



聖士提反書院  
ST STEPHEN'S COLLEGE

School Reference No. T-23/24-007

19<sup>th</sup> April, 2024

To:

Dear Sir/Madam,

**Invitation to Tender for  
Microsoft EES 2024**

You are invited to tender for the supply of the above items as specified in the enclosed tender forms. In returning your tender, please:

- Seal your envelope, please do not specify your company name on the envelope;
  - Mark on the envelope: "Tender for Microsoft EES 2024" and;
- Return tender forms, **in duplicate**, to  
"The Principal  
St Stephen's College,  
22, Tung Tau Wan Road,  
Stanley, Hong Kong"

Your tender should be forwarded to arrive not later than 12:00 noon (Hong Kong time) on 10/05/2024 (Friday). Late tenders will not be accepted. Your tender will continue to remain open for 21 days after, and you may consider your tender to be unsuccessful if no order is placed with you at or before 12:00 midnight (Hong Kong time) of the 21<sup>th</sup> day after the Tender Closing date (i.e. 10/05/2024). You are requested to note that unless Form I and form II of the tender form are completed, the tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender documents to the above address at your earliest convenience. Should you require further information, please contact Mr Johnson Lee or Sam Hui at 3693 1945.

Yours faithfully,

Ms. Julie Ma  
Principal

Encl.

