METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/16

Date : 5th November 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO TENDER
WRITTEN TENDER FOR THE SUPPLY OF
2026-2027 UK BOARDING SCHOOL EXPERIENCE 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 UK Boarding School Experience 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 UK Boarding School Experience Programme

Name and Address of School	Methodist College 50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No.	T2627/16
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
1	<u>2026-2027 UK Boarding School Experience Programme</u> 1. Dates and Duration 1.1 Departure: 3 February 2027 1.2 Return: 13 February 2027 1.3 Duration: 11 days, inclusive 2. Destinations 2.1 Country: United Kingdom 2.2 City/Region: Preferably in a warmer area of southern or southeastern England; vendor suggestions are welcome. 2.3 Host Institution: A reputable UK secondary school with boarding facilities; vendor suggestions are welcome. 3. Number of Participants 3.1 Students: 15-30 secondary school students (F.1-F.5) 3.2 Escorting Staff: 1-2 school teachers and 1 tour manager provided by the service provider 3.3 Total Group Size: 17-33 participants 4. Transportation 4.1 International Flights: Direct, round-trip, economy-class flights between Hong Kong and the United Kingdom. 4.2 Ground Transport: A dedicated air-conditioned coach service throughout the local UK itinerary.	For 15-19 students For 20-25 students For 26-30 students Total charge per teacher chaperone	$_____ $_____ $_____ $_____		

	5. Accommodation and Meals 5.1 Accommodation: Boarding-house accommodation at the host secondary school where the programme will be conducted. 5.2 Meals: All meals, including breakfast, lunch, and dinners, are included and should preferably be provided by the host school. 5.3 Rooming Allocation: 5.3.1 Students and staff must be accommodated in separate rooms. 5.3.2 Students: Shared boarding rooms (separated by gender). 5.3.3 Staff: Boarding rooms (separated by gender). 5.3.4 Bidders must also provide, for reference, per-person accommodation rates for single-occupancy and triple-occupancy arrangements. 6. Itinerary Requirements 6.1 Weekday Schedule: School lessons and after-school extracurricular activities. 6.2 Weekend Schedule: Excursions and cultural sightseeing at local places of interest. 6.3 Buddy Programme: A structured buddy system should be included to facilitate authentic cultural interaction and enable participating students to experience student life in the UK. 6.4 Proposal Attachment: Bidders must include a proposed daily itinerary specifying all planned visit locations and activities. 6.5 Documentation: official confirmation documents or				

	letters of support from partner service providers in the UK are preferred at the time of tender submission. 7. Fee Structure and Inclusions The quotation must state the total lump-sum cost and the per-person cost for group sizes of 15, 20, and 30 students. Separate prices must be provided for students and escorting teachers. The quotation MUST include: 7.1 Round-trip international airfares, 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. 7.2 Accommodation at the boarding school, in accordance with the specified rooming allocation. 7.3 All meals, including breakfast, lunch, and dinner. 7.4 All ground transport costs, driver service fees, tolls, parking fees, and tips. 7.5 All scheduled itinerary activities, entrance fees, and ticket costs for attractions, workshops, and school exchange programmes. 7.6 Service fees for the accompanying tour manager throughout the trip. 7.7 Group travel insurance coverage. 7.8 All administrative fees, local taxes, tourist taxes, UK ETA application fees (if applicable), and Travel Industry Authority (TIA) levies.				

	8. Licensing and Compliance Bidders must include a valid copy of their Hong Kong Travel Agent Licence issued by the Travel Industry Authority (TIA). 9. Special Requirements and Value-Added Services 9.1 Pre-Departure Briefing: The service provider is expected to conduct a pre-departure briefing session for participating students and their parents. The date and details are to be confirmed. 9.2 Itinerary Enhancement: Service providers are welcome to propose additional activities, educational sites, or value-added services that enrich students' learning and cultural experiences, provided that all associated costs are clearly itemised and included in the total quotation. 9.3 Past Performance and Track Record: Bidders must provide supporting documentation demonstrating their relevant experience and track record in delivering similar programmes. 9.4 The tour manager provided by the service provider must hold a valid First Aid qualification. It is preferred that the tour manager has also completed and passed the Sexual Conviction Record Check (SCRC) conducted by the Hong Kong Police Force prior to departure.				

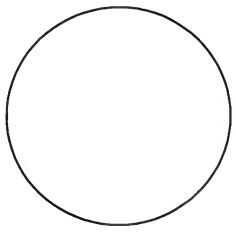
SELECTION PROCESS

Tenders will be evaluated based on the following categories:

Evaluation Category (Weight)	Description
i. Price and Cost-Effectiveness (40%)	Evaluates the overall value for money and transparency of the financial proposal, including the completeness of

	the pricing, a clear cost breakdown, and disclosure of any additional or optional costs.
ii. Quality and Feasibility of the UK Boarding School Arrangement, Accommodation, and Proposed Itinerary (30%)	Assesses the quality, suitability, and practicality of the proposed arrangements, including the UK boarding school arrangement, accommodation, and itinerary. Considers how well the arrangements meet the group's needs and whether the proposed programme and schedule are realistic and deliverable.
iii. Past Performance and Track Record, Including Prior Collaboration with schools (20%)	Evaluates the tenderer's experience and record of delivering similar programmes, the quality and reliability of its service, and its performance in any previous collaborations with schools.
iv. Reputation of the Tenderer (10%)	Considers the tenderer's standing and credibility, including relevant client references, testimonials, and evidence of reliability and professionalism.

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 UK Boarding School Experience 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.

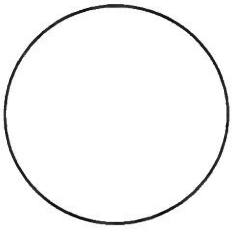
Name of Supplier: _____

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.

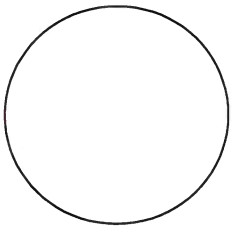
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop