



THE H.K.S.Y.C. & I.A. CHAN NAM CHONG MEMORIAL COLLEGE  
香港四邑商工總會陳南昌紀念中學

12, KING CHO ROAD, CHO YIU CHUEN, KWAI CHUNG, N.T.  
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電話 TEL. NO.: 2741 0326 傳真 FAX NO.: 2785 9831

香港四邑商工總會  
陳南昌紀念中學

# 學校採購 程序指引

## Guidelines on Procurement Procedures in School

(18/2/2014 版 Version)



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## **備註**

1. 本守則將以電子版形式於每學年之第一次全體教職員校務會議前電郵給各教職員，新聘教職員及中途入職者，亦會於入職後收到文字版及電子版。本守則亦已將貼在本校內聯網>互動通訊>教職員通告內供各教職員隨時查閱。
2. 教職員於工作上，如發現會產生或可能會產生直接或間接上有利益衝突，須立即通知校方及停止有關工作，並填妥 附件 2 - 「利益衝突申報書」或 附件 3 - 「採購物料及服務利益衝突申報書」交校方處理。

## **Remarks**

1. This Code will be sent by e-mail to all staff before the 1<sup>st</sup> General Staff Meeting of each new academic year. For newly recruited staff and midway recruits, they will also receive a text version and electronic version when reporting duty. This Code has been posted on the school intranet> Interactive Communication> Notice for easy reference .
2. If any suspect or actually direct or indirect conflict of interest during work, staff shall report to the school and stop the work immediately. Meanwhile, the staff shall complete Annex 2 or Annex 3 and pass it to the School / IMC.



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## 學校採購程序指引

本指引旨在協助學校正確和有效地進行日常採購，內容乃根據教育局的採購及物料供應程序來編訂，所有教職員均須遵守本指引所載的程序，目的是確保符合公眾問責、物有所值，在任何時候都採用具透明度、公開及公平競爭的原則下進行採購，以預防偏私、貪污及舞弊等不當行為。

現將本校採購程序簡述如下：

### **A. 採購過程中注意事項：**

1. 所有採購必須先經校方批准後，方可進行訂購。縱使預期採購項目價值不超過 5,000 元亦需先取得核准，才能進行採購。
2. 驗收無誤後，有關單據須於 30 天內交回校務處安排付款。
3. 避免觸犯防止賄賂條例〔最高罰款五十萬及監禁七年〕，詳情請參閱以下文件/通告：
  - i) 「學校及教職員收受利益和捐事宜 - 學校內部守則」  
有關守則已張貼在本校內聯網>互動通訊>佈告板>教職員通告內供各教職員查閱

Code of Conduct for School on “Acceptance of Advantages and Donations by Schools and their Staff” has been posted on the notice board of School Intranet.

- ii) 教育局網址 EDB Web-site :

[主頁](#) > [學校行政及管理](#) > [財務管理](#) > [學校財務注意事項](#) > [學校及其教職員收受利益和捐贈事宜參考資料](#)

<http://www.edb.gov.hk/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/index.html>

Home > School Administration and Management > Financial Management > Notes to School Finance > References on Acceptance of Advantages and Donations

<http://www.edb.gov.hk/en/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/index.html>



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3. iii) 教育局通告第 14/2003 號 - 學校及其教職員收受利益和捐贈事宜  
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/embc03014c.pdf>

Education Bureau Circular No. 14/2003 - Acceptance of Advantages and Donations by Schools and their Staff  
<http://applications.edb.gov.hk/circular/upload/EMBC/EMBC03014E.PDF>

- iv) 香港廉政公署網址 ICAC Web-site :  
<http://www.icac.org.hk/tc/home/index.html>

4. 選用學生課本須由委員會負責挑選，成員包括科主任、圖書館主任、教務主任、教師校董及教師代表。詳情請參閱教育局通告：

教育局通函第 42/2013 號 - 學校選用優質課本和課程資源  
<http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/EDBCM13042C.pdf>

Education Bureau Circular Memorandum No. 42/2013  
Selection of Quality Textbooks and Curriculum Resources for Use in Schools  
<http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/EDBCM13042E.pdf>

5. 如舉辦之活動涉及到商業性質，如書展、籌款等，必須取得法團校董會的預先批准，並應遵守教育局通告所載進行招標程序及採購服務〔詳情見 A3 及 C3〕及細閱以下教育局通告：

教育局通告第 24/2008 號 - 學校的商業活動  
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC08024C.pdf>

Education Bureau Circular No. 24/2008 - Trading Operations in Schools  
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC08024E.pdf>



