

Munsang College

Tender No. : T-1516-CCA-004

Tender : SERVICE OF MUSIC TOUR TO SINGAPORE

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 5th May, 2016

Contact Person : Mr. Lee Cheuk Pui (Tel: 3655 3363)

For Reference Only

School Ref. No: T-1516-CCA-004

8th April 2016

Dear Sir/ Madam,

INVITATION TO TENDER
FOR THE SERVICE OF MUSIC TOUR TO SINGAPORE

You are invited to tender for the service for the music tour to Singapore 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 registered mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 5th May 2016**. 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 submit a tender, it would be appreciated if you return this letter and the written quotation forms with reason 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 FOR SERVICE OF MUSIC TOUR TO SINGAPORE

(TO BE COMPLETED IN DUPLICATE)

Columns 4, 5 and 6 to be completed by Tenderer

(1) Item No.	(2) Description/Specification	(3) Qty. Required	(4) Unit Rate	(5) Total Amount	(6) Delivery Offered
1.	<p>Music tour Specification:</p> <p><u>1. Objectives of the Music Tour</u></p> <p>1.1 Aesthetic development</p> <ul style="list-style-type: none"> - Enhance the competence of the music students through visits and practical experiential learning. - Equip students with needed skills and insights related to aesthetic development. <p>1.2 Explore the culture and development of Singapore</p> <ul style="list-style-type: none"> - Experience the local culture through various activities and meeting with the local people <p><u>2. Description of the required services</u></p> <p>The details of the services of the study tour are as follows:</p> <p>2.1 Days of the tour: 6 days 5 nights (26/7/2016 to 31/7/2016)</p> <p>2.2 Destination: Singapore</p> <p>2.3 Number of teacher leaders and students: 3-4 teacher leaders & 25-40 students</p> <p>2.4 Transportation:</p> <ul style="list-style-type: none"> - Round-trip flight <ul style="list-style-type: none"> - <i>Including transportation of up to 10 large instruments as checked baggage (including</i> - <i>Instrument:</i> <ul style="list-style-type: none"> - <i>Tuba, Euphonium, Baritone, saxophone, Parnassian, Mallets & Small instructs</i> - <i>Flute, Clarinet, oboe, Bassoon, French horn, trumpet, Trombone</i> - Coach 沿途旅遊巴士 <p>2.4 Meals</p>	1 Tour			

Note: *Total no. of students is subject to change and guaranteed to have at least 25 students and 3 adults.

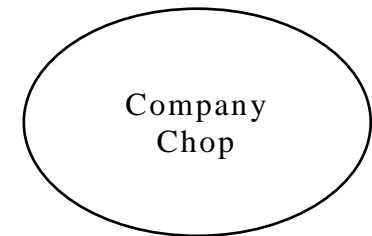
<p>- Breakfast, lunch and dinner</p> <p>2.6 Proposed Itinerary:</p> <p>- Attending SINGAPORE INTERNATIONAL BAND FESTIVAL 2016 for 3 days (28- 30 July)</p> <p>- <i>Application and any show-related cost will be handled by the school directly</i></p> <p>- Sights</p> <p>- Universal Studio Singapore</p> <p>- China Town</p> <p>- Marina Bay</p> <p>- Other sight recommended</p> <p>2.6 Accommodation: budget hotel or youth hostel</p> <p>2.7 Other requirements: accompany of escort leader, pre-departure meeting & worksheets, banner and badge</p> <p><u>3. Submission of Proposal to the school:</u></p> <p>The following items should be included in the proposal for vetting:</p> <p>3.1 A detailed itinerary with clear specifications of date, time, place, meals, learning objectives and activities</p> <p>3.2 A validation date of the quotation</p> <p>3.3. The total amount for each</p> <p>(a) teacher leader and</p> <p>(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;</p> <p>3.4 A detailed payment schedule</p>				
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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 : _____



TENDER FORM FOR SERVICE OF MUSIC TOUR TO SINGAPORE 2015-2016

Name of School: MUNSANG COLLEGE

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

School Ref. No: T-1516-CCA-004

Tender Closing Date: 5th May, 2016 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. _____