

Our Ref. No.: GC/26/12617

13<sup>th</sup> January 2026

Dear Sirs,

(Re-Quotation)

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
台中體育文化交流暨服務學習團 (WQ/2526/06)

You are invited to quote for the supply of the items as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, in duplicate, should be clearly marked on the outside envelope : Written quotation for 台中體育文化交流暨服務學習團.

The envelope should be addressed to S.K.H. TSOI KUNG PO SECONDARY SCHOOL,  
101 Chung Hau Street, Homantin, Kowloon and arrive not later than 12:00pm on 2<sup>nd</sup> February 2026. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the "Closing Date", and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

If you are unable or do not wish to quote, it would be appreciated if you would return the written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an \*“overall” / ‘group’ / ‘itemized’ basis.

Yours sincerely,

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(Ms.) Tsang Pui Yu  
Principal

Encl.

Please delete as appropriate

(Re-Quotation)  
**WRITTEN QUOTATION FORM FOR THE SUPPLY OF**  
**台中體育文化交流暨服務學習團 (2025/2026)**  
**(WQ/2526/06)**

Name and Address of School S.K.H. Tsoi Kung Po Secondary School  
101 Chung Hau Street, Homantin, Kowloon

School Ref. No.

Written quotation Closing Date and Time 2<sup>nd</sup> February 2026 12:00nn

**PART I**

The undersigned hereby offers to undertake the service as described in the written quotation 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 written quotation 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; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations 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 WRITTEN QUOTATION VALIDITY**

With reference to Part I of this written quotation form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 2nd February 2026.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation 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 written quotation 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 \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

(state official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign written quotations for and on behalf of:

\_\_\_\_\_ whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

WRITTEN QUOTATION (Re-Quotation)

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	台中體育文化交流暨服務學習團 (Please see the attached)  _____ _____ _____				

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.

Company Chop

Name of Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Written quotation

Name (in block letters) \_\_\_\_\_

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

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

## 聖公會蔡功譜中學

### 境外學習團-台中體育文化交流暨服務學習團 (2025-2026)

#### 學習內容

項目：	台中體育文化交流暨服務學習團 (5 天)
舉辦科組：	本校其他學習經歷組、旅遊與款待科、體育科
學習主題：	服務學習、體育交流
目的：	<ul style="list-style-type: none"><li>◆ 認識台中的體育發展概況及相關配套；</li><li>◆ 與當地學生體育交流，促進技術交流及建立友誼；</li><li>◆ 到當地進行義工活動，了解台中社會發展需要，增進文化交流，培養同理心及世界公民價值觀。</li><li>◆ 讓學生加深了解世界各地的旅遊業發展趨勢，親身體驗旅遊從業員的工作範疇。</li></ul>
途經城市：	台中
行程安排：	<ul style="list-style-type: none"><li>◆ 服務學習：義工服務/ 長者探訪</li><li>◆ 體育交流：與當地中學生/大學生進行球類友誼賽</li><li>◆ 自然景點：清境農場、青青草原、阿里山國家森林遊樂區、神木步道、高美濕地</li><li>◆ 文化景點：小瑞士花園、宮原眼科、審計新村、彩虹眷村</li></ul>

#### 學習日期及學習者

日期：2026 年 6 月 26 日至 6 月 30 日 (5 天)

對象：中一級至中六級學生

人數：20-25 名學生、3 名老師

## 負責人

主辦科組：OLE 組、旅遊與款待科、體育科

領隊老師：陳碧瑩老師、盧俊傑老師、陳鶴良老師

承辦機構：有待報價 (全團師生 15-18 人；19-22 人；23 人或以上)

評審準則：

評審項目	比重	備註
(a) 行程規劃	20%	例如： 安排足夠的學習活動：導賞團、學生交流、升學講座等， 但不宜過量。 給予專業意見，評論/改善本校所建議的行程。 活動宜多元化及配合學習目標。
(b) 學習配套和支援	10%	例如：提示學習手冊、橫額。
(c) 專業態度和安排	10%	例如： 工作人員比例、安全考慮、膳食、住宿、交通、保險、 協助辦理簽證等； 不會強迫購物和消費；購買零食和使用非必需遊樂設施， 則可自費。
(d) 團費	20%	價格合理。
(e) 專業經驗和口碑	40%	服務質素和口碑，比較辦團資歷和數量重要，以及與當地大專院校的聯繫。 評審時，亦會考慮機構為不同院校舉辦遊學團（如有）的經驗及表現。