



November 25, 2022

School Ref. No.: T2022008

Dear Sir / Madam

**INVITATION TO WRITTEN QUOTATION/TENDER  
WRITTEN QUOTATION/TENDER FOR THE SUPPLY OF  
HALL AV EQUIPMENT & INSTALLATION**

You are invited to quote/tender for the supply of the stores or services as specified in the enclosed written quotation/tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation/tender schedule.

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

Written Quotation/Tender for  
Hall AV Equipment & Installation

The envelope should be addressed to **Lock Tao Secondary School, Mei Lam Estate, Tai Wai** and arrive not later than **12:00 noon** on **Friday, December 9, 2022**. Late written quotations/tenders will not be accepted. Your written quotation/tender will remain open for 90 days from the “Closing Date”, and you may consider your written quotation/tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless the written quotation/tender form is completed, the written quotation/tender will not be considered.

If you are unable or do not wish to quote/tender, it would be appreciated if you return the written quotation/tender form with reason to the above address or fax the completed “Reply Slip for No Offer” (Appendix 1) at your earliest convenience.

Written Quotations/Tenders will be accepted on an overall basis.

In case of any query, please contact Mr. NG Kwun-ming, James at 2602 1000.

Yours faithfully,

WONG Chi-wai  
Principal



**Written Quotation/Tender Form for Stores/Services**

**WRITTEN QUOTATION/TENDER FORM FOR THE SUPPLY/SERVICE OF  
HALL AV EQUIPMENT & INSTALLATION**

Name and Address of School: Lock Tao Secondary School  
Mei Lam Estate, Tai Wai, Shatin  
School Ref. No.: **T2022008**  
Written Quotation/Tender Closing Date and Time: **12:00 noon, Friday, December 9, 2022**

**PART I**

The undersigned hereby offers to undertake the service as described in the written quotation/tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation/tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; written quotations/tenders shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotations/tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

**PART II**

**PREVENTION OF BRIBERY ORDINANCE**

It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement

**PART III**

**RECONFIRMATION OF WRITTEN QUOTATION/TENDER VALIDITY**

With reference to Part I of this written quotation/tender document, it is reconfirmed that the validity of written quotation/tender offered by this company remains open for 90 days from **Friday, December 9, 2022**.

The undersigned also agrees to accept the fact that once the validity of written quotation/tender is reconfirmed, the pre-printed clause specified in the Company's written quotation/tender forms in regard to this nature shall **NOT** apply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Name (in block letters): \_\_\_\_\_

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

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

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

**Lock Tao Secondary School**  
**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**  
**School Ref. No.: T2022008**

**Written Quotation/Tender for the Supply of Hall AV Equipment & Installation**

(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><b>15" Full Range Loudspeaker A</b></p> <ul style="list-style-type: none"> <li>✧ Sensitivity (1W @ 1m): 97 dB</li> <li>✧ Coverage Angle (H x V): 80° x 50°</li> <li>✧ Frequency Range: 50 Hz - 16 KHz</li> <li>✧ Connections: 2 x XLN4</li> <li>✧ Enclosure material: Plywood</li> <li>✧ Inserts / Rigging: Side handles, 35 mm insertion for stand, 3 rigging points</li> <li>✧ Colour: Black</li> <li>✧ Product dimension: around 0.47m (L) x 0.46m (W) x 0.75m (H)</li> </ul>	2			
2	<p><b>15" Full Range Loudspeaker B</b></p> <ul style="list-style-type: none"> <li>✧ Sensitivity (1W @ 1m): 97 dB</li> <li>✧ Type: 2 ways. Passive</li> <li>✧ Power: 350 W RMS</li> <li>✧ Nominal Impedance: 8 Ohm</li> <li>✧ LF Transducer: 12" Woofer</li> <li>✧ HF Transducer: 1.7" Compression driver</li> <li>✧ Sensitivity (1W @ 1m): 96 dB</li> <li>✧ SPL Max: 126 dB</li> <li>✧ Coverage Angle (H x V): 90° x 50°</li> <li>✧ Frequency Range: 40 Hz - 20 KHz</li> <li>✧ Connections: 2 x XLN4</li> <li>✧ Enclosure material: ABS plastic</li> <li>✧ Inserts / Rigging: Lower 35 mm insertion for stand, 3 rigging points on the upper side, special monitor stands, side handle</li> <li>✧ Colour: Black</li> <li>✧ Product dimension: around 0.42m (L) x 0.48m (W) x 0.70m (H)</li> </ul>	2			

Company Chop:

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Signature of Person authorized to sign Written Quotation/Tender:

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Company Name:

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Name (in Block letter):

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Date:

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Position:

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**Lock Tao Secondary School**  
**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**  
**School Ref. No.: T2022008**

