



School Ref. No. T2425/26

Date : 8th May 2025

By Registered Mail

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR IMMERSION PROGRAMME TO SINGAPORE

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 **Immersion Programme to Singapore**

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 29th May 2025. 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.

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 faithfully,

Wong Pui Yi
Principal

WRITTEN QUOTATION (IMMERSION PROGRAMME TO SINGAPORE)

Name and Address of School Methodist College
50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No. T2425/26
Quotation Closing Date and Time 12:00 noon on 29th May 2025

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.

The school reserves the right to disqualify a supplier on the grounds that the supplier 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 school may immediately terminate the contract upon the occurrence of any of the following events: (i) the contractor 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; (ii) the continued engagement of the contractor or the continued performance of the contract is contrary to the interest of national security; or (iii) the school reasonably believes that any of the events mentioned above is about to occur.

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 29th May 2025.

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. _____

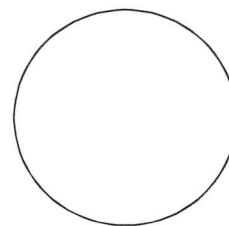
WRITTEN QUOTATION SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Column 4 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)																
A	<p>Singapore Immersion Programme</p> <p>1. <u>Date</u> 29 June 2025 to 6 July 2025 (8 days inclusive)</p> <p>2. <u>Number of participants</u> 15 - 20 students 2 teachers (Please specify the total tour fee per student for 15 and 20 students respectively. We require <u>at least one</u> tour manager / guide from your company to accompany the group, <u>at least in Singapore, on 29 June, 5 July and 6 July</u>)</p> <p>3. <u>Transportation</u> 3.1 Direct flight from HK to Singapore and return (Please specify the proposed flights and time): _____ _____ _____</p> <p>3.2 Local travel bus service between the place of accommodation (tentatively ACS Oldham Hall; address: 80 Barker Road, Singapore) and the airport 29 June: Airport to ACS Oldham Hall 6 July: ACS Oldham Hall to Airport</p> <p>3.3 Local travel bus service between sightseeing destinations and the place of accommodation</p> <p>4. <u>Itinerary and meals</u> Weekends only (29 June, 5 July and 6 July): Excursions to local places of interest (Please attach a suggested itinerary specifying the places for visit). To provide meals (see the table below):</p> <table border="1"> <thead> <tr> <th>Dates</th><th>Breakfast</th><th>Lunch</th><th>Dinner</th></tr> </thead> <tbody> <tr> <td>29 June</td><td>×</td><td>×</td><td>✓</td></tr> <tr> <td>5 July</td><td>×</td><td>✓</td><td>✓</td></tr> <tr> <td>6 July</td><td>×</td><td>✓</td><td>×</td></tr> </tbody> </table>	Dates	Breakfast	Lunch	Dinner	29 June	×	×	✓	5 July	×	✓	✓	6 July	×	✓	×	<p>For 15 students</p> <p>For 20 students</p> <p>Total charge per teacher chaperone</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
Dates	Breakfast	Lunch	Dinner																
29 June	×	×	✓																
5 July	×	✓	✓																
6 July	×	✓	×																

	<p>5. <u>Fees</u>:</p> <p>The amount stated must include the following items for all participants:</p> <ul style="list-style-type: none"> i. Round trip plane tickets ii. Transportation iii. All activities in the itinerary, including meals and entrance fees for places of interest iv. Service fees of accompanying tour manager / guide and local drivers / tour operator v. Group insurance vi. Airport Passenger Departure Taxes, Security Charges, Fuel Surcharges, Airline Service Fees, TIC levy, and other taxes, administrative fees and surcharges <p>Remarks: The copy of valid travel agent license should be enclosed.</p>		
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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: