



# RAIMONDI COLLEGE

2 Robinson Road

Hong Kong

Tel. (852) 2522 2159

Fax. (852) 2525 6725

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

3 December 2025

By Registered Mail

School Ref. No.: 2526/003/T

Dear Sir / Madam,

## **INVITATION TO TENDER TENDER FOR THE SUPPLY OF WMC Kerkrade Music Tour 2026**

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 WMC Kerkrade Music Tour 2026

The envelope should be addressed to **The Principal, Raimondi College, 2 Robinson Road, Hong Kong** and arrive not later than 12:00 noon on 24 December 2025. 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. T.O. Ho  
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
1.	<p>1. <u>Date</u> 26 July 2026 – 4 August 2026 (Departs from HK on 26 July 2026; Arrives at HK on 4 August 2026)</p> <p>2. <u>Destination</u> 2.1 Cologne and Bonn (Germany): 27 July 2026 – 29 July 2026 2.2 Kerkrade (The Netherlands): 29 July 2026 – 2 August 2026 2.3 Amsterdam (The Netherlands): 2 August 2026 – 3 August 2026</p> <p>3. <u>No. of Participants</u> 36-43 student participants, 3-4 teachers &amp; 1 conductor (teacher-to-student ratio = 1:10) Total: 40-48 participants</p> <p>4. <u>Flight &amp; Transportation</u> 4.1 Flight (Economy class, departs from HK and returns to HK) 4.1.1 Reaching Dusseldorf (Germany) on 27 July 2026 (Monday) in the morning 4.1.2 Departing Amsterdam (The Netherlands) on 3 August 2026 in the evening (Monday) 4.1.3 Direct flights or Transferred flights 4.1.4 If required, transferred flights should not more than 1 stop and the transfer duration should not exceed 3 hours. 4.1.5 Total flight time should not exceed 17.5 hours. 4.2 Airport transfer 4.3 Daily transportation within the trip 4.4 Escort guide needed from HK International Airport on 26 July 2026 to HK International Airport on 4 August 2026</p>				





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	<p>5. <u>Accommodation &amp; Catering</u></p> <p>5.1 Place of residence</p> <p>5.1.1 Hotel of at least 3-star quality, with 2-4 bedded rooms on a shared basis for student participants</p> <p>5.1.2 Twin room for teachers and conductor</p> <p>5.1.3 Separate invoice for single-room arrangements upon request</p> <p>5.2 Meals arrangements (3 meals a day)</p> <p>5.2.1 Three meals per day, provided either at the hotel or local restaurants</p> <p>5.2.2 No packed lunches</p> <p>6. <u>Programme</u></p> <p>6.1 Guided sightseeing tour (entrance fees included), related to music, history and culture in Cologne, Bonn and Amsterdam. Destinations must include, but are not limited to:</p> <ul style="list-style-type: none"> <li>➤ Cologne Cathedral</li> <li>➤ Chocolate museum</li> <li>➤ Beethoven House</li> <li>➤ Zaanse Schans</li> <li>➤ Canal Cruise</li> </ul> <p>6.2 WMC Kerkrade 2026 program including:</p> <p>6.2.1 Two sessions of a 2-hour rehearsal</p> <p>6.2.2 WMC Fringe performances</p> <p>6.2.3 Competition on 31 July 2026</p> <p>6.2.4 Adjudicator's workshop</p> <p>6.2.5 Entry tickets for the morning or afternoon competition on 1 August 2026</p> <p>6.2.6 Visit to the instrument company <i>ADAMS</i></p> <p>6.3 A 45-minute social service performance either in Germany or the Netherlands</p> <p>7. <u>Other Arrangements</u></p> <p>7.1 Introductory session of the tour at school (January 2026)</p> <p>7.2 Pre-departure briefing session prior to the tour (July 2026)</p> <p>7.3 Tour banner and booklets</p> <p>7.4 Hiring of rehearsal venue</p> <ul style="list-style-type: none"> <li>➤ Cologne: 28 July 2026, 2-hour session</li> <li>➤ Kerkrade: 29 &amp; 30 July 2026; two sessions of 2 hours each</li> </ul> <p>7.5 Hiring of instruments throughout the trip</p> <ul style="list-style-type: none"> <li>➤ 3/4 Double Bass x 2 pcs</li> </ul>				
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	<p>7.6 Extra baggage arrangements for the following instruments:</p> <ul style="list-style-type: none"> <li>➤ 1 Bass Clarinet</li> <li>➤ 1 Tenor Saxophone</li> <li>➤ 1 Baritone Saxophone</li> <li>➤ 1 French Horn</li> <li>➤ 4 Trombones</li> <li>➤ 2 Euphoniums</li> <li>➤ 2 Tubas</li> <li>➤ 2 Percussion luggage</li> </ul> <p>8. <u>Cost</u> The quoted amount must include:</p> <ul style="list-style-type: none"> <li>(a) Air tickets with fuel surcharge, departure tax and other related taxes</li> <li>(b) Airport transfer and daily transportation</li> <li>(c) WMC Kerkrade 2026 program</li> <li>(d) Accommodation</li> <li>(e) Meals</li> <li>(f) Tickets for attractions</li> <li>(g) All local taxes, tipping and gratuities for escorts, tour guides and drivers</li> <li>(h) Design and printing of tour banner and booklets</li> <li>(i) Travel insurance</li> <li>(j) Hiring fees for rehearsal venues, musical instruments</li> <li>(k) Excess baggage fee</li> </ul> <p>9. <u>Withdrawal and Refund Policies</u></p> <p>9.1 Force Majeure (Pandemic/Travel Warning)</p> <ul style="list-style-type: none"> <li>9.1.1 In the event of a pandemic, government-imposed travel restrictions, or official travel warnings issued by the Hong Kong Government or the destination country, the School reserves the right to cancel or postpone the tour.</li> <li>9.1.2 Under such circumstances, tenderers must provide a full refund of all payments received, less any irrecoverable costs already incurred (to be itemized and justified).</li> <li>9.1.3 Tenderers are expected to assist the School in negotiating waivers or credits with airlines, hotels and service providers to minimize financial loss.</li> </ul> <p>9.2 Student Withdrawal Refunds for student withdrawals will be processed according to the following</p>				
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	<p>schedule, based on the number of days prior to the departure date:</p> <ul style="list-style-type: none"> <li>➤ More than 90 days before departure: 100% refund (less administrative fee, if any)</li> <li>➤ Between 60-90 days before departure: 50% refund</li> <li>➤ Less than 60 days before departure: No refund</li> </ul> <p>9.2.1 All withdrawal requests must be submitted in writing to the School.</p> <p>9.2.2 Refunds will be made within 30 days of receiving the withdrawal notice.</p> <p>9.2.3 Substitutions (replacement participants) may be considered at the School's discretion, subject to airline and hotel policies.</p> <p>9.3 General Conditions</p> <p>9.3.1 Refunds are subject to deductions for any non-refundable deposits or charges imposed by airlines, hotels, or service providers.</p> <p>9.3.2 Travel insurance claims may be pursued separately by participants for covered losses.</p> <p>9.3.3 The School reserves the right to make final decisions on refund eligibility in exceptional circumstances.</p> <p>10. <u>Insurance</u></p> <p>10.1 Maximum HKD 300,000 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, including mobile phones, cameras, laptops, tablets, personal money and replacement cost for lost travel documents or travel tickets</p> <p>10.4 Journey inconvenience and delay coverage, including 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>				
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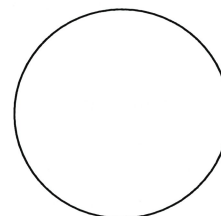
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2.	<p>*All quotations must NOT be put in a tender schedule other than the one provide by the School.</p> <p><u>Remarks:</u></p> <ol style="list-style-type: none"> <li>1. <u>Flights</u> <ul style="list-style-type: none"> <li>- Flights must prioritize aircraft and airspace safety considerations as the foremost condition.</li> </ul> </li> <li>2. <u>Costs</u> <ul style="list-style-type: none"> <li>- While the quoted amount should be presented as the total cost per participant, <b>please provide the costs of description no. 8, item (j) Hiring fees for rehearsal venues and musical instruments and item (k) Excess baggage fee separately</b>, in addition to the overall participant cost. Please note that the payment for items (j) and (k) may vary depending on actual circumstances, and such fees will be collected on a final used basis.</li> </ul> </li> <li>3. <u>Expenses and Losses</u> <ul style="list-style-type: none"> <li>- The School will not be responsible for, or pay for, any expenses or losses that may be incurred by a 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, and additional information necessary for the preparation of their tenders.</li> </ul> </li> <li>4. <u>Minimum Standards of Professional Ability and Experience</u> <ul style="list-style-type: none"> <li>- Tenderers must clearly demonstrate that the proposed key personnel have the relevant experience. Previous experience with music tour in Europe would be preferable.</li> </ul> </li> <li>5. <u>Payment</u> <ul style="list-style-type: none"> <li>- As the total tour cost is expected to be substantial, the School will settle payment on an instalment basis.</li> </ul> </li> </ol>
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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 WMC Kerkrade Music Tour 2026**

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

School Ref. No.: 2526/003/T

Tender Closing Date and Time: 24 December 2025 ; 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 \_\_\_\_\_.

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. : \_\_\_\_\_