



Written Quotation No. 2025004

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

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

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

Dear Sir/Madam,

**INVITATION TO SUBMIT QUOTATION**  
**WRITTEN QUOTATION FOR THE SERVICE OF MUSICAL TRAINING**

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

**Written Quotation for THE SERVICE OF MUSICAL TRAINING**

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 8<sup>th</sup> October, 2025. Late quotations and information will not be accepted. Your quotation will remain open for 90 days from the "Closing Date", and you may consider your 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 quotation form is completed, the quotation will not be considered.

3. If you are unable or do not wish to submit a quotation, it would be appreciated if you return the quotation form with reason to the above address at your earliest convenience.
4. Quotations will be accepted on an 'overall' / 'group' / 'itemised' basis.

If you have any enquiries, please contact Assistant Principal Ms. Chow Ka Yan.

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

**INVITATION TO SUBMIT QUOTATION**  
**WRITTEN QUOTATION FOR THE SERVICE OF MUSICAL TRAINING**  
**Written Quotation Schedule (to be completed in duplicate)**

Written Quotation No. 2025004 (Columns 4 to 6 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Musical training (November 2025 - August 2026) - Provide casting sessions in selection of musical cast (In November 2025) - Provide training sessions on <u>acting, dancing and singing</u> for an at least 30-minute musical performance with a group of 25-30 students (Every Tuesday, Time:1615-1745, or at least 90 hours)				
2	Resources for training - Design and create costumes, props and backdrops (to be displayed on LED Wall) no later than mid-April 2026. - Provide script and songs selection no later than end of November 2025				
3	Administrative matter - Seek for approval from the copyright holder of the original play and related property, eg. theme songs. - Seek for copyright of recording the musical. - Seek for copyright of reproducing and using the recording for school-based purposes.	recording (non-profit making)			



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.

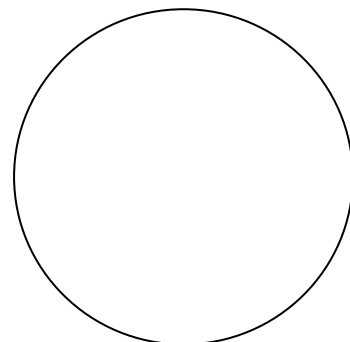
PRINCIPAL:

Mr. WONG KIN SAN

校監：譚萬鈞教授·太平紳士

校長：黃建新先生

We / I understand that if we / I fail to supply the stores or services as offered in our / my 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 Quotation:

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

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

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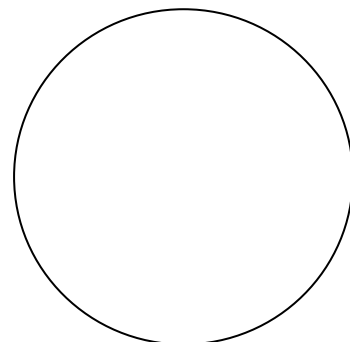
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Name (in block letters): \_\_\_\_\_ Signature: \_\_\_\_\_

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





**Quotation Form for Services**

**WRITTEN QUOTATION FOR THE SERVICE OF MUSICAL TRAINING**

School name and address : Man Kwan QualiEd College  
No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Quotation No. : 2025004

Quotation closing date : 8<sup>th</sup> October, 2025 at 12:00 noon

Release Date : 15<sup>th</sup> October, 2025

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

**PART I**

The undersigned hereby offers to undertake the service as described in the 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 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; quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation within the period during which the 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 QUOTATION VALIDITY**

With reference to Part I of this quotation document, it is reconfirmed that the validity of quotation offered by this company remains open for 90 days from 8<sup>th</sup> October 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 quote provider shall not communicate to any person other than the school the amount of any quotation, adjust the amount of any 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 submit a quotation, or otherwise collude with any



other person in any manner whatsoever in the quotation process until the quote provider is notified by the school of the outcome of the quotation exercise. Any breach of or non-compliance with this sub-clause by the quote provider shall, without affecting the quote provider's liability for such breach or non-compliance, invalidate his 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 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.

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 quotations for and on behalf of:

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_

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



**Quotation Form for Services**

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2. The bidder shall not communicate to any person other than the school the amount of any quotation, adjust the amount of any 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 submit a quotation, or otherwise collude with any other





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(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign 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

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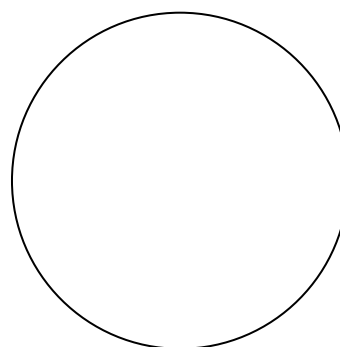
Address : \_\_\_\_\_

Statement of Expression of No Interest for the Quotation

Our company will not submit a quotation for The Service of Musical Training.

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

\_\_\_\_\_



Company Chop

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

Name and Signature of Person authorized to sign Quotation

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

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



To: Man Kwan QualiEd College

Dear Sir/ Madam,

**Non-Collusive Tendering Certificate for the project “WRITTEN QUOTATION FOR THE SERVICE OF MUSICAL TRAINING” (Written Quotation No. 2025004)**

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

Bidder Signature: \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Bidder Position: \_\_\_\_\_

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