

Ref. No.: PS84/TENDER/06/24

Date: 13 May 2025

By Registered Mail

The Manager

Dear Sirs,

**INVITATION TO TENDER
TENDER FOR THE SUPPLY/SERVICE of
校園園藝保養 2025-2028**

1. You are invited to tender for the supply 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. 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 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, please sign and return P.5 of this letter to the school through mail or fax at your earliest convenience.
4. Tenders will be accepted on an *‘overall’/~~group~~/~~itemized~~ basis.
5. The school and its staff will not accept advantages in any way from suppliers and contractors.
6. Your sealed tender, in duplicate, should be clearly marked on the outside envelope:
Tender for the supply / service of 校園園藝保養 2025-2028

The envelope should be addressed to Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon and forwarded to arrive not later than Date: 3/6/2025 Time: 2:00 p.m..
d/m/yyyy

7. Please be reminded not to identify your company on the envelope. Failure to comply might result in the tender being null and void. You are advised to use our schools’ return envelope to send in your tender.
8. Please be reminded that “The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.”

Cont’ P.2...

...Cont'

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9. The Contractor^(see Note) shall require the Contractor Employees to
- declare in the job application form and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, and to provide the details; and
 - undergo the Sexual Conviction Record Check with the Hong Kong Police Force.
 - The Contractor shall seek the consent of the employees to pass the information regarding (a) and (b) to the School for its consideration of the suitability of the Contractor's prospective employees.

Note:

The Contractor shall inform the employees of the following:

- It is obligatory for the employees to provide the information required;
 - Refusing to disclose the required information or intentionally providing false information and/or withholding any material information may render them unsuitable for the post(s);
 - The information provided by the employees is used by the School for the consideration of their suitability for the post(s);
 - Any conviction of criminal offence(s) may not necessarily render them unsuitable for the post(s); and
 - The employees have the right to request for access and correction of the information provided by sending a written request to the Contractor.
10. This letter requires the Principal's signature with pen or ball pen. Principal's chop is invalid.

Yours sincerely,



Signature: _____

Lam Ming Yan
Principal

*Please delete as appropriate

For School use:

- This letter contains:
 - ☒ 10 points,
 - ☒ with a clause on anti-corruption (Clause 8) &
 - ☒ Reply to Written Quotation Invitation & Written Quotation Schedule.
 - ☒ This letter is sent by Registered Mail.

- Teacher for this Written Quotation exercise

Name: Ting Oi Ping

Signature: _____

Name of clerk: Lo Kwai Chi

Signature: _____

Ref. No.: PS84/TENDER/06/24

Reply to Tender Invitation

TENDER FORM FOR THE SUPPLY / SERVICE of 校園園藝保養 2025-2028

Name and Address of School Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon.

School Ref. No.(to be entered by school) PS84/TENDER/06/24

Tender Closing Date and Time(to be entered by school) Date: 3 / 6 / 2025

d / m / yyyy

Time: 2:00 p.m.

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tender 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 tender remains open.

The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

The undersigned also declares during the 5-year period immediately preceding the tender closing date, it did NOT have the below-mentioned conviction OR three or more demerit points over a rolling period of three years:

- (i) any conviction of the following Ordinances—
 - (a) the Employment Ordinance (Cap.57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
 - (a) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
 - (b) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
 - (c) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
 - (d) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or
- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

The undersigned also hereby declares and undertakes that he shall ensure that his company has not submitted any tender in this purchase together with companies or persons associated with it. If his company has violated the said undertaking, the undersigned understands that all his or such tenders submitted by him shall be treated as void and at the same time the school may put his Company and all the associated companies or persons in the school's blacklist.

The contract, which is initially for a period of 1 year, can be extended further by up to two more years, if the undersigned agrees to provide the services on the same terms & conditions and the services provided by the undersigned were found satisfactory by the School.

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 Date: 3/ 6 /2025 Time: 2:00 p.m. .
d/m/yyyy

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.

