



聖士提反書院
ST STEPHEN'S COLLEGE

QUOTATION NOTICE

Written quotations are invited for the provision of [Integrated Humanities School Based Textbook] from 22nd August 2025 – 31st August 2026.

1. Interested parties should apply to the Principal together with company background.
2. In returning your [written quotation], please :
 - place the written quotation, 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 quotation for the provision of [Integrated Humanities School Based Textbook], the quotation reference: Q24/25-004 and the date and time of the written quotation closing (12pm 22nd August 2025); and
 - return to the College General office NOT later than 12:00 noon on 22th August 2025. Late quotations will not be accepted.

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

3. The College is not bound to accept the lowest or any written quotation and reserves the right to negotiate with any supplier about the terms of the offer.
4. All [written quotations] should be addressed to :
The Principal
St Stephen's College
22 Tung Tau Wan Road
Stanley, Hong Kong
5. Telephone Enquiry : 2813-0360 [Ms Carol Wong]
6. All quotation documents are available for collection from 18th July 2025, at the General Office upon production of a copy of your Business Registration or Hong Kong ID card.

[18th July 2025/Q24/25-004]

