



To : Commission on Children Secretariat
10/F, West Wing,
Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

**2026–27 Funding Scheme for Children’s Well-being and Development
 (“the Scheme”)
Record of Quotations**

*Note: This form is to be completed by the designated person(s) for procurement (“designated person(s)”) and endorsed by the authorised person of the funded organisation or the officer-in-charge of the project before a purchasing order is raised. **The funded organisation is NOT required to submit this form to the Commission on Children (“the Commission”) unless upon request.** If requested, the funded organisation shall submit this form together with the quotations according to the deadline set by the Commission. Late submission or non-submission of this form despite the Commission’s request may hinder the reimbursement process and result in rejection of application for reimbursement.*

This form, together with all quotations and documents in relation to the procurement should be kept for seven years after the completion of the project for inspection by the Commission as and when necessary.

The funded organisation and its co-organisier(s), the officer-in-charge of the project, the authorised person or designated person(s) of the funded organisation / co-organisier(s) shall not be engaged for the provision of goods and services for the approved project if the relevant expenses are to be met by the Scheme.

The funded organisation, its co-organisier(s), members and staff shall avoid engaging in activities which may result in actual, potential or perceived conflict of interest (e.g. a project staff member procuring goods / services or inviting quotations for the project from company of his own or his immediate family) arising from their involvement in the approved project, and shall declare any interest when making procurement of goods and services, recruitment and other processes in managing / implementing the project (e.g. adjudicating at competitions) which might involve financial or personal interests. They are prohibited from soliciting, accepting or offering any advantages in the course of planning and executing the project. If there is a conflict of interest, the funded organisation shall decide whether the co-organisier(s), members or staff concerned shall abstain from the procurement exercise and record the reasons for its decision.

(a) Title of Project:

(b) Name of Organisation:

(c) Designated Person for Procurement and Position:

(d) Telephone No.:

(e) Written quotations on the bidding prices obtained



Itemised Description of Goods / Services	Name of Suppliers / Contractors invited	Written Quotations			Remarks
		Date Received	Price (\$)	Accepted or Not (✓) or (x)	

All written quotations for the above-mentioned goods / services are per attached.

- (f) Reasons for non-compliance of the prescribed procurement rules set out in the Funding Guidelines of the Scheme on the use of funds (Please put a “✓” as appropriate):-

☐	Sole supplier / contractor in the market
☐	Designated supplier / contractor as specified by sponsor / donor (Please provide justification)
☐	No response from other invited suppliers / contractors
☐	The only supplier / contractor who meets all the mandatory user specifications (Please specify the specification(s) that cannot be met by other suppliers / contractors)
☐	Proprietary items that cannot be purchased from other suppliers / contractors for compatibility and / or contractual requirements
☐	Other (please specify)



- (g) I certify that the quotations obtained above are genuine and all written quotations are attached. The price quoted and accepted for purchase is considered reasonable compared with the market price.

 (Signature)	 Date
 (Name / Post)	
(Name in Block Letters)	
Designated Person for Procurement	
 (Signature [#])	 Date
 (Name in Block Letters)	
Authorised Person of the Funded Organisation / Officer-in-Charge of the Project [#]	Organisation Chop[#]

The name, signature and organisation chop in all applications and reports under the Project should be the same.

The Designated Person(s) and the Authorised Person of the Funded Organisation/ Co-organiser(s) / Officer-in-charge of the Project should not be the same person.

Personal Information Collection Statement

Purposes of Collection

1. The personal data provided by means of this form will be used by Commission for the purposes of handling matters relating to the Scheme as well as promoting children-related activities and public participation in community affairs.

Classes of Transferees

2. The personal data provided by means of this form may be disclosed to other Government departments, bureaux, and relevant persons and bodies for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. The responsible officer(s) of the organisation has / have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects' personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed to-

Ms Jeannie LEE
Commission on Children Secretariat
Telephone No.: 3655 5853