

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

School Ref. No. 2024-25/CHIL017

Date : 2nd October 2024

**(By Registered Mail)**

Dear Sirs,

INVITATION TO WRITTEN QUOTATION  
WRITTEN QUOTATION FOR THE SUPPLY OF  
湖南文學散步之旅

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 “湖南文學散步之旅 ”

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 24th October 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 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,

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Ms. LEUNG Kit-yin  
Principal

**WRITTEN QUOTATION FORM FOR THE SERVICE OF**  
湖南文學散步之旅

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/CHIL017

Written Quotation Closing Date and Time : **24th October 2024**                      **12:00 noon**

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**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 **24th October 2024** .

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) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1.	<p><b><u>2024-2025 湖南文學散步之旅</u></b>            遊學團地點：湖南長沙及周邊地區            日期：四日三夜（以下三選一）</p> <p style="padding-left: 20px;">(a) 21/12/2024（香港出發） - 24/12/2024（到達香港）            (b) 22/12/2024（香港出發） - 25/12/2024（到達香港）            (c) 23/12/2024（香港出發） - 26/12/2024（到達香港）</p> <p>對象：中三至中五同學            人數：約 40 位學生 + 4 位教職員</p>	1			
Total Amount(\$):					

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 : \_\_\_\_\_

# 沙田崇真中學

## 2024-2025 湖南文學散步之旅

遊學團地點：湖南長沙及周邊地區

日期：四日三夜（以下三選一）

(a) 21/12/2024（香港出發）– 24/12/2024（到達香港）

(b) 22/12/2024（香港出發）– 25/12/2024（到達香港）

(c) 23/12/2024（香港出發）– 26/12/2024（到達香港）

對象：中三至中五同學

人數：約 40 位學生 + 4 位教職員

具體要求：

一、交通	<ul style="list-style-type: none"><li>● 起程：香港→長沙</li><li>● 回程：長沙→香港</li><li>● 起/回程所使用的交通工具：高鐵</li></ul>
二、住宿及膳食	<ul style="list-style-type: none"><li>● 酒店<ul style="list-style-type: none"><li>■ 必須為四星級或以上</li><li>■ 酒店必須提供免費 wifi</li><li>■ 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</li></ul></li><li>● 於湘江里老漁村用餐一次</li><li>● 學生必須以 2 人/房（兩張單人床），1 人/房或 2 人/房（請列出兩類房間之價錢）</li><li>● 團費須包括全程每天早、午、晚三餐之膳食。</li></ul>
三、行程	<ul style="list-style-type: none"><li>● 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"><li>■ 歷史／文化／文學</li></ul></li><li>● 須按「附件一」的指定景點於標書上列出行程設計，如因行程安排而要作出取捨，亦應保留至少 8 成以上的指定景點。</li><li>● 遊覽上述與學習相關景點時，須安排專業導遊，導遊必須全程使用導賞耳機，以便所有學生及教職員清楚聆聽導遊的講解；領隊必須備有足夠後備電池以便替換。</li><li>● 導遊以粵語為主，普通話為輔，於上述學習內容相關的景點，講解必須至少長 10 鐘 / 行程一半時間(以較長久者為準)，例如：<ul style="list-style-type: none"><li>■ 於 XX 博物館參觀 1 小時，導遊須最少講解 30 分鐘</li><li>■ 於 ZZ 大廈參觀 15 分鐘，導遊最少講解 10 分鐘</li></ul></li><li>● 導遊於其他休閒類景點簡介約 10 分鐘後，可讓學生自由參觀。</li></ul>
四、費用	<ul style="list-style-type: none"><li>● 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。</li><li>● 標書之價格必須分為以下三種：</li></ul>

	<ul style="list-style-type: none"> <li>■ 學生每位價錢（20 人或以下）+ 教職員每位價錢（1 人/房及 2 人/房之價錢）</li> <li>■ 學生每位價錢（21-30 人）+ 教職員每位價錢（1 人/房及 2 人/房之價錢）</li> <li>■ 學生每位價錢（31-40 人）+ 教職員每位價錢（1 人/房及 2 人/房之價錢）</li> </ul>
	●
五、支援	● 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
六、其他	<ul style="list-style-type: none"> <li>● 出發前 14-20 天於本校提供說明會。</li> <li>● 提供並代設計最少 2 呎 X 8 呎橫幅 BANNER 一幅。</li> <li>● 代制作並提供團冊、掛頸名牌、行李牌及團章。</li> <li>● 承辦商必須符合上述校方招標書指定服務詳情。</li> <li>● 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。</li> <li>● 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。</li> <li>● 承辦商必須提交有效的旅行社營運牌照副本。</li> <li>● 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）。</li> <li>● 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，或提供書面確認信。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。</li> </ul>

附件一：沙田崇真中學 2024-2025 湖南文學散步之旅 - 指定參觀景點

城市	指定景點	入場參觀及導賞	戶外觀賞及講解	簡介後自由參觀
長沙市	杜甫江閣	✓		
	簡牘博物館 (注意閉館日)	✓		
	岳麓山(及附近景點)		✓	
	中國書院博物館 (注意閉館日)	✓		
	賈誼故居	✓		
	湖南省博物館 (注意閉館日)	✓		
	太平老街			✓
	覓書店 (宜放在行程靠後時 段,如第三、第四日)			✓
岳陽市	君山			✓
	岳陽樓(及附近景點)	✓		
	汴河街			✓



(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/CHIL017**  
Written Quotation Closing Date and Time :  
**24th October 2024 12:00 noon**

**WRITTEN QUOTATION FOR**  
湖南文學散步之旅

(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**

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**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