



Written Quotation No. 2024032

Date: 15<sup>th</sup> August, 2025

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

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

Dear Sirs,

**INVITATION TO WRITTEN QUOTATION**  
**WRITTEN QUOTATION FOR THE SERVICE OF**  
**INSURANCE FOR SCHOOL YEAR 2025-2026**

1. You are invited to quote for the service of the stores or 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.
2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

**Written Quotation for The Service of Insurance for School Year 2025-2026**

The envelope should be clearly marked with written quotation 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 5<sup>th</sup> September, 2025. Late written quotations and information 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.

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 an 'overall' / 'group' / 'itemised' basis.

If you have any enquiries, please contact Ms. Cham Wing Kam (Account Department).

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

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

Yours sincerely,  
Wong Kin San  
Principal



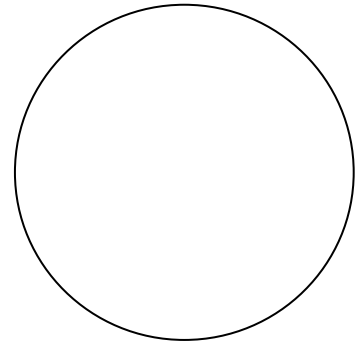
**Written Quotation for The Service of Insurance for School Year 2025-2026**

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

Written Quotation No. 2024032 (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 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: \_\_\_\_\_



## Appendix I

萬鈞匯知中學  
2025-2026 綜合保險受保範圍

招標編號:

受保期間: 1/10/2025 - 30/9/2026

	受保項目	內容	保額
1.	財物全保	裝修、傢俱、固定物品和配件及設備	18,400,000.00
2.	盜竊保險	辦公室裝置及設備	10,000,000.00
3.	現金運送保險	校內保存限額: \$80,000 現金運送限額: \$100,000	180,000.00
4.	公眾責任保險	每次意外最高賠償額 全年之最高賠償額 學生總人數: 940人	20,000,000.00 20,000,000.00
5.	團體人身意外保險	每位學生投保額 每位學生醫療費用保障 學生總人數: 940人	200,000.00 2,000.00
6.	團體人身意外保險	每位僱員投保額 每位僱員醫療費用保障 僱員總人數: 132人	200,000.00 2,000.00
7.	勞工保險	教師 71 教師 3 兼職外籍教師 15 兼職導師 職員 1 行政主任 2 實驗室助理 3 助理教師 10 文員 1 圖書館助理 3 資訊科技員 3 學生輔導 9 教學助理 1 技工 1 校巴司機 9 校工 132	54,695,160.00 878,620.00 990,000.00 420,960.00 865,500.00 1,080,180.00 2,802,300.00 193,620.00 1,028,820.00 921,180.00 2,530,560.00 283,020.00 265,740.00 1,729,740.00 68,685,400.00



Appendix II

萬鈞匯知中學

學校綜合保險索償記錄

保險類別 / 年度	2022-2023	2023-2024	2024-2025
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)	4人次 \$3,700.00	1人次 \$720.00	4人次 \$1,923.00
團體人身意外保險(僱員)	9人次 \$14,000.00	6人次 \$2,170.00	8人次 \$5,620.00
勞工保險	9人次 \$317,494.25	6人次 \$2555.13	8人次 \$34,540.79
金額：	335,194.25	5,445.13	42,083.79



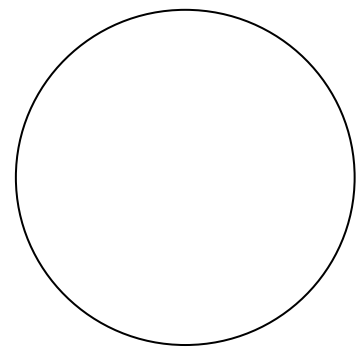
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We / I understand that if we / I fail to supply the stores or services as offered in our / my written quotation upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.



Company Chop

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

Name and Signature of Person authorized to sign written quotation:

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

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



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2025-2026 綜合保險受保範圍

招標編號：  
受保期間：1/10/2025 - 30/9/2026

	受保項目	內容	保額
1.	財物全保	裝修、傢俱、固定物品和配件及設備	18,400,000.00
2.	盜竊保險	辦公室裝置及設備	10,000,000.00
3.	現金運送保險	校內保存限額：\$80,000 現金運送限額：\$100,000	180,000.00
4.	公眾責任保險	每次意外最高賠償額 全年之最高賠償額 學生總人數：940人	20,000,000.00 20,000,000.00
5.	團體人身意外保險	每位學生投保額 每位學生醫療費用保障 學生總人數：940人	200,000.00 2,000.00
6.	團體人身意外保險	每位僱員投保額 每位僱員醫療費用保障 僱員總人數：132人	200,000.00 2,000.00
7.	勞工保險	教師 71 教師 54,695,160.00 3 兼職外籍教師 878,620.00 15 兼職導師 990,000.00 職員 1 行政主任 420,960.00 2 實驗室助理 865,500.00 3 助理教師 1,080,180.00 10 文員 2,802,300.00 1 圖書館助理 193,620.00 3 資訊科技員 1,028,820.00 3 學生輔導 921,180.00 9 教學助理 2,530,560.00 1 技工 283,020.00 1 校巴司機 265,740.00 9 校工 1,729,740.00 132 68,685,400.00	



