METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/10

Date : 6th November 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO TENDER

TENDER FOR THE SUPPLY OF 2026/27年度中三廣州「創新與未來」生涯規劃考察團

You are invited to quote for the supply of the stores or services 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:

Tender for **2026/27年度中三廣州「創新與未來」生涯規劃考察團**

You should not be using an envelope that identifies your company. The envelope should be addressed to Methodist College, 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 27th November 2026. 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 are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender forms with reason to the above address at your earliest convenience.

Tenders will be accepted on an overall basis.

Yours sincerely,

Dr. Dorothy Yick Doi Pei
Principal

TENDER

2026/27年度中三廣州「創新與未來」生涯規劃考察團

Name and Address of School	Methodist College 50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No.	T2627/10
Tender Closing Date and Time	12:00 noon on 27th November 2026

PART I

The undersigned hereby offers to supply all or any part of the items or 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.

Under the Prevention of Bribery Ordinance (Cap. 201), the undersigned must not—and must prohibit its employees, agents, and subcontractors from—offering, soliciting, or accepting any advantages regarding this Contract's tender or execution.

Failure to ensure this, or any such corrupt act by the undersigned or its personnel, will invalidate the tender and leave the undersigned liable for the breach.

The undersigned hereby warrants and undertakes that all employees, agents, or subcontractors to be deployed by the Company to perform services at the school premises, which involve regular or frequent contact with students, have undergone / will undergo the Sexual Conviction Record Check (SCRC) scheme administered by the Hong Kong Police Force. The Company shall ensure that no personnel with any conviction record of sexual offences specified under the SCRC scheme will be assigned to work at the school. The Company agrees to provide documentary proof of compliance upon request by the school.

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 27th November 2026.

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 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 the official position, e.g. Director, Manager, Secretary, etc.)

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

_____
(State the company name)

whose registered office is situated at _____

_____, Hong Kong.
(State the address)

Telephone No.: _____

Fax No.: _____

Tender 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
日期：	二零二七年三月二十三日至三月二十四日(兩日一夜)				
團名：	2026/27年度中三廣州「創新與未來」生涯規劃考察團				
對象：	105-125 名中三級學生				
隨團老師：	11-14 名老師或工作人員				
隨團領隊及導遊：	當地廣東話導遊和一位香港隨團領隊				
交通：	南沙北/廣州南站與香港之間的交通為高鐵 ；城市間及城市以內如非列明則乘搭旅遊巴 (有冷氣)； 高鐵出發時間：必須為早上出發之班次（建議出發時間為上午 8:30 至 10:00 之間）。 西九龍站集合時間：必須設定於早上 7:30 至 8:30 之間。 （說明：此集合時間為硬性規定。承辦商必須考慮到師生需於清晨乘搭首班公共交通工具（如港鐵、巴士）前往香港西九龍站集合。因此，承辦商切勿安排過早（如早上 8:00 前出發）之高鐵班次，以致集合時間早於上述指定範圍。）				

	高鐵回程時間：必須為傍晚返港之班次（建議由廣州出發時間為下午 4:30 至 5:30 之間）。 西九龍站解散時間：必須於下午七時正前完成解散。 （說明：此解散時間為硬性規定。為保障學生安全，並確保同學有充裕時間於晚上乘搭公共交通工具安全返家，承辦商安排之廣州回程班次，必須確保全體師生於下午七時正前在香港西九龍站完成解散。） 承辦商須於每輛旅遊巴士預留至少 6 個備用座位。如行程期間有學生出現傳染病症狀，相關座位將用作即時隔離區，以保障公共衞生及全體師生安全。				
住宿：	a) 兩日一夜 b) 當地四星級或以上酒店； c) 老師與學生分開房間；不同性別分開房間 d) 酒店房間為二人房；請另外再報單人及三人房價				
膳食：	包早、午、晚三餐				
景點及文化活動：	見**[表格一]**				
簡介會：	須包括 1 次				

