

香港華仁書院  
承辦校服招標簡介會

地點：香港華仁書院會議室

時間：二零一九年四月二十六日下午四時正

標書截止日期及時間：二零一九年五月二十七日中午十二時正。所有於五月二十七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「承辦校服標書〔機密〕」，寄香港灣仔皇后大道東 281 號香港華仁書院。

合約期間：二零一九年七月一日至二零二二年六月三十日

於合約期內所提供服務之有關內容：

- (1) 以固定價錢提供附頁所載之各式校服（見附頁），承辦商不能在合約期內更動價格；
- (2) 於學校要求之日期到校為學生度身及接受訂單，並於三星期內發貨；
- (3) 承辦商在未徵得學校書面同意前，不得改變校服的樣式、質料、包裝方法；
- (4) 學生及家長可以自由選擇在學校訂貨、或到承辦商門市訂貨及取貨；
- (5) 若貨品質量出現問題、學生及家長可以要求退貨並取回全額已付貨金，或更換同等價值之校服；
- (6) 學校或承辦商若要停止合約，須預先三個月通知對方。

附頁：

1. 日本廠料白色的確涼（65% Polyester & 35% Cotton）短袖恤衫  
（分碼：以領圍計 – 12.5, 13, 13.5, 14, 14.5, 15）
2. 日本廠料白色的確涼（65% polyester & 35%cotton）長袖恤衫（分碼：以領圍計 – 12.5, 13, 13.5, 14, 14.5, 15）
3. 中灰色的確涼（50% Acrylic & 50% Polyester）長西褲連防滑褲頭貼  
（分碼：以腰圍計 – 23, 24, 25, 26, 27, 28）
4. 炭灰色混毛（50% Acrylic & 50% Viscose）長西褲連防滑褲頭膠貼及內半裡布（分碼：以腰圍計 – 23, 24, 25, 26, 27, 28）
5. 吸濕排汗運動衫連印章（分碼：XS, S, M, L, XL）
6. 吸濕排汗運動短袂（分碼：XS, S, M, L, XL）
7. 冬季運動兩件套裝（分碼：32, 34, 36, 38）
8. 可機洗特紡抗起毛頭羊毛（51% Merino Wool & 49% Polyacrylic）黑色 V 領背心連繡紅色校章（分碼：S, M, L, XL）
9. 可機洗特紡抗起毛頭羊毛（51% Merino Wool & 49% Polyacrylic）黑色 V 領長袖毛衫連繡紅色校章（分碼：S, M, L, XL）
10. 彩藍色反領斜紋絨校褸（12% Wool & 88% Poly Viscose）連布校章及銀色校徽金屬鈕  
（見樣板）（分碼：23, 24, 25, 26, 27, 28）
11. 100% Polyester 校褸章（見樣板）
12. 100% Polyester 校呔（見樣板）
13. 銀色校徽金屬鈕（見樣板）



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-T14

Date : 26<sup>th</sup> April, 2019

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR THE SUPPLY / SERVICE OF  
(School Uniform from 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 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 School Uniform (1<sup>st</sup> July 2019 – 30<sup>th</sup> June 2022)** 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 27<sup>th</sup> 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 school uniform supply

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

School Ref. No. : 2018/2019-T14

Tender Closing Date and Time : 12:00 noon, 27<sup>th</sup> 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 : \_\_\_\_\_



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**Items to be included in quotation (Please refer to the Appendix in Chinese for detailed specifications):**

1. Plain white shirt (Short-sleeved)
2. Plain white shirt (Long-sleeved)
3. Grey trousers for summer
4. Dark grey trousers for winter
5. Sports tee
6. Sports short pants
7. Sports tracksuit
8. Pullover vest with badge
9. Pullover with badge
10. Blue "Ce Man Jung" school blazer with school badge and metal buttons
11. School badge on school blazer
12. School tie
13. Metal buttons

**Time when sales counters are to be required to be set up at school:**

1. Mid July
2. Late August / Start September
3. Late October