

Invitation to Tender Letter

(Suppliers should be reminded not to identify their companies on the envelopes)

School Ref. No. 2024-25/NZT020

Date : 31st October 2024

(By Registered Mail)

Dear Sirs,

**INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
2024-2025紐西蘭遊學團**

You are invited to tender for the supply of the stores or services as specified in the enclosed tender schedule.

Your sealed tender, **in duplicate**, should be clearly marked on the envelope:

Tender for “**2024-2025紐西蘭遊學團**”

A tender will be disqualified if the bidder discloses its identity on the sealed tender envelope. The envelope should be addressed to **The Principal, The IMC of Shatin Tsung Tsin Secondary School, 1 Mei Tin Road, Tai Wai, Shatin, New Territories** and arrive not later than 12:00 noon on **22nd November 2024**. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). 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.

You are reminded that the bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the Incorporated Management Committee of Shatin Tsung Tsin Secondary School. The contractor shall not, without the prior written consent of the aforementioned Incorporated Management Committee, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the aforementioned Incorporated Management Committee for approval. The aforementioned Incorporated Management Committee reserves the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

For tenders and purchases involving wages, the bidder must comply with the requirements of the Statutory Minimum Wage.

Failure to comply with any of the above requirements in this letter and the enclosed documents will render a tender invalid and the tender will not be further considered.

If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address or by fax (2604 7350) or by email to info@sttss.edu.hk at your earliest convenience.

Tenders will be accepted on an overall basis.

Yours sincerely,

Ms. LEUNG Kit-yin
Principal

沙田崇真中學

2024-2025 紐西蘭遊學團

遊學團地點：紐西蘭北島 (North Island, New Zealand)

日期：12/4/2025 (由香港出發) – 21/4/2025 (到達香港) (共 10 日)

對象：2024-2025 學年中四及中五同學

人數：約 30 位學生 + 3 位教職員

服務詳情：

1. 交通	<ul style="list-style-type: none">➤ 起程：香港→奧克蘭➤ 回程：奧克蘭→香港➤ 必須選用有供應膳食之航機➤ 應儘量選用直航機➤ 必須使用有空調之旅遊巴來往紐西蘭境內所有景點；若承辦商認為應按不同的參與人數安排不同大小之旅遊巴，應於標書上註明。
2. 住宿及膳食	<ul style="list-style-type: none">➤ 酒店➤ 必須為三星級或以上➤ 酒店房間須提供免費 Wifi➤ 不可選用「膠囊旅館」(Capsule Hotel)、青年旅館 (Youth Hostel)、背包客旅館 (Backpackers' Hostel) 及 AirBNB➤ 學生必須以二人 / 房 (兩張單人床)，教職員必須為一人 / 房 (工作、健康及安全理由)➤ 團費必須包括全程每天早、午、晚 3 餐之膳食。膳食可安排團餐，或於大型美食廣場派發現金予學生自選餐飲 (每人每餐約值港幣\$60-\$80)，或航班提供之膳食。
3. 行程	<ul style="list-style-type: none">➤ 行程設計必須幫助學生學習下列各項 (詳見「附件一」)：<ul style="list-style-type: none">● 地質景觀/資源：石灰岩洞穴/礦物● 火山地貌：火山口(湖)、噴氣孔、間歇泉、溫泉● 海洋/海岸：侵蝕/搬運/沉積作用● 河流：上/下游地貌特徵及其自然/人為因素● 再生能源：水力發電站及可持續發展● 林地：樹林結構及養份循環● 農業：畜牧業及果園的農業系統● 生態/生境：動植物生態/生境● 城市：都市設計/規劃/文化/歷史● 其他➤ 必須按「附件一」於標書上列出行程設計。

