



# ST. FRANCIS XAVIER'S COLLEGE

45, Sycamore Street, Taikoktsui, Kowloon, Hong Kong.

Tel.: (852)2393-2271 Fax.: (852)2391-6101

<http://www.sfxc.edu.hk>

School Ref. No.: **Q202508**

7 July 2025

Dear Sir/Madam,

## INVITATION TO SUBMIT WRITTEN QUOTATION FOR THE PROVISION OF GYM EQUIPMENT 2025

1. You are invited to quote for the supply of the stores or services as specified in the enclosed document titled as "*Written Quotation Schedule*". If you are not prepared to accept a partial order, please state this clearly on the submitted quotation.
2. Your sealed written quotation (along with the completed "*Written Quotation Form*" and "*Written Quotation Schedule*" attached), **in duplicate**, should be clearly marked as follows on the envelope:

### **"Q202508 Written Quotation: Gym Equipment 2025"**

The envelope should be addressed to St. Francis Xavier's College, 45, Sycamore Street, Taikoktsui, Kowloon, and forwarded to arrive no later than 12:00 noon on 15 August 2025. Late submissions will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your bid to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless the "*Written Quotation Form*" is completed, the quotation will not be considered.

3. If you are unable or do not wish to submit a quotation, it would be appreciated if you would return this letter and the attached content to the school address at your earliest convenience.
4. Written Quotations will be accepted on an overall basis. Please contact Mr. Li Kwok Chun (李國進老師) at 2393 2271 for inquiries about this quotation. Thank you for your attention.

Yours faithfully,

LEUNG Man Fai  
Principal



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## WRITTEN QUOTATION FORM FOR THE PROVISION OF GYM EQUIPMENT 2025

(to be completed and submitted in duplicate)

School Reference No.: **Q202508**

Tender Closing Date: 15 August 2025

Contact Person(s): Mr. Li Kwok Chun (李國進老師) – Tel: 2393 2271

### PART I

The undersigned hereby offers to supply all or any part of the items described in the Written Quotation Schedule attached with the delivery term quoted therein against the date of a firm order placed by the School at the price or the prices quoted in the Written Quotation Schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the School is not bound to accept the lowest or any written quotations and reserves the right to accept all or any part of any written quotation within the period during which the written quotation remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any intellectual properties.

### PART II

#### RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this Written Quotation Form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from the above closing date.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation/tender forms in regard to this nature shall NOT apply.

### PART III

#### SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation documents, the School reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the School may immediately terminate the contract upon the occurrence of any of the following events:



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- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the School reasonably believes that any of the events mentioned above is about to occur.

Dated this \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

Name: \_\_\_\_\_ Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_.  
(State official position, e.g. Director, Manager, secretary, etc.)

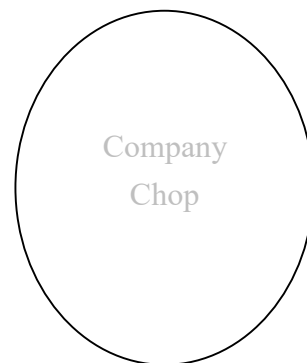
Duly authorized to sign quotations for and on behalf of: -

\_\_\_\_\_  
(Company Name)

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_  
(Company Address)

Telephone No.: \_\_\_\_\_



**WRITTEN QUOTATION SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

(Columns 4 and 5 to be completed by Supplier)

School Reference No.: Q202508

(1) Item No.	(2) Description/Specification of Basic Features of Needed Products	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1.	<b>Smith Machine &amp; Half Rack with Safety Arm</b>  A. Size: Maximum height of the gym machine should not exceed 2100mm B. Warranty: At least 1-year commercial warranty C. Counterbalanced Barbell System: guarantees optimal training with minimum workload. D. Floating Barbell System : improve safety execution. E. Weight of disc (2 、 2.5 、 5 、 10 、 15 、 20) kg x 2pcs F. Disc holder could be provided and allow discs place onto the machine G. Requires additional 1.8m weight lifting bar and bar placing hook onto the machine	1 machine	\$ _____	\$ _____	Included
2.	<b>Dual Adjustable Pulley</b>  A. Size: Maximum depth of the gym machine should not exceed 1100mm B. Design : Design for movement exercise : push, pull, bend, squat, lunge, rotation C. Visual Flags : Should have visual flags to show the correct positioning of the body on the equipment D. Handles : Different type handles for different muscle training E. Accessory holders : hold different handles F. Warranty: At least 1-year commercial warrant	1 machine	\$ _____	\$ _____	Included

(1) Item No.	(2) Description/Specification of Basic Features of Needed Products	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
3.	<b>Leg Extension &amp; Leg Curl Machine</b>  A. Size: Maximum height of the gym machine should not exceed 2400mm B. Visual Flags : Should have visual flags to show the correct positioning of the body on the equipment C. Weight Stack : maximum weight at least 70kg D. Warranty: At least 1-year commercial warranty E. ROM: Should have ROM adjustment which allows changes of the starting angle. F. Thigh Support Cushion : Should have thigh support cushion which minimize pressure on the knee	1 machine	\$ _____	\$ _____	Included
4.	<b>Lat Pulldown &amp; Seated Cable Row Machine</b>  A. Size: Maximum height of the gym machine should not exceed 2400mm B. Weight Stack : Maximum weight at least 80kg C. Visual Flags : Should have visual flags to show the correct positioning of the body on the equipment D. Warranty: At least 1-year commercial warranty	1 machine	\$ _____	\$ _____	Included
5.	<b>Pec Fly and Rear Deltoid Machine</b>  A. Size: Maximum height of the gym machine should not exceed 2100mm B. Visual Flags : Should have visual flags to show the correct positioning of the body on the equipment C. Warranty: At least 1-year commercial warranty	1 machine	\$ _____	\$ _____	Included

(1) Item No.	(2) Description/Specification of Basic Features of Needed Products	(3) Quantity required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
6.	<b>Maintenance and Warranty</b>  A. Able to provide prompt maintenance service when gym equipment is not functioning well B. Provide regular maintenance service	1 year	Included	Included	N/A
7.	<b>Free Additional Maintenance and Warranty (if any)</b>	___ year(s)	Included	Included	N/A
8.	<b>Paid Additional Maintenance and Warranty the school can order (optional)</b>	1 year	\$ _____	\$ _____	N/A
7.	<b>Others</b>  A. Quotation price must include delivery and installation fee B. Clear all rubbish and others unnecessary materials after installation C. Must provide photo of each gym equipment for reference D. Actual delivered products must match with those photos submitted				
<b>Grand Total</b>		\$ _____			

\*Number of days required to supply the items mentioned above after the quotation is confirmed: \_\_\_\_\_ days.

\*\* Please include supporting documents that demonstrate the supplier's experience with similar school projects.

**\*\*\*Written Quotation Selection Criteria:**

Category	Price offered	Warranty, maintenance services, background of company and related service provide to school
Weighting	70%	30%