Invitation to Written Quotation/Tender Letter

School Ref. No.: San\Constru\roof2016 Date: 8th June, 2016

Room 419+422-424, Block 1, Yip On Factory Estate,
Wang Hoi Road, Kowloon Bay
Hing Fat Building Engineering Co. Ltd.

Dear Sirs,

INVITATION TO WRITTEN QUOTATION/TENDER
WRITTEN QUOTATION/TENDER FOR THE SUPPLY OF
Roof-top Fitting-out Work

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.

2. Your sealed written quotation/tender, in duplicate, should be clearly marked on the envelope:

Written Quotation/Tender for Roof top Fitting-out Work

The envelope should be addressed to No. 1, Kui In Fong, Sheung Wan, Hong Kong and arrive not later than 12:00 noon on 23rd June, 2016. 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 II of the written quotation/tender form is completed, the written quotation/tender will not be considered.

3. 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.

4. Written Quotations/Tenders will be accepted on an ‘overall’ basis.

Yours sincerely,

Lui Kam Keung
Principal
San Wui Commercial Society School
## Written Quotation/Tender Schedule

**WRITTEN QUOTATION/TENDER SCHEDULE FOR THE SUPPLY OF**

**Roof-top Fitting-out Work**

**(to be completed in duplicate)**

(COLUMNS 4 AND 5 TO BE COMPLETED BY SUPPLIER)

<table>
<thead>
<tr>
<th>(1) Items</th>
<th>(2) Description</th>
<th>(3) Quantity Required</th>
<th>(4) Unit Rate (HK$)</th>
<th>(5) Total Amount (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Roof-top Job</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>A. Preliminaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Provide labour for Site supervision and meetings with school.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Contingency</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Provide Hoarding and/or dumping area during work in progress.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provide Scaffolding.</td>
<td>1 sum</td>
<td></td>
<td></td>
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<tr>
<td>5. Provide public liability Insurance.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Provide General cleaning after job completion.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Gardening, Canopy works</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Supply labour and purpose methods to dismantle all &quot;Gardening&quot; areas. (Approx. 2500sq.ft.)</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. To cart away all plants, soil, cement stone flooring, and all other related debris.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. To dismantle and cart away existing canopy. (Approx. 1200sq.ft.)</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. To leveling all existing concrete base.</td>
<td>1 sum</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total sum in Hong Kong dollars for Items A-B:

**Terms and conditions:**

1. All Works completed within one-time (7) working days.
2. No disturbance to the school during work in progress.
3. Any Contracting company should be fully comply to safety regulations according to the HKSAR.
We/I understand that if we/I fail to supply the stores or services 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 or 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 Services

WRITTEN QUOTATION/TENDER FORM FOR THE SERVICE
OF Roof-top Fitting-out Work

Name and Address of School: San Wui Commercial Society School
No. 1, Kui In Fong, Sheung Wan, Hong Kong

School Ref. No. (to be entered by school): San\Construc\roof2016

Written Quotation/Tender Closing: 23rd June, 2016

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 from 23rd June, 2016.

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.

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 written quotations/tenders for and on behalf of:

__________________________________________________

whose registered office is situated at ____________________________

_____________________________________________Hong Kong.

Telephone No. : _________________________

Fax No. : ____________________________