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6. 有關報價及招標的資料必須保密處理，並按知情需要限制有關人士取得資料。員工亦須簽署承諾書，承諾不會在未經權下披露有關報價/招標的資料。
7. 必須進行利益申報，如發現有利益衝突，須立即填妥「利益衝突申報書」- [附件 2] 或「採購物料及服務利益衝突申報書」- [附件 3]，通知校方及停止有關工作。
8. 標書必須在截標當日開啟。
9. 必須解釋為何不採納出價最低/較低者 或 無法邀請/收到所定至少數目的供應商報價。
10. 必須獲得法團校董會 / 校方同意，否則不可讓承辦商把服務外判予第三者。
11. 不可拆細訂單以規避金額限制。
12. 外聘教練 / 導師必須經招聘或招標程序進行，並需由校方 / 承辦商安排教練/導師進行性罪行定罪紀錄查核，並將有關結果通知校方，從而保障學生。
13. 只有在同一學年內，採購項目的累積價值不超過教育局所訂的採購財政限額的情況下，才可以口頭報價及書面報價方式重複採購同一類項目。教職員不得分拆訂單，藉以避免遵守批核報價單/標書的規定或報價/招標程序。教職員須把同類的物料和服務集中收錄在同一報價/投標附表內，然後才交有關負責人〔見 B 項〕進行邀請供應商競投。教職員不應藉着分期採購所需物料或服務，或藉着縮短一般合約期，來避開教育局的採購財政限額〔見 C 項〕。
14. 教職員應盡量要求供應商送貨並以學校支票付款。不應使用個人信用咭付款，如必須使用個人信用咭，應事先取得校方批准。



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**B. 學校將委派不同的教職員負責採購過程中不同工序，分配如下：**

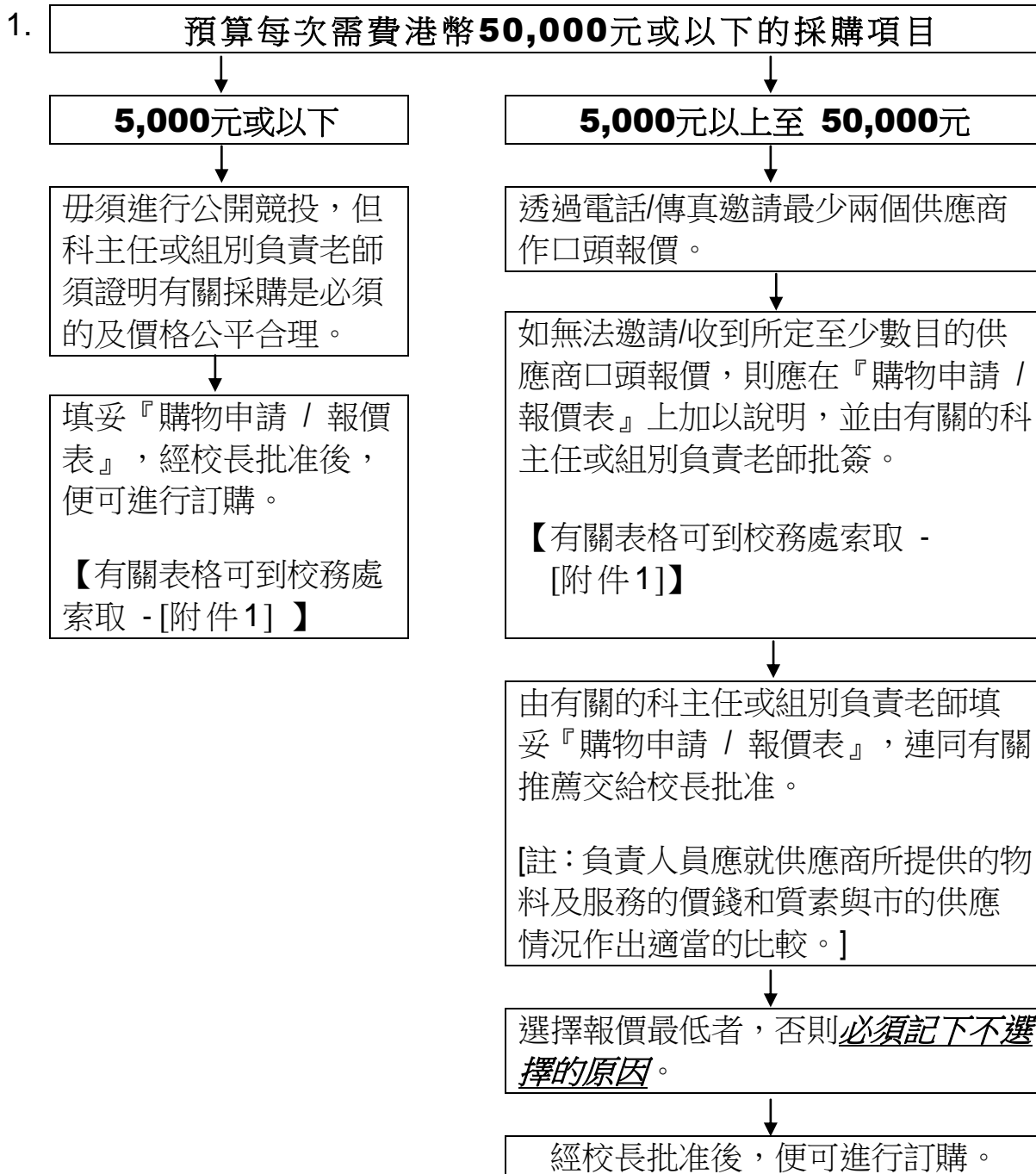
項目類別	邀請報價 由職員負責	以下職務負責人之職級必須為教師		
		推薦人 / 驗收	審核委員會 成員	批核委員會 成員
選用課本/作業	圖書館職員	科主任/ 圖書館主任	推薦人 / 教師校董 / 教師代表 / 副校長	校長 / 校監 / 法團校董 會成員 / 教師校董 / 家長校董 / 審核委員 會成員
圖書/教材/光碟/ 書展/圖書館活動	圖書館職員	科主任或 圖書館主任		
實驗物品/ 課程/科學活動	實驗室技術員	科主任或 項目負責老師		
SEN 課程/活動	SEN教學助理	組別負責老師		
輔導 課程/活動	輔導員	組別負責老師		
週末教室 課程	週末教室課程 負責職員	週末教室課程 負責老師		
教學課程	教務組 教學助理	組別負責老師		
學生交流團	教務組 教學助理	組別負責老師		
課程/活動/ 教練/導師	科任教老師	科主任或 項目負責老師		
電子器材	IT 技術員 / 實驗室技術員 〔校舍管理組〕	科主任、 組別負責老師、 校舍管理組 負責人		
校舍 〔維修/裝修/工程〕				
傢俬	校務處職員	科主任或 組別負責老師		
文具 / 清潔用品	校務處職員	科主任或 組別負責老師		
雜項	校務處職員	科主任或 組別負責老師	〔詳情見 A 1/2〕	

