



School Ref. No. T2425/11

Date : 10th October, 2024

By Registered Mail

Dear Mr. Wong,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
LIFE EDUCATION FORM ONE AND FORM TWO 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 THE SUPPLY OF LIFE EDUCATION FORM ONE AND FORM TWO 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 31st October, 2024. 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. For Enquiry, please contact Ms Sem Lok Yan or Miss Wong Wing Sze at 2384-3543 on or before the deadline.

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 basis.

Yours sincerely,

Wong Pui Yi
Principal

IMPORTANT NOTICE Our school prohibits its teachers and staff from soliciting or accepting advantages including rebates from any supplier/contractor without the school's permission. Suppliers/contractors therefore should not offer any advantages to any teachers or staff of the school in any business dealings. The school may report any contravention of the Prevention of Bribery Ordinance to the ICAC and debar the supplier/contractor concerned from future business with the school

WRITTEN QUOTATION
FOR THE SUPPLY OF LIFE EDUCATION FORM ONE AND FORM TWO CAMP

Name and Address of School Methodist College
50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No. T2425/11

Quotation Closing Date and Time 12:00 noon on 31st October, 2024

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.

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 31st October, 2024.

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. _____

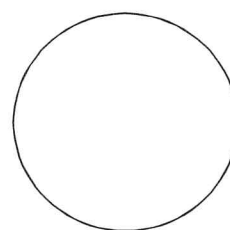
Written Quotation Schedule
(to be completed in duplicate)

(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
A.	<p><u>Life Education Form One and Form Two Camp</u></p> <p>1. <u>Date</u>: 16 Jan 2025 (8:00am) to 17 Jan 2025 (5:00pm), about 3 to 4 hours per session, total 5 sessions of activities</p> <p>2. <u>Venues</u>: School campus and camp site (e.g. activity rooms, rope course)</p> <p>3. <u>Number of participants</u>: All F1 classes (1B, 1G, 1R, 1W), 33 students X 4 = 132 students, 9 teachers All F2 classes (2B, 2G, 2R, 2W) 33 students X 4=132 students, 9 teachers</p> <p>4. <u>Coach and group leader</u>: F1: 3 group leaders per class and 1 coach (MC) F2: 3 group leaders per class and 1 coach (MC)</p> <p>5. <u>Transportation</u>: Coach / city bus Form 1: 5.1. School → camp site ; 5.2. Camp site → school ; Form 2: 5.3. Set off from the school and reach the campsite in the form of a city hunt; 5.4. Camp site → school</p> <p>6. <u>Accommodations and meals</u>: 6.1. School (session 1 and lunch are excluded in the quotation for both F.1 and F2) 6.2. Camp site (session 2 to 5) 6.3. 4-8 per room (for students) 6.4. 4-6 per room (for teachers: 1 male room and 2-3 female rooms) 6.5. Meals requirements: Yes (Form 1 & Form 2: dinner, breakfast and lunch at camp site)</p>	1 overnight camp			

	<p>7. <u>Itinerary:</u></p> <p>7.1. Team building activity</p> <p>7.2. Discipline training</p> <p>7.3. Adventure activity</p> <p>7.4. Backwoods cooking (For Form 2 only)</p> <p>8. <u>Other items:</u></p> <p>8.1. Materials of activities</p> <p>8.2. Group insurance</p> <p>8.3. Administrative fees</p>				
	<p>Remarks:</p> <p>1. The detailed schedule of Life Education F.1 & F.2 camp should be enclosed with this quotation.</p> <p>2. If the Education Bureau announces its decision to school suspension, all the activities would be cancelled and reimbursement can be applied only for the items that cannot be refunded.</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: _____