



Ref. No.: PS84/TENDER/03/24  
By Registered Mail

Date: 27<sup>th</sup> February, 2025

The Manager

Dear Sirs,

**INVITATION TO TENDER**  
**TENDER FOR THE SUPPLY/SERVICE of**  
**歐洲歷史文化、科技發展及自然環境探索之旅**

1. You are invited to tender for the supply of the items 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. 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, please sign and return P.5 of this letter to the school through mail or fax at your earliest convenience.
4. Tenders will be accepted on an \*'overall'/'group'/'itemized'-basis.
5. The school and its staff will not accept advantages in any way from suppliers and contractors.
6. Your sealed tender, in duplicate, should be clearly marked on the outside envelope:  
Tender for the supply / service of 歐洲歷史文化、科技發展及自然環境探索之旅.

The envelope should be addressed to Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon and forwarded to arrive not later than Date: 20 / 03 / 2025 Time: 2:00 p.m.  
d / m / yyyy

7. Please be reminded not to identify your company on the envelope. Failure to comply might result in the tender being null and void. You are advised to use our schools' return envelope to send in your tender.
8. Please be reminded that "The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain."

Cont' P.2...



...Cont'

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9. The Contractor<sup>(see Note)</sup> shall require the Contractor Employees to
- declare in the job application form and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, and to provide the details; and
  - undergo the Sexual Conviction Record Check with the Hong Kong Police Force.
  - The Contractor shall seek the consent of the employees to pass the information regarding (a) and (b) to the School for its consideration of the suitability of the Contractor's prospective employees.

Note:

The Contractor shall inform the employees of the following:

- It is obligatory for the employees to provide the information required;
  - Refusing to disclose the required information or intentionally providing false information and/or withholding any material information may render them unsuitable for the post(s);
  - The information provided by the employees is used by the School for the consideration of their suitability for the post(s);
  - Any conviction of criminal offence(s) may not necessarily render them unsuitable for the post(s); and
  - The employees have the right to request for access and correction of the information provided by sending a written request to the Contractor.
10. This letter requires the Principal's signature with pen or ball pen. Principal's chop is invalid.

Yours sincerely,



Signature: 

Lam Ming Yan

Principal

\*Please delete as appropriate

For School use:

- This letter contains:
  - 10 points,
  - with a clause on anti-corruption (Clause 8) &
  - Reply to Tender Invitation & Tender Schedule.
- This letter is sent by Registered Mail.

- Teacher for this tender exercise

Name: Yuen Siu Chi Beatrice

Name of clerk: Law Yun Hang

Signature: 

Signature: 

P.2/5



Ref. No.: PS84/TENDER/03/24

**Reply to Tender Invitation TENDER FORM FOR THE SUPPLY / SERVICE of**

Name and Address of School Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon.

School Ref. No.(to be entered by school) PS84/TENDER/03/24

Tender Closing Date and Time(to be entered by school) Date: 20 / 3 / 2025

d / m / yyyy

Time: 2:00 p.m.

**PART I**

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tender 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 tender remains open.

The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

The undersigned also declares during the 5-year period immediately preceding the tender closing date, it did NOT have the below-mentioned conviction OR three or more demerit points over a rolling period of three years:

- (i) any conviction of the following Ordinances—
  - (a) the Employment Ordinance (Cap.57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
  - (a) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
  - (b) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
  - (c) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
  - (d) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or
- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

The undersigned also hereby declares and undertakes that he shall ensure that his company has not submitted any tender in this purchase together with companies or persons associated with it. If his company has violated the said undertaking, the undersigned understands that all his or such tenders submitted by him shall be treated as void and at the same time the school may put his Company and all the associated companies or persons in the school's blacklist.



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 Date: 20 / 3 / 2025 Time: 2:00 p.m. .  
d / m / yyyy

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.

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 \_\_\_\_\_

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. \_\_\_\_\_



## Reply Slip

(Email : info@plk1984.edu.hk / Fax No. 2704 9602)

Ref.: PS84/TENDER/03/24

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

The Principal

Po Leung Kuk Ho Yuk Ching (1984) College

2 Chap Fuk Road, Hang Hau,

Tseung Kwan O, Kln., Hong Kong

Dear Principal Lam,

Re: Tender for 歐洲歷史文化、科技發展及自然環境探索之旅

We acknowledge receipt of your Invitation to Tender package.

We have received all of the documents listed in the Invitation to Tender without damage and in usable condition.

However, we are unable /do not wish to take part in this tendering exercise.

Yours faithfully,

Signature : \_\_\_\_\_

Authorized Signature & Company Chop

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Name of Company : \_\_\_\_\_

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

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
方案 一	<p><b>歐洲歷史文化、科技發展及自然環境探索之旅</b></p> <p>日期：2025年6月26日（去程）至2025年7月4日（回程抵港）（8-9天團）</p> <p>人數：學生8位+老師1位 或 學生12-14位+2位老師</p> <p>地點：德國、奧地利</p> <p>行程、膳食、住宿、交通、人手、其他服務要求：請參閱備註。</p> <p><b>團費須包括：</b></p> <p>1. 行程的<b>全部費用</b>，例如：交通、住宿、餐費、旅遊綜合保險、門票、參觀費、導遊／領隊／司機服務費、兩地機場稅項、燃油附加費、機場建設費及旅遊業議會印花稅等，簽證費用除外。</p> <p>2. 如兩地機場稅項和燃油附加費需要按出票當天為準，請註明差額的最高上限。</p> <p><b>請附上本次活動之擬定計劃行程</b></p> <p>- 請將每日行程另表詳列，日期、參訪地區和景點、具體參訪內容、參訪時數、景點次序、路線、交通安排等，由本校作最後決定。</p>	8名學生 及1名老師			
	12-14名學生 及2名老師				

