

Ref. No.: PS84/TENDER/03/20

**Date: 25/1/2021**

By Registered Mail

The Manager

Dear Sirs,

**INVITATION TO TENDER  
TENDER FOR THE SUPPLY/SERVICE of**

**Tuck Shop and Lunch Box Service for Po Leung Kuk Ho Yuk Ching (1984) College**

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 **Tuck Shop and Lunch Box Service for Po Leung Kuk Ho Yuk Ching (1984) College.**

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: 26 / 02 / 2021  
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<sup>(see Note)</sup> shall require the Contractor Employees to
  - a. 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
  - b. undergo the Sexual Conviction Record Check with the Hong Kong Police Force.
  - c. 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:

- I. It is obligatory for the employees to provide the information required;
- II. 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);
- III. The information provided by the employees is used by the School for the consideration of their suitability for the post(s);
- IV. Any conviction of criminal offence(s) may not necessarily render them unsuitable for the post(s); and
- V. 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: \_\_\_\_\_

Wong Chui Mang

Principal

\*Please delete as appropriate

For School use:

- This letter contains:
  - 10 points,
  - with a clause on anti-corruption (Clause 8) &
  - Reply to Tender Invitation & Tender Schedule.
- This letter is sent by Registered Mail.
- Teacher for this tender exercise

Name: Wong Wai Ching

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

Name of clerk: Cheung Chi Ki

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

Ref. No.: PS84/TENDER/03/20

**Reply to Tender Invitation TENDER FORM FOR THE SUPPLY / SERVICE of**

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/03/20

Tender Closing Date and Time(to be entered by school) Date: 26 / 02 / 2021

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];
  - (b) 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];
  - (c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
  - (d) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
  - (e) 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: 26 / 02 / 2021  
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.

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 : plk1984@gmail.com / Fax No. 2704 9602)

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Ref.: PS84/TENDER/03/20

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 Wong,

Re: Tender for

**Tuck Shop and Lunch Box Service for Po Leung Kuk Ho Yuk Ching (1984) College**

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 : \_\_\_\_\_

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

項目		詳情
1. 合約期限		1 年
2. 租金(1.9.2021 至 31.7.2022)		港幣\$ : _____ (繳交兩個月按金)
3. 水電及差餉		由供應商繳交，此費用並不包括在租金內。 <input type="radio"/> 是 <input type="radio"/> 否
4. 保險		
5. 小食部	(1). 服務時間	a. 上課天 : _____ b. 星期六 : _____ c. 學校活動或典禮或考試日 : _____
	(2). 駐校工作人員	a. 日常運作 : _____ b. 管理及監督 : _____

項目	詳情
(3). 設施	<p>a. 收費系統： _____</p> <p>b. 傢俱： _____</p> <p>c. 器材： _____</p> <p>d. 自動售賣機： _____</p> <p>e. 其他設施(請註明)： _____</p> <p>_____</p> <p>_____</p>
(4). 清潔及衛生保證	<p><input type="radio"/> 負責小食部、有蓋操場(飯堂一)及文化天地(飯堂二)所有清潔工作。</p> <p><input type="radio"/> 每周洗地(飯堂)及保持渠道暢通。</p> <p><input type="radio"/> 每年暑假，會負責食物部及飯堂之光管及風扇等之清潔。</p> <p><input type="radio"/> 其他(請註明)： _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
(5). 物品價格	

項目	詳情
(6). 品質控制	
(7). 監管策略	
(8). 其他服務	
(9). 經營學校小食部的經驗	
(10). 服務保證	
(11). 檢控紀錄	過往曾被食物環境衛生處或其他政府部門檢控 <input type="radio"/> 是 (請提交有關文件之副本) <input type="radio"/> 否
(12). 環保措施	
(13). 健康飲食政策	
(14). 其他	
6. 午膳服務	(1). 人手安排 日常運作： _____ 監督： _____



項目	詳情
(2). 學生繳交款項方法	<input type="radio"/> 現金 <input type="radio"/> 支票 <input type="radio"/> 銀行入數 <input type="radio"/> 其他(請列明)_____
(3). 退款方法	
(4). 清潔及衛生安排	
(5). 提供現場派飯服務	<input type="radio"/> 會 <input type="radio"/> 不會
(6). 飯盒價格	
(7). 每天供應餐款數目	
(8). 品質控制	
(9). 監管策略	
(10). 其他服務	
(11). 提供午膳服務之經驗	
(12). 服務保證	
(13). 試食	能安排飯盒試食會 <input type="radio"/> 是，最少能提供_____間持有「獲准供應午膳餐盒的持牌食物製造廠」牌照之供應商。 <input type="radio"/> 否
(14). 參觀飯盒製造過程	能安排參觀飯盒製造過程 <input type="radio"/> 是 <input type="radio"/> 否

項目	詳情
(15). 環保措施	
(16). 健康飲食政策	
(17). 其他	

備註： 1. 提交商業登記證。

2. 此招標程序三年進行一次，與小食部承辦商之合約則逐年簽訂；本校會根據小食部承辦商之服務表現而決定是否再簽訂合約。

3. 就分判事宜，小食部承辦商須遵守下列(a)至(c)項：(選自教育局通告《第 4/2013 號》「資助學校採購程序指引」的第 64 項)

a.	事先未獲校董會/法團校董會書面同意，承辦商不得分判、轉讓或出讓或處置合約或其任何部分或任何權利及義務。
b.	事先未獲校董會/法團校董會書面同意，承辦商不得就履行合約的任何部分，與任何人訂立任何分判合約。如承辦商認為有需要分判部分工作或服務，承辦商便必須提交建議的分判合約予校董會/法團校董會審批。校董會/法團校董會保留權利批准分判，以及決定分判合約的條款及條件。
c.	承辦商即使就履行合約的任何部分訂立任何分判合約，仍須承擔全部責任，不可免除有關義務，並須就次承辦商、其僱員及代理人的作為、失責或疏忽行為負責。

4. 小食部承辦商須將派往本校提供小食部服務的員工進行性罪行定罪紀錄查核，小食部承辦商須致電自動電話系統收聽查核結果，然後將相關結果以書面形式轉告本校，有關安排須獲相關員工同意。

詳情可瀏覽性罪行定罪紀錄查核網頁(<http://www.police.gov.hk/src>)。

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