



聖公會林護紀念中學
SKH LAM WOO MEMORIAL SECONDARY SCHOOL

397 KWAI SHING CIRCUIT, KWAI CHUNG, N.T., H.K.

TEL: 2420 8893 & 2420 8894 FAX: 2420 5850

EMAIL: lwmss@lamwoo.edu.hk

School Ref. No. : IT20/21-01

13 April 2021

By Registered Mail

Dear Sir/Madam,

INVITATION TO TENDER FOR
Rental of Multifunctional Photocopying and Printing System

You are invited to tender for undertaking services of the items as specified in the enclosed tender schedule.

Your sealed tender, in duplicate, should be clearly marked on the envelope: “Tender for Rental of Multifunctional Photocopying and Printing System”.

The envelope should be addressed to S.K.H. Lam Woo Memorial Secondary School, 397 Kwai Shing Circuit, Kwai Chung, New Territories and arrive **not later than 12:00 noon on 4 May 2021**. 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 2 of the tender form is completed, the tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.

Tenders will be accepted on an “overall” basis.

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, 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.

Yours faithfully,

Cheng Hong Yung
The Principal