Munsang College

Tender No. : T-1314-MNE-001

Tender : STUDY TOUR TO CHINA (EASTER) 2013-2014

Details : As attached including

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

Closing Date : 12:00 p.m. on 8th November, 2013.

Contact Person : Ms. Tam Sau Lai (Tel: 3655 3337)
School Ref. No: T-1314-MNE-001

21st October 2013

Dear Sir/Madam,

INVITATION TO TENDER
TENDER FOR SERVICE OF STUDY TOUR TO CHINA (EASTER) 2013-2014

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 be clearly marked on the outside envelope:

“Tender for Service of Study Tour to China (Easter) 2013-2014”

The envelope should be addressed to MUNSANG COLLEGE, 8 Dumbarton Road, Kowloon City, Kowloon and forwarded to arrive not later than 12:00 PM on 8th November, 2013. 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.

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

According to the Prevention of Bribery Ordinance, offering of advantages and payment of commission to any staff of the school is illegal.

Yours sincerely,

Kuby CHAN
Principal
# TENDER SCHEDULE

(TO BE COMPLETED IN DUPLICATE)

Columns 4, 5 and 6 to be completed by Tenderer

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification</th>
<th>Qty. Required</th>
<th>Unit Rate</th>
<th>Total Amount</th>
<th>Delivery Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Study Tour</td>
<td>1 Tour</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. Objectives of Study Tour

1.1 Understanding of Chinese History and Culture
- Experience the Hakka culture through visiting the Fujian Tulou (Chinese rural dwellings).
- Participate in agriculture and explore the relationship between nature and man.

1.2 Nurturing Environmental and Cultural Awareness
- Learn about the conservation of China’s National Natural Heritage Sites and economic development policies.

1.3 Enhancing National Identity
- Conduct exchanges with local students and reflect on the differences in development between Hong Kong and mainland China.

### 2. Description of the required services

The details of the services of the study tour are as follows:

2.1 Days of the tour: 4 days 3 nights (16/4/2014 to 19/4/2014)
2.2 Destination: Fujian 福建, Xiamen 廈門
2.3 Number of teacher leaders and students: 2-4 teacher leaders & 18-40 students
2.4 Transportation:
   - flight
   - shipping
   - Coach(沿途旅遊巴士)

Note: *Total no. of students is subject to change and guaranteed to have at least 18 students and 2 adults.*
### 2.5 Proposed Itinerary:

<table>
<thead>
<tr>
<th>Day</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>香港機場 → 廈門/泉州機場 → 永定</td>
<td>村落民宿體驗</td>
</tr>
<tr>
<td>Day 2</td>
<td>考察福建土樓 - 雲水謠土樓群 (和貴樓、懷遠樓、吊腳樓) → 參觀茶園，了解採茶過程</td>
<td>廈門→市內觀光 (五緣灣大橋、環島公路、遠眺國際會展中心)</td>
</tr>
<tr>
<td>Day 3</td>
<td>參訪廈門學校及進行交流活動</td>
<td>廈門博物館→集美學村</td>
</tr>
<tr>
<td>Day 4</td>
<td>廈門博物館→集美學村</td>
<td>廈門→香港機場</td>
</tr>
</tbody>
</table>

### 2.6 Accommodation:
- 3 star hotel or above

### 2.7 Other requirements:
- accompany of escort leader,
- pre-departure meeting & Student handbook (worksheets)

### 3. 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 leader and (b) participating student, that includes but not limited to 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**

---

Page 2 of 2
TENDER FORM FOR SERVICE OF STUDY TOUR TO CHINA (EASTER) 2013-2014

Name of School: MUNSANG COLLEGE

Address of School: 8 Dumbarton Road, Kowloon City, Kowloon.

School Ref. No: T-1314-MNE-001

Tender Closing Date: 8th November, 2013 12:00

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term quoted against the date of a firm order at the price or the prices quoted free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist, tenders shall REMAIN OPEN FOR 90 DAYS after the closing date stated above; and the school is not bound to accept the lowest of any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items, which his Company offers to supply, do not to his knowledge infringe any patents.
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.

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.

Date this _________________________ day of _________________

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

Tender No. : T-1314-MNE-001

Tender : STUDY TOUR TO CHINA (EASTER)

2013-2014

Successful Supplier : Global Sapiens EduTour Limited