

Munsang College

- Tender No. : T-1617-CEA-002
- Tender : SERVICE OF LIBERAL STUDIES TOUR TO
JAPAN
- Details : As attached including
1. Invitation Letter
 2. Tender Schedule
 3. Tender Form for Services/Stores
- Closing Date : 12:00 noon on 31st Dec, 2016
- Contact Person : Mr. Lee Cheuk Pui (Tel: 3655 3363)

For Reference Only

School Ref. No: T-1617-CEA-002

1st Dec 2016

Dear Sir/ Madam,

INVITATION TO TENDER
FOR THE SERVICE OF LIBERAL STUDIES TOUR TO JAPAN

You are invited to tender for the service for the Liberal Studies Tour to Japan 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 31st Dec 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 LIBERAL STUDIES TOUR TO JAPAN

(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>Liberal Studies tour Specification:</p> <p><u>1. Objectives of the Liberal Studies Tour</u></p> <p>1.1 Liberal Studies knowledge</p> <ul style="list-style-type: none"> - Enhance the competence of the students through visits and practical experiential learning. - Equip students with needed skills and insights related to liberal studies. <p>1.2 Explore the culture and development of Japan</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: 5 days 4 nights (28/6/2017 to 2/7/2017)</p> <p>2.2 Destination: Okinawa, Japan</p> <p>2.3 Number of teacher leaders and students: 2-3 teacher leaders & 20-30 students</p> <p>2.4 Transportation:</p> <ul style="list-style-type: none"> - Round-trip flight - Coach 沿途旅遊巴士 <p>2.5 Proposed Itinerary:</p> <ul style="list-style-type: none"> - City <ul style="list-style-type: none"> - Okinawa - Workshops and activities <ul style="list-style-type: none"> - 玻璃陶器 DIY 體驗活動 - 海鹽 DIY 體驗活動 - 傳統藍染 DIY 體驗活動 - At least 4 workshops or practical hands on experience 	1 Tour			

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

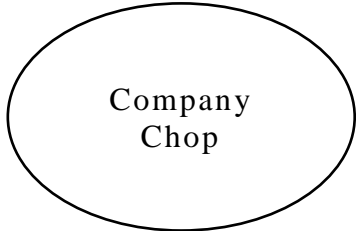
<p>- Sights</p> <ul style="list-style-type: none"> - 名護菠蘿公園 - 海洋博公園 - 沖繩美之海水族館 - Trims 環保垃圾資源回收廠 - 玉泉鐘乳石洞及琉球王國村 - 安保之丘展望塔 - 第一牧志公設市場 - 漁港海鮮市場 <p>Experience the local lifestyles and fun activities: city orienteering, exchange with local students, etc.</p> <p>2.6 Accommodation: 3 star hotel or above/ Homestay during the language course</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 LIBERAL STUDIES TOUR TO JAPAN

Name of School: MUNSANG COLLEGE

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

School Ref. No: T-1617-CEA-002

Tender Closing Date: **31st Dec, 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. _____