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

**For Annual School Book Exhibition to be held from 20 - 22 February 2025**

(Columns 3 to be completed by Supplier)

|  |  |  |
| --- | --- | --- |
| (1)  Item  No. | (2)  Description / Specification | (3)  Yes/ No |
| 1. | Provide book lists of wide variety of up-to date books relevant to school curriculum and student interests | |
| a. | Chinese Fiction and Non-fiction |  |
| b. | English Fiction and Non-fiction |  |
| c. | Exam References |  |
| d. | Books on the school’s prescribed and recommended reading lists |  |
| e. | New Books on the Library website |  |
| f. | Award-winning books for youth |  |
| 2. | Affix tentative book lists with net prices and discounted prices for reference |  |
| 3. | Offer to school teaching departments, students and parents discount rates |  |
| 4. | Provide on-the-spot book tour service to teachers, students and parents |  |
| 5. | Provide efficient logistic arrangements before, during and after the book exhibition |  |
| 6. | Others: |  |

\* 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_