**註：**

1. 書面報價/招標標書由一名教師校董及一名職員負責開啟、審核內容，制定比較表〔由職員負責〕，並將書面報價單/標書及比較表轉交審核委員會審核後再交批核委員會審批。
2. 邀請書面報價/招標的日期與截止的日期一般應該相隔最少四周。
3. 書面報價/招標編號請到校務處登記索取，完成後請在投標紀錄總表填上審批結果。



### C. 學校採購程序工作流程







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3. 有關採購、報價或招標詳情，請到教育局以下網址參閱有關通告：

- i) 教育局通告第 4/2013 號 - 資助學校採購程序  
<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004C.pdf> ]
- ii) 資助學校採購程序指引 -  
主頁 > 學校行政及管理 > 財務管理 > 資助學校採購程序  
[http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20\(trad%20chi\).pdf](http://www.edb.gov.hk/attachment/tc/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20(trad%20chi).pdf)

**D. 招標及採購程序中常見的問題**

謹附上資助學校財政管理常見問題〔9/2013 更新〕- 附件 4，供各教職員參考，各教職員如有需要參閱更多有關問題及資料，可到教育局網站查閱。

[主頁](#) > [學校行政及管理](#) > [財務管理](#)  
<http://www.edb.gov.hk/tc/sch-admin/list-page.html>



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**Annex 附件 2**

## 利益衝突申報書

**甲部：由僱員填寫**

本人已細閱學校就利益衝突方面所制定的政策，並明白其內容。

- 我和我的直系親屬並沒有任何以下所述的利益：

那些與學校有業務往來的商戶或機構中，任何直接或間接的財務利益。

- 我所申報的利益，詳情如下：

所涉及的商戶／機構： \_\_\_\_\_

\_\_\_\_\_

與學校的關係： \_\_\_\_\_

\_\_\_\_\_

所牽涉之財務利益（請註明其性質及價值）： \_\_\_\_\_

\_\_\_\_\_

申報人： 職位 \_\_\_\_\_ 姓名 \_\_\_\_\_

簽署 \_\_\_\_\_ 日期 \_\_\_\_\_

\* 每位新聘職員均須填寫這份表格。教職員日後於工作上，如發現會產生或可能會產生直接或間接上有利益衝突，須立即通知校方及停止有關工作，並填妥 附件 2 - 「利益衝突申報書」或 附件 3 - 「採購物料及服務利益衝突申報書」交校方辦理。



