Munsang College

Tender No. : T-1314-PAA-002

Tender : SUMMER STUDY TOUR 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 2nd December, 2013.

Contact Person : Mr. Chan Wing Shun (Tel: 3655 3347)

Ms. Kwok Wah Ching (Tel: 3655 3373)
School Ref. No.: T-1314-PAA-002

11th November, 2013

Dear Sir/Madam,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
Summer Study Tour 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 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 2nd December, 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.

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
<table>
<thead>
<tr>
<th>(1) Item No.</th>
<th>(2) Description / Specification</th>
<th>(3) Quantity Required</th>
<th>(4) Unit Rate (HK$)</th>
<th>(5) Total Amount (HK$)</th>
<th>(6) Delivery Offered</th>
</tr>
</thead>
</table>

**Study Tour Specification:**

### 1. Objectives of Study Tour

1.1 Understanding of Western History and Culture

Embark on a historical voyage and experience the transformation of England and Germany through engaging in different cultural activities.

1.2 Enhancing Language Proficiency

Provide a wide range of learning experiences focusing on English language development inside and outside the classroom.

### 2. Description of the required services

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

2.1 Days of the tour: 14 days 13 nights (14/7/2013 - 27/7/2013)

2.2 Destination: England (Cambridge) and Germany (Berlin)

2.3 Number of teacher leaders and students:

- Teacher leaders: 2-3
- Student: 18-40

Please quote price(s) according to different student group size

2.4 Transportation:

- Flight ticket
  - Outbound flight to London from HK
  - Flight to Berlin
  - Inbound flight from Berlin to HK
- Coach 沿途旅遊巴士

2.5 Proposed Itinerary:

<table>
<thead>
<tr>
<th>Learning objectives</th>
<th>Proposed activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Language</td>
<td>- English Programme</td>
</tr>
<tr>
<td>Proficiency</td>
<td>- Drama lesson</td>
</tr>
</tbody>
</table>

Note: *Total no. of students is subject to change and we guarantee to have at least 16 students and 2 adults.
### Outdoor sports/farming/cooking activities
(minimum of 1-week programme at Cambridge)

<table>
<thead>
<tr>
<th>Understanding of Western History and Culture (One-day tour on the day of arrival, or to popular sightseeing attractions in London is not preferable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sight-seeing &amp; Museum visit</td>
</tr>
</tbody>
</table>
| - England (Cambridge):  
  King’s College, The Fitzwilliam Museum, Queen’s College,  
  Corpus Christi & the Parker Library, University’s Botanic Garden,  
  IWM Duxford, The National Horseracing Museum, Ruskin Gallery,  
  New Hall Art Collection, Wysing Arts Centre, Ghost tour, tour of Scientists, tour of Botany.  
  (Farming/Punting/Picnic/Treasure Hunt/Cricket/Wild camp at Midsummer Common, Parker’s Piece etc.) |
| - Germany (Berlin):  
  Berlin Wall, Checkpoint Charlie, Kaiser-Wilhelm-Gedächtniskirche,  
  Deutsches Historisches Museum, Denkmal für die ermordeten Juden Europas,  
  Brandenburger Tor, Berliner Dom, Reichstagsgebäude,  
  Deutsche Staatsoper, Sachsenhausen (Guided Tour*), Schloss Sanssouci (Guided Tour*), Potsdamer Platz, Unter den Linden. |

2.6 Accommodation: Dormitory in England & hotel in Berlin
2.7 Other requirements: accompany of escort leader, pre-departure meeting, banner & worksheets

### Submission of Proposal to the School:

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

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

We/I understand that if we/I fail to supply the stores or services 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 or services are obtained from elsewhere.

Name of Supplier:
Name and Signature of Person authorized to sign Tender:
Name (in block letter): Signature:
Date:

Company Chop
Name and Address of School: Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: T-1314-PAA-002

Tender Closing Date and Time: 12:00 noon on 2nd December, 2013

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 2nd December, 2013.

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

Tender No. : T-1314-PAA-002

Tender : SUMMER STUDY TOUR 2013-2014

Successful Supplier : Youth Overseas Exchange Centre