

**Invitation to Written Quotation Letter**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. 2024-25/CAMS027

Date : 21st January 2025

**(By Registered Mail)**

Dear Sirs,

INVITATION TO WRITTEN QUOTATION  
WRITTEN QUOTATION FOR THE SUPPLY OF  
柬埔寨服務團

---

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

Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for “柬埔寨服務團”

A written quotation will be disqualified if the bidder discloses its identity on the sealed written quotation 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 17th February 2025. 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 written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written 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 written quotation form is completed, the written quotation 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 written quotation 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 written quotation invalid and the written quotation will not be further considered.

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

Written Quotations will be accepted on an overall basis.

Yours sincerely,

---

Ms. LEUNG Kit-yin  
Principal

**WRITTEN QUOTATION FORM FOR THE SERVICE OF**  
**柬埔寨服務團**

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/CAMS027

Written Quotation Closing Date and Time : **17th February 2025**                      **12:00 noon**

---

**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 written 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; written quotations shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations 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 WRITTEN QUOTATION VALIDITY**

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from **(17th February 2025)**.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation 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 WRITTEN QUOTATION SCHEDULE**

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

| (1)<br>Item<br>No.       | (2)<br>Description/Specification  | (3)<br>Quantity<br>Required | (4)<br>Unit Rate<br>(\$) | (5)<br>Total Amount<br>(\$) | (6)<br>Delivery<br>Offered |
|--------------------------|---|-----------------------------|--------------------------|-----------------------------|----------------------------|
| 1.                       | <p><b>柬埔寨服務團</b></p> <p>本校（沙田崇真中學）將籌辦交流團，貴機構如欲報價，請於標書列明的日期或之前回覆。是次交流團要求如下：<br/>           日期：2025年6月28日（星期六）至7月2日（星期三）<br/>           內容詳情：見附件</p> <p>人數（需分別為以下兩個組合報價，列明每位團費）</p> <ul style="list-style-type: none"> <li>●學生 20 人+ 2 位教職員</li> <li>●學生 10 人+ 2 位教職員</li> <li>●單人房附加費</li> </ul> | 1 整項                        |                          |                             |                            |
|                          |   |                             | 學生                       |                             |                            |
|                          |   |                             | 教職員                      |                             |                            |
|                          |   |                             | 學生                       |                             |                            |
|                          |   |                             | 教職員                      |                             |                            |
| <b>Total Amount(\$):</b> |   |                             | 學生 20 人+ 2 位教職員:         |                             |                            |
|                          |   |                             | 學生 10 人+ 2 位教職員:         |                             |                            |

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 : \_\_\_\_\_

本校（沙田崇真中學）將籌辦交流團，貴機構如欲報價，請於標書列明的日期或之前回覆。是次交流團要求如下：

一. 活動名稱：柬埔寨服務團

二. 日期：2025年6月28日（星期六）至7月2日（星期三）

三. 人數（需分別為以下兩個組合報價，列明每位團費）：

|    | 學生人數 | 隨團老師 |
|----|------|------|
| 1. | 20   | 2    |
| 2. | 10   | 2    |

四. 交通要求：

1. 香港來回柬埔寨金邊直航機票(不要午夜航班)
2. 行程期間使用空調旅遊巴

五. 住宿要求：四晚金邊市內四星或以上酒店（二人一房，每房兩張單人床）

六. 費用應包括以下各項：

1. 香港來回柬埔寨金邊直航機票乙張
2. 行程上所列明的住宿、交通、每日早、午、晚三餐膳食、景點門票及旅遊業議會之0.15%印花稅等
3. 團體平安保險
4. 個人旅遊綜合保險（需列明價錢）
5. 香港隨團領隊、當地導遊及司機服務費、小費等
6. 交流團橫額（呎吋不少於8呎 x 2呎，由旅行社帶到集合地點）
7. 團員掛頸名牌（含學生姓名，領隊、導遊姓名及緊急聯絡方法等資訊）（校方只會提供學生名單）
8. 派員到學校主持出發前簡介會，及預備出團需知（內含行程、旅客需知及緊急聯絡資料等資訊）

七. 旅程目標

1. 親身經歷在當地學校和社區中心服務
2. 與當地柬埔寨的學生交流
3. 認識柬埔寨的歷史文化，了解當地貧富懸殊的社會問題

## 八. 行程需包括下列各項：

### 學校服務

- 到訪一所柬埔寨的本地學校，並進行至少一整天的交流及義教

### 社區服務部份

- 參觀至少兩間當地的非牟利機構，及提供至少一整天的社區服務

### 宗教體驗部分

- 安排於星期日早上參與一間金邊市內的國際基督教教會的崇拜

### 歷史部份

- 殺戮戰場(The Killing Fields)
- 中央市場(Central Market)
- 其他合適建議

## 九. 其他要求：

1. 導遊熟悉柬埔寨的文化背景及能進行即時翻譯優先
2. 導遊需提供各景點的導賞服務
3. 列明如因天氣、疫情、突發事件等原因以致活動取消或延期的團費處理方法

(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/CAMS027**  
Written Quotation Closing Date and Time :  
**17th February 2025 12:00 noon**

**WRITTEN QUOTATION FOR**  
**柬埔寨服務團**



(此頁只供參考，不需寄回)

**WRITTEN QUOTATION 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.)

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

---

**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 written 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; written quotations shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations 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 WRITTEN QUOTATION VALIDITY**

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation 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 written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation 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 :

**1<sup>st</sup> 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