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**乙部：由校方填寫**

校方建議採取以下行動：

- 有關於甲部的利益  需放棄該項利益或終止該種關係
- 重新安排其職位或職務
- 終止其僱用合約

審查人員：職位 \_\_\_\_\_ 姓名 \_\_\_\_\_

簽署 \_\_\_\_\_ 日期 \_\_\_\_\_

**丙部：由校長填寫**

- 同意乙部的有關建議
- 不同意乙部的有關建議

提議改為採取以下行動 \_\_\_\_\_

\_\_\_\_\_

校長姓名： \_\_\_\_\_ 簽名： \_\_\_\_\_ 日期： \_\_\_\_\_

**丁部：由申報人填寫**

- 已採取乙部／丙部的建議
- 並未採取乙部／丙部的建議，原因為： \_\_\_\_\_

\_\_\_\_\_

申報人姓名： \_\_\_\_\_ 簽名： \_\_\_\_\_ 日期： \_\_\_\_\_



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**Annex 附件 3**

**「採購物料及服務」利益衝突申報書**

**甲部 - 利益申報1**

致：\*校監／法團校董會主席

本人明白，如本人、本人的家屬、近親及私交友好與本校有業務往來的任何人士／公司有直接或間接利益關係，本人須向法團校董會申報。

本人現申報，本人因執行與本校採購物料及服務有關的職務時有以下現存／潛在的\*利益衝突情況：

- a) 與本人有業務往來\*及／或個人利益關係的\*人士／公司： \_\_\_\_\_  
\_\_\_\_\_
- b) 本人與以上(a)項所述\*人士／公司有關的職務主要為： \_\_\_\_\_  
\_\_\_\_\_

姓名及職位： \_\_\_\_\_ 簽署： \_\_\_\_\_ 日期： \_\_\_\_\_

**乙部 - 法團校董會決議記錄**

就上述申報，

- [申報人姓名]應避免執行或參與執行甲部所述可能引致利益衝突的\*工作／職務。
- 如甲部的申報資料沒有更改，[申報人姓名]可繼續處理甲部所述的\*工作／職務。
- 其他決議／事項(請說明) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

簽署： \_\_\_\_\_

(\*校監／法團校董會主席)2

(\*請刪去不適用者)

會議日期： \_\_\_\_\_

1 在日常運作中，如環境或事件許可，有關人員應把被視為可出現的利益衝突的情況通知其他人員。遇有這種情況，校董會／法團校董會或校長(按適當情況而定)應決定是否需要免除申報人獲委派的職務，或免除申報人審議及決定有關事宜。

2 由學校教職員(不包括校長)提出涉及採購物料及服務的申報，校董會／法團校董會可授權校長批核有關的申報。



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## **Guidelines on Procurement Procedures in School**

This set of Guidelines is generally based on the procurement and supplies procedures issued by EDB which aims to facilitate schools to ensure that schools' day-to-day procurement is properly and efficiently handled. All staff are required to follow the procedures set out in this set of Guidelines strictly so as to ensure that we have put in place a fair, open and transparent system of procurement procedures and there are adequate checks and balances to prevent favouritism, corruption and malpractices.

### **A. Notes on Procurement Procedures**

1. Prior approval should be obtained from the Principal before procurement, notwithstanding the expected procurement value not exceeding \$ 5,000.
2. After delivery and inspection correct, procurement invoices should be given to General office within 30 days for settlement.
3. Avoid violating the Prevention of Bribery Ordinance (maximum fine of HK\$ 500,000 and imprisonment for seven years), please refer to the following documents / notice.
  - i) Code of Conduct for School on "Acceptance of Advantages and Donations by Schools and their Staff" has been posted on the notice board of School Intranet.
  - ii) EDB Web-site :  
Home > School Administration and Management > Financial Management > Notes to School Finance > References on Acceptance of Advantages and Donations  
<http://www.edb.gov.hk/en/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/index.html>



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3. iii) Education Bureau Circular No. 14/2003 - Acceptance of Advantages and Donations by Schools and their Staff  
<http://applications.edb.gov.hk/circular/upload/EMBC/EMBC03014E.PDF>

- iv) ICAC Web-site :  
<http://www.icac.org.hk/tc/home/index.html>

4. The Student Textbook Selection Committee shall be responsible for the selection of textbooks. The committee members shall include Subject Panels, Teacher librarian, Teacher-in-charge of the School Affair Committee, Teacher Manager and Teacher Representative. For details, please refer to the EDB Circular as follows:

Education Bureau Circular Memorandum No. 42/2013

Selection of Quality Textbooks and Curriculum Resources for Use in Schools

<http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-donation-acceptance/EDBCM13042E.pdf>

5. If the activities to be organized include trading operations, such as book fairs and fundraising, teachers shall obtain prior approval from IMC. The procurement procedures shall comply with the guidelines stated in the EDB circulars (refer to A3 & C3 for details). The hyperlink of the EDB circular is provided below:

