



Tender No. T2023041

Date: 26<sup>th</sup> August, 2024

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

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

Dear Sirs,

**INVITATION TO TENDER**  
**TENDER FOR THE SERVICE OF**  
**INSURANCE FOR SCHOOL YEAR 2024-2025**

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 2024-2025**

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 16<sup>th</sup> September, 2024. 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. 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



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 for The Service of Insurance for School Year 2024-2025**

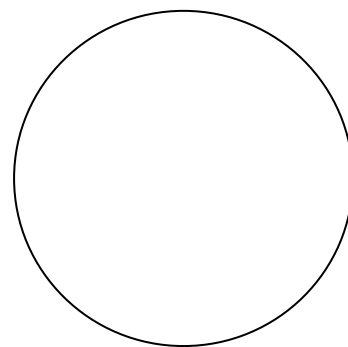
**Tender Schedule (to be completed in duplicate)**

Tender No. T2023041

(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: \_\_\_\_\_



## Appendix I

**MAN KWAN QUALIED COLLEGE**  
**Insurance for School Year 2024-2025**

Tender No.: T2023041

Period covered from 1/10/2024 - 30/9/2025

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: 920	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: 920	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: 125	200,000.00 2,000.00
7.	Employees' Compensation	66 Teachers 3 Native English Teachers 15 Part-time Tutors 41 Staffs 1 Technician 9 Minor Staffs 9 Teacher Assistants 1 School Bus Driver 10 Clerical Staffs 3 I.T. Apprentice 2 Student Counsellors 2 Assistant Teacher 2 Laboratory Staffs 1 Library Staff 1 Executive Officer	52,049,880.00 868,620.00 990,000.00 265,740.00 1,734,120.00 2,445,060.00 249,240.00 2,743,560.00 990,720.00 602,760.00 698,640.00 820,200.00 182,160.00 464,580.00 <b>65,105,280.00</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	2021-2022	2022-2023	2023-2024
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	3人次 \$3,700.00	1人次 \$720.00
團體人身意外保險(僱員)	2人次 \$1,670.00	9人次 \$16,000.00	6人次 \$2,170.00
勞工保險	1人次 \$1,364.54	8人次 \$322,251.85	4人次 \$2555.13
金額：	6,717.54	341,951.85	5,445.13



SUPERVISOR:

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校監：譚萬鈞教授·太平紳士

校長：張志文先生

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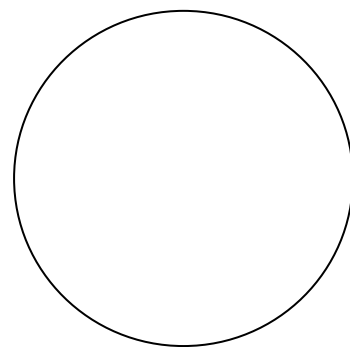
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Tender No.: T2023041

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## Appendix II

### 萬鈞匯知中學

#### 學校綜合保險索償記錄

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金額：	6,717.54	341,951.85	5,445.13



## Tender Form for Services

### TENDER FORM FOR THE SERVICES OF INSURANCE FOR SCHOOL YEAR 2024-2025

School name and address : Man Kwan QualiEd College

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

Tender No. : T2023041

Tender closing date : 16<sup>th</sup> September, 2024 at 12:00 noon

Release Date : 24<sup>th</sup> September, 2024

(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 16<sup>th</sup> September, 2024.

#### 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.





萬鈞匯知中學  
MAN KWAN QUALIED COLLEGE

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PRINCIPAL:

Mr. CHEUNG CHI MAN

校監：譚萬鈞教授·太平紳士

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 \_\_\_\_\_ 2024

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



萬鈞匯知中學  
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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,  
Wong Kin San  
Principal



萬鈞匯知中學  
MAN KWAN QUALIED COLLEGE

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校長：張志文先生

Tender No.T2023041

Date : 26<sup>th</sup> August, 2024

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

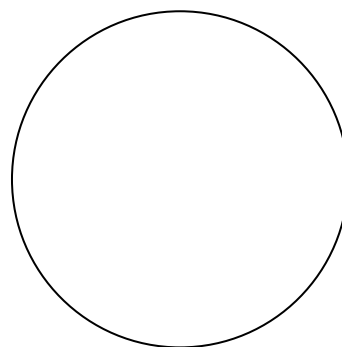
Address : \_\_\_\_\_

Statement of Expression of No Interest for the tender

Our company will not tender for The Service of Insurance for School Year 2024-2025.

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 : \_\_\_\_\_



萬鈞匯知中學

MAN KWAN QUALIED COLLEGE

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Mr. CHEUNG CHI MAN

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校長：張志文先生

To: Man Kwan QualiEd College

Dear Sir/ Madam,

**Non-Collusive Tendering Certificate for The Service of Insurance for  
School Year 2024-2025” (Tender No. T2023041)**

1. We represent and warrant that in relation to the Tender:
  - (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 tenderer 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 tender;
    - vi) the quality, quantity, specifications or delivery particulars of the products or services to which this tender 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 tenders, 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: \_\_\_\_\_

Tenderer Signature: \_\_\_\_\_

Tenderer Name: \_\_\_\_\_

Tenderer Position: \_\_\_\_\_

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