<u>其他</u>：	a) 橫額 (96 寸 X 36 寸) b) 教學小冊子 c) 請附具體交通、行程安排及日程表 d) 隨身透明證件袋 (以確保學生隨身保管證件) e) 包含一項有關職業體驗，或與主題相關的體驗活動或工作坊				
<u>註：</u>	a) 所有高鐵班次及一切有關的費用，若日後出現任何浮動，均以標書內的報價為準； b) 標書報價為固定總額，除因校方要求更改行程或人數外，獲選承辦商不得以高鐵票價變動、匯率浮動、附加手續費等任何理由要求額外加價； c) 標書報價須包括各項高鐵票費、相關手續費、燃油附加費、領隊、導遊及司機服務費、保險、旅遊業監管局徵費、景點門票、活動費、景點內的交通費用(如纜車等)收費； d) 標書報價須<u>註明總費用和每人團費</u>，以及<u>**分別註明**住宿、高鐵、旅遊巴、門票、橫額、教學小冊子等費用</u>； e) 書面報價書中所有項目費用須清楚列明，如遇旅行社漏報項目，其所須費用由獲選之				

	旅行社自行承擔，旅行社不可把費用轉嫁本校； f) 承辦商須全權負責聯絡、對接及確認所有到訪機構與院校之參訪行程及相關細節。本校僅按需要提供參訪證明信件或授權公函； g) 承辦商須具備至少十年組織中學內地交流團的經驗； h) 隨團領隊須持旅遊業監管局（TIA）認可執照，以及急救證書； i) 請隨覆函附上 g) 及 h) 項的相關證明； j) 本校在評審是次廣州考察團標書時，除價格因素外，將重點考慮行程中所包含的有關職業體驗，或與主題相關的體驗活動或工作坊之總數量、實踐性及學習成效； k) 本校將優先考慮能提供『性罪行定罪紀錄查核』證明之服務供應商及其派駐人員。 l) 惡劣天氣及不可抗力因素之應變及退款安排（必須符合）： 應變機制要求：承辦商必須於標書內詳細列明，若於出發前或行程期間，因惡劣天氣（如香港天文台發出紅色/黑色暴雨警告訊號、八號或以上熱帶氣旋警告訊號；或教育局宣布停課）、高鐵停駛、傳染病疫情、或任何其他不可抗力因素以致行程受阻、延期或取消時的具體應變方案及退改政策。 費用退還保障： 若因上述不可抗力之安全因素				

	或教育局指引導致行程取消，承辦商必須承諾積極向各持份者（包括但不限於高鐵、景點、酒店及餐廳）爭取最大程度的退款。承辦商須承諾將所有成功追回之款項全數歸還學校；若有部分款項無法退還（如鐵路局官方退票手續費或酒店沒收之訂金），承辦商必須提供相關機構之正式單據及退款明細作憑證。承辦商於標書內亦須預先列明因處理退款所需之合理行政手續費上限（如有），以確保收費公開透明。 行程改期承諾：若行程需要延期，承辦商須於標書內清晰列明重新安排高鐵車票、酒店及相關行政手續之具體收費（如有），或承諾免費協助學校改期出發。				

[表格一]：參觀景點及交流活動安排

主題：探索灣區新動能，規劃未來新路向

日期	時間	活動內容	學習重點
第一天	上午	· 香港西九龍站集合，乘坐高鐵前往廣州南站 · 參觀香港科技大學（廣州）	· 連結高等教育： 了解香港頂尖大學在大灣區的辦學模式，探索人工智能、數據科學、生命健康等前沿交叉學科。 · 啟迪升學思考： 與在校大學生交流，了解內地升學路徑。
	下午	· 參觀領先 AI 企業：科大訊飛華南總部	· 認識「新質生產力」： 親身體驗人工智能（語音識別、AI 應用）的產業發展，了解國家重點發展的戰略性新興產業。 · 扣連未來人才需求： 探討科技企業對人才的需求。