**Written Quotation/Tender for the Supply of Hall AV Equipment & Installation**

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
3	<p><b>Power Amplifier A</b></p> <ul style="list-style-type: none"> <li>✧ Switching power supply. Minimum output impedance 2 Ohm. Stereo, parallel and bridge mode. Front power and volume control.</li> <li>✧ Type: Class AB</li> <li>✧ W/Ch @ 8/4/2 Ohm: 310 W / 500 W / 600 W</li> <li>✧ W/Ch @ 8/4 Ohm Bridge: 1000 W / 1200 W</li> <li>✧ Frequency Range: 20 Hz - 20 KHz</li> <li>✧ THD+N: &lt;0.05%</li> <li>✧ S/N Rat: &gt;100 dB</li> <li>✧ Damping Factor: &gt;200</li> <li>✧ Dynamic Range: &gt;80 dB</li> <li>✧ Gain: 26/32 dB</li> <li>✧ Input Impedance: 20 KOhm balanced, 10 KOhm unbalanced.</li> <li>✧ Input Sensitivity: 10.10 dBu / 4.11 dBu</li> <li>✧ Connections: Power: 1 x IEC. Audio input: 2 x XLR3 female, 2 x 1/4" TRS Jack. Amp output: 2 x XLN4 female.</li> <li>✧ Protections: Overheating, VHF, short circuit, AC lower, DC protection, CLIP / Limit.</li> <li>✧ Product dimension: around 0.36m (L) x 0.48m (W) x 0.09m (H)</li> </ul>	1			

Company Chop:

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Company Name:

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Date:

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Name (in Block letter):

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Position:

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**Lock Tao Secondary School**  
**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**

**School Ref. No.: T2022008**

**Written Quotation/Tender for the Supply of Hall AV Equipment & Installation**

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
4	<p><b>Power Amplifier B</b></p> <ul style="list-style-type: none"> <li>✧ Switching power supply. Minimum output impedance 2 Ohm. Stereo, parallel and bridge mode. Front power and volume control</li> <li>✧ Type: Class 3H</li> <li>✧ W/Ch @ 8/4/2 Ohm: 1200 W / 2000 W / 3000 W</li> <li>✧ W/Ch @ 8/4 Ohm Bridge: 4100 W / 6200 W</li> <li>✧ Frequency Range: 20 Hz - 20 Hz</li> <li>✧ THD+N: &lt;0.1%</li> <li>✧ S/N Rate: &gt;80 dB</li> <li>✧ Damping Factor: &gt;200</li> <li>✧ Dynamic Range: &gt;70 dB</li> <li>✧ Gain: 26/32/38 dB</li> <li>✧ Input Impedance: 20 KOhm balanced, 10 KOhm unbalanced.</li> <li>✧ Input Sensitivity: 13 dBu / 6.97 dBu</li> <li>✧ Connections: Power: 1 x male schuko included, Audio input: 2 x XLR3 female, 2 x 1/4 "TRS Jack</li> <li>✧ Amp output: 2 x XLN4 female, 4 x Binding Post</li> <li>✧ Protections: Overheat, VHF, short circuit, AC lower, DC protection, CLIP / Limit</li> <li>✧ Product dimension: around 0.51m (L) x 0.48m(W) x 0.09m (H)</li> </ul>	1			

Company Chop:

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**Lock Tao Secondary School**  
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(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
5	<p><b>Solid Microphone Stand</b></p> <ul style="list-style-type: none"> <li>✧ a sturdy, wired table stand that provides a stable base for XLR-3 gooseneck microphones</li> <li>✧ Solid Microphone Stand, Timeless design, Bi-colored light ring for clear visual feedback, Logical function for easy control of e.g. cameras</li> <li>✧ Microphone modes: Toggle on/off, push to mute, push to talk, permanent on (external LED control)</li> <li>✧ Color: black, nextel grey, LED light ring: red / green</li> <li>✧ Dimensions: around 120 x 170 x 43 mm (BTH / WDH)</li> <li>✧ Connector: Mic in: XLR-3F</li> <li>✧ Connector: Mic out: XLR-3M</li> <li>✧ Connector: Logic clip contact for logic, Pin assignment: trigger signal at the logic connector: Logic in (external LED control), GND, Logic out (switch signal)</li> <li>✧ Weight: around 1200g</li> <li>✧ Phantom powering: P 24 - P 48</li> <li>✧ Operating temperature: -10° - +50°C</li> <li>✧ Current consumption: 3.7 mA</li> <li>✧ Output voltage: Logic out: high level output voltage &gt; 2.4 V, low level output voltage &lt; 0.4 V</li> <li>✧ Output voltage: Logic in: high level input voltage &gt; 2.0 V, low level input voltage &lt; 0.8 V</li> </ul>	2			

Company Chop:

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Company Name:

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Date:

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Name (in Block letter):

