

Munsang College Kindergarten

Written Quotation No. : WQ-2122-RC-001

Written Quotation : SUPPLY AND INSTALLATION OF
MECHANICAL VENTILATION SYSTEM AND
QUALIFIED REPORT

Details : As Attached Including

1. Invitation Letter
2. Written Quotation Schedule
3. Written Quotation Form For Services/Stores
4. Front Cover

Closing Date : 12:00 noon on 8th December, 2021

Contact Person : Mr KWOK Chun Chi (Tel: 3655 3427)

School Ref. No.: WQ-2122-RC-001

For Reference Only

18th November, 2021

Mr. Franco Lee
Branding Works Air
Room D-G, 5/F, Wah Lik Industrial Centre,
459-469 Castle Peak Road,
Tsuen Wan

Dear Sir/ Madam,

**INVITATION TO WRITTEN QUOTATION
FOR SUPPLY AND INSTALLATION OF MECHANICAL VENTILATION SYSTEM AND
QUALIFIED REPORT**

You are invited to quote for supply and installation of mechanical ventilation system and qualified report 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.

Your sealed written quotation, in duplicate, with a copy of valid business registration certificate of your company, should have the attached label adhered and delivered by hand or by registered mail to **the Principal, Munsang College Kindergarten, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 8th December, 2021**. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the above 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.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

A school site visit is scheduled for 26th November, 2021 (Friday) 2:30 pm. at our Administration centre.

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

Yours sincerely,

Dr. Gladys CHEUNG
Principal

Encl.

WRITTEN QUOTATION FOR SUPPLY AND INSTALLATION OF MECHANICAL VENTILATION SYSTEM AND QUALIFIED REPORT

Name and Address of School: Munsang College Kindergarten Limited

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: WQ-2122-RC-001

Written Quotation Closing Date and Time: 12:00 noon on 8th December, 2021

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation 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 written quotation schedule free of all other charges and in accordance with any 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; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations 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.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 8th December, 2021.

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

Dated this day of2021.

Signature in the capacity of

(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign written quotations for and on behalf of :-

.....

whose registered office is situated at

..... Hong Kong.

Telephone No.....

Fax No.....

Munsang College Kindergarten Limited

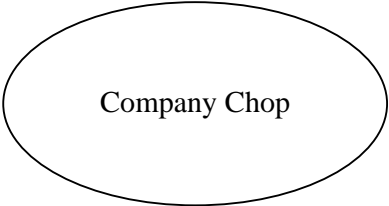
Written Quotation Schedule for Supply and Installation of Mechanical Ventilation System and Qualified Report

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

| (1) Item No. | (2) Description / Specification | (3) Quantity Required | (4) Unit Rate (HK\$) | (5) Total Amount (HK\$) | (6) Delivery Offered |
|--------------------|--|-----------------------------|-------------------------------|----------------------------------|----------------------------|
| 001 | <p>Classrooms of A101-104, F102 and Special Room of F101 Supply and Installation of Mechanical Ventilation System for Nursery School, including but not limited to consider the following criteria:</p> <ol style="list-style-type: none"> 1. Design and Build a qualified ventilation system for Nursery School; 2. Design drawings for ventilation installations shall be submitted to related government departments; 3. Location and cooling capacity of each existing air conditioning unit shall be indicated; 4. Location mode of operation (intake or exhaust) of each ventilation fan shall be indicated; 5. the Fan size and air handling capacity (l/s) of each ventilation fan shall be shown; 6. Fresh air supply quantity and air exchange rate calculations for each area normally occupied by children (e.g. classroom, children toilet, etc.) shall be provided to demonstrate compliance with the standards and requirements for child care centres. 7. The fresh/exhaust air quantity at each air duct/louver/grille, if applicable, shall be shown; 8. Provision shall be allowed in the fresh/exhaust air duct for measurement of air flow rate; 9. Compliance with all standards for HVAC for Child Care Centre as attached. | 6rooms | | | |
| 002 | <p>Ventilation Air and Fresh Air Measurement Reports for Nursery School</p> <ul style="list-style-type: none"> • Completion of installation and testing of the whole system, including but not limited to Heating, ventilation, and air conditioning (HVAC) systems • Submit the measurement report for Nursery School, including but not limited to Test report, Calculation and As-fitted drawing(s); • Liaison with Joint Office for Kindergartens and Child Care Centres of EDB and conducted site inspection(s) for some related government department(s). Fresh Air Measurement Report for Nursery School. | 1job | | | |

| | | | | | |
|-----|--|--------------|--|--|--|
| 003 | Others: <ul style="list-style-type: none"> Item 001 has to fulfill all requirements of scope of works as attached The main contractor is requested to take appropriate insurance policies to cover the work as well as their staff or <i>Third Party Liability (at least HK\$10millions)</i> and submitted a copy of cover note to the school before the work commence; Other items required by Tenderer (please specify) | Note | | | |
| | | 1job 1lot | | | |

We/I understand that if we/I fail to supply the services as offered in our/my written quotation 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 Supplier: _____

Signature of Person

authorized to sign written quotation: _____

Name of Authorized Person (in block letters): _____

Date : _____

Confidential 機密

*「 Written Quotation for Supply and Installation of Mechanical
Ventilation System and Qualified Report 」*

The Principal

Munsang College Kindergarten

8 Dumbarton Road, Kowloon City, Kowloon

「 By Registered Mail or By Hand 」

Ref. No: WQ-2122-RC-001

Deadline: 8th December 2021