



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

Date: 6 June 2025
By Registered Mail

School Ref. No.: EMT/2425-W79
Firm name and address:

Dear Sirs/Madams,

INVITATION TO WRITTEN QUOTATION
Written Quotation for the Provision of Musical Training 2025-2026

You are invited to quote for the supply of the services 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 the Provision of Musical Training 2025-2026

The envelope should be addressed to **The Principal, Hong Kong Tang King Po College, 25&27, Kennedy Road, Wanchai, H.K.** and arrive not later than **12:00 noon on 30 June, 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 I, II, III and IV 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 return the written quotation form with reason to the above address at your earliest convenience.

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

If you have any questions, please contact Ms. Wong Yuen No or Mr. Tse Chi Hong.

Yours faithfully,

WONG Ka Ming
Principal

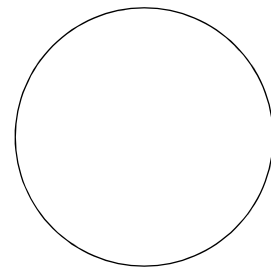
* Please delete as appropriate

**Written Quotation Schedule
(to be completed in duplicate)**

(Columns 4 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Total Amount (HK\$)
1	Quotation for the Provision of Musical Training (Please refer to the attached requirements P.5)	1	

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: _____

Written Quotation Form for Services
Written Quotation for the Provision of Musical Training 2025-2026

Name and Address of School:	<u>HONG KONG TANG KING PO COLLEGE</u> <u>25&27, KENNEDY ROAD, WANCHAI, HK</u>
School Reference Number:	<u>EMT/2425-W79</u>
Written Quotation Closing Date and Time:	<u>30 June, 2025 12:00 noon</u>

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 document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from **30 June, 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

PREVENTION OF BRIBERY ORDINANCE

The undersigned acknowledges that, the tenderer, 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 tenderer 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 tenderer liable for any loss or damage the school may sustain.

PART IV
SAFEGUARDING NATIONAL SECURITY

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

Name (in block letters): _____

Signature _____ in the capacity of _____. (State official position, e.g. Director, Manager, Secretary)

Duly authorized to sign written quotations for and on behalf of:

_____ whose registered office is situated at

Telephone No.: _____

Fax No. : _____

Hong Kong Tang King Po College
Quotation for Musical Training 2025-2026

Our school would like to present a Musical performance in English in our 60th Anniversary Evening Show in May 2026 and is looking for a partner who can provide training services towards the above named. For interested parties, please submit a quotation / proposal which can meet the following specifications :

1. Target groups : F.2- F.5
2. One 25mins original English script
3. 3 original songs with MMO production and sound effect
4. 36 rehearsal hours for professional director (please also state unit price)
5. 36 rehearsal hours for Choreographer includes dance, stage, visual direction, movement choreography (at least 3 dances to be performed)
6. 10 rehearsal hours for singing coach
7. Other services, e.g. make up, props, costumes can also be listed

For any enquiry, please contact Ms. Lo(Office), Ms. Wong (Head of Music Department) or Mr. Tse(Head of ECA) at 2527 2427.