

Please acknowledge receipt of this letter by signing on this page and returning by fax to URA at 2588 2525

Authorized Signature
(with Company Chop)

Date



Our Ref: FD/IT/D/09/752A1/20093638

20 October 2020

Dear Sirs,

**Invitation to submit Quotation for Provision of
Supply and Install AV equipment**

The Urban Renewal Authority ('Authority') is pleased to invite you to submit quotation for provision of Supply and Install AV equipment, by completing the attached Quotation Form Part 1 to Part 2.

You shall declare to the Authority, in the prescribed form in the Annex to this letter, any interest where there may be real or apparent conflict, direct or indirect, with any of the duties to be performed by you during the quotation seeking process or after the contract award. A 'Nil' declaration is required if there is no such conflict.

Please submit your quotation by POST to the designated address: 26/F., COSCO Tower, 183 Queen's Road Central, Hong Kong on or before 27 October 2020. (Postal date)

Please note that all parts of the Quotation Form are required to be completed as they will form the basis of the Authority's overall assessment. Failure to comply with the requirements herein stated may cause the submission to be disqualified. Late submissions or non-complying submissions will not be considered. In the event of a black rainstorm warning or a typhoon signal no. 8 or above being in force at any time between the hours of 9:00 a.m. and 2:00 p.m. on the day of closing quotation, the specified closing time of the quotation will be extended to 12:00 noon on the next working day which is not a Saturday and on which no black rainstorm warning or typhoon signal no. 8 or above is in force.

The Authority has also invited other companies to submit quotations for our consideration. This invitation shall not in any way be construed as an offer of acceptance on its part.

Furthermore, the Authority is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation.

You shall not, during the quotation seeking period or at any time after for any reason, whatsoever, disclose to any person or otherwise make use of any information relating to the Authority or this invitation which you have or any in the course of preparing your quotation come into possession or become accessible by any means whatsoever.

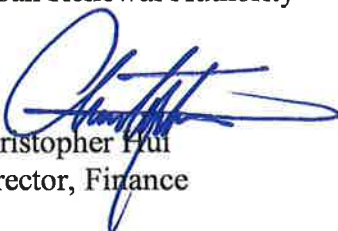
All information and documents supplied to you in connection with this invitation shall be kept in complete confidentiality, whether or not your quotation is successful. Any attempted publicity of them by you shall not be made unless prior written consent is obtained from the Authority.

The Authority is a public body under the Prevention of Bribery Ordinance and does not permit any of its employees, consultants and agents to accept any advantage in connection with the award of this quotation. The offer of an advantage to any employee, consultant and agent of the Authority with a view to influencing the award of this quotation may constitute an offence under the consultant(s) or agent(s) will render your quotation null and void. The Authority may also terminate the contract granted and hold you liable for any loss or damage which the Authority may thereby sustain. You shall also caution your employees against soliciting or accepting any excessive hospitality, entertainment or inducements which could impair the impartiality in their performance.

All your employees or agents are prohibited from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance ('POBO') from any person in relation to the supply and delivery of the Goods and Services. If your employees commit or agents commit any offence under the POBO in relation to the supply and delivery of the Goods and Services, the Authority is entitled to terminate the supply and delivery of the Goods and Services and hold you liable for any loss or damage the Authority may sustain.

All queries must be in writing for the attention of Mr. Jack Lau, Senior Manager (Information Technology).

Yours faithfully,
For and on behalf of
Urban Renewal Authority



Christopher Hui
Director, Finance

Encl.



Quotation Form for Provision of Supply and Install AV equipment

Item	Description	Quantity	Total Amount HK\$
1.	MagicTV MTV9600D(4TB) HDTV set-top-box	1	
2.	MagicTV MTV8000D-4TB HDTV set-top-box	1	
3.	Hall Research SP-HD-4C, 4-way HDMI splitter	4	
4.	Hall Research SC-HD2SDI, HDMI to 2xSDI converter	2	
5.	Epiphan Pearl-2 multi-channels HD recorder	2	
6.	Blackmagic ATEM Mini Pro	2	
7.	3G-SDI video coaxial cable, 0.5m	10	
8.	Kramer ultra-slim flexible HDMI cable, 1 foot	10	
9.	Kramer ultra-slim flexible HDMI cable, 2 feet	10	
10.	Kramer ultra-slim flexible HDMI cable, 3 feet	10	
11.	Dual Monitor Arm (desktop stand, 2MS-FH)	1	
Grand Total : HK\$			

Name of Company:

Authorized Signature of Company:

Company Chop:

Date:

Part 2 – Terms and Conditions		
Terms and Conditions	Description	Compliance
		Yes
Quotation validity	(a) 60 days from the date of quotation.	
Payment Terms	(a) 40-day credit after acceptance of goods.	
Delivery Requirements	(a) Goods or services must be delivered to the Authority on or before 30 November 2020 upon issuance of the Authority's purchase order.	
	(b) In case of default of delivery as required above, the Authority has the absolute right to cancel the purchase order immediately and the Authority will not be responsible for any claim or liability which may arise there from. Moreover, the Authority is entitled to purchase the undelivered items from other suppliers and reserves all rights to claim any extra cost and expense incurred against the defaulted supplier.	
	(c) Goods are subject to testing, inspection and quality check by the Authority before acceptance.	
Special Note	(a) The Authority is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation.	

Name of Company: _____

Company Chop: _____

Authorized Signature of Company: _____

Date: _____

Annex

Quotation for Provision of Supply and Install AV equipment
(Letter of Invitation ref: FD/IT/D/09/752A1/20093638)

FORM OF DECLARATION OF INTERESTS

The Bidder hereby declares to the Authority any interest where there may be real or apparent conflict, direct or indirect, with any of the duties to be performed by the Bidder during the quotation seeking process or after the award of a contract.

The Bidder is required to provide **a “Nil” declaration if there is no such conflict.**

Bidder's Declaration of Interest: _____ (Please state 'Yes' or 'Nil')

If the above declaration is 'Yes', the Bidder is to provide details.

Name of Bidder: _____

Signed by: _____
(Authorised Signature with Company Chop)

Name of Signatory: _____

Date: _____