惠僑英文中學

WAI KIU COLLEGE

九龍深水埗石硤尾偉智街十七號 電話: 852-2777 6289 傳真: 852-27767727

17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon, Hong Kong. Tel: 852-2777 6289 Fax: 852-27767727

電郵地址(E-mail): wkc@wkc.edu.hk 網址(Website): http://www.wkc.edu.hk

Ref. No: WKCTD21-22/01

Invitation to Tender Letter

(Tenders are reminded not to disclose their company name on envelopes)

Firm name :

Address :

Date : 3-9-2021

By Registered Mail

Tel :

Fax :

Dear Sir,

INVITATION TO TENDER

Tender for " Supply of MacBook"

1. You are invited to tender for the supply and/or undertaking services 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. Your sealed tender, **in duplicate,** should be clearly marked on the envelope:
   Tender for **"Supply of MacBook"**.
   The envelope should be addressed to **17 Wai Chi Street, Shek Kip Mei, KLN, HK.,** and arrive no later than **12:00 noon** on **30-9-2021**. 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 I of the tender form is completed, the tender will not be considered.
3. If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender forms with reason to the above address at your earliest convenience.
4. Tenders will be accepted on a/an * 'overall'/ 'group'/ 'itemized' basis.
5. If you have any query, please contact the person-in-charge **Ms Yau Hung Hung** at 2777 6289.

Yours sincerely,

CHENG Che -yin

Principal

*Please delete as appropriate

PART I. TENDER SCHEDULE TO BE COMPLETED (IN DUPLICATE)

(Columns 3, 4 and 5 to be completed by Tenderer)

(1) Item No.	(2) Description/ Specification	(3) Quantity Required	(4) Unit Rate (HK$)	(5) Total Amount (HK$)
1.	**MacBook Air 13-inch** - Apple M1 chip with 8-core CPU, 8 core GPU and 16-core Neural Engine -8GB unified memory -512 GB SSD Storage -Magic Keyboard - Touch ID - Force Touch trackpad -Two Thunderbolt/USB 4 ports -One year carry-in warranty	25		
			Total:	

Remark (in Chinese Only):

- 根據《防止賄賂條例》，在學校採購過程中，如學校員工接受供應商和承辦商提供的利益，或供應商和承辦商向學校員工提供利益，均屬違法。學校不容許供應商和承辦商透過任何形式的利益（包括捐贈）影響學校的選擇。
- 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為，有關投標書將不獲考慮。即使已獲委聘，所簽訂的有關合約亦會被宣告無效。

Additional information:

Other information that is useful for our consideration. (You can attach extra sheets for more information)	

We/I understand that if we /I fail to supply the products 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 products are obtained from elsewhere.

We/I have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the tendering process.

Company Chop

Name of Tenderer:_____

Name & Signature of Person authorized to sign Tender: _____

Name (in BLOCK LETTERS):_____ Signature:_____

Date:_____

Remark (in Chinese Only):

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PART II.

The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein from the date of a confirmed order placed by the school at the price or prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In doing so, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; tenders 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 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 III. RECONFIRMATION OF TENDER VALIDITY

With reference to Part II of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from _____.

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: _____ day of _____ 20_____.

Name (in BLOCK LETTERS): _____

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

_____.

Telephone No.: _____ Fax No.: _____

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