

9th May, 2025

By Registered Mail

Dear Sirs/Madams,

INVITATION TO WRITTEN QUOTATION
FOR THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE
(Suppliers should be reminded not to identify their companies on the envelopes)

You are invited to quote for the supply and/or undertaking services of the items as specified in the enclosed written quotation schedule.

1. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

WRITTEN QUOTATION FOR THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM
AND CLOUD SERVICE

The envelope should be addressed to Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon and arrive not later than 12:00 noon on 30th May, 2025. 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.

2. If you are unable or do not wish to quote, it would be appreciated if you return the statement of expression of no interest for the quote with reason to the above address at your earliest convenience.
3. Written Quotations will be accepted on an overall basis.
4. The tenderer, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the School employees, Tender Board members, or any parent or student representative in a committee responsible for considering any matter in relation to this contract. Any such offer by the tenderer 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.

For enquiry, please contact Mr. Tam Man Fai at tammanfai@sbchcsms.edu.hk or by phone at 27794016.

Yours sincerely,
CHAN WAI CHI
Principal

Society of Boys' Centres Hui Chung Sing Memorial School

**THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE
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	<p>Smartphone App for School-Parent Communication</p> <ul style="list-style-type: none"> - 132 user accounts per year - 3 years contracts (cover period: 1/9/2025 to 31/8/2028) - Functions including: <ul style="list-style-type: none"> ♦ For iOS / Android ♦ View school information / announcement / event / homework list ♦ Push notification ♦ Parents able to sign back notices to school ♦ Push notification of daily attendance record 	132			
2	<p>Smartphone App for School-Student Communication</p> <ul style="list-style-type: none"> - 132 user accounts per year - 3 years contracts (cover period: 1/9/2025 to 31/8/2028) - Functions including: <ul style="list-style-type: none"> ♦ For iOS / Android ♦ View school information / announcement / calendar / homework list ♦ Push notification ♦ Students able to view notices of school ♦ Individual school banner displayed on the App ♦ Students able to sign back notices to school ♦ Students able to submit newspaper cutting and weekly diary to school ♦ Students able to view daily timetable ♦ Students able to view their borrowed & reserved books and penalty records 	132			

3	<p>Smartphone App for School-Teacher Communication</p> <ul style="list-style-type: none"> - 60 user accounts per year - 3 years contracts (cover period: 1/9/2025 to 31/8/2028) - Functions including: <ul style="list-style-type: none"> ♦ For iOS / Android ♦ View school news / events / school information ♦ Teachers able to keep track of signed eNotices ♦ Teachers able to input homework and update submission status ♦ Teachers able to record students' performance in class ♦ Teachers able to view the contact details of staff and students ♦ Teachers able to view and sign eCirculars ♦ Push notification ♦ School-based banner displayed on the App ♦ Teachers able to take class attendance and view attendance status ♦ Teachers able to check staff attendance records 	60			
4	<p>Cloud Hosting Service</p> <ul style="list-style-type: none"> - 3 years contracts (cover period: 1/9/2025 to 31/8/2028) - Functions including: <ul style="list-style-type: none"> ♦ 100GB storage ♦ System Maintenance <ul style="list-style-type: none"> ✧ New Version Upgrade ✧ Customer Support ✧ System Recovery Service ✧ Linux Software Patch Update Service ✧ Database Optimization ✧ Web SSL Certificate Installation ♦ Backup Service <ul style="list-style-type: none"> ✧ Daily incremental Backup: 7 days cycle ✧ Weekly Full Backup: 4 weeks cycle ✧ Monthly Full Backup: 3 months cycle 	1			
Total:					
<p>Remark:</p> <p>1. The above services must need to compatible with existing school intranet system, inventory system, library system, student portfolio system & attendance system.</p>					

We / I understand that if we/I fail to supply the stores 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 stores are obtained from elsewhere.

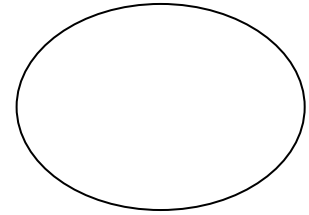
Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop

**WRITTEN QUOTATION FORM FOR THE SUPPLY OF
ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE**

Name and Address of School: Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No.: HCSMS/2425/THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE/W07

Written Quotation Closing Date and Time: **30th May, 2025 12:00 noon**

Part I

The undersigned hereby offers to supply all or any part of the items 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 school. 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 remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

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 **30th May, 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

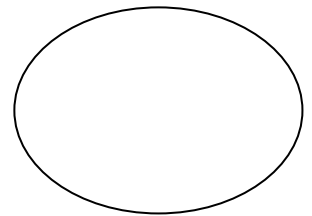
SAFEGUARDING NATIONAL SECURITY

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.



Company Chop

Dated this _____ day of _____ 2025.

Name (in block letters): _____

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

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

whose registered office is situated at _____

_____ Hong Kong.

Telephone No.: _____ Fax No.: _____

WRITTEN QUOTATION FORM FOR
THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE

STATEMENT OF EXPRESSION OF NO INTEREST FOR THE QUOTE

Name and Address of School: Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No.: HCSMS/2425/THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE/W07

Written Quotation Closing Date and Time: **30th May, 2025 12:00 noon**

Our company will not quote for THE SUPPLY OF ECAMPUS COMMUNICATION SYSTEM AND CLOUD SERVICE.

Please explain the reason(s) :

- ☐ Unable to provide the stores or services as specified in the written quotation.
- ☐ Unable to meet the requirements or specifications as listed in the written quotation.
- ☐ Unable to submit the written quotation on time.
- ☐ Others: _____

Please tick (✓) in the appropriate box ☐.

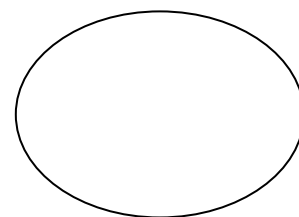
Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop