



RAIMONDI COLLEGE

2 Robinson Road

Hong Kong

Tel. (852) 2522 2159

Fax. (852) 2525 6725

<http://www.raimondi.edu.hk>

29 September 2026

By Registered Mail

School Ref. No.: 2627/003/Q

Dear Sir / Madam,

INVITATION TO WRITTEN QUOTATION WRITTEN QUOTATION FOR THE SUPPLY OF School Magazine

1. You are invited to quote for the supply of the services 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.
2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for School Magazine

The envelope should be addressed to **The Principal, Raimondi College, 2 Robinson Road, Hong Kong** and arrive not later than 12:00 noon on 20 October 2026. 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 II of the written quotation form is completed, the written quotation will not be considered.

3. If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.
4. Written Quotations will be accepted on an overall basis.

Yours sincerely,

Mr. T.O. Ho
Principal





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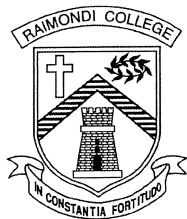
<http://www.raimondi.edu.hk>

Written Quotation Schedule (to be completed in duplicate)

(Columns 4, 5 and 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1.	Finished Size: A4 - 210mm X 297mm(closed book size)	1325 pcs			
2.	Total Page : 4pp + 280pp				
3.	Cover : Paper - 300gsm Art Card 雙粉咭 Color - 4C + 0C Finishing - 1 side Matt Lamination Emboss the school logo on cover				
4.	Content : Paper - 128gsm Matt Art Paper 啞粉紙 Color - 4C + 4C				
5.	穿線膠裝				
6.	封面單面過啞膠及擊凸(school badge)				
7.	設計、排版 送貨 客戶提供文檔及相片				
8.	需要按校方指示和需要修改稿件內容，次數不限。				

註：校方非純以價低者得為評選標準，而是綜合考慮評估服務質素、過往表現等因素。



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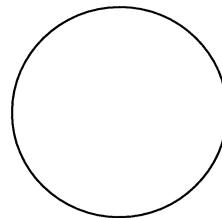
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We/I understand that if we/I fail to supply the services as offered in our/my written quotation upon accepting school's order, we are/I am prepared to pay the price difference to the school if such services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____

Signature: _____

Date: _____



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Written Quotation Form for Services

WRITTEN QUOTATION FORM FOR THE SUPPLY OF School Magazine

Name and Address of School: RAIMONDI COLLEGE, 2 Robinson Road, Hong Kong

School Ref. No.: 2627/003/Q

Written Quotation Closing Date and Time: 20 October 2026 ; 12:00 noon

PART I

The undersigned hereby offers to undertake the service as described in the written quotation schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; 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 quotations remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from _____.

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 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



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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 authorized to sign written quotations for and on behalf of : -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____

