



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 2 8 1 號

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

School Ref. No. : 2016/2017-T14

Date : 5<sup>th</sup> May, 2017

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR  
(Catering & Lunchbox Supply Concession from 16<sup>th</sup> July 2017 to 15<sup>th</sup> July 2019)

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 26<sup>th</sup> May, 2017. 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. : 2016/2017-T14

Tender Closing Date and Time : 12:00 noon, 26<sup>th</sup> May 2017

**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 : \_\_\_\_\_