tender Schedule : To procure broadband services.

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1.	School Internet Service  1. Provide 2500Mbps/1000Mbps up/down link speeds. (Please state separately if the price are different for 2500 Mbps and 1000Mbps)  2. Provide 16 fixed IP addresses.  3. Free hardware equipment on-loan.  4. Free fibre installation and service provisioning.  5. Please specify the technical support service hours.  6. Web content filtering service such as gambling, pornography...  7. DNS Hosting Service  8. Printed paper statements should be provided  9. Service Start Date: 22 September 2026  10. Hardware installation and testing should be completed at least 5 working days before the service commencement date.	1		
		(6) Gross Total Amount (HK\$)		

(Columns 4, 5 and 6 to be completed by Supplier)

**A. Document Submission Requirements**

- i In addition to the written quotation, the supplier must submit the following document(s) for the school's reference:
- A copy of the Business Registration Certificate.

**B. Payment Arrangement**

- i Service Period:
- 3 school years (22 September 2026 to 21 September 2029)
- ii Payment Method: Payment shall be made annually over three years.
- iii The supplier may issue an official invoice after the service has been successfully activated. The school will settle the payment by cheque within 45 days upon receipt of the invoice.

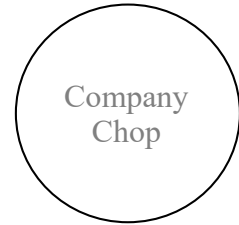
**C. Service Requirements**

- i The supplier shall provide a detailed delivery schedule.
- ii The supplier shall provide adequate technical support and training to ensure effective implementation of the services.

**D. Tender Complaint Handling Mechanism**

- i This tender and evaluation process will be conducted in accordance with the guidelines issued by the Education Bureau and overseen by the school's designated committee to ensure fairness and proper handling. If a bidder believes they have not been treated fairly or identifies irregularities in the process, they may submit a written complaint to the school on or before 26 Aug 2026.

We/I understand that if we/I fail to supply the stores or services as offered in our tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such services 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 SERVICE OF  
Broadband Service (22.9.2026-21.9.2029)

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.:	T2025/26-020
Closing Date and Time:	28 May 2026 12:00 noon

PART I

The undersigned hereby offers to undertake the service as described in the written quotation/tender 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/tender 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 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 quotations/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 service which his Company offers to undertake will not cause any damage to the school's premises.

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:

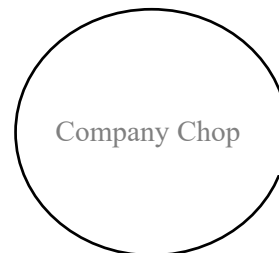
- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued 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 : -



\_\_\_\_\_

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**

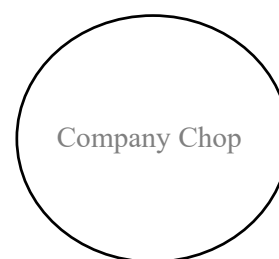
- (a) The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the The IMC of QESOSA Tong Kwok Wah Secondary School) (hereinafter called the IMC).
- (b) The contractor shall not, 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 quotaton/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: Broadband Service (22.9.2026-21.9.2029)

School ref. No.: T2025/26-020

Written Quotation/Tender Closing Date and Time: 28 May 2026 12:00 noon

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

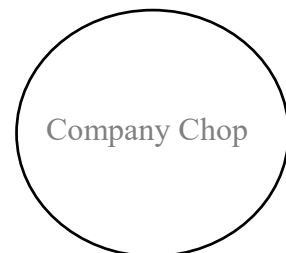
- Can not provide the requested product or service.
  - Can not fulfil the requested product or service requirement.
  - Can not provide the requested product or service on time.
  - Can not reply to the quote/tender before the closing date and time.
  - Out of stock.
  - Other \_\_\_\_\_
- \_\_\_\_\_

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 Sep., 2025

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,



*Athena*

Wan Wing Sze, Athena  
Principal