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

**(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 |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_