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ST. PAUL'S CO-EDUCATIONAL COLLEGE

33 MACDONNELL ROAD, HONG KONG

ONLINE POSTING

School Ref No.: SPCC/ITAVO/RFQ2627003 29 October 2026

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF MICROSOFT EES LICENSE RENEWAL
(1 DECEMBER 2026 TO 30 NOVEMBER 2027)

As our school is seeking provider for the supply of Microsoft EES License Renewal, we hereby invite suppliers who have interest to submit the written quotation.

Please contact Mr. Simon Chan by email yhschan@spcc.edu.hk for service requirement details of our school as well as other related information required in the written quotation document.

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

"WRITTEN QUOTATION FOR THE SUPPLY OF MICROSOFT EES LICENSE RENEWAL
(1 DECEMBER 2026 TO 30 NOVEMBER 2027)"

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

The envelope should be addressed to our Principal and arrive **before 3:00 pm on Friday, 20 November 2026**. 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 Supplier, 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 Supplier 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 Supplier liable for any loss or damage the School may sustain.