



聖士提反書院  
ST STEPHEN'S COLLEGE

## QUOTATION NOTICE

Written quotations are invited for the provision of [Summer Assignment Workbooks for English Language] from 14 May 2026 – 31 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 a sealed envelope (please do not specify your company name on the envelope);
  - mark on the envelope, 'The written quotation for the provision of [Summer Assignment Workbooks for English Language], the quotation reference: Q25/26-002 and the date and time of the written quotation closing (12pm 14 May 2026); and
  - return to the College General office NOT later than 12:00 noon on 14 May 2026. 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 [Mr Theodore Tam]
6. All quotation documents are available for collection from 22 April 2026, at the General Office upon production of a copy of your Business Registration of Hong Kong ID card.

[22 April 2026/Q25/26-002]

