Munsang College

Tender No. : T-1314-CCA-004

Tender : SERVICE TOUR TO VIETNAM 2014

Details : As attached including

1. Invitation Letter (*for reference only*)
2. Tender Schedule
3. Tender Form for Services/Stores

Closing Date : 12:00 noon on 21st February, 2014.

Contact Person : Mr. Hui Kong Hang (Tel: 3655 3322)
INVITATION TO TENDER
TENDER FOR THE SOCIAL SERVICE TOUR TO VIETNAM

You are invited to tender for the supply and/or undertaking services of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, in duplicate, should have the attached label adhered and delivered by hand or by mail to the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon. It must arrive not later than **12:00 noon on 21st February, 2014**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above closing date, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

If you are unable or do not wish to tender, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Yours sincerely,
Kuby CHAN
Principal
The Social Service Tour to Vietnam

**Specification:**

1. To help our students develop a strong sense of social and moral responsibility to the community. They can contribute to the society and to serve the locals by giving hands to the needy.
2. To develop a sense of volunteerism among our students.
3. To enhance a sense of global citizenship among students by conducting exchanges with local people and reflecting on the differences in development between Hong Kong and the other countries.

**Description of the required services**

The details of the service tour are as follows:

1. No. of days: 6 days 5 nights (18/7/2014 to 23/7/2014)
2. Destination: Ho Chi Minh City, Vietnam
3. Number of teacher advisors and students: 2-3 teacher advisors & 25 students
4. Transportation:
   - Flight
   - Coach (at Vietnam only)
5. Workshops
   - Two 2-hour training and preparation workshops in May and June
   - One 2-hour evaluation workshop

Note: *Total no. of students is subject to change and guaranteed to have at least 20 students and 2 adults.*
6. Proposed Itinerary:

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning &amp; Afternoon</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Morning</td>
<td>Departing Hong Kong to Ho Chi Minh City, Vietnam</td>
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<tr>
<td>Night</td>
<td></td>
<td>Welcoming dinner and preparation workshop</td>
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<tr>
<td>Day 2</td>
<td>Morning &amp; Afternoon</td>
<td>Voluntary Service (Assisting house building) &amp; Village visits</td>
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<tr>
<td></td>
<td></td>
<td>Voluntary Service (Teaching at local primary school)</td>
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<tr>
<td>Night</td>
<td></td>
<td>Sharing and preparation workshop</td>
</tr>
<tr>
<td>Day 3</td>
<td>Morning &amp; Afternoon</td>
<td>Cultural heritage site visits</td>
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<tr>
<td>Night</td>
<td></td>
<td>Sharing and preparation workshop</td>
</tr>
<tr>
<td>Day 4</td>
<td>Morning &amp; Afternoon</td>
<td>Cultural heritage site visits</td>
</tr>
<tr>
<td>Night</td>
<td></td>
<td>Sharing</td>
</tr>
<tr>
<td>Day 5</td>
<td>Morning &amp; Afternoon</td>
<td>Voluntary Service (Sharing at local secondary school)</td>
</tr>
<tr>
<td>Night</td>
<td></td>
<td>Sharing and cultural night party</td>
</tr>
<tr>
<td>Day 6</td>
<td>Morning &amp; Afternoon</td>
<td>Cultural heritage site visits and departing to Hong Kong</td>
</tr>
<tr>
<td>Night</td>
<td></td>
<td></td>
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</tbody>
</table>

7. Accommodation: 3 star hotel or above
8. Other requirements: accompany of escort leader, banner, student handbook (worksheets), student badge, t-shirt
Submission of Proposal to the school

The following items should be included in the proposal for vetting:

1. A detailed itinerary with clear specifications of date, time, place, meals, learning objectives and activities
2. A validation date of the quotation
3. The total amount for each (a) teacher advisor and (b) participating student, that includes but not limited to visa fee fuel surcharge, departure tax, insurance, tips for tour guide(s) and other relevant personnel, local transportation, accommodation, meals, entrance tickets and so forth;
4. A detailed payment schedule

We/I understand that if we/I fail to supply the stores as offered in our/my tender upon accepting school’s order, we are/I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer: __________________________

Signature of authorized person to sign Tender:

Name (in block letter): __________________________ Signature: __________________________

Date: __________________________

Company Chop
TENDER FORM FOR
THE SOCIAL SERVICE TOUR TO VIETNAM

Name and Address of School: Munsang College
8 Dumbarton Road, Kowloon City, Kowloon
School Ref. No.: T-1314-CCA-004
Tender Closing Date and Time: 12:00 noon on 21st February, 2014

PART I
The undersigned hereby offers to undertake the services as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or the prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with such details; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remains open. The undersigned also warrants that his Company’s Business Registration and Employees’ Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school’s premises.

PART II
RECONFIRMATION OF TENDER VALIDITY
With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 21st February, 2014.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company’s tender forms in regard to this nature shall NOT apply.
Dated this ____________ day of _________________ 20__. 

Name (in block letters): ________________________________

Signature __________________ in the capacity of _______________.
(state official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign tenders for and on behalf of :

________________________________________________________

whose registered office is situated at _____________________________

________________________________________________________

Hong Kong.

Telephone No.: ________________________________

Fax No.: ________________________________
Munsang College

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Successful Supplier : YMCA of Hong Kong

Cheung Sha Wan Centre