<p>4. 費用</p>	<ul style="list-style-type: none"> ➤ 標書之價格必須為「全包價」，即包括本校每位學生及教職員的機票、全程住宿、膳食、景點門票、交通、隨團領隊+導遊+司機服務費+小費、個人綜合旅遊保險（賠償額最少為港幣一百萬元）、燃油附加費（及任何附加費，如適用）、機場稅、離境稅、香港機場建設費、保安稅、及旅遊業會印花稅等費用。 ➤ 標書之價格必須包括以下三項： <ul style="list-style-type: none"> ● 學生每位價錢（20 人或以下） ● 學生每位價錢（21-30 人） ● 教職員每位價錢 （如因應直航/轉機、旅遊車大小或其他項目之不同安排而有不同價錢，請註明。）
<p>5. 支援</p>	<ul style="list-style-type: none"> ➤ 如因惡劣天氣、地區安全、香港特別行政區保安局調升當地外遊警示至紅色 / 黑色級別等原因，引致行程無法如期出發或需要取消，請說明承辦商之善後工作。
<p>6. 其他要求</p>	<ul style="list-style-type: none"> ➤ 出發前 14-20 天於本校提供說明會。 ➤ 提供並代設計最少 2 呎 X 8 呎橫幅 BANNER 一幅。 ➤ 代制作並提供團冊、掛頸名牌、行李牌及團章。 ➤ 承辦商必須符合校方招標書內的指定服務詳情。 ➤ 如報名人數不足，校方有權取消有關交流團，而毋須向承辦商作出賠償。 ➤ 如承辦商出現任何錯失而引致學生或校方利益受損，校方可即時終止合約，而毋須向承辦商作出賠償。 ➤ 承辦商必須提交有效的旅行社營運牌照副本。 ➤ 承辦商必須附上個人綜合旅遊保險資料（賠償額最少為港幣一百萬元）。 ➤ 如參加學生所持旅遊證件須申請紐西蘭簽證，承辦商須協助申請簽證。 ➤ 香港警務處已於 2011 年 12 月 1 日推行性罪行定罪紀錄查核機制。凡某職位主要向兒童或精神上無行為能力人士提供服務，要求僱員在為兒童或精神上無行為能力人士提供服務的處所內工作，或涉及兒童或精神上無行為能力人士有經常或定期接觸，即屬該機制所涵蓋的範圍。服務承辦商提供之工作人員須進行性罪行定罪紀錄查核，並授權校方查核結果。服務承辦商須確保有關工作人員不曾干犯性罪行，以加強保障學生的福祉。

附件一：沙田崇真中學 2024-2025 紐西蘭遊學團指--定參觀景點

城市	景點類別	指定景點	入場參觀及導賞	戶外觀賞及講解	其他
奧克蘭 Auckland	城市導賞	市中心導賞 City tour e.g. 奧克蘭天空塔 Skytower		✓	
	火山地貌	伊甸山 Mount Eden		✓	
	火山地貌	朗伊托托島 Rangitoto Island	✓		
	生態/生境	奧克蘭動物園 Auckland Zoo	✓		
	城市	奧克蘭戰爭紀念博物館 (導賞) Auckland War Memorial Museum	✓		
懷希鎮 Waihi	地質資源/礦物	金礦峽谷及金礦 Karangahake gorge and Waihi Gold mine	✓		
懷托摩 Waitomo	地質/生境 (石灰岩洞) Geology Limestone pavement	懷托摩洞穴 Waitomo caves	✓		
羅托魯亞 Rotorura	火山地貌	懷歐塔普地熱公園 (克 斯夫人間歇泉) Wai-O-Tapu Thermal Wonderland (Lady Knox geyser)	✓		
羅托魯亞 Rotorura	火山地貌	地獄門 Hell's gate	✓		
羅托魯亞 Rotorura 愛歌頓農場 Agrodome	農業 (畜牧業)	愛歌頓農場剪羊毛表演 Agrodome Farm Show (shearing)	✓		
陶朗加 Tauranga	農業 (果園)	奇異果園/蘋果園 Kiwifruit country/ apples farm visit (orchard)	✓		
陶波 Taupo	河流地貌 Fluvial landforms (Rapids and waterfall)	胡卡瀑布 Huka Falls		✓	

陶波 Taupo	再生能源 (水力發電) Renewable Energy (H.E.P)	阿拉蒂亞蒂亞激流及水壩 Aratiatia rapids and Dam (Visit midpoint viewing platform)		✓ 看到水壩放水時段	
羅托魯亞 Rotorura	林地生境 Woodland ecosystem	紅木樹林空中樹間步道 Redwoods tree walk	✓		
羅托魯亞 Rotorura 皇后鎮 Queenstown	其他 (玩樂)	皇后鎮天際纜車及斜坡滑車 Skyline Gondola & Luge			✓(選項)
--	River (e.g. Tauranga)	河流地貌、流量、流速、河水質素或管理措施			✓(選項) 地理考察活動
--	Coast (e.g. Piha (near the west coast of Auckland/ Tauranga)	海岸地貌或管理措施			✓(選項) 地理考察活動

