

Jockey Club Ti-I College
Written Quotation Schedule

(To be completed in duplicate)

(Column 4,5,6 and 7 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	(7) Delivery Charge
1	To provide papers for photocopying and duplication at Jockey Club Ti-I College at 5 – 7, Lok King Street, Fo Tan, N. T. <u>Period</u> From 1 September 2026 to 31 August 2027. Please submit item specifications, price quotation and other necessary documents/photos/drawings/papers samples together with this tender document. <u>Specifications of the A4 Paper</u> 2000 reams 1. Colour: White 2. Weight: 80 grams <u>Specifications of the A3 Paper</u> 1200 reams 1. Colour: White 2. Weight: 80 grams <u>Specifications of the A4 Newsprint Paper</u> 10 reams 1. Colour: White 2. Weight: 60 grams <u>Additional requirements</u> 1. 20% more in the total quantity of paper is to be allowed to be purchased at the same quoted price. 2. The actual quantity purchased may not reach the amount stated above. 3. Paper samples are to be provided together with the written quotation document.					

	4. Written quotation will be accepted on an overall basis. 5. The paper should be separately packed per ream. 6. The paper will be delivered to the school in batches upon request during the above period, instead of being delivered in one whole lot at the beginning of the period. 7. Delivery cost should be quoted. Paper should be delivered to 1/F Printing Room within 3 working days after an order has been placed.					
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We / I understand that if we / I fail to supply the stores or services 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 stores or services are obtained from elsewhere.

Name of Supplier: _____

Name and Signature of Person authorized to Sign Written quotation:

Name (in block letters): _____

Signature: _____

Date: _____

