



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.: ADMIN 2223-01

14 March 2023

Dear Sirs,

**INVITATION TO WRITTEN QUOTATION FOR
THE SUPPLY OF WHITE COPY PAPER 80g**

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

Written Quotation for white copy paper 80g

The envelope should be addressed to SKH Lam Woo Memorial Secondary School, 397 Kwai Shing Circuit, Kwai Chung and arrive not later than 12:00 noon on 4 April 2023. **(Suppliers should not identify their companies on the envelopes)**. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

3. It is an offense under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement. Schools must not allow the choice of suppliers and contractors to be in any way influenced by any form of advantages, including donations.
4. If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.
5. Written Quotations will be accepted on an ‘overall’ basis.

Yours faithfully,

Cheng Hong Yung
Principal