



聖士提反書院
ST STEPHEN'S COLLEGE

TENDER NOTICE

Written tenders are invited for the provision of [Supply for Black Box Theatre Equipment 2025] from 10th June 2025 – 1st August 2025.

1. Interested parties should apply to the Principal together with company background.
2. In returning your [written 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, ‘**Written tender for the provision of [Supply for Black Box Theatre Equipment 2025]**’, the tender reference: **T24/25-017** and the date and time of the written tender closing (**12pm 10th June 2025**); and
 - return to the College General office NOT later than 12:00 noon on 10th June 2025. Late tenders will not be accepted.

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

3. The College is not bound to accept the lowest or any written tender and reserves the right to negotiate with any supplier about the terms of the offer.
4. All [written 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. Judy Leung]
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 of Hong Kong ID card.

School Reference Number: T24/25-017
19th May 2025

