

Invitation To Tender Letter

(Suppliers should be reminded not to identify their companies on the envelopes)

School Ref. No.: POS-25/26-T01

30 Apr 2026

To :

Attn :

By Registered Mail

Dear ,

INVITATION TO
TENDER FOR THE SUPPLY AND INSTALLATION OF WHOLE SCHOOL IPPA SYSTEM

You are invited to quote for the supply and undertaking services 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.

The Tender Form, Tender Schedule and Specification Form I, all prepared in duplicate, together with Appendix I and Appendix II, should be sealed in an envelope clearly state the following on the envelope:

Tender For the supply and installation of whole school IPPA system.

The envelope should be addressed to Hong Kong Christian Service Pui Oi School
6 & 8 Hang Kwai Street, Tuen Mun, N.T. and arrive not later than 12:00 pm on 22 May 2026. Late Tender 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.

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

Tender will be accepted only if one tenderer meets ALL the requirements and with the LOWEST offer.

It is an offence under the Prevention of Bribery Ordinance that the suppliers and contractors offer advantages to school staff in connection with their official duties.

Yours faithfully,



Lee Kai Ming
Principal