

香港華仁書院
小食部及飯盒服務招標簡介會

地點：香港華仁書院會議室

時間：二零一九年四月十二日下午四時正

標書截止日期及時間：二零一九年五月十三日中午十二時正。所有於五月十三日中午十二時後收到之標書皆不會受理。

投遞標書注意事項：標書須以信封封裝，並在信封上註明「小食部及飯盒服務標書〔機密〕」，寄香港灣仔皇后大道東 281 號香港華仁書院。

合約期間：二零一九年七月十六日至二零二二年七月十五日

於合約期內所提供服務有關內容：

- (1) 營業時間為上課日早上七時十五分至下午五時正；承辦商必須在營業時間內提供足夠員工以維持服務，承辦商須於投標建議上載明當值員工數目；
- (2) 以學校同意之價錢：
 - 甲、售賣優質的食物及飲料予本校學生及教職員
 - 乙、售賣優質的午膳餐盒予本校學生及教職員投標建議須載明所有提供之食物、飲料及其價錢，價錢在合約的第一年內不得更動；其後，所有價錢更動，必須得到學校之事前書面同意；
- (3) 承辦商須妥善處理臨時訂購飯盒及學生因病或事要求退回訂飯款項事宜；
- (4) 提供適合數量之纖維或木製傢俬予學生用膳；
- (5) 提供含八達通功能的售賣機售賣飲品；
- (6) 提供所需器材以維持以上服務；
- (7) 提供小食部向球場一面的兩個護球網及排隊用的欄杆座；
- (8) 為響應環保減少使用膠樽，小食部及飲品售賣機，皆不可出售任何膠樽飲品；
- (9) 清潔及消毒營辦範圍，維持優質之環境及衛生條件，並須符合政府有關部門及本校之要求。承辦商須負責處理廢物及排污之工作及有關費用；並防止因其業務而影響學校內其它範圍；
- (10) 提供垃圾收集站的大垃圾桶；
- (11) 承辦商須在合約開始時繳付本校相等於兩個月租金之按金，該按金將於合約完滿結束後一個月內，扣減承辦商所須繳付之費用後，發還承辦商；
- (12) 承辦商須負責營辦範圍內的電費。承辦商不得使用煤氣或其它液體燃料；
- (13) 承辦商只有在獲得學校之書面同意後，方可改動營辦範圍內的設施、裝修及建築結構；
- (14) 除每年七月及八月外，承辦商每月向學校繳付一定金額作為租金（請於標書內註明租金款額）及港幣一千元作為水費。另加小食部及其營辦範圍之差餉及地租；
- (15) 承辦商須在學校要求時指派管理人員到學校出席會議；亦需要定期收集學校持分者對服務質素的意見，並作出改善；
- (16) 學校或承辦商若要停止合約，須預先三個月通知對方。



A. M. D. G.
WAH YAN COLLEGE HONG KONG
A JESUIT SECONDARY SCHOOL
281 QUEEN'S ROAD EAST, HONG KONG
香港華仁書院
香港皇后大道東281號

Tel:(852) 2572 2251
Fax:(852) 2572 9370
<http://www.wahyan.edu.hk>
wahyan@wahyan.edu.hk

School Ref. No. : 2018/2019-T13

Date : 12th April, 2019

Dear Sirs,

INVITATION TO TENDER
TENDER FOR
(Catering & Lunchbox Supply Concession from 16th July 2019 to 15th July 2022)

1. You are invited to tender for the supply and / or undertaking services of the items 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 outside envelope : **Tender for Catering & Lunchbox Supply Concession [CONFIDENTIAL]**. The envelope should be addressed to "The Principal, Wah Yan College, Hong Kong, 281 Queen's Road East, Wanchai, Hong Kong" and forwarded to arrive not later than 12:00 noon on 13th May, 2019. Late tenders 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 with 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 would return this letter and the tender forms with reason to the above address at your earliest convenience.
4. Tenders will be accepted on an * overall / ~~'group'~~ / ~~'itemized'~~ basis.

Yours sincerely,

So Ying Lun, PhD
Principal

* Please delete as appropriate

** Tenderer should not to identify their companies on the envelopes



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TENDER FORM FOR THE SERVICE OF catering and lunchbox supply

Name and Address of School : Wah Yan College, Hong Kong. 281 Queen's Road East, Wanchai, Hong Kong.

School Ref. No. : 2018/2019-T13

Tender Closing Date and Time : 12:00 noon, 13th May 2019

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 _____.

The undersigned also agreed 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.

Date this _____ day of _____ 20_____.

Signature _____ in the capacity of _____
(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign tenders for and on behalf of : -

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____



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TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered

We / I understand that

- (1) If we / I fail to supply the stores 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 are obtained from elsewhere.
- (2) We / I should not offer advantages, including donations to school staff in connection with school purchases and we / I fully understood such offer of advantages to school staff in connection with their duties is illegal.

Name of Tenderer : _____

Signature of Person
authorized to sign Tender : _____

Company
Chop

Date : _____