



賽馬會 萬鈞毅智書院
JOCKEY CLUB MAN KWAN EDUYOUNG COLLEGE

SUPERVISOR :
Prof. TAM MAN KWAN
Ph.D., B.H., B.B.S., J.P.
校監：譚萬鈞教授·太平紳士
PRINCIPAL :
Mr. LUI CHI HONG(Med)
校長：雷志康先生（教育碩士）

School Ref. No.: JCMKEC-222308Q

Company name: _____

and address: _____

26 June, 2023

By Registered Mail

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SERVICE OF
2023-24 Musical training and performance

1. You are invited to quote for undertaking services of the items as specified in the enclosed quotation schedule. If you are not prepared to accept a partial order. Please state this clearly on the quotation schedule.
2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for 2023-2024 Musical training and performance

The envelope should be addressed to 5 Tin Wing Road, Tin Chung Court, Tin Shui Wai, Yuen Long, NT and arrive not later than 12:00 noon on 17th July, 2023. Late written quotations will not be accepted. Your tender 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.

3. 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.
4. Written quotations will be accepted on 'overall' basis.

Yours sincerely,
Principal

致供應商／承辦商有關向學校教職員致送禮物事宜信件

有關向學校教職員致送禮物事宜

本校已就教職員執行校務時索取或收受禮物之問題，制定政策，特此通知 貴公司。

根據本校政策，屬下教職員在未獲得法團校董會之特別批准前，不得在執行校務時索取或收受任何禮物、金錢或其他形式的利益，以建立本校教職員之清廉形象。

本校教職員均了解此政策，如有違犯，會遭受紀律處分。而本校亦會考慮將事件向廉署舉報。

本校竭誠希望貴 公司支持本校的廉政方針，假若貴 公司遇有本校教職員索取利益，請盡速通知本人。

校長 雷志康 謹啟

二零二三年六月二十六日



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書面報價須知：

1. 交回一式兩份的書面報價文件，並緊記填妥全部資料及蓋上公司印章。
2. 於截止日期前將書面報價文件寄回本校，「傳真」恕不接受。
3. 供應商即使不擬報價，亦請交回並寫上「不擬報價」的書面報價表格給學校。
4. 請勿將公司的身份或資料寫在信件上，書面報價表格之信封必須密封。
5. 請供應商遞交書面報價文件時附上以競投者或其他公司名義登記之有效商業登記副本，並於邀請面洽時攜同此證之正本前往面洽。
6. 競投人、其僱員代理人不得向學校僱員、校董會成員，或負責甄選營辦商的有關委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員或代理人向有關人士提供任何利益，可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。



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Tender Form for Service

2023-24 Musical training and performance

Name and Address of School : 5 Tin Wing Road, Tin Chung Court, Tin Shui Wai, Yuen Long, NT

School Ref. No.: JCMKEC-222308Q

Tender Closing Date and Time: 12:00 noon on 17th July, 2023

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 17/7/2023.

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/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.



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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.).

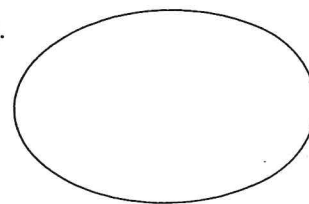
Duly authorized to sign written quotations for and on behalf of :

whose registered office is situated at _____

_____ Hong Kong.

Telephone No : _____

Fax No. : _____



Company Chop



Written Quotation Schedule (to be completed in duplicate)

(1) Item No.	(2) Description	(3) Quantity required	(4) Unit price	(5) Total amount
1	Scripts Original Script (20-25 minute original script in English)	1		
2	MMO production Original Script (Original lyrics)	1		
3	Preparatory Conference At least 1 preparatory conference with coach	1		
4	Musical Training			
	(a) Director			
	(b) Choreographer			
	(c) Singing Coach			
	(d) Materials for the training sessions			
	(e) Audition (3 tutors): Acting + Dancing + Singing			
Items 1.2.3.4. Total HK\$				
5	Musical Performance			
	(a) Costume Designer + person-in-charge			
	(b) Costumes for performers			
	(c) Make-up materials + person(s)-in-charge			
	(d) Set & Props Designer(s) + person(s)-in-charge			
	(e) Lighting Designer(s)			
	(f) Sound Designer(s) + Sound effect (including copyright)			
	(g) Deputy Stage Manager			
	(h) Sound Board & Microphone Operator			
	(i) Professional Stage Crew			
	(j) Setting & Demolishing Set + person(s)-in-charge			
	(k) Props & Furniture			
	(l) Microphone & Sound Equipment Rental			
	(m) Stage Tools & Miscellaneous items needed for the production			
	(n) Transportation			
Item 5. Total HK\$				



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(1) Item No.	(2) Description	(3) Quantity required	(4) Unit price	(5) Total amount
6	Administrative matter			
	(a) Copyright of songs for the production			
Item 6. Total HK\$				
Total: HK\$				

We / I understand that if we / I fail to supply the stored as offered in our / my written upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores 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: _____