



惠 僑 英 文 中 學

WAI KIU COLLEGE

九龍深水埗石硤尾偉智街十七號

電話: 852-2777 6289 傳真: 852-27767727

17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon, Hong Kong.

Tel: 852-2777 6289 Fax: 852-27767727

電郵地址(E-mail): wkc@wkc.edu.hk

網址(Website): <http://www.wkc.edu.hk>

Ref. No. : WKCTD23-24/04

Date: 12th July, 2024

REGISTERED MAIL

Dear Sir/ Madam,

Invitation to Tender
Tender for “Provision of Insurance Services”

1. You are invited to tender for provision of the insurance services as specified in the enclosed tender schedule.
2. Your sealed tender, **in duplicate**, should be addressed to **The Principal, Wai Kiu College, 17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon, Hong Kong** and arrive not later than 6th August, 2024. Late tenders will not be accepted. Please make the following clearly on the tender envelope:
“Tender for the Provision of Insurance Services (Ref No.: WKCTD23-24/04)”
You should NOT mark/show your company name on the tender envelope, failing which your tender will not be considered.

Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender unsuccessful if no order is placed with you within these 90 days. Please note that unless Part IV of the tender form is completed, the tender will not be considered.
3. If you are unable or do not wish to tender, please return the Tender form, together with your reason for not expressing interest, to the above-mentioned address at your earliest convenience.
4. Tenders will be accepted on an * ‘overall’ / ‘group’ / ‘itemized’ basis.
5. For enquiries relating to this tender, please contact our Acting Mistress of General Affairs, Ms Eva Chan at 2777 6289, or Ms Linda Lo of Assurance Appraisal Ltd., the appointed insurance broker of our school, at 2597-9225.

Yours faithfully,



CHENG Che-yin M.H.

Principal

Tender Form

TENDER FORM FOR THE SUPPLY OF “Provision of Insurance Services”

Name and Address of School: Wai Kiu College, 17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon

School Ref. No.: WKCTD23-24/04

Tender Closing Date and Time: 6th August, 2024

PART I

The undersigned hereby offers to undertake the service as described in the written quotation/tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation/tender schedule 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 provided in accordance with such details; written quotations/tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotations/tenders remain open. The undersigned also warrants that the company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which the company offers to undertake will not cause any damage to the school's premises.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender form, it is reconfirmed that the validity of written tender offered by this company remains open for 90 days from 6th August, 2024.

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

PART III

PREVENTION OF BRIBERY ORDINANCE AND DECLARATION OF INTERESTS

Prevention of Bribery Ordinance:

1. According to the Prevention of Bribery Ordinance, it is illegal for school staff to accept advantage from suppliers and contractors, or for suppliers and contractors to provide advantage for school staff during the procurement process.

2. If the above illegal acts are committed by school staff, either the suppliers or contractors or both, the respective tender bids will not be considered, and even if appointed, any contracts signed will be declared void.

Declaration of Interests Form:

Do you have any personal or business interests (Note 1) with anyone or any entity in this school?

Yes / No

If yes, please provide details: _____

Do any of your family members or relatives (Note 2) hold any positions in this school?

Yes / No

If yes, please provide names and relationships: _____

Note 1: Personal interests include your involvement in operating/contracting various services with the school.

Note 2: Your family members or relatives include:

- i) your spouse;
- ii) your parents;
- iii) your spouse's parents;
- iv) your siblings and their spouses;

Signature

Name (in block letters)

Date

PART IV

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

(a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; .

(b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or

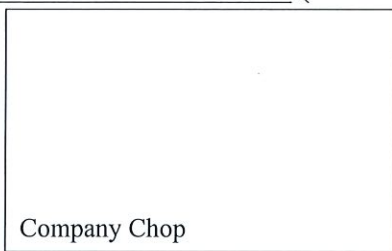
(c) the school reasonably believes that any of the events mentioned above is about to occur.

Date: _____(day) _____(month) _____(year).

Name (in block letters) : _____

Signature : _____

Title: _____(state official position e.g. Director, Manager, Secretary)



Duly authorised to sign written quotations/tenders for and on behalf of : -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____

WAI KIU COLLEGE

Tender Schedule (To be completed in duplicate)

School Ref. No.: WKCTD23-24/04

Column (3) of the below table to be completed by the Tenderer

(1) Item No.	(2) Description/Specification	(3) Total Amount (HK\$)
1.	To provide below insurance cover to the College as per the instructions/details in the attached Enquiry Slips for one-year period, from September 2024 to August 2025. 1. Property All Risks Insurance &; 2. Business Interruption Insurance &; 3. Employees Compensation Insurance &; 4. Public Liability Insurance &; 5. Money Insurance &; 6. Fidelity Guarantee Insurance &; 7. Group Personal Accident Insurance (for all students and employees) &; 8. Group Personal Accident Insurance (For all ex-students &/or alumni members &; 9. School Liability Insurance	

We/I shall pay all eligible expenses up the scheduled limits of the insurance scheme provided to the School.
We/I understand that if we/I fail to provide the insurance services as offered in our/my tender upon accepting the School's tender award, we/I have to pay the price difference to the School if such service needs to be procured elsewhere.

Name of Tenderer: _____

Company Chop

Name and Signature of Person authorized to sign Tender:

Name (in block letters): _____

Signature : _____

Date : _____