

# Munsang College

Written Quotation No.: WQ-1718-CCA-013

Written Quotation : FOR SERVICE OF MUSIC TOUR TO TAIPEI

Details : As attached including

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

Closing Date : 12:00 noon on 18<sup>th</sup> May, 2018

Contact Person : Mr. Lee Cheuk Pui (Tel: 3655 3337)

*For Reference Only*

School Ref. No: WQ-1718-CCA-013

26th April 2018

Dear Sir/ Madam,

INVITATION TO WRITTEN QUOTATION  
FOR SERVICE OF MUSIC TOUR TO TAIPEI

You are invited to quote for the service of Chinese Culture Study Tour to Hangzhou, as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, **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 18th May, 2018**. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your written quotation 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 written quotation form is completed, the written quotation 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 quote, it would be appreciated if you return this letter and the written quotation forms with reason to the above address at your earliest convenience.

Yours sincerely,

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Kuby CHAN

Principal

# WRITTEN QUOTATION SCHEDULE FOR SERVICE OF MUSIC TOUR TO TAIPEI

( TO BE COMPLETED IN DUPLICATE )

Columns 4, 5 and 6 to be completed by Supplier

( 1 ) Item No.	( 2 ) Description/Specification	( 3 ) Qty. Required	( 4 ) Unit Rate	( 5 ) Total Amount	( 6 ) Delivery Offered
1.	<p>Specification:</p> <p><b><u>1. Objectives of the Tour</u></b>            1.1 Aesthetic development            - Enhance the competence of the music students through visits and practical experiential learning.            - Equip students with needed skills and insights related to aesthetic development.            - various activities and meeting with the local people</p> <p><b><u>2. Description of the required services</u></b>            The details of the services of the study tour are as follows:            2.1 Days of the tour: 5 days 4 nights (2/8/2018 to 6/8/2018)            2.2 Destination: Taipei            2.3 Number of teacher leaders and students: 2-3 teacher leaders &amp; 30-40 students            2.4 Transportation:            - Round-trip flight            - Coach 沿途旅遊巴士            2.5 Proposed Itinerary:            - <b>Cities</b>              - 中壢 and 台北            - <b>Drafted itinerary</b>            2/8            Afternoon - Exchange with local school (Self-arrange) (Location: 中壢)            3/8            Afternoon - Competition (Self-arrange) (Location: 中壢)            4/8            Morning - Sightseeing            Afternoon - Performance (Self-arrange) (Location: 中壢)            5/8</p>	1 Tour			

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

<p>Sightseeing (Location: 台北市) 6/8 Sightseeing  (安排一晚夜市) <b>Experience the local lifestyles and fun activities:</b> city orienteering 2.6 Accommodation: 3-star hotel or above 2.7 Other requirements: accompany of escort leader, pre-departure meeting &amp; worksheets, banner and badge</p> <p><b><u>3. Submission of Proposal to the school:</u></b> 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) <b>teacher leader</b> and (b) <b>participating student</b>, 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; 3.4 A detailed payment schedule</p>				
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We/I understand that if we/I fail to supply the stores or services as offered in our/my written quotation 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: \_\_\_\_\_

Signature of Person authorized to sign Written Quotation: \_\_\_\_\_

Name of Authorized Person (in block letters): \_\_\_\_\_

Date : \_\_\_\_\_

Company Chop

Company Chop

**WRITTEN QUOTATION FOR**  
**SERVICE OF MUSIC TOUR TO TAIPEI**

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: WQ-1718-CCA-013

Written Quotation Closing Date and Time: 12:00 noon on 18<sup>th</sup> May 2018

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**PART I**

The undersigned hereby offers to supply all or any part of the items described in the written quotation schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation schedule free of all other charges and in accordance with any specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remains open. The undersigned also warrants that his Company's Business Registration and Employees' 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 WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 18<sup>th</sup> May 2018.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this ..... day of .....2018.

Name (in block letters): \_\_\_\_\_

Signature ..... in the capacity of .....

(state official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign written quotations for and on behalf of :-

.....  
whose registered office is situated at .....

.....  
Hong Kong.

Telephone No. ....

Fax No. ....