WRITTEN QUOTATION / TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (1)ItemNo. | (2)Description / Specification | (3)QuantityRequired | (4)Unit Rate(HK$) | (5)Total Amount(HK$) | (6)DeliveryOffered |
| 1 | S6 Graduation Dinner Dining Requirements:* Western-style buffet/set dinner
* Beverage package to include soft drinks, juices, coffee or tea
* Please provide detailed menu options

Required Facilities & Equipment:1. Function Room
* Minimum space to accommodate 130 persons comfortably
* Round table setting with 10-12 persons per table
* Professional service staff
1. Audio-Visual Equipment
* LCD projector and screen
* Sound system
* Wireless microphones
* Stage with backdrop with lettering

“Sacred Heart Canossian College Graduation Dinner 2025”* Basic lighting system
1. Additional Requirements
* Complimentary parking (please specify number of lots)
 | A min. of 130 persons |  |  | N/A |
|  |  |  | **TOTAL** |  |  |

\* Please delete as appropriate

We/I understand that if we/I fail to supply the stores as offered in

our/my written quotation /tender 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of Person authorized to sign Written Quotation/Tender:

Name: (in block letters) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_