

HONG KONG BAPTIST UNIVERSITY

Finance Office

Memo

To : All Department and Offices
From : Mayson Mak, Assistant Director of Finance
Re : PSSS/C6/06/25
Date : 30 June 2025

Supply of Distilled Water with Dispenser

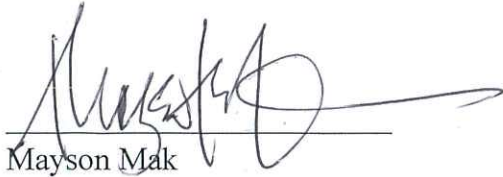
Please be informed that a new contract for the supply of distilled water with free-on-loan water dispenser is awarded to Jackel Porter (Water) Company Limited ('JPW') for a period of three years from 1 July 2025 to 30 June 2028.

The approved unit prices (18.9 litres per carboy) are as follows:

<u>Contact Period</u>	<u>Unit Price (in HK\$/carboy)</u>
1 July 2025 to 30 June 2026	\$24.0
1 July 2026 to 30 June 2027	\$24.0
1 July 2027 to 30 June 2028	\$25.5

The above unit prices have included free-on-loan water dispensers of top-load design or bottom-load design. The delivery frequency will remain unchanged at two times per week. For order enquiry, please contact Mr Louis Lai of JPW at 3180-8031.

If you have any enquiries about this contract, please contact Kit at ext. 7900.


Mayson Mak
Assistant Director of Finance
(Purchasing and Support Services)

MM/pw

To /致: **Hong Kong Baptist University 香港浸會大學**



高寶德蒸餾水
JACKEL PORTER (WATER) CO., LTD.

香港新界大埔工業邨大宏街1-3號

No. 1-3, Dai Wang Street,

Tai Po Ind. Est., Tai Po, N.T., Hong Kong.

電話 Tel: (852) 2660 9797

傳真 Fax: (852) 2663 0663

網址 Web Site: www.jackelporter.com

電郵 E-mail: general@jackelporter.com

Customer Account Creation Form
蒸餾水訂購申請表

Thank you for choosing Jackel Porter (Water) Co., Ltd. ("JPW") as your distilled water supplier. Below please provide the following information for input into the central system for future distilled water ordering:

多謝閣下選擇高寶德蒸餾水有限公司為閣下蒸餾水供應商，請詳列以下資料，以便輸入中央系統作將來訂購蒸餾水之用：

Faculty/Department /學院/學系:	
Location /位置 :	(English Address)
	(中文地址)
District /地區:	
Contact Person /聯絡人:	
Contact Phone /電話/手機:	
Email /電郵:	
Existing water dispenser / 現時水機	<input type="checkbox"/> Self owned /是自購 <input type="checkbox"/> Loaned /是借用，需要借用→ _____ Unit /部 Require to borrow cup holder /需要借用杯筒 <input type="checkbox"/> Yes / 是 → _____ Piece /個 <input type="checkbox"/> No / 否

*Please email to: jp.hkbu.edu@jackelporter.com when completed

*請填妥完畢後電郵至: jp.hkbu.edu@jackelporter.com

Our company will inform your account number and weekly water delivery date within ten working days.

敝公司將於十個工作天內通知閣下你的戶口號碼及每週送水期

多謝惠顧

Thank you



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Distilled Water & Pantry Product Ordering Information

蒸餾水及茶水物料訂購指南

Thank you for choosing Jackel Porter (Water) Co., Ltd. ("JPW") as your distilled water and pantry refreshment supplier. Below please find the information of your account:

多謝閣下選擇高寶德蒸餾水有限公司為閣下蒸餾水及茶水物料供應商，以下是閣下的客戶號碼：

Account No /客戶號碼.:	J-
Delivery Schedule */ 送貨期 * :	Every (Except Public Holiday) 逢星期 (公眾假期休息)

* The above delivery schedule is for reference only but not guarantee and we are not liable for any loss arising from the delay of delivery as actual delivery may affect by traffic, bad weather or other accidental affairs. We recommend customer to keep more bottles of water for back-up or stand-by.

* 以上送貨期只作參考，本公司恕不作保證並毋須對延誤送貨所引致的任何損失或責任負責，因實際送貨會受交通、惡劣天氣或不能預計的意外所影響，本公司建議客人多存 2-3 瓶水量作備用。

Please place your order 1 working day prior to the delivery schedule date (before 3:00pm during the weekdays or before 11:00am on Saturday) via the following methods:

請貴客於送貨期前一天之下午三時或星期六早上十一時正前，通過以下途徑訂購：

- **Standing Order / 定期送水 (Tel: 3180 8080)**
- **E-Mart Ordering / E-Mart 網上訂購 (<http://www.jackelporter.com>)**
- **Email Ordering / 電郵訂購 (weborder@jackelporter.com)**
- **Customer Service / 客戶服務員 (Tel: 3180 8080)**
- **Fax Order/ 傳真訂購 (Fax: 2660 1234)**
- **Voice Mail System/ 電話錄音 (Tel: 3180 8080)**

Delivery Charge for ordering the pantry product: HK\$30 will be charged for each purchase of pantry product.
訂購茶水物料之服務費用：凡每次訂購茶水物料送貨服務費為 HK\$30。

Should you have any queries or like to obtain a detailed pantry refreshment list, please contact us at 3180 8118.
如有任何查詢或欲索取茶水物料之詳細目錄，請致電 3180 8118。

Thank you
多謝惠顧

- ※ JPW reserves the right to adjust or amend the above information without prior or separate notice
- ※ 如以上資料有所更改或變更，將不會作另行通知。