**Record Form A**

**One-off Start-up Grant for Kindergartens**

**Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year**

**Quotation Record Form**

**(This serves as a purchase record at a value of not exceeding HK$1,000)**

**School Name:**  File Reference:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Qty/Unit** | **Supplier** | **Amount** | **Invoice No.** | **Receipt No.** | **Recorded by** | | **Endorsed by** | |
| **Name/Initial** | **Date** | **Name/Initial** | **Date** |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  | **Total Amount** | | |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature of School Supervisor / Principal: |  | Name (in Block Letter): |  | Date: |  |

**Record Form B**

**One-off Start-up Grant for Kindergartens**

**Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year**

**Quotation Record Form**

**(This serves as a quotation record at a value of exceeding HK$1,000)**

**School Name:**  **File/Quotation Ref.:**

**(Please ✓ as appropriate)**

🞎 For purchase exceeding $1,000 and up to $30,000 (oral quotation from a minimum of two suppliers)

🞎 For purchase exceeding $30,000 and up to $50,000 (written quotation from a minimum of two suppliers)

🞎 For purchase exceeding $50,000 (written quotations from a minimum of five suppliers)

**I. Requirement:**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Description** | **Qty. / Unit** |
|  |  |  |
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**II. Quotation Obtained By:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature, Name & Post **:** |  | / |  |  | Date **:** |  |
| Reason(s) for not inviting the required minimum no. of quotation**:** |  | | | | | |

**III. Quotation Summary:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supplier | | | | Item | 1 | 2 | 3 | 4 | 5 | Total Amount  (HK$) | Item Accepted |
| Qty. |  |  |  |  |  |
| 1. |  | | | Unit Rate (HK$) |  |  |  |  |  |  |  |
| Tel. **:** | |  |  | Sub-total |  |  |  |  |  |
| 2. |  | | | Unit Rate (HK$) |  |  |  |  |  |  |  |
| Tel. **:** | |  |  | Sub-total |  |  |  |  |  |
| 3. |  | | | Unit Rate (HK$) |  |  |  |  |  |  |  |
| Tel. **:** | |  |  | Sub-total |  |  |  |  |  |
| 4. | |  |  | Unit Rate (HK$) |  |  |  |  |  |  |  |
| Tel: | |  |  | Sub-total |  |  |  |  |  |
| 5 | |  |  | Unit Rate (HK$) |  |  |  |  |  |  |  |
| Tel: | |  |  | Sub-total |  |  |  |  |  |

**IV. Offer Accepted By:** \* Delete whichever is in appropriate

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature, Name & Designation **:** |  | | / |  | |  | Date **:** |  |
| Lowest Offer / Lower Offer / Bid Other Than Lowest Offer / Others\* : | | | | |  | | | |
| Reason(s) for rejecting the lowest offer/lower offer(s)\*: | |  | | | | | | |

**Annex 1**

**One-off Start-up Grant for Kindergartens**

**Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year**

**Undertaking by Staff Involved in Procurement**

**File/Quotation Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I undertake to hold in strict confidence all quotation information that I have access to through my involvement in procurement under the One-off Start-up Grant. Quotation information includes details of quotations received and any other sensitive, restricted or confidential information relating to a quotation.

2. I undertake not to make any unauthorized disclosure or take advantage of any quotation information referred to in paragraph 1 above whether or not for personal gain.

3. I undertake to declare any actual, potential or perceived conflict of interest with my duty as a staff involved in procurementimmediately when I become aware of any such conflict.

4. I undertake to take steps to avoid any conflict of interest with any potential suppliers or suppliers by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socializing with any of them.

|  |  |
| --- | --- |
| Signature | **:** |
| Name (in block letter) | **:** |
| Post | **:** |
| School Name | **:** |
| Date | **:** |

All staff involved in procurement irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting suppliers/contractors for obtaining quotations, obtaining or evaluating quotations, or approving acceptance of quotations, etc. must **sign an undertaking** [**Annex 1**] **and declare their interest** when conflict of interest arises [**Annex 2**].

**Annex 2**

**One-off Start-up Grant for Kindergartens**

**Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year**

**Declaration of Interests by Staff Involved in Procurement**

**File/Quotation Ref : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| 1. | I declare that \*I / my spouse / my family / my relatives / my close personal friends / the clubs and associations I belong / the persons to whom I am indebted or owe a favour \*have (has)/have no (has no) private interests in relation to the stores or services being procured, or in relation to the parties offering the stores or services being procured.  (\*Delete whichever is inappropriate) |
|  |  |
| 2. | I declare the following conflict of interest situation described in 1 above –  (Use separate sheet if the space provided is insufficient) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Signature | **:** |
| Name (in block letter) | **:** |
| Post | **:** |
| School Name | **:** |
| Date | **:** |

All staff involved in procurement irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting suppliers/contractors for obtaining quotations, obtaining or evaluating quotations, or approving acceptance of quotations, etc. must **sign an undertaking** [**Annex 1**] **and declare their interest** when conflict of interest arises [**Annex 2**]