Education Bureau Circular No. 24/2008 - Trading Operations in Schools

<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC08024E.pdf>



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6. Quotation/Tender **information must be kept confidential with restricted access** on a need-to-know basis. In addition, staff are required to sign an undertaking that they would not make any unauthorized disclosure of quotation/tender information.
7. **Interest must be declared**. If there is a conflict of interest, please inform the Incorporated Management Committee by written declaration (Annex 2 / Annex 3) and stop the work immediately.
8. Quotation/Tender **must be opened on the Closing Date** .
9. **An explanatory note must be made** for not accepting the lowest offer or not possible to invite/receive the minimum number of quotations/tender.
10. **Suppliers or contractors are not allowed to outsource its procurement / services to third parties**, unless prior written consent has been obtained from IMC / School Authority.
11. **Orders cannot be subdivided** in order to circumvent the restrictions amount
12. **Appointment of instructors / mentors / coaches must be made through recruitment or tender process** . Sexual conviction record check for instructor / mentor / coach should be arranged by school / contractor. The instructors / mentors / coaches shall inform the school about the results, so as to safeguard the students.
13. Staff may only make repeated procurement of the same items within one academic year by oral quotations and written quotations if the cumulative value of the procurement does not exceed the financial limits issued by EDB. Staff must not split an order as a way to circumvent approval requirement or quotation/tendering procedures. Items of stores and services of the **same category are to be grouped in the same quotation/tender schedule** before sending to relevant staff for inviting suppliers to bid (Item B). Staff should not evade the financial limits set out in item C by dividing procurement requirements into instalments or by reducing the usual duration of contracts.
14. Staff should require suppliers to deliver goods. All payment should be made by school cheque. **Staff shall not use person credit card for payment** without the school prior approval.





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**B. Procurement process will be carried out by different staff as stated below :**

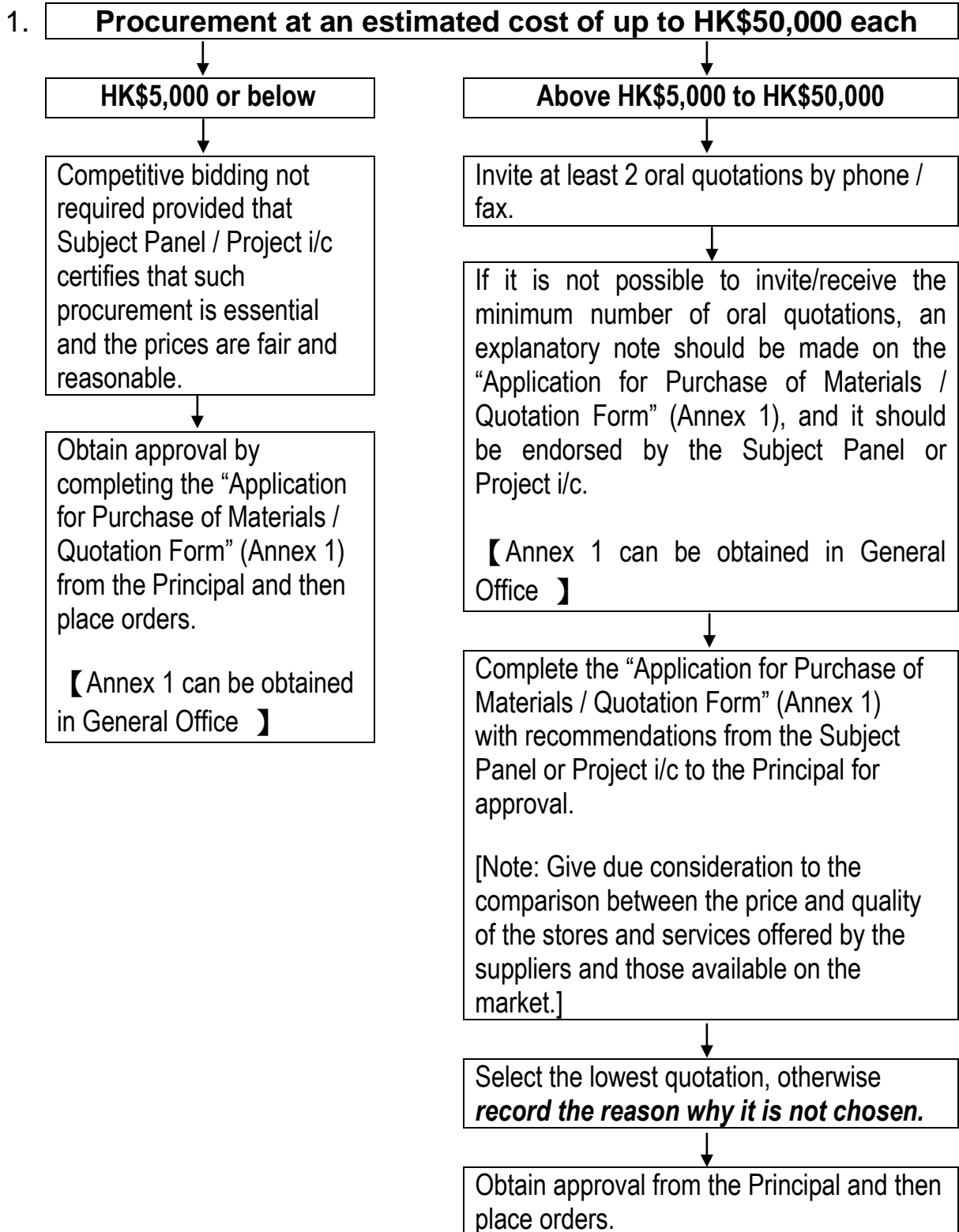
Items	Invitation for quotation / tender (Non-teaching Staff)	Following duties must be carried out by teaching staff		
		Recommended / Acceptance Check	Members of Tender Opening and Vetting Committee	Members of Tender Approving Committee
Textbooks / Exercise Books	Clerical Assistant for Librarian	Subject Panel / Teacher Librarian	Recommender / Teachers Manager / Teacher Representative / Vice-Principal	Principal / Supervisor / IMC Manager / Teachers Manager / Parent Manager / Members of Tender Opening and Vetting Committee
Library Books / Teaching Aids / CD / Book Fair / Library Activities	Clerical Assistant for Librarian	Subject Panel / Teacher Librarian		
Lab apparatus / Consumable items / Courses / Science Activities	Lab. Technician	Subject Panel / Project i/c		
SEN Courses / Activities	SEN TA	Project i/c		
Counselling Courses / Activities	Counsellor	Project i/c		
Weekend Classes Courses / Activities	Clerical Assistant for Weekend Classes	Project i/c		
Academic Course	School Academic Affair TA	Project i/c		
Student Exchange Activities	School Academic Affair TA	Project i/c		
Courses / Activities / Coaches / Mentors	Relevant Teacher	Subject Panel / Project i/c		
IT / AV Equipments	IT Technician / Lab. Technician	Subject Panel / Project i/c /		
School Building (Maintenance/ renovation)	(Campus Management Committee)	Campus Management Committee		
Furniture	General Office	Subject Panel / Project i/c		
Stationery / Cleaning Materials	General Office	Subject Panel / Project i/c		
Miscellaneous	General Office	Subject Panel / Project i/c	( For details, please refer to Item A 1/2 )	

