

**XXX Kindergarten
Invitation to Quotation**

Invitation to Quotation Issue Date	: <u>31-07-20xx</u>
Name of Kindergarten	: <u>XXX Kindergarten</u>
Address of Kindergarten	: <u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>
	: <u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>
Contact Person	: <u>Miss YYY</u>
Contact Number	: <u>1234 5678</u>
Quotation Closing Date	: <u>31-08-20xx</u>

Terms of Quotation

1. Your organisation is invited to submit quotations for the provision of the School-based Training mentioned in the Annex hereunder. Details of the said services, including but not limited to the number of people providing the services, their qualifications and experience, details of the services and the quoted prices (in HK dollars), etc., should be clearly stated in the quotations.
2. Name and designation of the authorised person signing the quotations must be clearly stated.
3. The quotations must be submitted in DUPLICATE in sealed envelopes marked with the quotation number and the quotation closing date. Failure to do this will render the quotations null and void.
4. The quotation must be submitted to the above address of the Kindergarten on or before 31-08-20xx. Late quotations, including quotations posted prior to but received after the closing date, will not be considered.
5. Any amendments to the prices or details of the services given must be signed by the person who signed the quotation. Failure to do this will render the quotations null and void.
6. Unless otherwise stated by your organisation, the quotation will be valid for 90 days from the closing date specified. If no order is placed with your organisation within the validity period of your offer, you may assume that your offer has not been accepted.
7. The Kindergarten is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation at any time within the period mentioned in Clause 6 hereof.
8. Quoted prices should be made accurate before the quotations are submitted. Under no circumstances will the Kindergarten accept any request for price adjustment on grounds that a mistake has been made in the quotation prices.

Invitation to Quotation No : 1234

Item No.	:	001
Theme of Service	:	Team Spirit
Aims of Service	:	To enhance professional ethics in teaching, strengthen collaboration among teachers and cultivate in them a sense of belonging towards the school as demonstrated in their team work.
Mode of Service	:	Seminars, workshops and activities (Service Provider could provide suggestions on the mode of service)
No. of people attending the Service	:	20 kindergarten teachers
Dates	:	20-22/12/20xx (18 hours in total)
Venue	:	At the Kindergarten or as suggested by the Service Provider
Total no. of days/hours	:	3 days