



**Home Affairs Department**  
**Invitation for Quotation (Services)**  
**QUOTATION FORM**

Quotation Ref.: HAD/SQ/25/23

File Ref.: HAD HQ III/11/80/71

Contract No. \_\_\_\_\_

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**LODGING OF QUOTATION**

To be acceptable as a quotation, this form, properly completed in duplicate and enclosed in a sealed plain envelope marked “Quotation for Provision of Service for District-based Programmes for Racial Harmony (North, Sha Tin and Tai Po Districts)” and addressed to the Chairman, Quotation Opening Team, Home Affairs Department, must be deposited in the Home Affairs Department Quotation Box situated at the Supplies Unit, 11/F., Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong before 2:30 p.m. (time) on **23 June 2023**.

Late quotations will not be accepted.

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**INTERPRETATION**

**PART 1 – TERMS OF QUOTATION**

**PART 2 – GENERAL CONDITIONS OF CONTRACT**

Details on Interpretation, Terms of Quotation and General Conditions of Contract used for bidding for provision of services to the Government of the Hong Kong Special Administrative Region are contained in Standard Quotation Terms and General Conditions of Contract issued by the quotation issuing department and any subsequent addendum issued.

The above documents are deposited with bidders upon successful registration with the Home Affairs Department for receiving quotation invitations. Copies can also be obtained from the Supplies Unit of the Home Affairs Department.

**PART 3 – SPECIAL CONDITIONS OF CONTRACT**

Attached to this quotation (if any).

Dated this 5<sup>th</sup> day of June 2023

Government Representative

**PART 4 - OFFER TO BE BOUND**

1. Having read the Terms of Quotation, the General Conditions of Contract and (if any) the Special Conditions of Contract set out in Parts 1 – 3 hereof, I/we agree to be bound by the terms and conditions as stipulated in my/our quotation.
2. I/We, for myself/ourselves and the firm and partners therein/the limited company hereunder mentioned hereby agree to carry out the whole (or any part) of the Services mentioned in the attached Schedule which may, during the Contract period or any extension thereto be required, by or on behalf of the Government Representative to be carried out, at the charges quoted by me/us in the said Schedule free of all other charges, subject to and in accordance with the Terms of Quotation, the General Conditions of Contract and (if any) the Special Condition of Contract.

3. I/We understand and agree that in the event that I/We withdraw or revoke the quotation hereby submitted within the period stipulated in clause 3(a) of the Terms of Quotation or refuse or fail to carry out all or any of the Services provided for in the Contract upon acceptance of the quotation hereby submitted, the sum deposited will be absolutely forfeited to the Government in accordance with the Terms of Quotation and the Special Conditions set out in Parts 1 & 3 hereof.

4. I/We, also certify that the particulars given by me/us below, are correct:-

(a) The number of my/our/the Company's Business Registration Certificate is

\_\_\_\_\_

(b) The date of expiry of my/our/the Company's Business Registration Certificate is

\_\_\_\_\_

(c) I am/We are/The Company is covered by an Employees' Compensation Insurance Policy, the particulars of which are as follows:-

Policy No. \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Period covered by the Policy is from \_\_\_\_\_ to \_\_\_\_\_

Brief particulars of the cover provided and any special conditions are as follows: \_\_\_\_\_

5. I am/We are duly authorized to bind the said Company hereafter mentioned by my/our signature(s).

- or -

I am a partner/We are partners in the firm hereinafter mentioned and duly authorized to bind the said firm and the partners therein for the time being.

6. The name of the Company/Firm is \_\_\_\_\_

7. The registered office of the Company is situated at \_\_\_\_\_ Hong Kong

8. Name(s) and address(es) of person(s) signing:

\_\_\_\_\_  
\_\_\_\_\_

Signature:-

\_\_\_\_\_  
\_\_\_\_\_

( with company chop )

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202 \_\_\_\_

Note : (i) All the particulars required above must be completed.  
(ii) Strike out clearly alternatives which are not applicable.