METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/17

Date : 6th November 2026

By Registered Mail

Dear Sirs / Madams,

INVITATION TO TENDER
WRITTEN QUOTATION FOR THE SUPPLY OF
Basic Leadership Training Programme 2026-2027

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 **Basic Leadership Training Programme 2026-2027**

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/~~group/itemized~~ basis.

Yours sincerely,

Dr. Dorothy Yick Doi Pei
Principal

WRITTEN QUOTATION
Basic Leadership Training Programme 2026-2027

Name and Address of School	Methodist College 50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No.	T2627/17
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 quotation/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 quotation/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 quotations/tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotations/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/quotation 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 quotation/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 Quotation Schedule

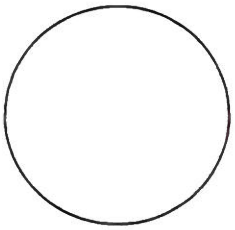
(to be completed in duplicate)

(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	<u>Basic Leadership Training Programme 2026-2027:</u> Date: 19/12/2026 – 20/12/2026 Type: Overnight Camp Venue: To be confirmed by supplier. i. Boys and girls must be allocated to different floors or completely separate wings/buildings. If sharing a floor, teachers' rooms must be placed as a physical buffer between them. ii. Minimum 4 students and maximum 10 students per room iii. Teachers' and camp instructors' rooms should be separated.	(a) 41-60 students, 1 male teacher and 1 female teacher or (b) 61-80 students, 1 male teacher and 1 female teacher or (c) 81-100 students, 1 male teacher and 1 female teacher			
2	<u>Programme details should include:</u> i. Team building activities ii. Leadership adventure activities iii. Rundown for the whole programme iv. Any suggested activities				
3 3.1	<u>Requirements:</u> The supplier must provide qualified instructors, including at least one with 10 or more years of relevant coaching experience. All instructors must pass the 'Sexual Conviction Record' check and meet the 'Safeguarding National Security' requirements. ***The staff-to-student ratio must strictly comply with the Guidelines on Outdoor Activities issued by the Education Bureau in May 2023.***				

3.2	Supplier company must provide on-site instructors with the following qualifications (with photocopy of all the certificates): i. Adventure Programme Facilitator Certificate ii. Camp Counselor Certificate iii. Experiential Education Masterclass Certificate iv. Experiential Learning Designer Certificate v. Valid First Aid Certificate	Please provide the instructors' qualifications and relevant supporting documents			
3.3	Additionally, holding the following optional/preferred qualifications is advantageous, such as: 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. Canoe Life Guard Certificate of the Hong Kong China Canoe Union iv. Certificate in Acupressure First Aid (AFA) of the Hong Kong Life Saving Society v. Low Event Challenge Course Certificate from Challenge Course Association of Hong Kong, China vi. High Event Challenge Course Certificate from Challenge Course Association of Hong Kong, China				
3.4	The price quoted should include the following items: i. Campsite stay ii. All meals iii. Venue booking fee v. All materials for all activities vi. Transportation (if a coach is needed)				
3.5	Suppliers are welcome to propose creative elements and value-added services (if any).				

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: _____

Basic Leadership Training Camp Scoring Criteria for reference

Scoring Criteria	100%
1. To ensure a fair evaluation across all participant tiers, the financial score will be calculated based on the Average Package Cost across the three attendance tiers (41-60 students, 61–80 students, and 81–100 students): $Average\ \ Package\ \ Cost$ $= \frac{\text{Cost of } 41-60 \text{ students} + \text{Cost of } 61-80 \text{ students} + \text{Cost of } 81-100 \text{ students}}{3}$ The bidder with the lowest Average Package Cost will receive the maximum score of 50%. Other bidders will be scored proportionally: $Score = \frac{Lowest\ \ Average\ \ Package\ \ Cost}{Bidder's\ \ Average\ \ Package\ \ Cost} \times 50\%$	50%
2. Relevant coaching experience for the chief coach. Having 10 years or more relevant experience in coaching. 10-14 years earns 10%; 15-19 years earns 15%; 20 years or above earns 20%.	20%
3. Creative Elements and Value-Added Services Proposals will be evaluated by senior teachers and the teachers-in-charge.	15%
4. Additional qualifications for the on-site instructors other than those listed in item no. 3.2, for examples: ➢ Level III Rope Course Instructor Certificate from Rope Course Union of Hong Kong, China ➢ Level III Abseiling Instructor Certificate from Rope Course Union of Hong Kong, China ➢ Canoe Life Guard Certificate of the Hong Kong China Canoe Union ➢ Certificate in Acupressure First Aid (AFA) of the Hong Kong Life Saving Society ➢ Low Event Challenge Course Certificate from Challenge Course Association of Hong Kong, China ➢ High Event Challenge Course from Challenge Course Association of Hong Kong, China Holding each Certificate earns 1.5%, maximum 10 certificates.	15%

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: Basic Leadership Training Programme 2026-2027

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.

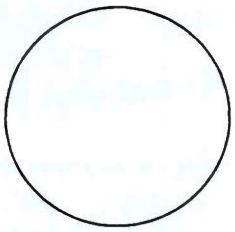
Name of Supplier: _____

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.

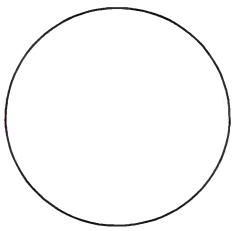
Name of Supplier: _____

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.

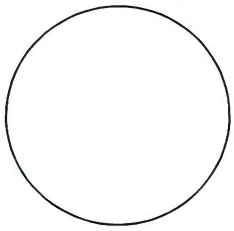
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop