



School Ref. No. T2526/09

Date : 5th September, 2025

By Registered Mail

Dear Mr. / Ms. Section Manager,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
LIFE EDUCATION FORM ONE AND FORM TWO CAMP

You are invited to quote for the supply of the stores or services as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the quotation schedule.

Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for THE SUPPLY OF LIFE EDUCATION FORM ONE AND FORM TWO CAMP

You should not be using an envelope that identifies your company. The envelope should be addressed to 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 30th September, 2025. Late quotations will not be accepted. Your quotation will remain open for 90 days from the "Closing Date", and you may consider your 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 quotation form is completed, the quotation will not be considered. For Enquiry, please contact Mr Tsang Ka Fai or Mr Huang Ho Ting at 2384-3543 on or before the deadline.

If you are unable or do not wish to quote, it would be appreciated if you would return this letter and the quotation forms with reason to the above address at your earliest convenience.

Written quotations will be accepted on an overall basis.

Yours sincerely,

Yick Doi Pei
Principal

IMPORTANT NOTICE Our school prohibits its teachers and staff from soliciting or accepting advantages including rebates from any supplier/contractor without the school's permission. Suppliers/contractors therefore should not offer any advantages to any teachers or staff of the school in any business dealings. The school may report any contravention of the Prevention of Bribery Ordinance to the ICAC and debar the supplier/contractor concerned from future business with the school

WRITTEN QUOTATION
FOR THE SUPPLY OF LIFE EDUCATION FORM ONE AND FORM TWO CAMP

Name and Address of School Methodist College
50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No. T2526/09
Quotation Closing Date and Time 12:00 noon on 30th September, 2025

PART I

The undersigned hereby offers to undertake the service as described in the written quotation 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 quotation 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; quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any quotation and reserves the right to accept all or any part of any quotation within the period during which the quotations 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 QUOTATION VALIDITY

With reference to Part I of this quotation document, it is reconfirmed that the validity of quotation offered by this company remains open for 90 days from 30th September, 2025.

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

Dated this _____ day of _____ 20____.

Signature _____ in the capacity of _____.
(State official position, e.g. Director, Manager, Secretary, etc.)

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

whose registered office is situated at

_____ Hong Kong.

Telephone No. _____ Fax No. _____

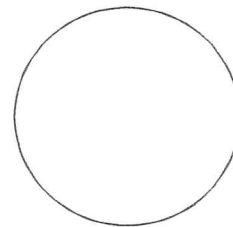
Written Quotation Schedule
(to be completed in duplicate)

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

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
A.	<p><u>Life Education Form One and Form Two Camp</u></p> <p>1. <u>Date</u>: 19 Jan 2026 (08:00am) to 20 Jan 2026 (1:00pm), about 3 to 4 hours per session, total 4 sessions of activities</p> <p>2. <u>Venues</u>: School campus and camp site (e.g. activity rooms, rope course)</p> <p>3. <u>Number of participants</u>: All F1 classes (1B, 1G, 1R, 1W), 32 students X 4 = 128 students, 10 teachers All F2 classes (2B, 2G, 2R, 2W) 31+ 32 students X 3=127 students, 10 teachers</p> <p>4. <u>Coach and group leader</u>: F1: 3 group leaders per class and 1 coach (MC) F2: 3 group leaders per class and 1 coach (MC)</p> <p>5. <u>Transportation</u>: Coach / city bus Form 1: 5.1. School → camp site ; 5.2. Camp site → school ; Form 2: 5.3. Set off from the school and reach the campsite in the form of a city hunt; 5.4. Camp site → school</p> <p>6. <u>Accommodations and meals</u>: 6.1. School (session 1 and lunch are excluded in the quotation for both F.1 and F.2) 6.2. Camp site (session 2 to 4) 6.3. 4-8 per room (for students) 6.4. 4-6 per room (for teachers: 2 male rooms and 2-3 female rooms) 6.5. Meals requirements: Yes (Form 1 & Form 2: dinner, breakfast and lunch at camp site)</p>	1 overnight camp			

	<p>7. <u>Itinerary:</u></p> <p>7.1. Team building activity</p> <p>7.2. Discipline training</p> <p>7.3. Adventure activity</p> <p>7.4. Backwoods cooking (For Form 2 only)</p> <p>8. <u>Other items:</u></p> <p>8.1. Materials of activities</p> <p>8.2. Group insurance</p> <p>8.3. Administrative fees</p>				
	<p>Remarks:</p> <p>1. The detailed schedule of Life Education F.1 & F.2 camp should be enclosed with this quotation.</p> <p>2. If the Education Bureau announces its decision to school suspension, all the activities would be cancelled and reimbursement can be applied only for the items that cannot be refunded.</p>				

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.



Company Chop

Name of Supplier:

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____ Signature: _____

Date: _____

Methodist College
Declaration Form For Tenderers

Please complete the form overleaf

Background

The HKSARG has adopted a mandatory requirement that service tenders which are invited on or after 1 May 2006 and rely heavily on the deployment of non-skilled workers shall not be considered for a period of five years if the tenderer has had:

(i) any conviction of the following Ordinances—

(a) the Employment Ordinance (Cap. 57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];

(b) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];

(c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);

(d) Section 38A(4), Cap. 115 (offence of the construction site controller is a person not lawfully employable takes employment on a construction site); or

(e) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or

(ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

Tender for the supply of _____

I, hereby, declare that during the 5-year period immediately preceding the tender closing date, my company did NOT have the above-mentioned conviction OR three or more demerit points over a rolling period of three years.

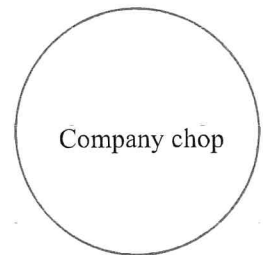
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender

Name (in block letters): _____

Signature: _____

Date: _____



Declaration of complying with requirements of the Statutory Minimum Wage

The Statutory Minimum Wage becomes effective on 1 May 2011. For tenders and purchases involving wages, the tenderer must comply with the requirements of the Statutory Minimum Wage. Wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, shall be no less than the Statutory Minimum Wage rate.

I, hereby, declare that wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, shall be no less than the Statutory Minimum Wage rate.

Name of Supplier: _____

Name and Signature of Person authorized to sign the tender

Name (in block letters): _____

Signature: _____

Date: _____

