METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/13

Date : 5th November 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO TENDER
WRITTEN TENDER FOR THE SUPPLY OF
2026-2027 OVERSEAS LEADERSHIP TRAINING PROGRAMME

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 **2026-2027 Overseas Leadership Training Programme**

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

WRITTEN TENDER

2026-2027 Overseas Leadership Training Programme

Name and Address of School	Methodist College 50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No.	T2627/13
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 written 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 written 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; written tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written tender and reserves the right to accept all or any part of any written tender within the period during which the written 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.: _____

Written 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
A.	<u>2026-2027 Overseas Leadership Training Programme (Outbound Tour)</u> 1. Dates and Duration 1.1 Departure: 23 March 2027 1.2 Return: 3 April 2027 1.3 Duration: 12 days, inclusive 2. Destinations 2.1 Country: Kazakhstan 2.2 Cities: Almaty and Astana 3. Number of Participants 3.1 Students: 24-30 secondary school students (F.1-F.5) 3.2 Escorting staff: Two school teachers (one male, one female) and one male instructor holding a valid first-aid qualification 3.3 Total group size: 27-33 participants 4. Transportation 4.1 International flights: direct, round-trip economy-class flights between Hong Kong and Almaty 4.2 Domestic transport: domestic flights or train connections between Almaty and Astana 4.3 Ground transport: a dedicated air-conditioned coach service throughout the itinerary 5. Accommodation and Meals 5.1 Hotel standard: three-star or higher-rated hotels in central or otherwise safe areas of the cities 5.2 Rooming arrangement: students and staff must be accommodated in separate rooms. Students will share rooms, with room allocation separated by gender. 5.3 Meals: all meals are included	1 tour			

	(breakfast, lunch and dinner) 6. Itinerary 6.1 Guided museum tours (preferably including interactive workshops) 6.2 Visits to cultural and historical landmarks, such as traditional churches, historical monuments 6.3 Scenic nature excursions, including ecological conservation studies 6.4 Educational visits to local schools or universities, or exchange activities with youth organizations 6.5 Workplace or industry visits to explore regional innovation and social enterprises 7. Special requirements and value-added services 7.1 Student exchange: direct engagement with local Kazakh students through cross-cultural activities 7.2 Community service: hands-on voluntary service or community engagement sessions 7.3 Documentation: official confirmation documents or letters of support from partner service providers in Kazakhstan are preferred at the time of tender submission. 7.4 Creative inputs: innovative, high-educational-value, or interactive activity suggestions are strongly encouraged. 7.5 Itinerary enhancement: service providers are welcome to propose additional activities and educational sites that enrich students' learning and cultural experiences, provided that all associated costs are included in the total quotation. 7.6 Past Performance and Track Record: Bidders must provide supporting documentation demonstrating their relevant experience and track record in delivering similar programmes. 8. Fee Structure and Inclusions The quotation must state the total lump-sum cost and provide a per-person cost breakdown for students and staff. The quotation MUST include: 8.1 Round-trip international and domestic airfares and train tickets, including all applicable				

	taxes, fuel surcharges, and airport levies. The quoted airfare must be a firm, fixed price and must not be subject to any price adjustments, surcharges, or additional charges after the contract is awarded, regardless of any subsequent fluctuations in airline fees, fuel costs, taxes, or currency exchange rates. 8.2 Accommodation in three-star or higher-rated hotels, in accordance with specified rooming allocation 8.3 All meals (breakfast, lunch, and dinner) 8.4 All ground transport costs, driver service fees, tolls, parking fees, and tips 8.5 Entrance fees and ticket costs for all scheduled attractions, workshops, and school exchanges 8.6 Group travel insurance coverage 8.7 All administrative fees, local taxes, tourist taxes, visa / e-visa fees (if applicable), and Travel Industry Authority (TIA) levies 9. Licensing and Compliance Bidders must include a valid copy of their Hong Kong Travel Agent Licence, issued by the Travel Industry Authority (TIA).				
B.	<u>2026-2027 Overseas Leadership Training Programme (Pre-Trip Training Workshops)</u> 1. Duration and Schedule 1.1 Period: January 2027 to March 2027 2. Location 2.1 Venue: school campus in Hong Kong and local outdoor sites 3. Participants: 3.1 24-30 secondary school students (F.1-F.5) and two escorting teachers 4. Scope of Training Services 4.1 Educational and cultural workshops (4-6 sessions): Two-hour sessions held on the school campus, typically 4:00 p.m. to 6:00 p.m. on weekdays 4.1.1 The workshops must cover the following topics and activities: a. Pre-departure trip briefing for students b. Briefing and training sessions for the	6-8 sessions			

	City Exploration Day c. Group presentations following the City Exploration Day 4.2 City Exploration Day: a one-day local cultural research and urban exploration activity in Hong Kong 4.3 Parents' Night Briefing: one evening briefing session for parents and guardians at the school campus before departure 5. Special Requirements The service provider must designate a qualified instructor to conduct all training workshops. The designated instructor must fulfill the following requirements: 5.1 First Aid Qualification: The instructor must hold a valid, recognized First Aid certificate issued by an accredited organization. 5.2 Child Protection Safeguard: The instructor must have completed and passed the Sexual Conviction Record Check (SCRC) conducted by the Hong Kong Police Force prior to the commencement of the training workshops. 5.3 Professional Qualification: The instructor should possess relevant professional certifications, such as Adventure Programme Facilitator, Camp Counsellor, Experiential Education Masterclass, or Tour Escorts Licence. 5.4 Verification: Documentary proof or a written declaration of compliance for all First Aid, SCRC, and professional qualifications must be submitted alongside the tender.				

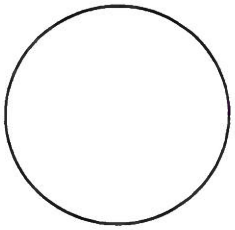
SELECTION PROCESS

Tenders will be evaluated based on the following categories:

Evaluation Category (Weight)	Description
i. Educational Value and Creativity of the Proposed Itinerary (30%)	Assesses how well the itinerary aligns with learning goals of leadership, culture, sustainability; and whether it offers engaging, innovative, and varied hands-on experiences rather than passive sightseeing.
ii. Cost-Effectiveness and Price Transparency (25%)	Evaluates the overall value for money and the clarity of the financial proposal, including all-inclusive pricing, a clear per-person breakdown and no hidden fees.
iii. Vendor's Track Record and Past Performance (25%)	Evaluates the vendor's experience in running school tours and the quality of its service delivery, with particular weight given to successful past collaborations with our school, a positive performance history, and client references.

iv. Feasibility of School/ Cultural Exchange Arrangements (20%)	Examines the practicality and depth of direct interactions with local students and institutions, including evidence of reliable local partnerships and confirmed exchange plans.

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: 2026-2027 Overseas Leadership Training Programme

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.

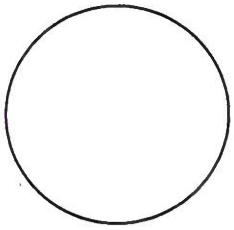
Name of Supplier: _____

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