PART III
SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated 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. _____

Reply Slip

(Email : info@plkhyc1984.edu.hk / Fax No. 2704 9602)

Ref.: PS84/TENDER/06/24

Date: _____

The Principal
Po Leung Kuk Ho Yuk Ching (1984) College
2 Chap Fuk Road, Hang Hau,
Tseung Kwan O, Kln., Hong Kong

Dear Principal Lam,

Re: Tender for 校園園藝保養 2025-2028

We acknowledge receipt of your Invitation to Tender package.

We have received all of the documents listed in the Invitation to Tender without damage and in usable condition.

However, we are unable /do not wish to take part in this tendering exercise.

Yours faithfully,

Signature : _____

Authorized Signature & Company Chop

Name : _____

Title : _____

Name of Company : _____

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
WRITTEN QUOTATION SCHEDULE (TO BE COMPLETED IN DUPLICATE)

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

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
/	<p>校園園藝保養 2025-2028 三年招標內容</p> <p>1. 全校園藝保養，有關細則如下：</p> <p>1.1 保養保良局甲子何玉清中學範圍內公共地方的園圃及花卉，每周 4 次。</p> <p>1.2 保養工作包括：</p> <p>1.2.1 淋水：每周 4 次；</p> <p>1.2.2 除草：每周 1 次；</p> <p>1.2.3 施肥：每月 1 次；</p> <p>1.2.4 殺蟲：每月 1 次；</p> <p>1.2.5 修剪：每月 1 次。</p> <p>1.2.6 每次到校均須將已完成之工作記錄於工作記錄簿上。</p> <p>1.3 每年免費提供時花(9"盆)100 盆，不包括在本校種植的植物。並應學校要求將盆栽清走。</p> <p>1.4 有關工具、肥料、農藥等由園藝保養之公司提供並必須符合香港政府所頒布的衛生安全條例。</p> <p>1.5 負責園藝保養之公司必須負責其派來保良局甲子何玉清中學工作之員工購買勞工保險及第三者責任保險。若派來之員工在工作其間如有任何意外，本校將不負責任何有關之賠償。</p> <p>1.6 負責園藝保養之公司須負責將到保良局甲子何玉清中學工作的相關工作人員進行性罪行定罪紀錄查核，負責園藝保養之公司須致電自動電話系統收聽查核結果，然後將有關結果以書面形式轉告本校，有關安排須獲相關員工同意。</p> <p>1.7 有關工作人員必須在衣襟掛上臨時工作證，證上必須有保良局甲子何玉清中學之印鑑。</p> <p>1.8 負責園藝保養之公司必須保持學校地方清潔、整齊；如有損毀，園藝保養公司需負責維修至校方滿意為止。</p> <p>1.9 負責園藝保養之公司或其僱員和代理人不得向學校僱員、校董會／法團校董會成員，或負責考慮與本合約有關事宜的委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。</p> <p>假如負責園藝保養之公司或其僱員和代理人因有關本合約觸犯《防止賄賂條例》所訂明的任何罪行，學校可取消合約，而負責園藝保養之公司須為學校因此而蒙受的任何損失或損害負責。</p>	/			

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
WRITTEN QUOTATION SCHEDULE (TO BE COMPLETED IN DUPLICATE)

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

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
/	校園園藝保養 2025-2028 三年招標內容 1. 全校園藝保養，有關細則如下： 1.10 a) 即使報價／招標文件中有任何相反的規定，學校保留以供應商曾經、正在或有理由相信服務供應商曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其供應商資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關服務供應商。 b) 若出現下列任何一種情況，學校可以立即終止合約： (i) 服務供應商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動； (ii) 繼續僱用服務供應商或繼續履行合約不利於國家安全；或學校合理地認為上述任何一種情況即將出現。 2. 此招標有效期為三年 (01/09/2025-31/08/2028) ，每年續約一次。本校會根據服務供應商之表現及合約條款而決定是否簽訂 來年合約 。 3. 本校將於每年 5 月評估提供之服務，如未能達到本校要求，服務將會終止。若中途終止合約，必須提前一個月通知對方。	/			

Any amendment made should bear a company chop and a signature from an authorized person. The use of correction pen or fluid would render the whole document invalid.

We/I understand that 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.

Name of Tenderer: _____

Signature of Person

Authorized to sign Tender: _____

Date: _____

d / m / yyyy

Company Chop