



聖母書院
Our Lady's College

Address : 九龍黃大仙龍鳳街三號

3, Lung Fung Street, Wong Tai Sin, Kowloon

Tel. : 2327 5860

Fax : 2752 7645

Web Site : <http://www.olc.edu.hk>

E-mail : info@olc.edu.hk

School Ref. No. W02/1718

6 October 2017

Dear Sirs,

INVITATION TO WRITTEN QUOTATION

**WRITTEN QUOTATION FOR THE SUPPLY OF
DESKTOP COMPUTERS FOR CAL ROOM (37 PCS.)**

1. You are invited to quote for the supply of the stores or services as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.
2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for the supply of Desktop Computers for CAL Room (37 pcs.)

The envelope should be addressed to The Principal, Our Lady's College, 3 Lung Fung Street, Wong Tai Sin, Kowloon and arrive not later than 12:00 noon on 27 October 2017. Late written quotations will not be accepted. You should not disclose your identity on the sealed written quotation enveloped or the written quotation will be disqualified. Your written quotation will remain open for 90 days from the "Closing Date", and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

3. If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.
4. Written Quotations will be accepted on an * '~~overall~~'/~~'group~~'/~~'itemised~~' basis.

Yours sincerely,
Sr Lim Lai Ling Amy
Principal

* Please delete as appropriate

The bidder, its employees and agents shall not offer any advantages (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, 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.

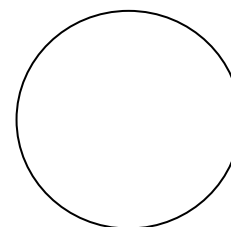
**WRITTEN QUOTATION SCHEDULE FOR THE SUPPLY OF
DESKTOP COMPUTERS FOR CAL ROOM (37 PCS.)**

(to be completed in duplicate)

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

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<p><u>Desktop Computers</u> Minimum Requirements: - CPU Intel i5-6500 or above - 8GB RAM - 240GB SSD preferred - DVDRW Optical Drive - 802.11bgn wireless - VGA, HDMI, USB2.0 & 3.0, Audio Jet, Gigabit Ethernet Port, SD Card slot - Keyboard & Mouse NOT required - Windows 10 Professional downgradable to Windows 7 Professional - Installation with existing power socket and LAN slot - 3 Years Warranty</p> <p><i>* The item is required by 20 December 2017. The supplier is requested to deliver the item on or 20 December 2017, if approved.</i></p>	37			

We/I understand that if we/I fail to supply the stores or services as offered in our/my written quotation upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____

Signature: _____

Date: _____

**WRITTEN QUOTATION FORM FOR THE SUPPLY OF
DESKTOP COMPUTERS FOR CAL ROOM (37 PCS.)**

(To be completed in duplicate)

Name and Address of School: Our Lady's College

3 Lung Fung Street, Wong Tai Sin, Kowloon

School Ref. No. : W02/1718

Written Quotation Closing Date and Time: 27 October 2017 (Friday), 12:00 Noon

PART I

The undersigned hereby offers to undertake the service as described in the written quotation 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 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 shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations 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 VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 27 October 2017.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 20_____.

Name (in block letters) : _____

Signature : _____ in the capacity of _____ (state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of : -

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____ Fax No. : _____