

**TENDER FORM (TO BE COMPLETED IN DUPLICATE)**

**TENDER: Study Tour 2023**

Name and Address of School: Raimondi College, 2 Robinson Road, Hong Kong

School Ref. No.: ENG/01-2023-SST

Tender Closing Date: \_\_\_\_\_

**(\*Tenders received after this time will NOT be considered.)**

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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 the prices quoted in the tender schedule 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 to such details; tenders shall REMAIN OPEN FOR 90 DAYS after the closing date stated above; 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 Workmen's Compensation Insurance Policy are currently in force.

PART II

RECONFIRMATION 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 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_.  
(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.: \_\_\_\_\_

**TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

(1) Ref. No.	(2) Service Description	(3) Per Item Amount (HKD)	(4) Total Amount (HKD)
ENG/01-2023-SST	<ol style="list-style-type: none"> <li>1. <u>Date</u> 24 July 2023 – 28 July 2023 (Departs from HK on 24 July 2023 not earlier than 10:00; Arrives at HK on 28 July 2023 not later than 20:00)</li> <li>2. <u>Destination</u> Singapore</li> <li>3. <u>No. of Participants</u> 20 students (S.1-S.4), 2 accompanying teachers (teacher-to-student ratio = 1:10)</li> <li>4. <u>Flight &amp; Transportation</u> <ol style="list-style-type: none"> <li>(a) Flight (Economy class, departs from HK and returns to HK)</li> <li>(b) Daily transportation within Singapore</li> </ol> </li> <li>5. <u>Accommodation &amp; Catering</u> <ol style="list-style-type: none"> <li>(a) Place of residence (Hotel of at least 3-star quality, double rooms, or equivalent)</li> <li>(b) Meal arrangements (3 meals a day, including packed lunch during school visits)</li> </ol> </li> <li>6. <u>Programme</u> <ol style="list-style-type: none"> <li>(a) English lessons in a Singapore secondary school and cultural activities on school campus for the rest of the non-excursion time</li> <li>(b) Interaction with local/international students in English to maximize learning opportunities</li> <li>(c) Excursion/sightseeing local tours (Recommended: Night Safari, Merlion Park, Chinatown, Raffles’ Landing Site, The National Museum of Singapore; Others: Kampong Gelam, Little India, The Air Force Museum, Esplanade – Theatres on the Bay, Singapore Discovery Centre)</li> <li>(d) Excursions to 2 or more local environmental facilities (Recommended: NEWater Visitor Centre, Pulau Semakau, Sustainable Singapore Gallery)</li> </ol> </li> <li>7. <u>Other Arrangements</u> <ol style="list-style-type: none"> <li>(a) Pre-departure briefing session prior to the tour (June/July 2023)</li> <li>(b) At least one staff member from the organizer to accompany the students throughout the tour</li> <li>(c) An English-speaking escort guide throughout the trip to maintain the medium of instruction being English</li> </ol> </li> <li>8. <u>Cost</u> 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.</li> </ol>		

9. Withdrawal and Refund Policies

10. Insurance

11. Others

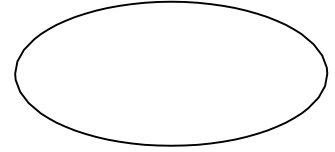
Include banner(s), student booklets etc.

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 stores or services are obtained from elsewhere.

Tenderer's Name: \_\_\_\_\_

Signature of Person authorized to sign Tender: \_\_\_\_\_

Date: \_\_\_\_\_



**Company Chop**

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