



School Ref. No. T2526/27

Date : 13 April 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
25-26 Basic Leadership Training Programme (Summer 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 25-26 Basic Leadership Training Programme (Summer 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 15th May 2026. 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.

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/~~group/itemized~~ basis.

Yours sincerely,

Dr. Yick Doi Pei
Principal

WRITTEN QUOTATION 25-26 Basic Leadership Training Programme (Summer Camp)

Name and Address of School Methodist College
50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No. T2526/27
Quotation Closing Date and Time 12:00 noon on 15th May 2026

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.

The school reserves the right to disqualify a supplier on the grounds that the supplier 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 school may immediately terminate the contract upon the occurrence of any of the following events: (i) the contractor 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; (ii) the continued engagement of the contractor or the continued performance of the contract is contrary to the interest of national security; or (iii) the school reasonably believes that any of the events mentioned above is about to occur.

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 15th May 2026.

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. _____

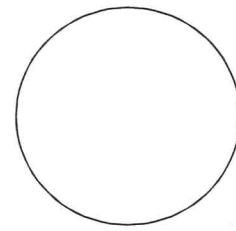
Written Quotation Schedule
(to be completed in duplicate)

(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
1	<p><u>25-26 Basic Leadership Training Programme (Summer Camp):</u> Date: 29/6/2026 – 30/6/2026 Type: Overnight Camp Venue: To be confirmed by supplier</p>	1. 40 students, 1 male teacher and 1 female teacher			
2	<p><u>Programme detail should include:</u></p> <ul style="list-style-type: none"> i. Team building activities ii. Leadership adventure activities iii. Rundown for the whole programme iv. Any suggested activities 	2. 41-60 students, 1 male teacher and 1 female teacher			
3	<p><u>Requirements:</u></p>				
3.1	Supplier company needs to provide instructors with at least one of them having 10 years or more relevant experience in coaching	3. 61-80 students, 1 male teacher and 1 female teacher			
3.2	Supplier company should provide on-site instructors with the following qualifications (with photocopy of all the certificates):				
	<ul style="list-style-type: none"> i. Adventure Programme Facilitator Certificate ii. Camp Counselor Certificate iii. Experiential Education Masterclass Certificate iv. Experiential Learning Designer Certificate v. Valid First Aid Certificate 				

3.3	<p>Additionally, the on-site instructors also recommend holding the following qualifications:</p> <ul style="list-style-type: none"> i. Level III Rope Course Instructor Certificate from Rope Course Union of Hong Kong, China ii. Level III Abseiling Instructor Certificate from Rope Course Union of Hong Kong, China iii. Adventure First Aid Certificate iv. Canoe Life Guard Certificate of the Hong Kong China Canoe Union v. Certificate in Acupressure First Aid (AFA) of the Hong Kong Life Saving Society vi. Personality Dimensions Facilitator of the Career/Life Skills Resources Inc. vii. Mountain Craft Coach from Hong Kong China Mountaineering and Climbing Union viii. Low Event Challenge Course Certificate from Challenge Course Association of Hong Kong, China ix. High Event Challenge Course from Challenge Course Association of Hong Kong, China 				
3.4	<p>The price quoted should include the following items:</p> <ul style="list-style-type: none"> i. Campsite stay ii. All meals iii. Venue booking fee iv. All materials for all activities 				
3.5	<p>Supplier could feel free to suggest (if any) creativity elements and value-added services</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: _____