

Ref. No.: PS84/TENDER/03/19
By Registered Mail

Date: 2/6/2020

The Manager

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY/SERVICE of
課室外判清潔服務

1. You are invited to tender for the supply of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. Late tenders will not be accepted. Your tender will remain open for 90 days from the “Closing Date”, and you may consider your tender 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 tender form is completed, the tender will not be considered.
3. If you are **unable or do not wish** to tender, **please sign and return P.5** of this letter to the school through mail or fax at your earliest convenience.
4. Tenders will be accepted on an *‘overall’/~~‘group’~~/~~‘itemized’~~ basis.
5. The school and its staff will not accept advantages in any way from suppliers and contractors.
6. Your sealed tender, **in duplicate**, should be clearly marked on the outside envelope:
Tender for the supply / service of **課室外判清潔服務**.

The envelope should be addressed to Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon and forwarded to arrive not later than Date: 23/ 6 / 2020
Time: 2:00 p.m. .d / m / yyyy

7. Please be reminded not to identify your company on the envelope. Failure to comply might result in the tender being null and void. You are advised to use our schools’ return envelope to send in your tender.
8. Please be reminded that “The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.”

Cont’ P.2...

...Cont'

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9. The Contractor^(see Note) shall require the Contractor Employees to
- declare in the job application form and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, and to provide the details; and
 - undergo the Sexual Conviction Record Check with the Hong Kong Police Force.
 - The Contractor shall seek the consent of the employees to pass the information regarding (a) and (b) to the School for its consideration of the suitability of the Contractor's prospective employees.

Note:

The Contractor shall inform the employees of the following:

- It is obligatory for the employees to provide the information required;
 - Refusing to disclose the required information or intentionally providing false information and/or withholding any material information may render them unsuitable for the post(s);
 - The information provided by the employees is used by the School for the consideration of their suitability for the post(s);
 - Any conviction of criminal offence(s) may not necessarily render them unsuitable for the post(s); and
 - The employees have the right to request for access and correction of the information provided by sending a written request to the Contractor.
10. This letter requires the Principal's signature with pen or ball pen. Principal's chop is invalid.

Yours sincerely,



Signature: _____

Wong Chui Mang

Principal

*Please delete as appropriate

For School use:

- This letter contains:
 - 10 points,
 - with a clause on anti-corruption (Clause 8) &
 - Reply to Tender Invitation & Tender Schedule.

This letter is sent by Registered Mail.

- Teacher for this tender exercise

Name: _____ Lee Chak Kuen

Signature: _____

Name of clerk: _____ Yu Yuen Yee

Signature: _____

Reply to Tender Invitation

TENDER FORM FOR THE SUPPLY / SERVICE of 課室外判清潔服務

Name and Address of School Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon.

School Ref. No.(to be entered by school) PS84/TENDER/03/19

Tender Closing Date and Time(to be entered by school) Date: 23 / 6 / 2020
d / m / yyyy

Time: 2:00 p.m.

PART I

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

The undersigned also declares during the 5-year period immediately preceding the tender closing date, it did NOT have the below-mentioned conviction OR three or more demerit points over a rolling period of three years:

- (i) any conviction of the following Ordinances—
 - (a) the Employment Ordinance (Cap.57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
 - (b) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
 - (c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
 - (d) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
 - (e) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or
- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

The undersigned also hereby declares and undertakes that he shall ensure that his company has not submitted any tender in this purchase together with companies or persons associated with it. If his company has violated the said undertaking, the undersigned understands that all his or such tenders submitted by him shall be treated as void and at the same time the school may put his Company and all the associated companies or persons in the school's blacklist.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from Date: 23/6/2020 Time: 2:00 p.m. .
d / m / yyyy

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender 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 tenders for and on behalf of:-

Whose registered office is situated at _____

_____ Hong Kong

Telephone No. _____ Fax No. _____

Reply Slip

(Email : plk1984@gmail.com / Fax No. 2704 9602)

Ref.: PS84/TENDER/03/19

Date: _____

The Principal

Po Leung Kuk Ho Yuk Ching (1984) College

2 Chap Fuk Road, Hang Hau,

Tseung Kwan O, Kln., Hong Kong

Dear Principal Wong,

Re: Tender for 課室外判清潔服務

We acknowledge receipt of your Invitation to Tender package.

We have received all of the documents listed in the Invitation to Tender without damage and in usable condition.

However, we **are unable /do not wish** to take part in this tendering exercise.

