



## SSEP AUDITING SYSTEM AND RELATED SERVICES REQUISITION OF QUOTATION

### Details about buyer

<b>Company name</b>	
<b>Contact person</b>	
<b>Address</b>	
<b>E-mail address</b>	
<b>Contact telephone</b>	

### Products and services

FRF	<input type="checkbox"/> HKFRS / <input type="checkbox"/> HKFRS for PE / <input type="checkbox"/> SME-FRS / <input type="checkbox"/> All
Version	<input type="checkbox"/> Standalone / <input type="checkbox"/> NAS / <input type="checkbox"/> Express / <input type="checkbox"/> SQL
No. of devices (PC and notebook) to be installed	
No. of people attending the induction training	
Training location	<input type="checkbox"/> Tako training centre / <input type="checkbox"/> Others (pls specify: _____ )
Hardware	<input type="checkbox"/> NAS / <input type="checkbox"/> Hard disks / <input type="checkbox"/> File server
Apply TVP	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Consultancy service	<input type="checkbox"/> Change the group ID and other default settings of ExcelCAF <input type="checkbox"/> Consolidation worksheets <input type="checkbox"/> Tailor-made full set of financial statements <input type="checkbox"/> Alternation of audit manual and worksheet templates <input type="checkbox"/> Other services (please specify: _____ )

### Instructions

- All prices are effective from **1 November 2019** (based on the date received this request).
- Please complete the buyer information table and products and services table.
- Please provide complete and accurate contact information. Incomplete and inaccurate information may preclude follow-up procedure.
- Please e-mail the duly completed requisition to the 13902306104@139.com.
- Our Account Executive will contact you as soon as receiving your e-mail.
- For any enquiry, please send an e-mail [13902306104@139.com](mailto:13902306104@139.com) or call Andy Lam at 94876104 during office hour.

### Warning

- As the bidder, your esteemed company, as the Authorized Dealer of Tako, shall not, and shall procure that its directors, employees, agents and sub-contractors shall not, offer, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201), in connection with the quotation and execution of this contract. Failure to so procure or any act of offering, soliciting or accepting such advantage committed by your esteemed company or by your director, employee, agent or sub-contractor shall result in the quotation of your esteemed company being invalidated.
- Your esteemed company must ensure that the bid is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person (except as provided in paragraph 4 of the Probity and Non-collusive Quotation/Tendering Certificate), including regarding price, bid submission procedure or any terms of the bid. In the event of any breach of this clause by your esteemed company, the buyer reserves the right to invalidate the bid submitted by your esteemed company and seek damages.
- Bid-rigging is inherently anti-competitive and is considered serious anticompetitive conduct under the Competition Ordinance (Cap. 619). Any person who engage in bid-rigging conduct may be liable for the imposition of pecuniary penalties and other sanctions under the Competition Ordinance.
- Upon quotation submission, your esteemed company shall submit to the Buyer a Probity and Non-Collusive Quotation/Tendering Certificate duly signed by an authorised person on behalf of your esteemed company.
- Buyer information will be subject to the protection of Personal Data Privacy Ordinance. All information will be destroyed within 30 days after completion of order.

<b>Buyer</b>	
Name	
Job title	
Signature	
Company chop	
Date	

<b>Authorized Dealer</b>	
Followed by	
Requisition checked?	Yes / No
Quotation from Tako?	
Quotation to customer?	
Approved by and on	