



TENDER NOTICE

Tenders are invited for the provision of [Supply of Music Instrument Tutor] from 1 September 2025 to 31 August 2026.

1. Interested parties should apply to the Principal together with company background.
2. In returning your tender, please :
 - place the written tender, 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 'Tender for the provision of [Supply of Music Instrument Tutor]', tender reference number and date and time of tender closing; and
 - return to the College General office NOT later than 12:00 noon on 10th June, 2025 (Tuesday). 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 (Ms. Vivian Suen / Ms. Noel Yan)
6. All tender documents are available for collection from 19th May 2025, at the General Office upon production of a copy of your Business Registration or Hong Kong ID card.

School Ref No. T24/25-016
19th May, 2025