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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)ItemNo. | (2)Description / Specification | (3)QuantityRequired | (4)Unit Rate(HK$) | (5)Total Amount(HK$) |
| 1234567  | A ballroom or room available for 50-80 tables (600-960 guests) on 16 November 2025 at 4.00pm-11.00pm Tailor made Western / Chinese dinner menu for 50-80 tablesFree flow of soft drinks, chilled orange juice, house beer and mineral waters for 4 hoursAudio visual equipment for the event:At least 4 wireless handheld microphones &LCD projector with screenLED wall / backdropMinimum Guaranteed RevenueOther offers | 1600-960 guests600-960 guests111 |  |  |
|  |  |  | **TOTAL** |  |

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_