



ST STEPHEN'S COLLEGE

21 October 2019

Dear Sir / Madam,

Invitation to Tender Tender for the supply of travel package to Hungary and Poland

You are invited to tender for the supply of Study Tour services described in the enclosed tender forms. In returning your tender, please :

- Seal your envelope, please do not specify your company name on the envelope;
- Mark on the envelope:
 “ Tender for the supply of The Cantemus International Choir Festival 2020”
 and ;
- Return tender forms, **in duplicate**, to
 “ The Principal
 St. Stephen's College,
 22, Tung Tau Wan Road,
 Stanley, Hong Kong “

Your tender should be forwarded to arrive not later than 12:00 noon (Hong Kong time) on 22 November 2019. Late tenders will not be accepted. Your tender will continue to remain open for 30 days after, and you may consider your tender to be unsuccessful if no order is placed with you at or before 12:00 midnight (Hong Kong time) of the 30th day after the Tender Closing date.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter to the above address at your earliest convenience. Should you require further information, please contact Mr William Chung on 2813-0360.

Yours faithfully,

Ms. Carol Yang
Principal



ST STEPHEN'S COLLEGE

聖士提反書院

Tender Notice

Tenders are invited for the supply of a The Cantemus International Choir Festival 2020 (from 14th August 2020 to 25th August 2020).

1. Interested parties should apply to the Principal together with company background information.
2. In returning your tender, please :
 - Place tenders, in duplicate, in a sealed envelope (please do not specify your company name on the envelop);
 - Mark on the envelope (Tender for the supply of The Cantemus International Choir Festival 2020) and :
 - Return to the College General office **NOT** later than 12:00 noon on 22 NOVEMBER 2019. Late tenders will not be accepted.
 - Tenders shall remain open for not less than 30 days after the tender closing date.
- 3 The College is not bound to accept the lowest or any tender and reserves the right to negotiate with any tenderer about the terms of the offer.
- 4 All tenders should be addressed to :

The Principal,
St. Stephen's College,
22, Tung Tau Wan Road,
Stanley, Hong Kong
- 5 Telephone Enquiry : 2813-0360 (Mr William Chung)
Fax No. 2813-7311



ST STEPHEN'S COLLEGE
聖士提反書院

TERMS OF TENDER

1. Definition

“College” means – St Stephen’s College, Hong Kong.

“Contract period” means – the period from 14 AUGUST to 25 AUGUST 2020, both days inclusive.

“Form I”, “Form II” and “Form III” respectively mean - Form I, Form II and Form III which are annexed to and form part of this invitation to tender.

“School Working Day” means – any day not being either a Hong Kong public holiday or a Saturday or a Sunday.

“Schedule” means – Form I to Form III which is annexed to and forms part of this invitation to tender.

“Tender Validity Period” means the period commencing on the date when the tender is submitted and ending at 12:00 midnight (Hong Kong time) of the 30th day after the Tender Closing Date (i.e. 22 NOV 2019).

“Tender Closing Date” means – 22 NOV 2019.

“Tender Closing Time” means – 12:00 noon (Hong Kong time) on the Tender Closing Date.

2. Tender

- (a) The tender relates to the supply of all the Services specified in the Schedule for the period from 14 August to 24 August 2020, both days inclusive.
- (b) The invitation to tender shall not be altered by the Tenderer. Any modification considered necessary by the Tenderer should be the subject of a separate letter accompanying the tender. Figures should not be altered or erased; any alterations should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.
- (c) Tenders are to be submitted in duplicate and are to be completed in ink or typescript. Tenders not so submitted may not be considered.
- (d) Complete information should accompany the tender. Tenders may not be considered if complete information, including but not limited to descriptive literature, catalogues and documentary evidence, is not given with the tender or if any particulars and data asked for in the invitation to tender are not furnished in full.
- (e) Each Tenderer shall not submit more than one tender in this Tender.

- (f) All tenders are subject these Terms of Tender.

3. Dates and Times

- (a) Tenders Validity Period

Tenders shall remain open until the end of the Tender Validity Period. If tenderers are unable to comply with this requirement, they must clearly state the alternative Tender Validity period for which their tender is valid for acceptance. If before the expiry of the Tender Validity Period or (as the case may be) the alternative Tenders Validity Period their offer is withdrawn, they are advised that due notice will be taken of their action and this may well prejudice their future standing as a College supplier.

- (b) Tender Closing Date and Time

All tenders must be received by the College at or before the Tender Closing Date and time (Hong Kong time). Late tenders will not be considered.

