

By Registered Mail

Dear Sirs,

**INVITATION TO TENDER**  
**TENDER FOR THE SUPPLY/SERVICE of**  
**Security Guard Service of Po Leung Kuk Ho Yuk Ching (1984) College**

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 Security Guard Service of Po Leung Kuk Ho Yuk Ching (1984) College.

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: 11/ 1 / 2023  
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'

Ref. No.: PS84/TENDER/01/22

9. The Contractor<sup>(see Note)</sup> 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: Yan Kam Ching

Signature: \_\_\_\_\_

Name of clerk: Ng Ka Fung

Signature: \_\_\_\_\_

Ref. No.: PS84/TENDER/01/22

**Reply to Tender Invitation TENDER FORM FOR THE SUPPLY / SERVICE of**

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/01/22

Tender Closing Date and Time(to be entered by school) Date: 11 / 1 / 2023  
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];
  - (a) 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];
  - (b) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
  - (c) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
  - (d) 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.

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: 11/ 1 / 2023  
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 : info@plkhyc1984.edu.hk / Fax No. 2704 9602)

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Ref.: PS84/TENDER/01/22

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 Security Guard Service of Po Leung Kuk Ho Yuk Ching (1984) College

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 : \_\_\_\_\_

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

(1) Item No. (項目)	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
	此招標有效期為三年(01/05/2023-30/04/2026)，每年續約一次。本校會根據服務供應商之表現及合約條款而決定是否簽訂第二年(24/25)及第三年(25/26)合約。				
1	<p>首年合約日期：01/05/2023-30/04/2024 工作地點：將軍澳集福路二號(本校)</p> <p>a) 一名夜更保安員(由一名固定員工負責) 工作時間：19:00-07:00 (每天)</p> <p>b) 一名日更保安員(由一名固定員工負責) 工作時間：07:00-19:00 (星期日及公眾假期) (請自行計算日數)</p> <p>*請填寫下列資料： 如有突發事情，巡邏主任可以於_____小時內到校支援。</p>	1a + 1b	(項目 1a + 項目 1b) (HK\$ per month)	(項目 1a + 項目 1b) (HK\$ per year)	
2	<p>特別支援服務(超時工作)</p> <p>a) 平日(非公眾假期或星期日) b) 公眾假期或星期日 c) 惡劣天氣(黑雨、八號風球或以上)</p>	N.A.	<p>2.a. _____</p> <p>2.b. _____</p> <p>2.c. _____</p>	N.A.	
	<p>項目 1 之服務費須包括：</p> <p>A. 電子巡邏記錄系統。</p> <p>B. 保安員制服。</p> <p>C. 保險、強積金、員工假期及一切雜項支出。</p>				

Remarks:

Ref. No.: PS84/TENDER/01/22

甲、回標請提供:

Page 2 of 2

1. 下列文件副本
  - a. 商業登記
  - b. 保安公司牌照
  - c. 勞工及第三者責任保險證書
2. 公司簡介
3. 管理保安員工作程序及方法
4. 貴公司現有保安員派駐中小學之客戶服務名單(2022年1月至2022年12月)

乙、保安員工作範圍:

1. 登記出入的人及車輛，開關大閘／電閘。
2. 全校巡邏(地下至五樓及天台)
3. 處理警鐘誤鳴(必須懂得操控消防控制室錶板/裝置)
4. 開關房間/課室門、窗、燈及不同類型冷氣。
5. 遵守及執行政府公布防疫條例。
6. 穿著制服
7. 上班及下班必須拍卡(電子)
8. 保管鎖匙
9. 本校負責人指派其他未列明工作

丙、特別條款:

1. 保留電子巡邏記錄(最少三個月)，校方有權索取巡邏記錄。
2. 如保安員遲到、早退、沒有上班或沒有簽到，服務供應商負責人須進行調查及以書面形式回覆本校。
3. 新派駐本校的保安員上班前七天，服務供應商須傳真或電郵其保安許可證至本校。
4. 新派駐本校的保安員必須進行由香港警務處推行之「性罪行定罪紀錄查核」，服務供應商須致電自動電話系統收聽查核結果，然後將相關結果於保安員上班前七天以書面形式通知本校，有關安排須獲相關員工同意。
5. 事先未獲本校校董會書面同意，服務供應商不得分判、轉讓、或出讓已簽訂的合約。
6. 派駐本校的人員均須遵守《香港國安法》及所有適用於香港的法律。若有違反，學校亦可因此取消批出合約，而服務供應商須為學校所蒙受的任何損失或損害負上法律責任。

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

Company Chop