Our Ref. No.: 26th February 2025

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF Audit Service for School Annual Account and ORSO Annual Report for the year of 2024/25, 2025/26, 2026/27 (WQ/2425/02)

You are invited to quote for the supply of the items 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.

Your sealed written quotation, <u>in duplicate</u>, should be clearly marked on the outside envelope: Written quotation for <u>Audit Service for School Annual Account and ORSO Annual Report for the year 2024/25, 2025/26, 2026/27.</u>

The envelope should be addressed to <u>S.K.H. TSOI KUNG PO SECONDARY SCHOOL</u>, <u>101 Chung Hau Street</u>, <u>Homantin</u>, <u>Kowloon</u> and arrive not later than 12:00pm on <u>18th March 2025</u>. Late written quotations will not be accepted. 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.

If you are unable or do not wish to quote, it would be appreciated if you would return the written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an *'overall' / 'group' / 'itemized' basis.

Yours sincerely,

(Ms.) Tsang Pui Yu

Principal

Encl.

Please delete as appropriate

WRITTEN QUOTATION FORM FOR THE SUPPLY OF AUDIT SERVICE FOR SCHOOL ANNUAL ACCOUNT AND ORSO ANNUAL REPORT FOR THE YEAR OF 24/25, 25/26, 26/27 (WQ/2425/02)

Name and Address of School S.K.H. Tsoi Kung Po Secondary School

101 Chung Hau Street, Homantin, Kowloon

School Ref. No.

Written quotation Closing Date and Time 18th March 2025 12:00pm

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 form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 18th March 2025.

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 written 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.

Dated this 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 written quotations for and on behalf of:					
whose registered office is situated at_					
		Hong Kong.			
Telephone No.	Fax No				

Date : _____

WRITTEN QUOTATION

(1)	(2)	(3)	(4)	(5)	(6)	
Item No.	Description / Specification	Quantity	Unit Rate	Total	Delivery	
		required		Amount	Offered	
1	Audit Service for School Annual Account and ORSO Annual Report			(HK\$)		
1	Audit Service for School Annual Account and ORSO Annual Report					
	(1) School Annual Account for the year of 2024/25, 2025/26 and 2026/27 on or					
	before December every year.					
	(2) ORSO Annual Report for the year of 2024/25, 2025/26 and 2026/27 on or					
	before March every year.					
	Scoring Criteria: 50% Amount 50% Service/Reputation					
	Seeding Citteria . 30/01/mount 30/0 Service/Reparation					
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.						
ootamea	Hom Cisc where.					
Name of S	Supplier:					
				Company Chop		
Name and	l Signature of Person authorized to sign Written Quotation					
Name (in	block letters):	Signature:				
Timine (in ottori terroto).						