



聖士提反書院  
ST STEPHEN'S COLLEGE

## TENDER NOTICE

Written tenders are invited for the provision of [Sports Team Coaching Services 2025/26-2026/27] from 1<sup>st</sup> September 2025 – 31<sup>st</sup> August 2027.

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, ‘The written tender for the provision of [Sports Team Coaching Services 2025/26-2026/27]’, the tender reference: T24/25-018 and the date and time of the written tender closing (12pm 10<sup>th</sup> June 2025); and
  - return to the College General office NOT later than 12:00 noon on 10<sup>th</sup> 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.  
Tenders will be accepted on an itemised basis.

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 [Mr Marco Ma]

[19<sup>th</sup> May 2025/T24/25-018]