

聖母書院

*Our Lady's College*

Address : 九龍黃大仙龍鳳街三號

3, Lung Fung Street, Wong Tai Sin, Kowloon.

Tel. : 2327 5860

Fax : 2752 7645

Web Site : <http://www.olic.edu.hk>

E-mail : [info@olic.edu.hk](mailto:info@olic.edu.hk)

School Ref. No.: T17/18-02

18 October 2017

Dear Sirs,

**INVITATION TO TENDER**

**TENDER FOR THE SERVICE PROVISION OF GUIDED TOUR OF  
ITALY STUDY TOUR 2018**

1. You are invited to tender for the service provision of the guided tour 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.

2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

Tender for the Service Provision of Guided Tour of Italy Study Tour 2018

The envelope should be addressed to The Principal, Our Lady's College, 3 Lung Fung Street, Wong Tai Sin, Kowloon and arrive not later than 12:00 noon on 8 November 2017. You should not disclose your identity on the sealed tender envelope or the tender bid will be disqualified. 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.

3. If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.

4. Tenders will be accepted on an 'overall' basis. The Evaluation Criteria of the tender are the price of the tender and fulfillment of the tender specifications. The school has no obligation to place order from the lowest bidder.

5. If you have any queries, please contact Ms Teresa Cheung at 2327 5860.

Yours sincerely,

Sr Lim Lai Ling Amy  
Principal

*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, IMC 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.*



4	Pre-tour briefing session	Details:
5	Accommodation: 3-star hotel or above on sharing twin basis	Name of Hotel:
6	Meals: Daily breakfast, lunch and dinner (except breakfast on Day 1 and dinner on Day 7)	
7	Additional service (if applicable) - e.g. Tour booklet, banner, enrichment activities, etc.	
8	Tour Fee (per person) The tour fee should include: a. 3-star hotel or similar accommodation on sharing twin basis for 6 nights; b. Daily breakfast, lunch and dinner (except breakfast on Day 1 and dinner on Day 7) c. Sightseeing tour with all admission fees inclusive; d. Transportation operated by charter air-conditioned coach and any other relative conveyance; e. Tour escort/ tour guide throughout the entire trip; f. Gratuities to tour escort, tour guide, local guide and driver, if any, and; g. T.I.C. Fund 0.15% levy.	For 38-41 participants: \$ _____ (per person)  For 42-45 participants: \$ _____ (per person)
9	Travel Insurance (per person) (if applicable)	\$ _____ (per person)
10	Total Amount (for a total of 42 participants)	\$ _____

Note:

1. The bidder shall arrange sights besides the aforementioned compulsory sights and activities, provided that participants can spend sufficient time in the specified sights.
2. The guided tour will commence at Milan Railway Station/Airport on Day 1 morning and end at Rome Airport on Day 7 afternoon/night.
3. The schedule is subject to change depending on local conditions and weather.
4. The school reserves the right to modify the itinerary and make arrangements depending on the school's need.

III. Content requirements of the tender documents

Each tender shall include the following information / documents in duplicate:

1. Duly completed Tender Form;
2. Duly completed Tender Schedule and Itinerary (incl. terms and conditions);
3. Relevant job reference and experience (i.e. track record), if any;
4. Copy of Business Registration Certificate;
5. Declaration of interest, if applicable.

IV. Evaluation criteria of tender

1. Price of the tender (i.e. The school has no obligation to place order from the lowest bidder.)
2. Fulfillment of the tender specifications

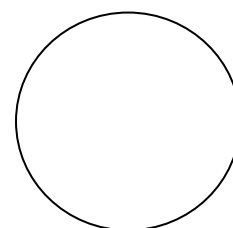
V. Prevention of Bribery Ordinance

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, IMC 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.

VI. Others

1. If you have any queries, please contact Ms. Teresa Cheung at 2327 5860.

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.



Company Chop

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

Name and Signature of Person authorized to sign Tender

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

Signature: \_\_\_\_\_

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

**OUR LADY’S COLLEGE**  
**TENDER FOR THE SERVICE PROVISION OF GUIDED TOUR OF**  
**ITALY STUDY TOUR 2018**

(To be completed in duplicate)

Name and Address of School: Our Lady’s College

3 Lung Fung Street, Wong Tai Sin, Kowloon

School Ref. No.: T17/18-02

Tender Closing Date and Time: 8 November 2017 (Wednesday), 12:00 noon

**PART I**

The undersigned hereby offers to undertake the service 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 prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided 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 remain 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 8 November 2017.

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 \_\_\_\_\_ (Month) 20\_\_\_\_\_ (Year).

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

Signature : \_\_\_\_\_ in the capacity of \_\_\_\_\_  
*(state official position e.g. Director, Manager, Secretary)*

Duly authorized to sign tenders for and on behalf of : -

\_\_\_\_\_ whose registered office is situated at \_\_\_\_\_  
\_\_\_\_\_ Hong Kong.

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Website : \_\_\_\_\_ E-mail : \_\_\_\_\_