

Invitation to Tender Letter
(Suppliers should be reminded not to identify their companies on the envelopes)

School Ref. No. 2023-24/RMR020

Date : 20th March 2024

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
**Renovation of Two Learning Venues for Arts and
Computer Science Curriculum**

You are invited to tender for the supply of the stores or services as specified in the enclosed tender schedule.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope:

Tender for **“Renovation of Two Learning Venues for Arts and
Computer Science Curriculum ”**

A tender will be disqualified if the bidder discloses its identity on the sealed tender envelope. The envelope should be addressed to **The Principal, The IMC of Shatin Tsung Tsin Secondary School, 1 Mei Tin Road, Tai Wai, Shatin, New Territories** and arrive not later than 12:00 noon on **17th April 2024**. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). 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.

You are 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, 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.

The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the Incorporated Management Committee of Shatin Tsung Tsin Secondary School. The contractor shall not, without the prior written consent of the aforementioned Incorporated Management Committee, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the aforementioned Incorporated Management Committee for approval. The aforementioned Incorporated Management Committee reserves the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

For tenders and purchases involving wages, the bidder must comply with the requirements of the Statutory Minimum Wage.

Failure to comply with any of the above requirements in this letter and the enclosed documents will render a tender invalid and the tender will not be further considered.

If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address or by fax (2604 7350) or by email to info@sttss.edu.hk at your earliest convenience.

Tenders will be accepted on an overall basis.

Yours sincerely,

Ms. LEUNG Kit-yin
Principal

TENDER FORM FOR THE SUPPLY OF
Renovation of Two Learning Venues for Arts and Computer Science Curriculum

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,**
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : 2023-24/RMR020

Tender Closing Date and Time : **17th April 2024 12:00 noon**

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with 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 school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; 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 tender remains open. The undersigned also warrants that his/her Company's Business Registration and Employee's Compensation Insurance Policy are currently in force and that the items which his/her Company offers to supply do not to his/her knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN QUOTATION 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 **17th April 2024** .

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.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation 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.

Date this _____ day of _____.

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. _____

THE IMC OF SHATIN TSUNG TSIN SECONDARY SCHOOL
2023-2024 TENDER SCHEDULE

(Column 4,5 & 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1	<p><u>Renovation of Two Learning Venues for Arts and Computer Science Curriculum</u></p> <p><u>優化電腦及戲劇教室(圖則見附件)</u></p> <p>1. <u>電腦間</u>(佔房間前三分一)</p> <ul style="list-style-type: none"> - 供三十位學生上課用的電腦桌椅連六十個電插及三十六個上網插 (可部份向窗/牆，部份向前；或全部向前，視乎空間是否足夠) - 一套老師用電腦桌椅連五個電插及一個上網插 - 窗下設儲物櫃 - 智能白板電插三個 - 鋪地毯 <p>2. <u>話劇間</u> (佔房間後三分二)</p> <ul style="list-style-type: none"> - 一面牆鋪全身鏡 - 鋪跳舞木地板 (略高於電腦間地毯 2 吋左右，接口位有微斜，中空靜音設計) - 六只喇叭 (貼牆掛) - 儲物櫃 (左右方貼牆) <p>3. <u>額外電插八個</u></p>	1 整項			

<p>優化藝術課程教室(圖則見附件)</p> <p>1. <u>電腦間(佔房間前三分一)</u></p> <ul style="list-style-type: none"> - 供三十位學生上課用的電腦桌椅連六十個電插及三十個上網插(可部份向窗/牆，部份向前；或全部向前，視乎空間是否足夠) - 一套老師用電腦桌椅連五個電插及一個上網插 - 電腦白板電插三個 - 鋪地毯 - 貼牆壁佈板 <p>2. <u>藝術創作間(佔房間後三分二)</u></p> <ul style="list-style-type: none"> - 六至八張有抽屜長枱供三十位學生分六至八組進行藝術創作 - 設置一至兩組洗手盆，連六個水龍頭。洗手盆上或旁需預留位置晾曬工具，洗手盆下方亦需設置大型底櫃方便存放清潔工具 - 一個高身 A2 晾畫架三十層 - 貼牆矮身儲物櫃或吊櫃 - 貼牆壁佈板 - 投影屏幕牆及投影機電插 - 防污地板 - 額外電插八個 <p>3. <u>儲物室</u></p> <ul style="list-style-type: none"> - 高身儲物櫃或層架 - 高身大型紙櫃 - 兩個電插 <p>備註：上述兩個房間如能於課堂以外供師生進行小組聚會會更佳</p> <p>標書已附上工程範圍圖則，以作參考。學校已安排於 2024年3月26日(星期二)下午2時30分講解工程的細節及安排。有意進行投標的公司可安排人員準時到校出席及實地視察。如有查詢，請致電 26073881 聯絡陳圓覺老師</p>	<p>1 整項</p>			
<p style="text-align: right;">Total Amount(\$):</p>				

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.

Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Tender :

Name (in block letters) : _____ Signature : _____

Date : _____

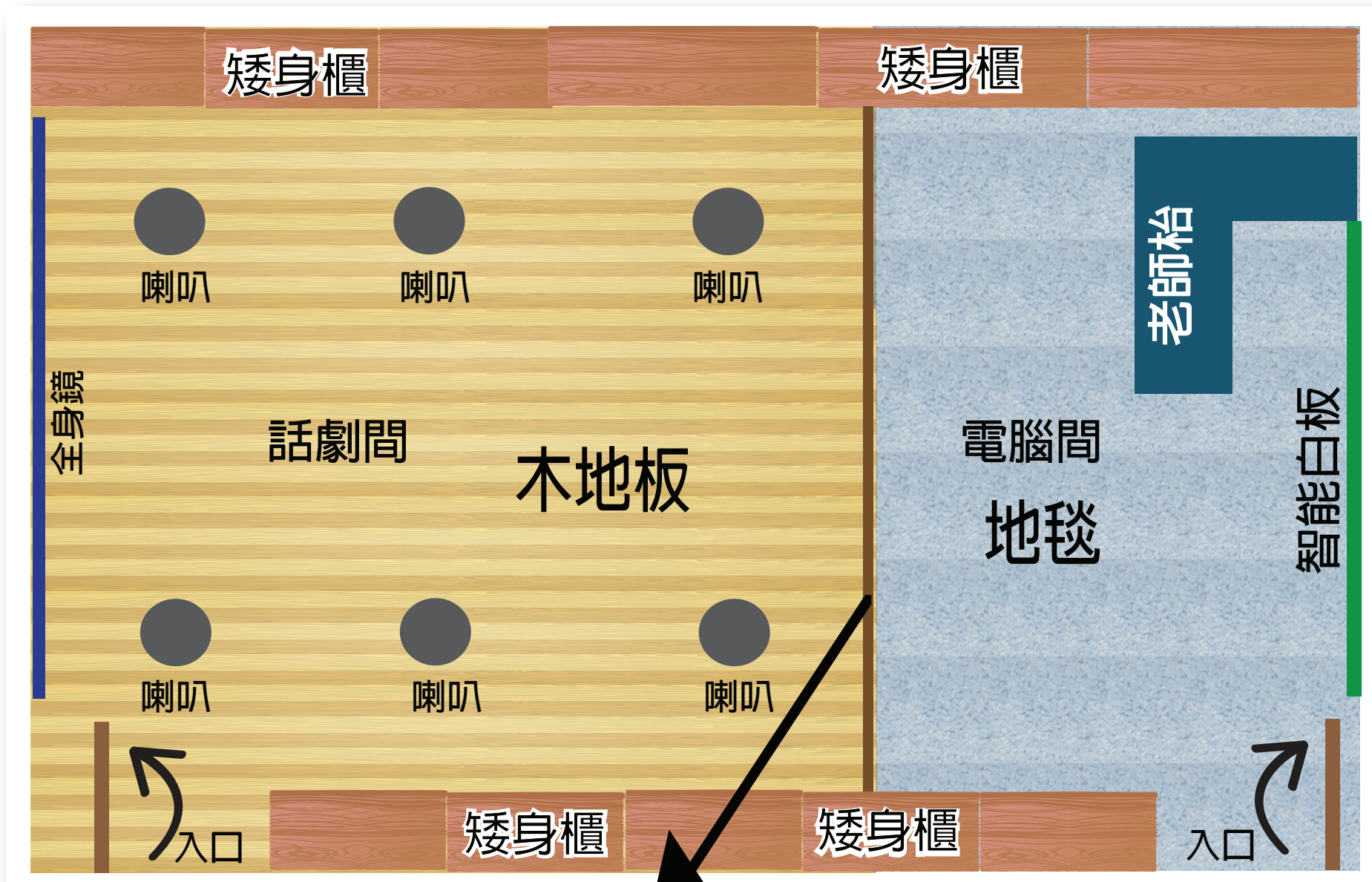
沙田崇真中學
優化電腦及戲劇教室及藝術課程教室（2023-24/RMR020）
招標補充資料

1. 工程內容：
 - 1.1 中標者必須提供所有工程、勞工及第三者責任之保費證明。
 - 1.2 需提供 18 個月免費上門保用及保養期（完工日起計算）。
 - 1.3 工程期為 2024 年 7 月 2 日至 8 月 16 日。
 - 1.4 如未能於雙方議定的日期完工，每 5 個工作天（不計算星期六、日及公眾假期）延誤將扣減工程費用 2.5%以作行政費用（不足五天仍作五天計算）。
 - 1.5 付款方式：與承辦商簽妥工程合約，學校支付工程總金額的 50%；工程竣工經學校驗收合格後，學校 30 天內清付餘款（工程總金額的 50%）。
 - 1.6 投標書有效期為三十天。由截標日期起計，如在三十天內仍未獲委聘通知，則可視作是次投標不被接納。

2. 提交的標書內容需包括：
 - 2.1 提供物料及傢具的樣本、品牌、產地等相關資料。
 - 2.2 費用需包括清理上述房間內所有雜物及廢物。
 - 2.3 需註明為所有工程、勞工及第三者責任所購買的保險保障額。
 - 2.4 提交 5 份或以上相關工程的資料以作參考。
 - 2.5 提交 貴公司註冊資料及商業登記證副本。
 - 2.6 若有其他提議項目，可自行加入相關項目。

3. 評審標書準則：
 - 3.1 設計及物料（45%）
 - 3.2 工程費用（45%）
 - 3.3 相關工程經驗（10%）

電腦及戲劇教室



木地板下須做一個平台大約離地約2吋



藝術課程教室