**Notes :**

1. For written quotations/tenders, one teachers' manager and one non-teaching staff will be responsible for opening, vetting and preparing comparison table (by non-teaching staff) to the TOVC for evaluation and recommendation before to the Principal / TAC for consideration and approval.
2. At least four weeks should be set between the issue and closing date of a written quotation/tender.
3. School Ref. No. can be obtained from General Office. Upon completion, please write down the result on the Quotations/Tenders Summary Record.



## Summary Workflow of Procurement Procedures in Aided Schools



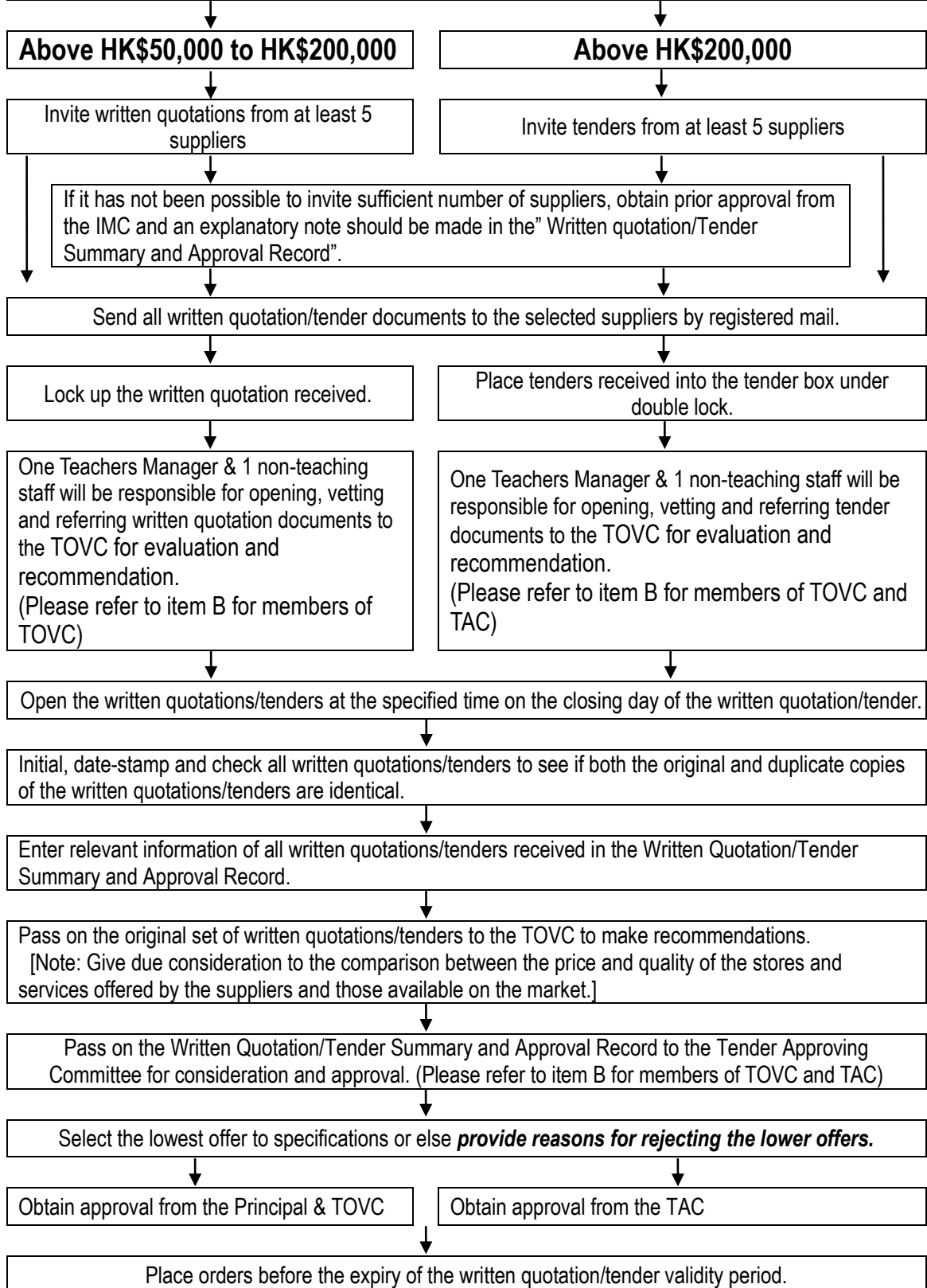


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**2. Procurement at an estimated cost of more than HK\$50,000 each**





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**3. For details, please refer to the following EDB circular concerning Procurement Procedures :**

- i) Education Bureau Circular No. 4/2013 - Procurement Procedures in Aided Schools

<http://applications.edb.gov.hk/circular/upload/EDBC/EDBC13004E.pdf>

- ii) Guidelines on Procurement Procedures in Aided Schools - Home > School Administration and Management > Financial Management > Procurement Procedures in Aided Schools English Version:

[http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20\(eng\).pdf](http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20(eng).pdf)

**D. Common problems on Tendering and procurement procedures :**

The FAQs of Financial Management of Aided School (updated in September, 2013) (Annex 4) is enclosed for teachers' reference (Chinese Version only).

For more information, please visit the following web-site of EDB :

Home > School Administration and Management > Financial Management

<http://www.edb.gov.hk/en/sch-admin/list-page.html>



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Annex 附件 1

**THE H.K.S.Y.C. & I.A. CHAN NAM CHONG MEMORIAL COLLEGE**

**Application for Purchase of Material / Quotation Form**  
 (Books and Teaching Resources should be applied through Library)

