

# Munsang College

Tender No. : T-2223-CCA-4

Tender : Music Exploration 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 24th April, 2023

Contact Person : Lee Cheuk Pui (Tel: 36553337)

*For Reference Only*

School Ref. No.: T-2223-CCA-4

3rd April, 2023

Dear Sir / Madam,

INVITATION TO TENDER  
FOR Music Exploration Tour to Japan

You are invited to tender for the Music Exploration 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**, 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 24th April, 2023**. 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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Dr. YIP Chi Sio  
Principal

**Munsang College**  
**Tender Schedule for**  
**Music Exploration Tour to Japan**

(Columns 4, 5 and 6 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
	<p>日期：2023 年 7 月 5 - 10 日（六日五夜）</p> <p>集合地點：香港國際機場</p> <p>解散地點：香港國際機場</p> <p>集合時間：TBC</p> <p>解散時間：TBC</p> <p>目的地：東京/ 名古屋</p> <p>對象：中一至中六學生</p> <p>人數：約老師 3 人及學生 20-30 人（請分別報 20 人, 25 人及 30 人報價）</p> <p>學習景點:</p> <p>學習課程/工作坊:</p> <p>參加浜松市青少年國祭交流音樂節</p> <p>考察目的：</p> <ul style="list-style-type: none"> <li>- 參加浜松市青少年國祭交流音樂節</li> <li>- 文化交流</li> </ul> <p>團費包括：</p> <ol style="list-style-type: none"> <li>(1) 香港和東京/名古屋的直航經濟客位來回機票及提供航班時間(不選搭廉航)。</li> <li>(2) 香港旅遊業議會印花稅、香港機場保安費、離境稅、燃油附加費、機場建設費、其他航空及機場稅項。</li> <li>(3) 領隊、導遊及司機小費。</li> <li>(4) 導賞費、與當地食宿和學習活動有關的一切小費、服務費和行政費。</li> <li>(5) 30 萬元平安保險費</li> <li>(6) 個人綜合旅遊及醫療保險住宿療用</li> <li>(7) 早、午、晚餐膳食</li> <li>(8) 當地學習課程費用</li> <li>(9) 各學習地點門票、景點考察及表演編排有關的一切費用</li> <li>(10) 設計及附有校章、校名及團名的交流團橫額、團員掛頭名牌和行李牌</li> </ol> <p>註: 不用包含比賽參加費用，學校自付</p>				

Proposed itinerary:

Day 1

- Arrive at Narita International Airport
- Meet with English Japanese guide
- Transfer to central Tokyo by chartered bus
- Sightseeing at TOKYO
- ASAKUSA (雷門、仲見世、浅草寺)
- Check-in Hotel (Tokyo)

Day 2

- Sightseeing at Tokyo
- ODAIBA ,Panasonic museum
- Late Lunch at local restaurant
- Exchange with Japanese High School Band
- Visit school and exchange music program
- Return to hotel (Tokyo)

Day 3

- Breakfast at Hotel
- Sight Seeing at GINZA/TOKYO
- Free time at GINZA include YAMAHA Shop
- Late Lunch (Box or restaurant)
- Band Work Shop at TOKYO
- (3-4 Hours Band Clinic from Japanese conductor)
- Dinner at local restaurant

Day 4

- Breakfast at Hotel
- Transfer to Hamamatsu by Chartered Bus  
(Takes about 3houes from Tokyo to Kawaguchiko)
- Lunch at Kawaguchiko
- Mt.Fiji Viewing 、 Lavender flower Festival
- About 3 hours sightseeing at Kawaguchiko  
( Takes 2 hours from Kawaguchiko to Hamamatsu)
- Arrive at Hamamatsu and Check in hotel (Hamamatsu)

	<p>Day 5</p> <ul style="list-style-type: none"> <li>- Breakfast at hotel</li> <li>- 浜松市青少年國祭交流音楽節』 Program</li> <li>- Workshop Program</li> <li>- Rehearsal and practice for concert</li> <li>- Hamamatsu Music instruments Museum</li> <li>- Concert performance Program participation</li> </ul> <p>Day 6</p> <ul style="list-style-type: none"> <li>- Breakfast at Hotel</li> <li>- Transfer to Nagoya APT</li> <li>- (About 2H from Hamamatsu to Nagoya-APT)</li> <li>- Sightseeing @Nagoya-名古屋城</li> <li>- Arrive at Nagoya APT and check in</li> </ul>				
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詳細服務要求（包拉以下各項）：