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**Lock Tao Secondary School**  
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(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
6	<p><b>Shotgun microphone head</b></p> <ul style="list-style-type: none"> <li>✧ Super-cardioid/interference tube mini shotgun microphone head offers outstanding background noise suppression and thus excellent acoustic performance, even when speaking into it from a greater distance</li> <li>✧ Highly directional mini shotgun for prominent voice reproduction. Elegant, pure design for inconspicuous placement. For use with Sennheiser MZH goosenecks. Interference tube/capsule housing rotates for optimum alignment. Corrosion resistant gold-plated contact points. Smooth response across all frequencies.</li> <li>✧ Colour: white, nextel grey, black</li> <li>✧ Impedance: 50 <math>\Omega</math></li> <li>✧ Dimensions: <math>\varnothing</math> 8.2 x L96 mm</li> <li>✧ Frequency response (Microphone): 40 Hz to 20 kHz</li> <li>✧ Transducer principle (Microphone): pre-polarised condenser microphone</li> <li>✧ Weight: approx. 17 g</li> <li>✧ Pick-up pattern: super-cardioid / lobar</li> <li>✧ Min. terminating impedance: 1 k<math>\Omega</math></li> <li>✧ Phantom powering: P12 to P48</li> <li>✧ Equivalent noise level: 23 dB(A)</li> <li>✧ Equivalent noise level weighted as per CCIR: 34 dB(A)</li> <li>✧ Current consumption: 250 <math>\mu</math>A</li> <li>✧ Acoustics: pressure gradient transducer / interference tube transducer</li> </ul>	2			

Company Chop:

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Company Name:

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Date:

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Signature of Person authorized to sign Written Quotation/Tender:

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7	<b>Matt-black-painted Gooseneck</b> ✧ Sturdy and elegant metal gooseneck for unobtrusive miking, RF shielding against intermodulation from wireless equipment/devices ✧ Colour: black, no light ring ✧ Connector: XLR-3 ✧ Microphone connector: XLR 3 ✧ Diameter: 8 mm ✧ Phantom powering: P12 to P48 V ✧ Goose neck length: around 600 mm	2			
8	<b>Installation and Tuning</b> ✧ Install & Tuning Speakers ✧ Install & Tuning Power AMP ✧ Tuning sound output	1			

Remarks:

1. Persons providing on-campus services and visitors of the School should meet the requirements of the Vaccine Pass by the Government.
2. Persons providing on-campus services and visitors of the School must abide by the National Security Law and all laws applicable to Hong Kong.
3. The photocopy of the valid Business Registration Certificate should be submitted.

Company Chop:

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Signature of Person authorized to sign Written Quotation/Tender:

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Company Name:

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Name (in Block letter):

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**Lock Tao Secondary School**  
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**Terms and Conditions**

1. Sub-contracting

- (a) The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the IMC.
- (b) The contractor shall not, without the prior written consent of the IMC enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the IMC for approval. The IMC reserve the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract.
- (c) The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractors, its employees and agents.

2. Prevention of Bribery

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, IMC members, or any person (including 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 Tenderer liable for any loss or damage the School may sustain.

3. Anti-collusion

Until the Tenderer is notified by the School of the outcome of the tender exercise, the tenderer shall not:

- communicate to any person other than the School the amount of any tender;
- adjust the amount of any tender by arrangement with any other person;
- make any arrangement with any other person about whether or not he/she or that other person should or should not tender; or
- collude with any other person in any manner whatsoever in the tendering process.

Any breach of or non-compliance with this clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate its tender.

This Clause shall have no application to the Tenderer's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.

Company Chop:

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Signature of Person authorized to sign Written Quotation/Tender:

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Company Name:

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Name (in Block letter):

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Date:

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**Lock Tao Secondary School**  
**Written Quotation/Tender Schedule**  
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**School Ref. No.: T2022008**  
**Written Quotation/Tender for the Supply of Hall AV Equipment & Installation**

4. Confidentiality

The Tenderer undertakes that the Tenderer, its employees, agents or sub-contractors will keep in confidence and not disclose to any third party without the School's prior written consent any tender information acquired from the School in connection with this invitation other than disclosure to those persons to whom it is necessary to supply such information to enable performance of this invitation. The Tenderer shall indemnify and keep indemnified the School for all loss and expenses whatsoever sustained by the School arising out of or in connection with any breach of this clause by the Tenderer, its employees, agents or sub-contractors.

5. Payment Terms

The required credit term is 30 days from receiving the invoice.

6. Vaccine Pass

(a) Starting from 24 February 2022, schools have been covered in the "vaccine pass" arrangement. Persons providing on-campus services and visitors of schools, save for those exempted, require to present vaccination records of COVID-19 vaccine prior to their entry into school premises.

(b) Persons providing on-campus services and other visitors to a school should use the LeaveHomeSafe each time they enter school premises by 24 February 2022 and thereafter.

7. National Security Law

Persons providing on-campus services and visitors of the School must abide by the National Security Law and all laws applicable to Hong Kong.

Company Chop:

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Company Name:

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Date:

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Signature of Person authorized to sign Written Quotation/Tender:

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Name (in Block letter):

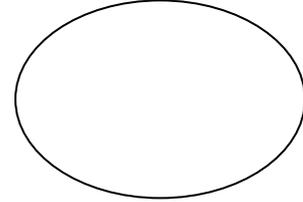
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Position:

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**Lock Tao Secondary School**  
**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**  
**School Ref. No.: T2022008**  
**Written Quotation/Tender for the Supply of Hall AV Equipment & Installation**

We/I understand that if we/I fail to supply the stores or services as offered in our/my written quotation/tender 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.



Company Chop

Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Written Quotation/Tender:

Name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_