Munsang College

Tender No. : T-1415-CE-001

Tender : SERVICE OF STUDY TOUR TO XIAN 2014-2015

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 3rd October, 2014.

Contact Person : Mr. Tam Sau Lai  (Tel: 3655 3337)
8th September 2014

Dear Sir/Madam,

INVITATION TO TENDER
TENDER FOR SERVICE OF STUDY TOUR TO XIAN 2014-2015

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 Xian 2014-2015"

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 3rd October, 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.

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
## 1. Objectives of Study Tour

### 1.1 Understanding of Chinese History and Dynastic Culture
- Experience the historic wonders of China through visiting the oldest and most spectacular museums and temples in China.

### 1.2 Understanding of Loess Plateau of northwest China
- Learn about how ancient Chinese built homes using the special features of the Loess.

### 1.3 Enhancing National Identity
- Through volunteer services, reflect on the differences in development between Hong Kong and mainland China.
- Participate in civil education, contribute and give back to our nation.

## 2. Description of the required services

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

### 2.1 Days of the tour: 5 days 4 nights (19/11/2014 to 23/11/2014)

### 2.2 Destination: Xian

### 2.3 Number of teacher leaders and students: 2-4 teacher leaders & 18-40 students

### 2.4 Transportation:
- Round-trip flight
- 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:

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<th>Day</th>
<th>AM</th>
<th>PM</th>
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<tbody>
<tr>
<td>Day 1</td>
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<tr>
<td>AM</td>
<td>香港 → 西安</td>
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<tr>
<td>PM</td>
<td>參觀漢陽陵博物館</td>
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<td>Day 2</td>
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<tr>
<td>AM</td>
<td>參訪及服務農村學校 [進行交流活動] (待定)</td>
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<td>PM</td>
<td>探訪窯洞居民及參觀大雁塔音樂噴泉</td>
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<td>Day 3</td>
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<tr>
<td>AM</td>
<td>陶俑製作</td>
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<tr>
<td>PM</td>
<td>參觀兵馬俑及古城牆</td>
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<td>Day 4</td>
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<td>AM</td>
<td>參觀大明宮3D影院及大明宮博物館</td>
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<td>PM</td>
<td>考古工作坊</td>
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<td>Day 5</td>
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<tr>
<td>AM</td>
<td>參觀陝西歷史博物館</td>
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<tr>
<td>PM</td>
<td>西安→香港</td>
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2.6 Accommodation: 3 star hotel or above
2.7 Other requirements: accompany of escort leader, pre-departure meeting & 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
TENDER FORM FOR SERVICE OF STUDY TOUR TO XIAN 2014-2015

Name of School: **MUNSANG COLLEGE**

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

School Ref. No: T-1415-CE-001

Tender Closing Date: **12:00 noon on 3rd October, 2014**

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**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 from **12:00 noon on 3rd October, 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.

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. __________________________