

Sample Quotation Invitation Document (for goods)

The Owners' Corporation of XXX Building

To: {Name of Supplier, Address and Fax Number}

Quotation Ref.: _____

Quotation Issue Date: _____

Quotation Closing Date: _____

Description of Goods and Quantity Required: _____

Notes to Suppliers (If any): _____

Terms of Quotation

1. Suppliers are invited to fill in the attached quotation form and submit it in a sealed envelope marked with the quotation reference to *{please fill in the address of the Owners' Corporation (OC)}* or send it by fax to fax no. _____ for the attention of *{please fill in the name of Management Committee (MC) member / staff responsible for the purchase}*.
2. Quotations must be submitted or faxed in on or before the quotation closing date as shown above. Quotations received after the closing date will not be considered.
3. Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
4. The suppliers or their staff shall not offer any advantage as defined in the Prevention of Bribery Ordinance to any MC members, OC staff or the Manager (if one is employed by the OC for building management) in connection with this quotation exercise or the supply of goods in question. If the suppliers or their staff are found to have offered any advantage to any MC members, OC staff or the Manager (if one is employed by the OC for building management), or committed an offence under the Prevention of Bribery Ordinance in connection with this quotation exercise, the OC may, without affecting the suppliers' liability for such act, invalidate the suppliers' quotations, or terminate the contract concerned without entitling the suppliers to any compensation.

Signature, Name and Post of MC member or Staff*
Owners' Corporation of XXX Building

*Delete as appropriate

Sample Quotation Form (for goods)

I. Supplier's Information

Company Name: _____

Address: _____

Contact Person: _____ Tel. No. _____

II. Quotation Details

Description of Goods	
Quantity	
Manufacturer / Origin	
Unit Cost	
Total Cost including Delivery	
Delivery Schedule	
Payment Terms	
Warranty and After-sale Service	
Other Terms and Conditions	

I / We, the undersigned, hereby agree to supply all or any portion of the goods at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Quotation shown in this Invitation Document.

Authorized Signature, Name, Post and Company Chop

Sample Quotation Invitation Document (for services)

The Owners' Corporation of XXX Building

To: {Name of Service Provider, Address and Fax Number}

Quotation Ref.: _____

Quotation Issue Date: _____

Quotation Closing Date: _____

Description of Service Requirements, e.g.

- (a) schedule of service
- (b) quality and standard of service required
- (c) manpower required
- (d) materials to be provided by the service provider for carrying out the service
- (e) other requirements
- (f) period of service required

Notes to Bidders (If any): _____

Terms of Quotation

1. Service providers are invited to fill in the attached quotation form and submit it in a sealed envelope marked with the quotation reference to *{please fill in the address of the OC}* or send it by fax to fax no. _____ for the attention of *{please fill in the name of MC member / staff responsible for the purchase}*.
2. Quotations must be submitted or faxed in on or before the quotation closing date as shown above. Quotations received after the closing date will not be considered.
3. Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
4. The service provider or their staff shall not offer any advantage as defined in the Prevention of Bribery Ordinance to any MC members, OC staff or the Manager (if one is employed by the OC for building management) in connection with this quotation exercise or the provision of services in question. If the service providers or their staff are found to have offered any advantage to any MC members, OC staff or the Manager (if one is employed by the OC for building management), or committed an offence under the Prevention of Bribery Ordinance in connection with this quotation exercise, the OC may, without affecting the service providers' liability for such act, invalidate the service providers' quotations, or terminate the contract concerned without entitling the service providers to any compensation.

Signature, Name and Post of MC member or Staff*
Owners' Corporation of XXX Building

*Delete as appropriate

Sample Quotation Form (for services)

I. Service Provider's Information

Company Name: _____

Address: _____

Contact Person: _____ Tel. No. _____

II. Quotation Details

(a) Schedule of service	
(b) Quality and standard of service to be provided	
(c) Manpower to be provided	
(d) Materials to be provided for carrying out the service	
(e) Other services	
(f) Period of service	
Unit Price	
Total Price	
Payment Terms	
Warranty of service	
Others Terms and Conditions	

I / We, the undersigned, hereby agree to provide all or any portion of the service at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Quotation shown in this Invitation Document.

Authorized Signature, Name, Post and Company Chop