	黃昏至晚上	· 考察活化文創區：永慶坊 - 實地參觀由傳統舊區改造而成的文創社區。 · 分組任務：「尋找創業家精神」學生分組，觀察和記錄區內小店的商業模式、創意特色、品牌故事等。 · 返回酒店，進行小組分享	· 體驗「微型創業」生態： 觀察小微企業如何將文化、創意與商業結合，培養學生的商業觸覺。· 提升觀察與分析能力： 透過分組任務，學習分析一個小品牌的成功要素。 · 激發創業家精神：感受從 0 到 1 的創業活力，啟發學生思考如何將興趣轉化為事業。
第二天	上午	· 參觀動漫文創企業：廣東詠聲動漫	· 探索多元出路： 認識「文化+科技」的產業模式，了解動畫製作、聲演、CG 特效等職業。
	下午	· 到訪青年創業基地：廣州創投小鎮 · 與在穗香港青年創業者交流	· 了解「大型創業」生態： 認識政府為港澳青年提供的系統性、規模化的創業政策與支援。 · 深化創業認知： 將第一天看到的「微型創業」與此處的「大型科創」作比較，理解不同層次的創業路徑。
	傍晚	· 前往廣州南站，乘坐高鐵返回香港西九龍站。	

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 this tender

Name (in block letters): _____ Signature: _____

Date: _____

Declaration Form for Tenderer

(To be completed by the Tenderer and submitted together with the Tender Form)

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 under 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 171(1), Cap. 115 (offence to be an 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 if 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 carrying out of the contract with the Government.

Tender for the supply of: 2026/27 年度中三廣州「創新與未來」生涯規劃考察團

We/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: _____

Company Chop

Declaration of Complying with Requirements of the Statutory Minimum Wage

(To be completed by the Tenderer and submitted together with the Tender Form)

The Statutory Minimum Wage came into effect 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.

We/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: _____

Company Chop

Declaration on Sexual Conviction Record Check (SCRC)

(To be completed by the Tenderer and submitted together with the Tender Form)

We/I, hereby, declare and undertake the following in respect of the above-mentioned Tender:

1. **Compliance with SCRC Requirements:** We fully understand that the school strictly requires all personnel deployed to perform duties on the school premises that involve regular, frequent, or direct contact with students to undergo the Sexual Conviction Record Check (SCRC) scheme administered by the Hong Kong Police Force.

2. **Deployment Restriction:** We undertake that **NO** employee, agent, substitute worker, or subcontractor who has a conviction record of any sexual offences listed under the SCRC scheme will be assigned or deployed to work on the school premises.

3. **Check Status & Record Keeping:** We warrant that all personnel assigned/to be assigned to the school:
   [ ]^ **Have already undergone** the SCRC, and no sexual conviction records were found.
   [ ]^ **Will undergo and complete** the SCRC prior to the commencement of service on the school campus.
   (^ Please tick as applicable.)

4. **Documentary Proof:** We agree to maintain an updated register of all deployed personnel with their valid SCRC authorization records and shall provide original or certified copies of such proof to the school immediately upon request for verification.

5. **Indemnity and Material Breach:** We acknowledge that failure to comply with any part of this declaration or deploying unauthorized/non-compliant personnel to the school campus, shall constitute a material breach of contract. In such an event, the school reserves the absolute right to:
   - immediately bar the concerned individual(s) from entering the school premises;
   - immediately terminate the contract without any compensation; and
   - claim full damages for any costs or losses incurred as a result of such breach.

Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____

Company Chop

Declaration on Compliance with the Anti-Collusion Requirements

(To be completed by the Tenderer and submitted together with the Tender Form)

I/We confirm that, as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, I/we had not communicated to any person other than the School the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I/we or that other person should tender, or otherwise colluded with any other person in any manner whatsoever.

I/We further undertake that, at any time thereafter in the tendering process for the above Contract until the tenderer is notified by the School of the outcome of the tender exercise, and other than the Excepted Communications referred to in the last paragraph of this letter. I/We will not communicate to any person other than the School the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not I/we or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression "Excepted Communications" means my/our communications in strict confidence with my/our own brokers to obtain an insurance quotation for computation of tender price, and communications in strict confidence with my/our consultants or sub-contractors to solicit their assistance in preparation of tender submission.

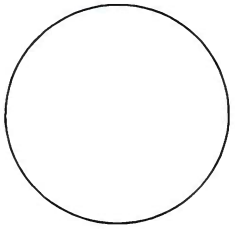
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop