



萬鈞匯知中學

MAN KWAN QUALIFIED COLLEGE

SUPERVISOR:

Prof. TAM MAN KWAN, P.h.D., B.H., B.B.S., J.P.

PRINCIPAL:

Mr. CHEUNG CHI MAN

校監：譚萬鈞教授·太平紳士

校長：張志文先生

Tender No. T2022004

Date: 29<sup>th</sup> August, 2022

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sirs,

**INVITATION TO TENDER**  
**TENDER FOR THE SERVICE OF**  
**INSURANCE FOR SCHOOL YEAR 2022-2023**

1. You are invited to tender for the service of the stores or services as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

**Tender for The Service of Insurance for School Year 2022-2023**

The envelope should be clearly marked with tender no. and addressed to the principal, No.2 Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O and arrive not later than 12:00 noon on 20<sup>th</sup> September, 2022. Late tenders and information 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.

3. 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 at your earliest convenience.
4. Tenders will be accepted on an ‘overall’/‘group’/‘itemised’ basis.

If you have any enquiries, please contact Ms. Au Siu Kuen (Account Department).

Address: No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Tel. No.: (852) 27066969 Fax. No. : (852) 27069906

Yours sincerely,  
Cheung Chi Man  
Principal



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**Tender for The Service of Insurance for School Year 2022-2023**

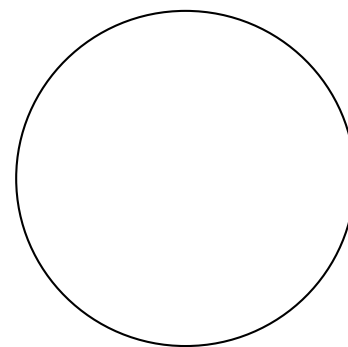
**Tender Schedule (to be completed in duplicate)**

Tender No. T2022004

(Columns 3 to 4 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Insuring	(4) The Sum of Insured (\$)
	<b>Please refer to Appendices</b>		

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: \_\_\_\_\_



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Appendix I

MAN KWAN QUALIFIED COLLEGE  
Insurance for School Year 2022-2023

Tender No.: T2022004

Period covered from 1/10/2022 - 30/9/2023

No.	Policy Type	Insuring	HK\$
1.	Fire & Extra Perils	Decorations, Furniture, Fixtures and Fittings, and Equipments	18,400,000.00
2.	Burglary	On Office Appliances and Equipments	10,000,000.00
3.	Money-in-Transit	Limits of Liability: Cash inside the Premises \$80,000 Cash-in-Transit: \$100,000	180,000.00
4.	Public Liability	a. for anyone Accident b. for any one period of Insurance Estimated No. of Student: 880	20,000,000.00 20,000,000.00
5.	Group Personal Accident	a. Sum Insured – for each student b. Medical Expenses – for each student Estimated No. of Student: 880	200,000.00 2,000.00
6.	Group Personal Accident	a. Sum Insured – for each employee b. Medical Expenses – for each employee Estimated No. of employee: 120	200,000.00 2,000.00
7.	Employees' Compensation	66 Teachers 4 Native English Teachers 9 Part-time Tutors 41 Staffs 1 Technician 9 Minor Staffs 10 Teacher Assistants 1 School Bus Driver 11 Clerical Staffs 3 I.T. Apprentice 2 Student Counsellors 2 Laboratory Staffs 1 Library Staff 1 Executive Officer	50,011,860.00 787,650.00 422,900.00 217,440.00 1,604,040.00 2,596,260.00 203,760.00 3,032,340.00 833,700.00 648,120.00 647,760.00 231,180.00 390,540.00 <b>61,627,550.00</b>



