



聖士提反書院
ST STEPHEN'S COLLEGE

WRITTEN QUOTATION NOTICE

School Reference No.: Q25/26-007

Date of Issue: 16 JULY 2026

Vendors are invited to submit written quotations for the supply of Mediation Training Services.

1. Collection of Quotation Documents

Starting from 16 July 2026, interested parties can collect the quotation documents from the General Office.

A copy of your Business Registration Certificate or Hong Kong ID card must be presented upon collection.

2. Submission Deadline

Sealed quotations must be delivered to the College General Office no later than 12:00 noon on Thursday, 13 AUGUST 2026. Late submissions will not be accepted.

3. Submission Instructions

- All quotations must be addressed to:
The Principal, St Stephen's College, 22 Tung Tau Wan Road, Stanley, Hong Kong
- Please place two copies of your quotation, along with your company profile, in a single, sealed envelope.
- **Do not** write your company's name on the outside of the envelope.
- Clearly mark the envelope with the following:
Written Quotation for the Mediation Training Services
Reference Number: Q25/26-007
Closing Date: 13 AUGUST 2026

4. Terms and Conditions

All submitted quotations must remain valid for a minimum of 90 days after the closing date. The College is not bound to accept the lowest or any quotation and reserves the right to negotiate the terms of any offer with any vendor.

5. Enquiry

For enquiries, please contact Mrs Josephine Cheung at 2813-0360.

Interested parties should apply to the Principal together with company background.

