



RAIMONDI COLLEGE

2 Robinson Road

Hong Kong

Tel. (852) 2522 2159

Fax. (852) 2525 6725

<http://www.raimondi.edu.hk>

12th January, 2024

School Ref. No.: MUS/02-2024-SCL

Dear Sir / Madam,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
SUMMA CUM LAUDE (SCL) MUSIC FESTIVAL 2024

1. You are invited to tender for the supply of the services as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

Tender for Summa Cum Laude (SCL) Music Festival 2024

The envelope should be addressed to **The Principal, Raimondi College, 2 Robinson Road, Hong Kong** and arrive not later than 12:00 noon on 2nd February, 2024. 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.

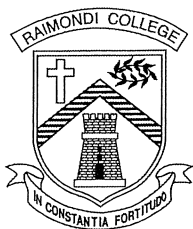
You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

3. 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 at your earliest convenience.
4. Tenders will be accepted on an overall basis.

Yours sincerely,



Mr. Larry Yeung S.T.
Principal



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Tender Schedule (to be completed in duplicate)

(Columns 4, 5 and 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
	<p>1. <u>Date</u> 2 July 2024 – 14 July 2024 (Departs from HK on 2 July 2024; Arrives at HK on 14 July 2024)</p> <p>2. <u>Destination</u> Salzburg, Vienna and Prague</p> <p>3. <u>No. of Participants</u> 40 student participants, 3 teachers & 1 conductor (teacher-to-student ratio = 1:10)</p> <p>4. <u>Flight & Transportation</u> 4.1 Flight (Economy class, departs from HK and returns to HK) 4.1.1 Reaching Munich on 3 July 2024 (Wednesday) in the morning 4.1.2 Departing Prague on 13 July 2024 in the evening (Saturday) 4.1.3 Preferred departing flight with 1 stop at Helsinki for the transfer to Munich 4.1.4 Preferred returning flight with 1 stop at Helsinki for the transfer to Hong Kong 4.1.5 The transfer duration should not exceed 2.5 hours 4.2 Airport transfer 4.3 Daily transportation within the trip 4.4 Escort guide needed from HK International Airport on 2 July 2024 to HK International Airport on 14 July 2024</p> <p>5. <u>Accommodation & Catering</u> 5.1 Place of residence 5.1.1 Hotel of at least 3-star quality, with 2-4 bedded room sharing basis for student participants 5.1.2 Twin room for teachers and conductor</p>	44			



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<p>5.1.3 Separated invoice for single room arrangements upon request</p> <p>5.2 Meals arrangements (3 meals a day)</p> <p>5.2.1 Breakfast at the hotel</p> <p>5.2.2 Lunch (with 3 days of lunch boxes, which provided by the SCL Festival; others at local restaurants)</p> <p>5.2.3 Dinner at hotel or local restaurants</p> <p>6. <u>Programme</u></p> <p>6.1 The SCL Music Festival program including performances, workshops and competition</p> <p>6.2 Excursions</p> <p>6.2.1 guided sight-seeing tour and entrance fee for excursions offered by the SCL Music Festival</p> <p>6.2.2 guided day-trip to Cesky Krumlov and sight-seeing on 12 & 13 July 2024.</p> <p>7. <u>Other Arrangements</u></p> <p>7.1 Introductory session of the tour in school (February 2024)</p> <p>7.2 Pre-departure briefing session prior to the tour (June 2024)</p> <p>7.3 Tour banner and booklets</p> <p>7.4 Hiring of rehearsal venue</p> <p>7.4.1 Salzburg: 2-hour rehearsal room</p> <p>7.5 Hiring of instruments throughout the trip (3/4 double bass x 2 pcs, Baritone Saxophone x 1 pc, Bb Tuba x 1 pc and 40 music stands)</p> <p>7.6 Excess baggage arrangement for the following instruments:</p> <p>a) 5 Trombones</p> <p>b) 1 Tenor Saxophone</p> <p>c) 1 French Horn</p> <p>d) 1 Bass Clarinet</p> <p>8. <u>Cost</u></p> <p>The amount quoted in the tender should include the followings:</p> <p>a) Air tickets with fuel surcharge, departure tax and other related taxes</p> <p>b) Airport transfer and daily transportation</p> <p>c) SCL Music Festival participation fee</p> <p>d) Accommodation</p> <p>e) Meals</p> <p>f) Tickets of attractions</p> <p>g) All local taxes, tipping and gratuity for escorts, tour guide and drivers</p>				
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	<p>h) Design and printing for the tour banner and booklets</p> <p>i) Hiring fee for rehearsal venue</p> <p>j) Hiring fee for musical instruments and music stands</p> <p>k) Excess baggage fee</p> <p>l) Travel insurance</p> <p>9. <u>Withdrawal and Refund Policies</u></p> <p>10. <u>Insurance</u></p> <p>10.1 Maximum HKD300,000 medical and accident cover per insured person per insured journey</p> <p>10.2 Emergency Assistance Services coverage</p> <p>10.3 Personal property coverage, includes mobile phones, cameras, lap-top computer and tablet computer, loss of personal money and replacement cost for loss of travel document or travel ticket</p> <p>10.4 Journey inconvenience and delay coverage, includes cancellation of trip, interruption of trip, travel delay and baggage delay</p> <p>11. <u>Code of Conduct of Escort Guide</u></p> <p>11.1 Ensure no acts or activities are in breach of the Basic Law, the National Security Law and other relevant laws.</p> <p>11.2 Provide Sexual Conviction Record Check (SCRC) checking code</p>				
	<p>* All quotations must NOT be put in a tender schedule other than the one provided by the School.</p> <p><u>Remarks:</u></p> <p>1. <u>Expenses and Losses</u></p> <p>- The School will not be responsible for, or pay for, any expenses or losses that may be incurred by any tenderer in preparing their tender proposals and the fluctuation of currency rate. It is the responsibility of prospective tenderers to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tenders.</p> <p>2. <u>Minimum Standards of Professional Ability and Experience</u></p> <p>- Tenderers must clearly demonstrate that the proposed key personnel have the relevant experience. Previous experience with SCL Music Festival would be preferable.</p> <p>3. <u>Payment</u></p>				



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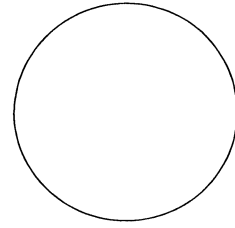
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We/I understand that if we/I fail to supply the services as offered in our/my tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Tender

Name (in block letters): _____

Signature: _____

Date: _____



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Tender Form for Services

TENDER FORM FOR THE SUPPLY OF SUMMA CUM LAUDE (SCL) MUSIC FESTIVAL 2024

Name and Address of School: RAIMONDI COLLEGE, 2 Robinson Road, Hong Kong

School Ref. No.: MUS/02-2024-SCL

Tender Closing Date and Time: 2nd February, 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 Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his 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 form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 2nd February, 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 tender 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



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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.

Dated this _____ day of _____ 20_____.

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. : _____