



## QUOTATION NOTICE

Written quotations are invited for the provision of [Services of an Artist-in-Residence (Drama)] from 1<sup>st</sup> September 2026 – 31<sup>st</sup> July 2027.

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 [Services of an Artist-in-Residence (Drama)]’, the quotation reference: Q25/26-006 and the date and time of the written quotation closing (12pm 16<sup>th</sup> July 2026); and
  - return to the College General office NOT later than 12:00 noon on 16<sup>th</sup> July 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]

[24<sup>th</sup> June 2026/Q25/26-006]