



聖士提反書院  
ST STEPHEN'S COLLEGE

## TENDER NOTICE

Tenders are invited for the supply of Exercise Books (from 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2024).

1. Interested parties should apply to the Principal together with company background information.
2. In returning your tender, please :
  - place tenders, in duplicate, in a sealed envelope (please do not specify your company name on the envelope);
  - mark on the envelope (Tender for the supply of exercise books); and
  - return to the College General Office NOT later than 10:00a.m. on 28<sup>th</sup> October 2020 (Wednesday). Late tenders will not be accepted.

Tenders shall remain open for not less than 90 days after the 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 1st: Ms. Talia Yeung (Accounting Manager)  
2nd: Ms. Katherine Wong (Coordinator of FTOMC)
- 6 Interested parties are welcome to attend a tender briefing on 9<sup>th</sup> October 2020 (11:00 a.m. to 12:00 noon).
- 7 All tender documents are available for collection from **14<sup>th</sup> September 2020 (Monday)** at the General Office upon production of copy of your Business Registration Certificate.

School Ref No. FTOMC/EXERCISEBOOKS  
14<sup>th</sup> September 2020

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