

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

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

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(Ms.) Tsang Pui Yu  
Principal

Encl.

Please delete as appropriate



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 \_\_\_\_\_

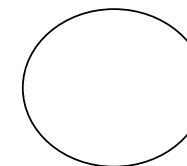
\_\_\_\_\_ Hong Kong.

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<p><u>Audit Service for School Annual Account and ORSO Annual Report</u></p> <p>(1) School Annual Account for the year of 2024/25, 2025/26 and 2026/27 on or before December every year.</p> <p>(2) ORSO Annual Report for the year of 2024/25, 2025/26 and 2026/27 on or before March every year.</p> <p>Scoring Criteria : 50% Amount <u>50% Service/Reputation</u></p> <p>_____</p> <p>_____</p>				

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 : \_\_\_\_\_