



聖公會林護紀念中學
SKH LAM WOO MEMORIAL SECONDARY SCHOOL
397 KWAI SHING CIRCUIT, KWAI CHUNG, N.T., H.K.
TEL: 2420 8893 & 2420 8894 FAX: 2420 5850
EMAIL: lwms@lamwoo.edu.hk

30/04/2021

School Ref. No.: LTD20/21-05

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
FOR THE SUPPLY OF FLIGHT SIMULATION DEVICE

1. You are invited to quote for the supply of the stores as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule. (Please browse the school website: <http://www.lamwoo.edu.hk> for details.)
2. Your sealed written quotation, in duplicate, should be clearly marked on the outside envelope :

Written Quotation for the Supply of Flight Simulation Device

The envelope should be addressed to SKH LAM WOO MEMORIAL SECONDARY SCHOOL at 397 KWAI SHING CIRCUIT KWAI CHUNG, N.T. and arrive not later than 12:00 noon on 26th May 2021. (Suppliers should not identify their companies on the envelopes). Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part III of the written quotation form is completed, the written quotation will not be considered.

3. It is an offense under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement. Schools must not allow the choice of suppliers and contractors to be in any way influenced by any form of advantages, including donations.
4. If you are unable or do not wish to quote, it would be appreciated if you would return this written quotation form with reason to the above address at your earliest convenience.
5. Written quotations will be accepted on an overall basis.
6. For enquiry, please contact **Mr. Chan Wai Man, Assistant Principal** via email: cwm@lamwoo.edu.hk or at 24208893.

Yours faithfully,

Cheng Hong Yung
Principal