In case a rainstorm black warning or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. (Hong Kong time) and 12:00 noon (Hong Kong time) on the Tender Closing Date, the tender closing time will be extended to 12:00 noon (Hong Kong time) on the next School Working Day.

4. Prices

- (a) The prices to be quoted by the Tenderer are to be in Hong Kong dollars. Such prices shall be net prices allowing for all trade and cash discounts and shall include the tour fare includes Airfares, 4-star hotel accommodation, coach, travel insurance, airport tax. The prices to be quoted by the Tenderer must only be shown on the Schedule provided in the invitation to tender.

- (b) Prices quoted

It will be assumed, unless Tenderers clearly stipulate otherwise, that their offers will remain valid for the duration of the Contract. Therefore no request for price variation will be considered. If, however, a Tenderer wishes to submit a conditional offer which contains a price variation clause, he may do so, with the clear understanding that such an offer may prejudice the award of the Contract. In any such case the basis of the price variation formula should be clearly stipulated and accepted by the College in writing.

- (c) Accuracy of Tender Prices

Tenderers should make certain the prices quoted are accurate before submitting their quotations. Under no circumstances will the College accept any request for price adjustment on grounds that a mistake has been made in the tender prices.

- (c) Tenderers should make certain the prices quoted basis on per person for a travel group of between 25 to 30 persons; 31 to 35 persons; 36 to 40 persons; 41 to 45 persons and 46 persons or above respectively.

5. Compliance with Regulations and Standards

All goods or services provided shall comply with relevant latest statutory obligations, government regulations, Code of Practice and Hong Kong Special Administrative Region.

6. Terms of Payment

The Tenderer shall quote the amount in Hong Kong Dollars.

The College agrees to pay a 50% deposit of the quoted amount to commence the booking of the tour package (flight tickets, hotel reservation, coach reservation, meals reservation, English speaking tour guide), with the balance payable 3 weeks prior to the trip.

7. Acceptance

Tenderers who do not receive any notification within the Acceptance Validity Period of their offer shall assume that their tenders have not been accepted.

8. Alternative Proposals and Negotiation

Alternative proposals which improve the value of the offer may be submitted. The College reserves the right to negotiate with any Tenderer about the terms of the offer.

9. Saving

The College is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender at any time within the Tender Validity Period.

10. Documents of Unsuccessful Tenderers

Documents of unsuccessful Tenderers may be destroyed not less than three months after the date the Contract has been awarded.

11. New Information Relevant to Qualified Status

Tenderers should inform the College in writing immediately of any factors which might affect their qualified status as a registered supplier with the College, or as a qualified supplier for a particular product. The College reserves the right to review their qualified status in the light of any new information relevant to their qualification.

12. Contractors' Performance Monitoring

Tenderers are advised that should they be awarded the contract their subsequent performance will be monitored and may be taken into account when their future tenders are evaluated. In evaluating performance, the College may also take into account conduct which is in breach of any Hong Kong ordinance, regulations or other legislations even though the standards of the foods or services may not be thereby adversely affected. In such case, the College reserves the right to terminate the contract immediately without compensation.

13. Cancellation of Tender

Without prejudice to the College's right to cancel the tender, where there are changes of requirement after tender closing date for operational or whatever reasons, the College is not bound to accept any conforming tender and reserves the right to cancel the tender.

14. Prevention of Bribery

The bidder, its employees and agents shall not offer any advantages (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the College employees, SMC 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 College may also cancel the contract awarded and hold the bidder liable for any loss or damage the College may sustain.



ST STEPHEN'S COLLEGE
聖士提反書院

TENDER FOR THE SUPPLY OF
THE CANTEMUS INTERNATIONAL CHOIR FESTIVAL 2020

Name and Address of College : St. Stephen's College
22, Tung Tau Wan Road, Stanley, Hong Kong

Tender Closing Date : 22 NOVEMBER 2019

Part I

The undersigned hereby offers to supply all the services described in the tender schedule with delivery term quoted against the date of a firm order at the price or prices quoted free of all other charges and in accordance with any specifications provided by the College. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with specifications where such exist. Tenders shall, unless otherwise indicated by the College, remain open until the end of the Tender Validity period; and the College 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 this Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items which this Company offers to supply do not to my / our knowledge infringe any patents.

Part II

CONFIRMATION 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 30 days from 23 NOV 2019.

The undersigned also agrees to accept the fact that once the Tender Validity Period is reconfirmed, the pre-printed clause specified in the company's tender form in regard to this nature shall NOT apply.

Dated this _____ day of _____ of 2019

Signature _____ in the capacity of
 with company chop (State official position, e.g. Director, Manager, Secretary ,etc)
 Duly authorized to sign tenders for and on behalf of

Whose registered office is situated at

_____ Hong Kong.

Telephone No. :

Fax No.

