



地利亞修女紀念學校(協和二中)
Delia Memorial School (Hip Wo No.2 College)
Tel. : 2389 6299 Fax: 2797 3618 Email: hw2@deliagroup.edu.hk
Address: 223, Hip Wo Street, Kwun Tong, Kowloon

18th March, 2024

School Ref. No.: **HWII_TD03_2023-2024**

By Registered Mail

Dear Sir/Madam,

INVITATION TO Tender
Tender for Organization of a Study Tour to Malaysia

You are invited to tender for the supply and undertaking services of the items 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 be clearly marked on the envelope, which bears no identification of your company but indicates the following: **“Tender for Organization of a Study Tour to Malaysia”**; the tender number and the closing date and time. The envelope should be addressed to: **The Principal, Delia Memorial School (Hip Wo No.2 College), 223 Hip Wo Street, Kwun Tong, Kowloon** and arrive not later than **12:00 noon on 8th April, 2024**. Late tenders will not be accepted.

Your tender will remain open for 90 days from the “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 have any inquiries, please contact Mr. Ng Cheuk Him at 2389 6299.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender form stating “No Offer” with reason to the above address at your earliest convenience.

Tenders will be accepted on an overall basis. Sub-contracting of this order or any part there-of to any other parties will not be accepted.

Yours faithfully,

Ms Tse Chun Yin
Principal

IMPORTANT NOTICE

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap.201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

TENDER FORM FOR

Organization of a Study Tour to Malaysia

Name and Address of School : Delia Memorial School (Hip Wo No.2 College),
223 Hip Wo Street, Kwun Tong, Kowloon

School Ref. No. : HWII_TD03_2023-2024

Tender Closing Date and Time : 12:00 noon on 8th April, 2024

PART I

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 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; 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 remain 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 TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of the tender offered by this company remains open for 90 days from 8th April, 2024.

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.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____ day of _____ 20__

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. _____

IMPORTANT NOTICE

- *The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.*
- *Sub-contracting of this order or any part thereof to any other parties will not be accepted.*

For Official Use Only

Tender checked on (date) _____ by (name of administrator) _____

I certify that the tender is genuine.

I recommend further investigation into the tender.

Signature of Administrator

TENDER SCHEDULE (Reference No.: HWII_TD03_2023-2024)
(TO BE COMPLETED IN DUPLICATE)

(Column 4 and 5 to be completed by supplier)

(1) Items No.	(2) Descriptions and Specifications	(3) Qty. Req.	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1	<p>日期：2024年7月2日至2024年7月5日 (4日3夜)</p> <p>地點：馬來西亞</p> <p>人數：18位(16位學生+2位老師)</p> <p>主題：</p> <ul style="list-style-type: none"> - 金融商業 - 一帶一路 <p>行程：</p> <ul style="list-style-type: none"> - 當地企業參觀 - 馬六甲古城河和運河 - 不同文化體驗活動 - 雙峰塔 - 粉紅清真寺 <p>膳食：</p> <ul style="list-style-type: none"> - 部分同學需要清真認證的膳食 <p>團費包括：</p> <ul style="list-style-type: none"> - 來回香港/馬來西亞(吉隆坡國際機場)、馬來西亞(吉隆坡國際機場)/香港經濟客位直航機票，須全部團員於同一航班出發及回程，最好能早上出發，下午或晚上回程。 - 各地機場稅、保安稅、香港機場建設稅、燃油附加費。 - 行程內所包括之住宿-(2人一房)四星級或以上之酒店，須全部團員於同一酒店住宿。 - 行程內所包括之交通，景點門票及早、午、晚三餐之膳食。 - 行程列明的工作坊和實踐體驗費用，以及所有與到訪機構的聯絡工作。 - 隨團出發領隊、當地導遊及當地司機之服務費。 - 香港旅遊業議會(TIC)0.15%之印花稅。 - 團體海外旅遊保險： 含醫療費用、緊急醫療撤離、醫療護送返港共35萬；人身意外50萬(最高賠償額為港幣每人上限50萬、全團上限100萬)；17歲或以下人士最高保障額為以上成人之50%。 - 出發前安排專人到學校講解行程及安排，分享注意事項。 - 團體橫額一條。 	18人		

We/I understand that if we/I fail to supply the stores or services as offered in our/my 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.

Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Tenders:

Name (in block letters) _____

Signature _____

Date: _____