

# Munsang College

Tender No. : T-1920-CCA-4

Tender : Service Of Service Tour To Uganda

Details : As Attached Including

1. Invitation Letter

2. Tender Schedule

3. Tender Form For Services/Stores

Closing Date : 12:00 noon on 30th October, 2019

Contact Person : Lee Cheuk Pui (Tel: 36553337)

*For Reference Only*

School Ref. No.: T-1920-CCA-4

8th October, 2019

Dear Sir / Madam,

INVITATION TO TENDER  
FOR SERVICE OF SERVICE TOUR TO UGANDA

You are invited to tender for the service of service tour to uganda 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**, with a copy of valid business registration certificate of your company, 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 30th October, 2019**. 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 quote, 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,

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Kuby CHAN  
Principal

**TENDER FOR**  
**SERVICE OF SERVICE TOUR TO UGANDA**

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

School Ref No.: T-1920-CCA-4

Tender Closing Date And Time: 12:00 Noon On 30th October, 2019

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**PART I**

For *STORES*:

The undersigned hereby offers to supply all or any part of the items described in the tender 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 tender 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; 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 items which his Company offers to supply do not to his knowledge infringe any patents.

For *SERVICES*:

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 30th October, 2019. 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 ..... 2019.

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. ....

# WRITTEN QUOTATION SCHEDULE FOR SERVICE OF ATHLETICS TRAINING TOUR TO TAIWAN (DECEMBER)

( 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></p> <p>1.1 Athletic training</p> <ul style="list-style-type: none"> <li>- Enhance the competence of the Athletic team members through training, visits and practical experiential learning.</li> <li>- Equip students with needed skills and insights related to athletic development.</li> </ul> <p>1.2 Explore the culture and development of Taiwan</p> <ul style="list-style-type: none"> <li>- Experience the local culture through various activities and meeting with the local people</li> </ul> <p><b><u>2. Description of the required services</u></b></p> <p>The details of the services of the study tour are as follows:</p> <p>2.1 Days of the tour: 4 days 3 nights (20/12/2019 to 23/12/2019)</p> <p>2.2 Destination: Taipei</p> <p>2.3 Number of teacher leaders and students: 3 teacher leaders &amp; 30-40 students</p> <p>2.4 Transportation:</p> <ul style="list-style-type: none"> <li>- Round-trip flight</li> <li>- Coach 沿途旅遊巴士</li> </ul> <p>2.5 Proposed Itinerary:</p> <ul style="list-style-type: none"> <li>- <b>Cities</b></li> <li>- Taipei</li> <li>- <b>Workshops and activities</b></li> <li>- Daily Professional Athletic Training</li> </ul> <p><b>Experience the local lifestyles and fun activities:</b> city orienteering, exchange</p>	1 Tour			

Note: \*Total no. of students is subject to change and guaranteed to have at least 25 students and 2 adults.

<p>with local students, etc.</p> <p>2.6 Accommodation: 3-star hotel/ training camp or above</p> <p>2.7 Other requirements: small amount of accompany of escort leader, pre-departure meeting &amp; worksheets, banner and badge</p> <p><b>3. Submission of Proposal to the school:</b></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) <b>teacher leader</b> and</p> <p>(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;</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 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