



ST. FRANCIS XAVIER'S COLLEGE

45, Sycamore Street, Taikoktsui, Kowloon, Hong Kong.

Tel.: (852)2393-2271 Fax.: (852)2391-6101

<http://www.sfxc.edu.hk>

School Ref. No.: **Q201802**

6th November, 2017

Dear Sir,

INVITATION FOR THE PROVISION OF TELEPHONE SYSTEM

1. You are invited to quote for undertaking provision of the items as specified in the enclosed quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the quotation schedule.
2. Your sealed quotation, in duplicate, should be clearly marked on the outside envelope:

“QUOTATION OF THE PROVISION OF TELEPHONE SYSTEM”

The envelope should be addressed to St. Francis Xavier's College, 45, Sycamore Street, Taikoktsui, Kowloon and forwarded to arrive not later than 12:00 noon on 27th November, 2017. Late quotations will not be accepted. Your quotation will remain open for 30 days from the above closing date, and you may consider your quotation to be unsuccessful if no order is placed with you within these 30 days. You are requested to note that unless Part II of the quotation form is completed, the quotation will not be considered.

3. If you are unable or do not wish to quotation, it would be appreciated if you would return this letter and the quotation forms to the above address at your earliest convenience.

Yours faithfully,

Mr. Iu Kwong Chi
Principal

QUOTATION OF THE PROVISION OF TELEPHONE SYSTEM

Name and Address of School: St. Francis Xavier's College
45, Sycamore St., Taikoktsui, Kowloon.

School Reference No.: Q201802

Tender Closing Date: **27th November, 2017**

PART I

The undersigned hereby offers to undertake THE PROVISION OF TELEPHONE SYSTEM described in the quotation schedule within the period of time as specified therein from date of a firm order at the price or prices quoted 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 repaired in accordance with such details; quotations shall REMAIN OPEN FOR 30 DAYS after the closing date stated above; and the school is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation within the period during which the quotations 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 school's premises.

PART II

RECONFIRMATION OF QUOTATION VALIDITY

With reference to Part I of this quotation document, it is reconfirmed that the validity of quotation offered by this company remains open for 30 days.

The undersigned also agrees to accept the fact that once the validity of quotation is reconfirmed, the pre-printed clause specified in the Company's quotation forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 2017.

Name: _____ 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.: _____

Appendix

QUOTATION OF THE PROVISION OF TELEPHONE SYSTEM

Item	Specifications	Quantity	Unit price	Total price
1	<u>Main unit (Panasonic Telephone System)</u> - 4 c/o lines + 64 extensions - 1 year onsite warranty include all parts and labour	1		
2	<u>Expansion Cards</u> - 1 year onsite warranty include all parts and labour			
3	<u>Digital telephone set</u> - 1 year onsite warranty include all parts and labour	64 (At least 15 sets with LCD display)		
4	<u>Activation key</u> (If necessary)			
5	<u>Installation</u> - Installation of the main system and dismount the existing phone system - Setup and configuration of all telephones	1		
6	<u>Others</u> (Please specify)			
7	Maintenance fee after 1-year onsite warranty	Every year		
8	Fee for on-site visit after 1-year onsite warranty	Every time		

* Site visit can be arranged on request. Please contact Ms. Eva Li or Mr. Ng Mung Wah (23932271) for further enquiry.