- (1) 往來東京/名古屋及香港航班常提供免費膳食和不少於 20 公斤的免費行李託運。
- (2) 日本當地交通－請包車：有空調設備及備有行李艙旅遊專車（大概 30-40 座位）  
（最終視乎成團人數而定）。
- (3) 香港領隊（須全程跟進）、導遊（要持有效當地導遊執照及能操廣東語）及司機服務。
- (4) 香港領隊必須具備急救資格。
- (5) 適合此團所有行程和活動的「個人綜合旅遊及匿療保險」。（包括醫療保險、全球緊急救援服務、意外保障、個人責任保障、個人財物保障、延誤或取消行程）。
- (6) 住宿費用<sup>1</sup>及<sup>2</sup>：
  - 選擇一：三星級酒店
  - 選擇二：當地大學宿舍（需指明每房人數範圍及安排雙人房給老師）
- (7) 早、午、晚三餐膳食：
  - 請盡量提供當地特色菜餚，讓學生能體驗當地飲食文化，同時照顧個別參加者的特別需要（例如：食物敏感、素食等）
- (8) 不論下榻的酒店、旅舍、或大學宿舍有否提供免費飲用水，請為每位參加者每天提供一支飲用水（每支最少 500 毫升）。
- (9) 各學習地點門票、觀光地點門票、導賞團團費、以及其他相關費用。
- (10) 請代為安排當地學習課程。
- (11) 設計及印制附有校章、校名及團名的考察團橫額、團員掛頸名牌和行李牌。
- (12) 設計及印制附有校章、校名及團名的紙本學習材料（例如：學習手冊／遊學日誌／功課冊／學習評估表），使學生在考察過程中學習探索、思考和分析。
- (13) 出發前一星期到校舉行「行程簡介會」，詳述各項行程安排及注意事項，解答師生提問，讓參加者作好出發前準備。
- (14) 其他服務要求：
  - (a) 此考察團必須受到「旅遊業議會賠償基金及緊急援助金」所保障。
  - (b) 根據教育局指引，承辦商必須確保領隊、導遊和旅遊專車司機，不曾干犯性罪行，以保障學生的安全。
  - (c) 在當地首次乘搭交通工具（例如：旅遊專車）和入住酒店時，必須確保學生清楚安全逃生方法和路線。萬一發生意外，學生會懂得適合的應變和逃生方法。
  - (d) 本校著重學生在學習上的體驗和得益。若果時間不足，本校寧選擇深入參觀學習地點的部分內容，並不傾向讓學生匆忙急趕去參觀當地不同名勝。
  - (e) 如果下榻的酒店／大學宿舍附近，晚上沒有營業的便利店或超級市場，請每天盡量安排大約 15 分鐘時間，讓有需要的學生到便利店、超級市場或其他適合的地方，補充日用品及必需品。
  - (f) 其他有利學生學習、方便學生完成行程、讓學生有得益的適合配套、支援和/ 或延伸活動（如有，請列明。）。
  - (g) 當地導遊不可聯同其他機構或人士向學生兜售任何物品及服務。
  - (h) 出發前 14 天須提供膳食安排予校方。
  - (i) 出發前 21 天須呈交詳細的「建議行程表」予校方。
  - (j) 標書須列明因天氣、疫病、突發事件、臨時退出等原因未能成團的安排細則。
  - (k) 請列明付款安排。

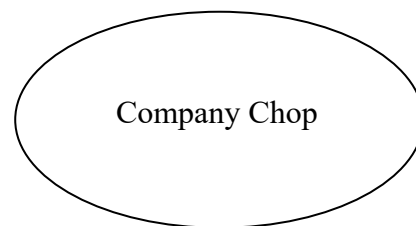
報價條款：

- 如報名人數不足，校方有權取消有關考察團，而不須向承辦商作任何賠償。
- 承辦商服務規格，必須符合香港特別行政區政府現行的法例、標準、指引及法定責任。承辦商如未能履行應負責任，校方有權終止承辦委託，而不須負責承辦商所產生之任何損失。

附錄一：入住酒店的某項要求

- 每間房提供兩張獨立床。附設獨立浴室和洗手間。
- 酒店必須設有可作逃生或緊急用途的通道。有空調設備供應。
- 附設電源插座，可供電子產品充電。
- 提供免費 Wi-Fi。如要收費，請列明。
- 酒店設有電梯直達各樓層。
- 電視不能收看成人節目。
- 不設需付費用品，如小吃。

We/I understand that if we/I fail to supply the stores or services 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 or services are obtained from elsewhere.



Name of Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Tender :

Name (in block letter): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**TENDER FOR**  
**Music Exploration Tour To Japan**

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

School Ref No.: T-2223-CCA-4

Tender Closing Date And Time: 12:00 Noon On 24th April, 2023

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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.

Prevention of Bribery Ordinance:

It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement. Schools must not permit their staff to receive advantages (including payment of commission) from suppliers and contractors. Such advantages to school staff in connection with their official duties is illegal.



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 24th April, 2023. 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 ..... 2023.

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. ....

# **Confidential 機密**

**Tender No.: T-2223-CCA-4**

**Tender For**

**Music Exploration Tour To Japan**

**The Principal**

**Munsang College**

**8 Dumbarton Road, Kowloon City, Kowloon**

**[By Registered Mail Or By Hand]**