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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)  Item  No. | (2)  Description / Specification | (3)  Quantity  Required | (4)  Unit Rate  (HK$) | (5)  Total Amount  (HK$) |
| 1  2  3  4  5  6  7 | 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 tables  Free flow of soft drinks, chilled orange juice, house beer and mineral waters for 4 hours  Audio visual equipment for the event:  At least 4 wireless handheld microphones &  LCD projector with screen  LED wall / backdrop  Minimum Guaranteed Revenue  Other offers | 1  600-960 guests  600-960 guests  1  1  1 |  |  |
|  |  |  | **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_