Yours faithfully,

Signature : _____

Authorized Signature & Company Chop

Name : _____

Title : _____

Name of Company : _____

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4 and 5 to be completed by Tenderer)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount(HK\$) (4) x 11
1	服務內容：(詳情請參閱附件) 24/8/2020-23/7/2021 (11 個月) - 24 個標準課室	1 set	(每月)	(11 個月)
備註：	<p>一、清潔時間：</p> <p>a) 星期一至五： 下午5時正至8時正(共3小時)</p> <p>b) 星期六： 下午2時正至5時正(共3小時)</p> <p>二、合約期 2020年8月24日至2021年7月23日(11個月)</p> <p>三、其他：</p> <ul style="list-style-type: none"> - 《防止賄賂條例》：雙方有關人士不得提供任何利益。如雙方在履行協議時觸犯《防止賄賂條例》，雙方可取消合約，雙方有關人士需負上法律責任。 - 保密：雙方必須對協議條款保密。 - 修訂：任何修訂必須經雙方簽署同意方可執行。 - 終止：任何一方要求提前終止協議，必須於3個月前通知對方。在通知終止協議日至終止生效期間，雙方均有責任繼續完成服務協議。 	/	/	/

Any amendment made should bear a company chop and a signature from an authorized person. The use of correction pen or fluid would render the whole document invalid.

We/I understand that if we/I fail to supply the stores as offered in our/my 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 Tenderer: _____

Signature of Person
Authorized to sign Tender: _____Date: _____
d / m / yyyy

1. 服務要求

1.1 每天指定時段內進行課室清潔的服務，範圍包括如下：

- ◇ 放學後排列枱椅及清潔課室。
- ◇ 清理課室內之雜物。
- ◇ 清掃及拖抹地板。
- ◇ 抹淨黑板、白板、學生枱椅、教師枱椅、課室內的簿櫃、電腦枱、燈掣、房門及門柄。
- ◇ 抹淨電腦及週邊設備/工具。
- ◇ 清理垃圾桶內之垃圾及抹淨垃圾桶，並將垃圾棄置於學校指定收集站。

1.2 每星期之課室清潔的服務工作（於星期六進行），範圍包括如下：

- ◇ 清洗垃圾桶、雨傘架。
- ◇ 抹淨冷氣機表面及清洗隔塵網。
- ◇ 清潔玻璃窗及窗框。

1.3 每月之工作及學校長假期進行課室清潔的服務，範圍包括如下：

- ◇ 徹底清潔課室的積塵位，如門框、電線槽、窗台、圖書櫃、投影機及電腦等。
- ◇ 抹淨光管罩、風扇、抽氣扇及玻璃窗。
- ◇ 清潔牆身及牆腳污漬。
- ◇ 採用起漬清潔劑拖淨地板

1.4 清潔備註：

- ◇ 一般清潔需採用1:99稀釋漂白水進行清潔消毒，再以清水抹淨。
- ◇ 垃圾袋及清潔器材需由清潔公司提供。
- ◇ 離開前，必須將課室及特別室的電源關掉，並將門窗鎖好。
- ◇ 若校方發現有多位學生出現發燒、嘔吐等病徵，校方將要求提供服務的公司加強清潔及消毒工作，如採用 1:49 稀釋漂白水進行清潔消毒，再以清水抹淨。

2. 服務收費

- 2.1. 『員工薪酬是參照法例指引，以實際工作時數計算工資』，清潔公司需保證支付予員工的工資均遵守特區政府的最低工資的基本法定要求，員工在任何工資期內的工資，按他的總工作時數計算，每小時不低於法定最低工資水平。
- 2.2. 每月固定清潔服務費用為港幣。
- 2.3. 免費提供24小時緊急服務熱線。
- 2.4. 清潔公司提供清潔人員及有關上述工程所須之清潔機器、藥劑及物料。
- 2.5. 安排主管在場統籌所有清潔人員進行上述工程及有關跟進服務。
- 2.6. 所有清潔人員於學校範圍均穿著制服及配帶工作證。
- 2.7. 所有清潔人員之勞工保險、第三者責任保險及公眾責任保險。
- 2.8. 轄下員工享有勞工法例下之一切權益，如強積金供款、法定假期、大假、超時工作補貼等。
- 2.9. 服務費用包括清潔工人替假、假期

3. 合約期

2020年8月24日至2021年7月23日（11個月）

4. 其他：

- 《防止賄賂條例》：雙方有關人士不得提供任何利益。如雙方在履行協議時觸犯《防止賄賂條例》，雙方可取消合約，雙方有關人士需負上法律責任。
- 保密：雙方必須對協議條款保密。
- 修訂：任何修訂必須經雙方簽署同意方可執行。
- 終止：任何一方要求提前終止協議，必須於3個月前通知對方。在通知終止協議日至終止生效期間，雙方均有責任繼續完成服務協議。