TENDER FORM FOR THE SERVICE OF
2024-2025紐西蘭游學團

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,**
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : 2024-25/NZT020

Tender Closing Date and Time : **22nd November 2024** **12:00 noon**

PART I

The undersigned hereby offers to undertake the service as described in the 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 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; tenders shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his/her Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her Company offers to undertake will not cause any damage to the school's premises.

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 **22nd November 2024**.

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 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.

Date this _____ day of _____.

Name (in block letters) : _____

Signature _____ in the capacity of _____

(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of :

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____

Fax No. _____

THE IMC OF SHATIN TSUNG TSIN SECONDARY SCHOOL
2024 -2025 TENDER SCHEDULE

(Column 4,5 & 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1.	<p>2024-2025 紐西蘭遊學團</p> <p>遊學團地點:紐西蘭北島 (North Island, New Zealand) 日期 : 12/4/2025 (由香港出發) - 21/4/2025 (到達香港) (共 10 日) 對象 : 2024-2025 學年中四及中五同學 人數 : 約 30 位學生 + 3 位教職員</p> <ul style="list-style-type: none"> •學生每位價錢 (20 人或以下) •學生每位價錢 (21-30 人) •教職員每位價錢 	1			
Total Amount(\$):			學生 20 人+ 2 位教職員:		
			學生 21-30 人+ 3 位教職員:		

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 Tender :

Name (in block letters) : _____ Signature : _____

Date : _____

(指定封面標示)

列印此頁貼在信封/公文袋封面

Name and Address of School :
The IMC of Shatin Tsung Tsin Secondary School,
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : **2024-25/NZT020**

Tender Closing Date and Time :

22nd November 2024 12:00 noon

TENDER FOR 2024-2025 紐西蘭遊學團

(此頁只供參考，不需寄回)

TENDER FORM FOR THE SERVICE OF
(Tender for)

Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,**
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : (School Ref. No.)

Tender Closing Date and Time : (Quotation Closing Date) **12:00 noon**

PART I

The undersigned hereby offers to undertake the service as described in the 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 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; tenders shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his/her Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her Company offers to undertake will not cause any damage to the school's premises.

PART II

RECONFIRMATION OF TENDER VALIDITY 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 **(Quotation Closing Date)** .

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.

(此頁只供參考，不需寄回)

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation 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.

Date this 填表日期 day of 填表年份 .

Name (in block letters) : 填表負責人/策劃人

Signature 填表負責人/策劃人簽署 in the capacity of 公司職位
(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of :

公司名稱

whose registered office is situated at 公司地址

公司地址 Hong Kong.

Telephone No. 公司電話

Fax No. 公司傳真

文件清單(此頁不用交回)

在提交書面報價/招標文件時, 請檢查是否已備有以下文件 :

一、價格文件

- 承投供應物料/服務的書面報價/投標表格 Tender Validity/ Written Quotation Validity
- 報價表 Tender Schedule /Written Quotation Schedule

二、其他文件 (如有)

如公司簡介, 相關工程/服務參考資料, 產品簡介等

- 所有文件必須以一式兩份形式訂裝好, 密封在信封/公文袋內交回
- 每一信封/公文袋內, 只可有一個報價/招標項目的相關文件, 如欲同時為 2 個或更多項目提供報價/標書, 請獨立分開投遞
- 請在信封/公文袋封面貼上 '指定格式之封面標示/標貼', 以資識別

Name and Address of School :

The IMC of Shatin Tsung Tsin Secondary School,
1 Mei Tin Road, Tai Wai, Shatin, New Territories.

School Ref. No. : **XXXXXXXXXX**

Tender Closing Date and Time :

1st January, 2024 12:00 noon

TENDER FOR XXXXXXXXXXXXXXXXXXXX

指定格式之封面標示/標貼

交回報價/標書時, 切勿在信封/公文袋封面上
顯示任何有關公司的資料