E-mail address



ST STEPHEN'S COLLEGE
聖士提反書院

Tender Form

(Please use separate sheets in case of need)

1. Tenderer Background information including :

- Name of the tenderer
- Business Registration No./ Identity Card No.
- Business Address
- Telephone No.

A copy of the following documents is required to attach

- Business Registration Document / Identity Card
- Registration Address

2. Mission of the company. Please state.

3. Working / Operation experience. Please state.

4. Service provided and suggested prices

Please complete Form III (Prices fixed cannot be changed without the approval of the College)

9. Provide Workmen's Compensation Insurance Policy and Public Liability Insurance Policy and Mandatory Provident Fund to all employees

10. Trade References (please list at least two references)

- ◆ Name
- ◆ Telephone No.
- ◆ Address

Name of Tenderer : _____

Authorized Signature and Company Chop : _____

Date : _____



ST STEPHEN'S COLLEGE
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Tender Schedule

We / I understand that if we / I fail to supply the service as offered in our / my tender upon accepting school order, we are / I am prepared to pay the price difference to the school if such supplies are obtained from elsewhere.

SSC proposed itinerary to The Cantemus International Choir Festival (Nyireghaza, Hungary) and Krakow, Warsaw (Poland)

14.8.2020 to 25.8.2020 (12 days)

Hotel: 4-star hotel

Day	Date	Breakfast 7:30-8:00	Activity 8:00-13:00	Lunch 12:00-13:00	Activity 13:00-18:00	Dinner 18:00-19:00	Activity 19:00-22:00
1	14.8 Friday					Flight from HK international airport (Preferably around evening) ✓book flight tickets ✓book hotel for all members 15/8 night (2ppx/room)	
2	15.8 Saturday	Breakfast on Flight	Noon arrival at Budapest Airport Coach to hotel	Lunch at restaurants close to hotel	Sightseeing around Budapest ✓need coach	Dinner in town	Rehearsal at hotel ✓arrange rehearsal venue with hotel. Piano preferred.
3	16.8 Sunday	Breakfast at hotel	Workshop with self-arranged clinician ✓arrange rehearsal venue with hotel. Piano preferred.	Lunch at hotel	Depart to Nyireghaza ✓need coach	Follow festival schedule. No meals, accommodations, nor trips need to be arranged during the festival. Coach bus booking maybe required.	
4-7	17.8 - 20.8 Monday – Thursday	<u>ACCORDING TO FESTIVAL SCHEDULE (not yet released)</u> Food and accommodation will be provided by festival starting with dinner on 16th August 2020 and finishing with breakfast on 21st August.2020.					

8	21.8 Friday	Breakfast at festival hotel	Pick up choir members from Nyireghaza Travel to Krakow ✓need coach	Lunch during commute ✓arrange lunch	Coach to Hotel Sightseeing around Krakow Check in hotel. ✓need coach ✓tour guide needed ✓book hotel for all members 21/8 night (2ppx/room)	Dinner around hotel ✓need coach	Sightseeing at Krakow ✓need coach ✓tour guide needed
9	22.8 Saturday	Breakfast at hotel	Depart to Warsaw ✓need coach	Lunch at Warsaw ✓arrange lunch	Coach to Hotel Sightseeing around Warsaw Check in hotel. ✓need coach ✓tour guide needed ✓book hotel for all members 22-23/8 night (2ppx/room)	Dinner around hotel ✓need coach	Sightseeing at Warsaw ✓need coach ✓tour guide needed
10	23.8 Sunday	Breakfast at Hotel	Coach to Concert Venue Concert Sound Check ✓need coach	Lunch around concert venue ✓arrange lunch	Concert at Warsaw ✓need coach ✓need assistance in locating concert partner and venue	Dinner around concert venue	Sightseeing at Warsaw ✓need coach
11	24.8 Monday	Breakfast at Hotel	Sightseeing at Warsaw ✓need coach	Lunch at Warsaw ✓arrange lunch	Travel to airport ✓need coach	Flight from Warsaw to Hong Kong. ✓book flight tickets ✓need coach ✓tour guide needed	
12	25.8 Tuesday			Evening arrival at Hong Kong International Airport Dismiss at Airport			

*For a summary of items, please refer to Appendix II

Name of Tenderer :

Price per person:	HK\$
25-30 persons	_____
31-35 persons	_____
36-40 persons	_____
41-45 persons	_____
46 persons or above	_____

Signature of Person authorized to sign Tender : _____

Company Chop : _____

Date : _____