SUBJECT : \_\_\_\_\_ SOURCE OF GRANT : \_\_\_\_\_  
 Purpose : \_\_\_\_\_ Budget : HK\$ \_\_\_\_\_  
 Recommended By : \_\_\_\_\_ Approved By : \_\_\_\_\_ Date : \_\_\_\_\_

Remarks :	1. After Budget has been approved by the Principal, please obtain quotations according to the Education Bureau Circular No. 4/2013. 2. Order can be made after quotations have been approved by the Principal. 3. Invoice/s should be returned to General Office together with this form for settlement.
-----------	--

To : Principal

I have invited the following oral quotations for supply of stores or services. After comparing the price and quality of the stores or services offered by the suppliers and those available on the market, I wish to recommend acceptance of the \* lower/higher offer from \_\_\_\_\_. The reasons for not accepting the lowest offer are as follows : \_\_\_\_\_

Item No.	Project / Description (If not enough space, please use separate sheet)	Qty Required	Quotations obtained 【 Above \$5,000 to \$50,000 should invite at least TWO oral quotations 】				Offer Accepted "✓"
			Name of Supplier	Tel. No.	Unit Price HK\$	Total Amt. HK\$	
			(1)				
			(2)				
			(3)				

If less than two quotations are invited/received, please provide reasons in the box below :

Reason of less than two quotations are invited/received is : (Please put a <input checked="" type="checkbox"/> in the appropriate box)	
1 <input type="checkbox"/> \$5,000 or below	Competitive bidding not required for procurement of any stores or services provided that a member of school staff at an appropriate level certifies that such procurement is essential and the prices are fair and reasonable
2 <input type="checkbox"/> Others (Please specify )	
Endorsed by	Signature : _____ Name : _____ Date : _____ Rank : _____ Post : _____

As the item is required by (Date and purpose) \_\_\_\_\_,  
 I have requested the supplier to deliver the item on or before \_\_\_\_\_, if approved. Payment may be effected after satisfactory receipt of the goods within 30 days.

