

Our Ref. No.:

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
北京姊妹學校五天團 (WQ/2526/08)

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 北京姊妹學校五天團.

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 25th 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,

(Ms.) Tsang Pui Yu
Principal

Encl.

Please delete as appropriate

WRITTEN QUOTATION FORM FOR THE SUPPLY OF
北京姊妹學校五天團 (2025/2026)
(WQ/2526/08)

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 25th 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 25th 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

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	北京姊妹學校五天團 (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
北京姊妹學校五天團 (2025-2026)

學習內容

項目：	北京姊妹學校五天團(5天)
舉辦科組：	國安教育組
學習主題：	姊妹學校交流、航空相關主題
目的：	<ul style="list-style-type: none">● 與姊妹學校交流，體驗兩地教學，促進京港學生友誼。● 認識北京文化保育及經濟發展的成就。
城市：	北京
行程安排：	<ul style="list-style-type: none">● 姊妹學校交流● 文化景點：中國航空博物館、天安門、故宮、長城、天壇、圓明園、前門大街及大柵欄、京劇/北京雜技欣賞
要求：	<ul style="list-style-type: none">◇ 每人團費包括行程內團體活動費用（簽證費用和個人消費除外）◇ 香港和北京的經濟客位來回直航飛機票。（請盡量安排早機去，回程時間請安排於晚上 21:00 前回港）（團費必須包括基本飛機餐膳費用、基本寄艙行李費用。）◇ 住宿：四星級酒店◇ 膳食：全程早、午、晚三餐膳食。請提供當地特色菜餚，讓學生體驗地道飲食文化。

學習日期及學習者

日期：12/4/2026（日）- 16/4/2026(四) (五天)

人數：6名學生、6名老師

負責人

主辦科組：國安教育小姐

承辦機構：有待報價（全團師生 12 人；6 位學生、6 位老師）

評審準則：

評審項目	比重	備註
(a) 學習規劃	20%	例如： <ul style="list-style-type: none">● 配合主題的活動／學習元素（質素比較數量更重要）● 專業意見（評論／改善本校所建議的行程、建議增減／替代景點及其原因……）● 善用時間（景點數目適中、節省往返學習地點的交通時間……）● 提供相關配套，如學習手冊、橫額。
(b) 專業態度和安排	30%	例如： <ul style="list-style-type: none">● 隨團工作人員人數（有關人士持有有效的適當執照／證書/急救牌）● 預防和處理危機措施／突發事件應變計劃／安全應變措施● 怎樣關注學生安全● 膳食、住宿、交通、保險……。
(c) 團費	20%	價格合理。
(d) 專業經驗和口碑	30%	<ul style="list-style-type: none">● 服務質素和口碑● 過往為中小學舉辦遊學團的表現。● 舉辦國內團的資歷和數量。