Appendix II

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學校綜合保險索償記錄

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金額：	335,194.25	5,445.13	42,083.79



## **Written Quotation Form for Services**

### **WRITTEN QUOTATION FORM FOR THE SERVICES OF INSURANCE FOR SCHOOL YEAR 2025-2026**

School name and address : Man Kwan QualiEd College

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

Written Quotation No. : 2024032

Written Quotation closing date : 5<sup>th</sup> September, 2025 at 12:00 noon

Release Date : 12<sup>th</sup> September, 2025

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

#### **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 5<sup>th</sup> September, 2025

#### **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 quoter shall not communicate to any person other than the school the amount of any written quotation, adjust the amount of any written quotation 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 quote, or otherwise collude with any other person in any manner whatsoever in the quotation process until the quoter is notified by the school of the outcome of the written quotation exercise. Any breach of or non-compliance with this sub-clause by the quoter shall, without affecting the quoter's liability for such breach or non-compliance, invalidate his written quotation.
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





萬鈞匯知中學  
MAN KWAN QUALIED COLLEGE

SUPERVISOR:

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

PRINCIPAL:

Mr. WONG KIN SAN

校監：譚萬鈞教授·太平紳士

校長：黃建新先生

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.

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025

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.: \_\_\_\_\_



## 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,  
Wong Kin San  
Principal



萬鈞匯知中學  
MAN KWAN QUALIED COLLEGE

SUPERVISOR:

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Mr. WONG KIN SAN

校監：譚萬鈞教授·太平紳士

校長：黃建新先生

Written Quotation No.2024032

Date : 15<sup>th</sup> August, 2025

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

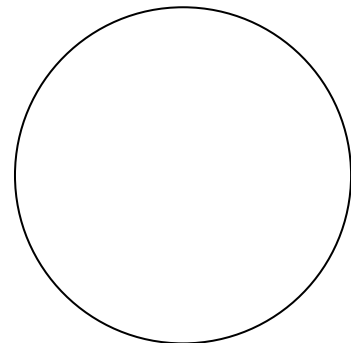
Address : \_\_\_\_\_

Statement of Expression of No Interest for the Written Quotation

Our company will not quote for The Service of Insurance for School Year 2025-2026.

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

\_\_\_\_\_



Company Chop

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

Name and Signature of Person authorized to sign written quotation

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

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



To: Man Kwan QualiEd College

Dear Sir/ Madam,

**Non-Collusive Written Quotation Certificate for The Service of Insurance for  
School Year 2025-2026” (Written Quotation No. 2024032)**

1. We represent and warrant that in relation to the written quotation:
  - (a) Our bid was developed genuinely, independently and made with the intention to accept the Contract if awarded;
  - (b) Our bid was not prepared with any agreement, arrangement, communication, understanding, promise or undertaking with any person (including any other quoter or competitor) regarding:
    - i) prices;
    - ii) methods, factors or formulas used to calculate prices;
    - iii) an intention or decision to submit, or not submit, a bid;
    - iv) an intention or decision to withdraw a bid;
    - v) the submission of a bid that does not conform with the requirements of the written quotation;
    - vi) the quality, quantity, specifications or delivery particulars of the products or services to which this written quotation relates; and
    - vii) the terms of the bid,and we undertake that we will not, prior to the award of the Contract, enter into or engage in any of the foregoing.
2. We understand that in the event of any breach or non-compliance with any warranties or undertakings in this certificate, the Procurer may, at its discretion, invalidate our bid, exclude us in future written quotations, pursue damages or other forms of redress from us (including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred), and/or (in the event that we are awarded the Contract) terminate the Contract.
3. Under the Competition Ordinance, bid-rigging is serious anti-competitive conduct. We understand that the Procurer may, at its discretion, report all suspected instances of bid-rigging to the Competition Commission (the “Commission”) and provide the Commission with any relevant information, including but not limited to information on our bid and our personal or corporate information.

Company Name: \_\_\_\_\_

Quoter Signature: \_\_\_\_\_

Quoter Name: \_\_\_\_\_

Quoter Position: \_\_\_\_\_

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