



# RAIMONDI COLLEGE

2 Robinson Road

Hong Kong

Tel. (852) 2522 2159

Fax. (852) 2525 6725

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

22 February 2024

**By Registered Mail**

School Ref. No.: 2324/003/T

Dear Sir / Madam,

**INVITATION TO TENDER  
TENDER FOR THE SUPPLY OF  
Summer English Study Tour 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 Summer English Study Tour 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 21 March 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 3, 4 and 5 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)	(5) Delivery Offered
1.	Date: 19 July 2024 – 2 August 2024 (Departs from HK on 19 July 2024 in the evening; Arrives at HK on 2 August 2024 not later than 22:00)			
2.	Destination: England, the UK			
3.	Maximum Participants: 20 students (S.1-S.4), 2 accompanying teachers (teacher-to-student ratio = 1:10)  The actual number of participants is dependent on actual enrolment and subject to final confirmation. Please state clearly for the additional charges if the number of participants is less than 20.			
4.	Flight & Transportation (a) Direct flight (Economy class, departs from HK and returns to HK)  (b) Daily transportation within England, the UK			
5.	Accommodation & Catering: (a) Place of residence: Hotel of at least 3-star quality, double rooms, or equivalent OR Hall of residence.  Single rooms for 2 teachers dependent on the number of female and male students.			



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(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)	(5) Delivery Offered
	(b) Meal arrangements (3 meals a day, including packed lunch during school visits)			
6.	<p>Programme:</p> <p>6.1 Workshops on drama, debate and public speaking</p> <p>6.2 Excursions (including a theatre musical experience and a museum visit)</p>			
7.	<p>Other Arrangements:</p> <p>(a) Pre-departure briefing session prior to the tour (June/July 2024)</p> <p>(b) At least one staff member from the organizer to accompany the students throughout the tour</p> <p>(c) An English-speaking escort guide throughout the trip to maintain the medium of instruction being English</p>			
8.	<p>Cost:</p> <p>The amount quoted in the tender should include the tuition fee, accommodation and catering, service charges, tickets of attractions, air fares, fuel surcharge and departure tax.</p>			
9.	Withdrawal and Refund Policies			
10.	<p>Insurance:</p> <p>A basic insurance plan providing at least HK\$1,200,000 medical expenses coverage, HK\$1,200,000 personal accident coverage and compensation for any unused and non-refundable study tour fares within 90 days before the commencement date of the insured tour</p>			



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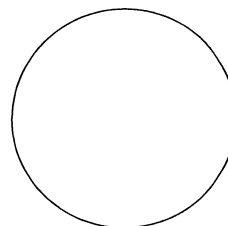
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(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)	(5) Delivery Offered
11.	Include banner(s), student booklets etc.			

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** **Summer English Study Tour 2024**

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

School Ref. No.: 2324/003/T

Tender Closing Date and Time: 21 March 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 \_\_\_\_\_.

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 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.



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