



## TENDER NOTICE

Written tenders are invited for the provision of [Tutorial Services 2025 – 2026] from 1 September 2025 to 31 August 2026.

1. Interested parties should apply to the Principal together with company background.
2. In returning your [written tender], please :
  - place the written tender, in duplicate, in two sealed envelopes (please do not specify your company name on the envelope); one providing pricing information and the other consisting of technical information. Each envelope should be clearly labelled as either “Technical” or “Price”.
  - mark on the envelope, ‘The written tender for the provision of [Tutorial Services 2025 – 2026]’, the tender reference: T24/25-023 and the date and time of the written tender closing (12pm 6<sup>th</sup> August 2025); and
  - return to the College General office NOT later than 12:00 noon on 6 August 2025. Late tenders will not be accepted.
  - send through registered mail if you want to return the tender documents by mail.

Written tenders shall remain open for not less than 90 days after the written tender closing Date.

3. The College is not bound to accept the lowest or any tender and reserves the right to negotiate with any tenderer about the terms of the offer.
4. All tenders should be addressed to:  
  
The Principal  
St Stephen's College  
22 Tung Tau Wan Road  
Stanley, Hong Kong
5. Telephone enquiry : 2813-0360 Mr. Chan Hei Lok
6. All tender documents are available for collection from 9 July 2025 at the General Office upon production of copy of your Business Registration or ID Card.

School Ref No.T24/25-023  
9 July 2025