



## QUOTATION NOTICE

Written quotations are invited for the provision of [Shenzhen Sister School Tour April 2026] from 16<sup>th</sup> April 2026 – 18<sup>th</sup> April 2026.

1. Interested parties should apply to the Principal together with company background.
2. In returning your [written quotation], please :
  - place the written tender, in duplicate, in two sealed envelopes (please do not specify your company name on the envelope); one providing pricing information and the other consisting of technical information. Each envelope should be clearly labelled as either “**Technical**” or “**Price**”.
  - mark on the envelope, ‘**Written tender for the provision of [Shenzhen Sister School Tour April 2026]**’, the quotation reference: **T25/26-001** and the date and time of the written tender closing (**12pm 15<sup>th</sup> December 2025**); and
  - return to the College General office NOT later than 12:00 noon on 15<sup>th</sup> December 2025. Late tenders will not be accepted.

Written quotations shall remain open for not less than 90 days after the written tender closing Date.

3. The College is not bound to accept the lowest or any written tender and reserves the right to negotiate with any supplier about the terms of the offer.
4. All [written quotations] should be addressed to :  
The Principal  
St Stephen's College, 22 Tung Tau Wan Road, Stanley, Hong Kong
5. Telephone Enquiry : 2813-0360 [Mrs. Abby Kwok]
6. All quotation documents are available for collection from 24<sup>th</sup> November 2025, at the General Office upon production of a copy of your Business Registration of Hong Kong ID card.

School Reference Number: Q25/26-001  
21<sup>st</sup> November 2025