

WRITTEN QUOTATION FORM FOR THE SUPPLY OF
3-year Professional Audit Service to the School (2024-25 Annual Accounts to 2026-27 Annual Accounts)

Name and Address of School : ST. PETER'S SECONDARY SCHOOL
21 Aberdeen Reservoir Road, HK

School Ref. No. : Q2425-003

Written Quotation Closing Date and Time : 4:00pm 7th March 2025

PART I

The undersigned hereby offers to supply all or any part of the items/services described in the written quotation schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation schedule free of all other charges and in accordance with any drawings and/or specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotation remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items/services which his Company offers to supply do not to his knowledge infringe any patents.

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 7th March 2025.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____ day of _____ 20_____.

Name (in block letters) : _____.

Signature : _____ in the capacity of _____.
(state official position e.g. Director, Manager, Secretary)

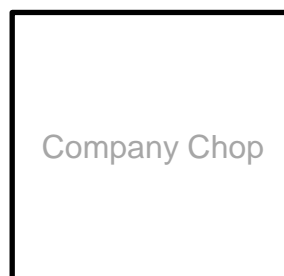
Duly authorised to sign written quotations for and on behalf of : -

whose registered office is situated at _____

_____, Hong Kong.

Telephone No. :

Fax No. :



WRITTEN QUOTATION SCHEDULE (to be Completed in duplicate)
(Columns 4 and 5 to be completed by Supplier)

Provision of Professional Audit and Related Services

(1) No.	(2) Description/Specification	(3)	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6)
1	<p>To provide 3-year professional audit service to the School by Certified Public Accountants for the years 2024-25 Annual Accounts to 2026-27 Annual Accounts, to be carried out strictly in accordance with the requirements set out in Section 71 of the Code of Aid for Secondary Schools, and adhering strictly to Education Bureau Circular Memorandum No. 195/2024 (for IMC) and its Annexes, and their updated versions issued in ensuing years, and supply of four sets of the audited annual accounts to the School, comprising the School Supervisor's certificate, the Auditors' Report and audited financial statements on its operations, to enable the School to submit the audited annual accounts to the Permanent Secretary for Education, and, prior to commencement of service, preparation of the Audit Engagement Letter in accordance with Education Bureau Circular No. 005/2014 and its Appendix (or subsequently updated versions).</p>				
2	<p>To provide audit service to the School regarding the employer's contribution records as required by the Occupational Retirement Schemes Ordinance.</p> <p><i>The hyperlinks for: (i) Education Bureau Circular Memorandum No. 195/2024 on 2023/2024 Annual Accounts for Aided Schools managed by Incorporated Management Committees (IMCs),</i> http://applications.edb.gov.hk/circular/upload/EDBCM/EDBCM24195E.pdf <i>& (ii) Education Bureau Circular No. 005/2014 on Appointment of Auditors and Audit Engagement Letter,</i> http://applications.edb.gov.hk/circular/upload/EDBC/EDBC14005E.pdf <i>& (iii) The Code of Aid:</i> http://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_sec_e.pdf <i>and the revised Appendix 2</i> http://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/Replacement%20of%20Appendix%202.pdf <i>are provided for your easy reference.</i></p>				

PART IV

QUOTATION AGREEMENT

1. While the school values suggestions for amendments made to the specifications in PART II, the company should bear full responsibility to ensure that the finalized written quotation schedule is in accordance with the requirements set by the respective Government departments. Should there be any dispute, the company should accept full responsibility for ensuring that all undertakings comply with the set of rules laid down by the parties mentioned.
2. Warranty terms on all the items listed in PART II should be stated clearly by the company.

We/I understand that should there be any failure on our part to supply the items promised to be offered in our/my quotation upon acceptance of the school's order, we are/I am prepared to pay the full price difference to the school even if that requires such items to be ordered from other suppliers.



Name of Supplier: _____

Signature of Person
authorized to sign Written Quotation: _____

Date: _____