

聖 保 羅 男 女 中 學
ST. PAUL'S CO-EDUCATIONAL COLLEGE
33 MACDONNELL ROAD, HONG KONG

ONLINE POSTING

School Ref. No.: **SPCC/ITAVO/RFQ2526001**

22 Oct 2025

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF SCHOOL PRINTING SOLUTION

As our school is seeking provider for School Printing Solution, we hereby invite suppliers who have interest to submit the tender.

Please contact Ms. Rarsc Chan by email to ywchan2@spcc.edu.hk before 5 November 2025 for details of the tendering procedures, service requirements of our school as well as other related information required in the tender document.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope:

“TENDER FOR THE SUPPLY OF SCHOOL PRINTING SOLUTION”

Tenderers should not identify themselves on the tender envelope and a tender bid will be disqualified if the tenderer discloses its identity on the sealed tender envelope. Tenderers are allowed to amend their tenders after tender submission but before tender closing, the amendments should be submitted in the same manners as for submitting the tenders.

The envelope should be addressed to our Principal and arrive **before 3:00pm on Wednesday, 12 Nov 2025**. Late tenders will not be accepted. Your tender will remain open for 90 days from the “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days.

In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 am and 3:00 pm, the tender closing time will be extended to 3:00 pm on the next business day (i.e. except Saturday, Sunday and public holiday)

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, SMC/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 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 Tenderer liable for any loss or damage the School may sustain.