Declaration	1.	The above item is a single purchase and not part of a large consignment to be purchased by installments.		
	2.	I have not disclose the information about the quote and the quotation has been processed in secrecy.		
	3.	I have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as the in charge of the above quote.		
Quotation obtained by:		Signature: _____	Post: _____	Date: _____
Recommended by :		Signature: _____	Rank: *Vice Principal / Panel / Project-in-charge/	Date: _____

I certify that the price(s) for the purchase \* is/are considered reasonable and the purchase is not part of a large onsignment to be delivered at intervals. Recommendation is approved. Please place orders.

Date : \_\_\_\_\_ Authorized by the Principal : \_\_\_\_\_  
 MRS. LAM CHAN OI KIN

\*Please delete as appropriate



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**Annex 附件 2**

## **Conflict of Interest Declaration**

### **Declaration of Interest**

#### **Part A: To be completed by the employee**

I have carefully read and understand the policy formulated by the school in respect of conflict of interest.

I declare that my family members and I do not have *any direct or indirect financial interests in any company or organization which has business dealings with the school.*

I declare that I have the following interests. Details are:

The company/organization involved:

\_\_\_\_\_

\_\_\_\_\_

Its relationship with the school: \_\_\_\_\_

\_\_\_\_\_

The financial interest involved (please specify the nature and value): \_\_\_\_\_

\_\_\_\_\_

Declarant: Post \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

- \* All new employees are required to complete this form. During the work, if found will have or is likely to have a direct or indirect conflict of interest, shall immediately inform the school and stop the work. Meanwhile, completed Annex 4 or Annex 5 should be passed to the School for consideration.



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**Part B: To be completed by the school**

The follow action(s) is/are recommended:

In connection with the interest declared in Part A

- Request the declarant to surrender the interest or terminate the relationship declared
- Rearrange his/her post or duty
- Terminate his/her contract of employment

Examined by: Post \_\_\_\_\_ Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part C: To be completed by Head of School**

- I agree with the recommendation mentioned in Part B
- I disagree with the recommendation mentioned in Part B

The following action is suggested \_\_\_\_\_

\_\_\_\_\_

Name of School Head : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Part D: To be completed by the declarant**

- The recommendation mentioned in Part B / C is adopted
- The recommendation mentioned in Part B/C is not adopted, the reason being:

\_\_\_\_\_

\_\_\_\_\_

Name of declarant : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_



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**Annex 附件 3**

**Declaration of Conflict of Interest – Procurement of Stores and Services**

**Part A – Declaration of Interest 1**

To: \*Supervisor / Chairman of the Incorporated Management Committee

I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any \*person/company which has business dealings with the school, I shall make a declaration to the Incorporated Management Committee.

I would like to declare the following \*existing/potential conflict of interest situation arising from the discharge of my duties concerning the procurement of stores and services of the school:-

a) \*Persons/companies with \*whom/which I have official dealings \*and/or private interests:

\_\_\_\_\_

b) Brief description of my duties which involve the \*persons/companies mentioned in item (a) above:

\_\_\_\_\_

Signature: \_\_\_\_\_ Position and Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B – Record of Resolution of the Incorporated Management Committee**

With respect to the above declaration,

- (name of the person making the declaration) should refrain from performing or getting involved in performing the \*work/duty, as described in Part A, which may give rise to a conflict.
- (name of the person making the declaration) may continue to handle the \*work/duty as described in Part A, provided that there is no change in the information declared above.
- Others (please specify)

Signature: \_\_\_\_\_  
(\*Supervisor/Chairman of the \*SMC/IMC) 2

(\*Delete as appropriate) Date of Meeting/Date: \_\_\_\_\_

- 1 In the daily operation, as circumstances or events warrant, the persons concerned should draw other members' attention to their perceived conflict of interest. When such a situation arises, the SMC/IMC, or the school principal as appropriate, should decide whether the person disclosing an interest shall be required to abstain from the duty assigned, or to abstain from the deliberation and decision on the subject.
- 2 For declarations made by school staff (excluding school principal) in respect of procurement of stores and services, the SMC/IMC may delegate the approving authority to the school principal.