備註	<p><b>A. 行程活動：</b></p> <ol style="list-style-type: none"> <li>1. 遊學期間的主要活動及景點必須包含與中學學科相關的元素。</li> <li>2. 毋須安排行程到當地免稅店等地點購物。</li> <li>3. 旅行社承辦商可因應交通等安排其他額外參觀地點及活動。</li> <li>4. 建議活動／參觀景點如下：</li> </ol> <p><b>I. 德國</b></p> <ol style="list-style-type: none"> <li>a. 慕尼黑： <ul style="list-style-type: none"> <li>- 達豪集中營 / 寧芬堡宮 / 寶馬世界 / 德意志博物館 / 慕尼黑工業大學 / 食物實驗室</li> </ul> </li> <li>b. 貝希特斯加登： <ul style="list-style-type: none"> <li>- 鷹巢 / 國王湖（乘船+健行至上湖）/ 貝希特斯加登鹽礦</li> </ul> </li> </ol> <p><b>II. 奧地利</b></p> <ol style="list-style-type: none"> <li>a. 薩爾斯堡</li> <li>b. 維也納：美泉宮</li> <li>c. 觀賞至少一次藝術/音樂演出</li> </ol> <p><b>III. 任何與可持續發展或科技發展主題相關的企業／景點參觀或體驗活動。</b></p> <p><b>B. 膳食安排：</b></p> <ol style="list-style-type: none"> <li>1. 每天須妥善安排早、午、晚三餐。</li> <li>2. 每人每天最少一枝飲用水。</li> <li>3. 安排到當地的特色食肆用膳，體驗不同的飲食文化。</li> <li>4. 如有需要學生自費之午或晚餐，必須在行程單上註明相關安排。</li> </ol> <p><b>C. 交通安排：</b></p> <ol style="list-style-type: none"> <li>1. 往返香港至德國（慕尼黑）航班。 <ul style="list-style-type: none"> <li>✓ 直飛航班優先。如往／返當天未有直航班次必須轉機，連轉機時間，全程不超過 20 個小時。</li> <li>✓ 所有參加者必須乘坐同一班航班。</li> <li>✓ 不乘搭由廉價航空公司提供的航機。</li> <li>✓ 機票費用應已包括每人一件隨身行李及一件寄艙行李（不少於 20 公斤）。</li> </ul> </li> <li>2. 德國及奧地利當地及跨境交通往返景點等接送安排。</li> <li>3. 其他交通安排：例如乘搭歐洲火車、景點纜車／船。</li> </ol> <p><b>D. 住宿安排</b></p> <ol style="list-style-type: none"> <li>1. 三星級或以上住宿。</li> <li>2. 全團必須入住同一間酒店，酒店安全及適合學生入住。</li> <li>3. 學生安排二人一房（雙人雙床房 Twin Room）。</li> </ol>				
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	<p>4. 老師安排單人住宿。</p> <p><b>E. 人手安排</b></p> <ol style="list-style-type: none"> <li>一位本港資深隨團領隊 <ul style="list-style-type: none"> <li>✓ 必須合乎香港旅遊業議會資格，經驗豐富，聲譽良好，且曾有 5 年或以上帶領遊學團或相關旅行團經驗。有急救證書及必須通過香港警務處性罪行查核記錄。</li> <li>✓ 全程領隊陪同，由乘搭航班離港開始，至完成遊學團返港結束。</li> </ul> </li> <li>當地導遊（如領隊及導遊為同一人，請在標書內註明） <ul style="list-style-type: none"> <li>✓ 操流利廣東話／英語的當地專業導遊，且曾有 1 年或以上帶領遊學團或相關旅行團經驗。導遊必須全程以廣東話或英語講解景點和介紹其特色，以輔助學生學習。</li> </ul> </li> <li>當地旅遊巴士司機 <ul style="list-style-type: none"> <li>✓ 必須合乎有關合約規定地區旅遊車司機資格，經驗豐富，駕駛態度良好，沒有任何不良駕駛或曾被檢控紀錄，且熟悉景點和所到之處的地形和道路情況。</li> </ul> </li> <li>遊學團期間，旅行社承辦商提供全程後勤支援：讓在港家長瞭解學生活動情況。</li> <li>出發前提供到校簡介會，為學生講解行程、行李備忘、當地天氣情況及解答團員問題。</li> </ol> <p><b>F. 其他</b></p> <p>由承辦商提供以下物資／服務：</p> <ol style="list-style-type: none"> <li>設計及製作：遊學團橫額、遊學團手冊及學生名牌。</li> <li>協助團員辦理簽證。</li> <li>標書須列明因天氣、突發事件、臨時退出等原因未能成團的安排細則，以及最低的成團人數要求。</li> </ol>				
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Any amendment made should bear a company chop and a signature from an authorized person.

The use of correction pen or fluid would render the whole document invalid. We/I understand that if we/I fail to supply the stores 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 are obtained from elsewhere.

Name of Tenderer: \_\_\_\_\_

Signature of Person

Authorized to sign Tender: \_\_\_\_\_

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

dd / mm / yyyy

