

Ref. No.: PS84/TENDER/02/24

Date: 22/1/2025

By Registered Mail

The Manager

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY/SERVICE of
書商

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 書商

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: 19/ 2/ 2025 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: _____

Lam Ming Yan

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: Chiu Tze Kwan

Signature: _____

Name of clerk: Ng Ka Fung

Signature: _____

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Reply to Tender Invitation

TENDER FORM FOR THE SUPPLY / SERVICE of 書商

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/02/24

Tender Closing Date and Time(to be entered by school) Date: 19 / 2 / 2025

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
 - (f)
- (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.

The contract, which is initially for a period of 1 year, can be extended further by up to two more years, if the undersigned agrees to provide the services on the same terms & conditions and the services provided by the undersigned were found satisfactory by the School.

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: 19/2/2025 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.

PART III
SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the 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_____

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 : info@plk1984.edu.hk / Fax No. 2704 9602)

Ref.: PS84/TENDER/02/24

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 Lam,

Re: Tender for 書商

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)

(請於適當之「○」加上「✓」)

項目	書商服務承諾書
1	折扣 提供折扣優惠？ <input type="radio"/> 是，折扣額_____。 <input type="radio"/> 否。
2	印製書單及訂購表 提供免費印製書單及訂購表服務？ <input type="radio"/> 是，校方需於_____工作天前將有關資料送交 貴公司。 <input type="radio"/> 否。
3	訂書方法 <input type="radio"/> 網上訂購 <input type="radio"/> 交訂購表 --派工作人員到校收取 <input type="radio"/> 是，派員到校_____次 <input type="radio"/> 否 <input type="radio"/> 門市訂購 <input type="radio"/> 其他_____
4	訂金 需繳付訂金？ <input type="radio"/> 是 a) 訂金款額：\$ _____ b) 收款安排 1) 派工作人員到校收取 <input type="radio"/> 是，派員到校_____次 <input type="radio"/> 否 2) 付款方法 <input type="radio"/> 網上銀行轉帳 <input type="radio"/> 銀行轉帳 <input type="radio"/> 「7-11」便利店 <input type="radio"/> 「OK」便利店 <input type="radio"/> 支票 <input type="radio"/> 現金 <input type="radio"/> 信用咭 <input type="radio"/> 八達通 <input type="radio"/> 其他_____ c) 退款安排 提供退回訂金服務？ <input type="radio"/> 是，退款手續：_____ <input type="radio"/> 否。 <input type="radio"/> 否
5	取書及繳付訂書餘額／款項安排 a) 派工作人員到校派發已訂購書籍及收取訂書餘額／款項？ <input type="radio"/> 是，派員到校_____次。 <input type="radio"/> 否。 b) 取書方法： <input type="radio"/> 到校派發 <input type="radio"/> 於門市取書 c) 付款方法： <input type="radio"/> 網上銀行轉帳 <input type="radio"/> 銀行轉帳 <input type="radio"/> 「7-11」便利店 <input type="radio"/> 「OK」便利店 <input type="radio"/> 支票 <input type="radio"/> 現金 <input type="radio"/> 信用咭 <input type="radio"/> 八達通 <input type="radio"/> 其他_____ d) 門市訂購是否也能在學校取書？ <input type="radio"/> 是 <input type="radio"/> 否

項目	書商服務承諾書
6	退書／換書 提供免費退書／換書服務? <input type="radio"/> 是，退書／換書手續：_____。 <input type="radio"/> 否。
7	其他資料

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

