To :

THE CHAIRMAN, QUOTATION OPENING TEAM
EDUCATION BUREAU
ENQUIRY COUNTER, 15/F., WU CHUNG HOUSE
213 QUEEN'S ROAD EAST
WANCHAI, HONG KONG

QUOTATION LABEL

| Quotation Reference No. : | (81) in EDB(CD/GE)/ADM/150/2/8/1(1) | Closing Date & Time : | 09:00 a.m. | on | 27 July 2011 |

NOTES

1. This quotation MUST be deposited in the **Supplies Section Quotation Box located at the Education Bureau, Enquiry Counter, 15/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** BEFORE 09:00 a.m. (Hong Kong time) on the closing date specified.

2. Supplier is requested to return his/her quotation in a **PLAIN ENVELOPE** which should bear no reference to the name of the supplier and be properly sealed. The **QUOTATION LABEL** at the upper portion of this form must be affixed on the envelope.

3. If a supplier is unable to make an offer, return of the quotation documents is NOT REQUIRED. However, the lower portion of this form should be completed and returned in a **PLAIN ENVELOPE** with the **QUOTATION LABEL** affixed on the envelope before the closing date specified.

4. Each quotation, irrespective of whether it is with or without an offer, must be put in an individual envelope. It is not acceptable to put more than one quotation in the same envelope.

5. Quotation may be lodged from 08:30 a.m. to 06:00 p.m. from Monday to Friday, excluding Saturday, Sunday and public holiday.

6. In case a rainstorm black warning or typhoon signal No. 8 or above is valid for any duration between 07:00 a.m. and 09:00 a.m. on the quotation closing date, the quotation closing time will be extended to 09:00 a.m. on the next weekday (i.e. except Saturday and Sunday) other than public holiday.

7. Quotation will not be accepted if it is sent by post with inadequate postage.

8. Late quotation will not be considered.

To : **The Chairman, Quotation Opening Team**

       With reference to your quotation enquiry (Ref. : **(81) in EDB(CD/GE)/ADM/150/2/8/1(1)** Closing Date & Time : 09:00 a.m. on 27 July 2011), I regret that I am unable to quote due to the following reasons :

(Please tick against the box where applicable)

☐   The requirement is out of our range of supply/services.

☐   The required quotation specification cannot be met.

☐   The delivery schedule cannot be met.

☐   The quotation closing date cannot be met.

☐   Temporary out of stock.

☐   The quantity required is too small.

☐   Others (Please specify) _____

	Signature : _____
	Name in Block Letters : _____
	Name of Company : _____
_____	Date : _____
(Company Chop)	