Appendix II

萬鈞匯知中學

學校綜合保險索償記錄

保險類別 / 年度	2019-2020	2020-2021	2021-2022
火險及附加保障	-	-	-
盜竊保險	-	-	-
現金保險	-	-	-
公眾責任保險	-	-	-
團體人身意外保險(學生)	-	-	2人次 \$3,683.00
團體人身意外保險(僱員)	1人次 \$2,000.00	1人次 \$2,000.00	1人次 \$380.00
勞工保險	1人次 \$5,690.67	3人次 \$61,764.54	1人次 \$2,654.54
<b>金額：</b>	<b>7,690.67</b>	<b>63,764.54</b>	<b>6,717.54</b>



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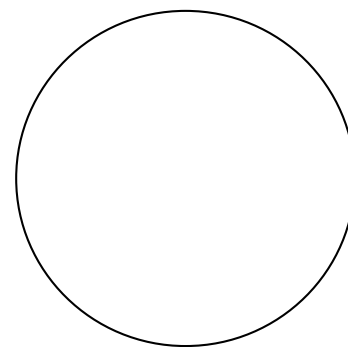
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## Tender Form for Services

### TENDER FORM FOR THE SERVICES OF INSURANCE FOR SCHOOL YEAR 2022-2023

School name and address : Man Kwan QualiEd College

No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Tender No. : T2022004

Tender closing date : 20<sup>th</sup> September, 2022 at 12:00 noon

Release Date : 27<sup>th</sup> September, 2022

(The tender result will be announced on the school's website.)

#### PART I

The undersigned hereby offers to undertake the service as described in the tender 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 tender 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; 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 tenders 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 TENDER 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 20<sup>th</sup> September, 2022.

#### PART III

1. According to "Prevention of Bribery Ordinance", without authorization or acceptable reasons, any acceptance of interest (including commission) from suppliers and / or contractors by school staff or any interest (including donations) provided by suppliers and / or contractors to school staff during procurement process is regarded as an offence.
2. The tenderer shall not communicate to any person other than the school the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender, or otherwise collude with any other person in any manner whatsoever in the tendering process until the tenderer is notified by the school of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
3. Suppliers and/or contractors shall ensure that employees' work performance and ethics comply with standards and do not participate in any behaviors and/or activities that endanger national security. If relevant personnel have any improper conduct, the supplier and/or contractor shall make follow-up arrangements, including (but not limited to) replacement of relevant personnel. The school is not responsible for any improper behavior and remarks of related personnel.





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校長：張志文先生

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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 \_\_\_\_\_

\_\_\_\_\_

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



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Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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 \_\_\_\_\_

\_\_\_\_\_

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



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## Letter to Suppliers / Contractors regarding Offering Gifts to School Staff

### Offering Gifts to School Staff

I am writing this letter to inform you that our school has formulated a clear policy on the solicitation and acceptance of gifts by staff in their official dealings.

In order to maintain a team of clean and honest school staff, it is stipulated in our school policy that no staff shall solicit or accept gifts, money or any other form of advantages in their course of duty without the special permission of the School Management Committee.

Our staff has understood the policy in which any breach will result in disciplinary action and the school is ready to report all offences to the Independent Commission Against Corruption (ICAC).

We therefore earnestly request your support to our commitment of managing our school in a fair and just way. Should any member of our staff approach you for an advantage, please report to me immediately.

Yours sincerely,  
Cheung Chi Man  
Principal



Tender No.T2022004

Date : 29<sup>th</sup> August, 2022

Firm Name : \_\_\_\_\_

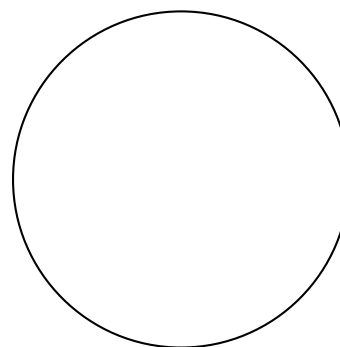
Address : \_\_\_\_\_

Statement of Expression of No Interest for the tender

Our company will not tender for The Service of Insurance for School Year  
2022-2023.

Please explain the reason(s) : \_\_\_\_\_

\_\_\_\_\_



Company Chop

Name of Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Tender

Name (in block letters) : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_