

Ref. No.: PS84/TENDER/03/25
By Registered Mail

Date: 6/5/2026

The Manager

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY/SERVICE of
韓國 STEAM 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 韓國 STEAM 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: 27/5/2026 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^(see Note) 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: Chan Pei Shun

Signature: _____

Name of clerk: Yu Yuen Yee

Signature: _____

Reply to Tender Invitation
TENDER FORM FOR THE SUPPLY / SERVICE of 韓國 STEAM 探索之旅

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/03/25

Tender Closing Date and Time(to be entered by school) Date: 27/5/2026

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];
 - (b) 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];
 - (c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
 - (d) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
 - (e) 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: 27/5/2026 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@plkhyc1984.edu.hk / Fax No. 2704 9602)

Ref.: PS84/TENDER/03/25

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 韓國 STEAM 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 : _____

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

Ref. No.: PS84/TENDER/03/25

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(Columns 3 and 4 to be completed by Tenderer)

(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)
1	<p>活動名稱： 韓國 STEAM 探索之旅 日期： 2026 年 7 月 20 日至 24 日 目的地： 韓國 預計人數： 約 20 人，包括 中學生 18 人及中學教師 2 人</p> <p>團費須包括： 1. 行程的全部費用，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。 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>請附上本次活動之擬定計劃行程 - 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>		
備註	<p>A. 行程活動：</p> <ol style="list-style-type: none"> 1. 遊學期間的主要活動及景點必須包含與 STEAM 教育相關的元素。 2. 毋須安排行程到當地免稅店等地點購物。 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。 4. 建議活動／參觀景點如下： <p>觀光： 景福宮 / 東大門設計廣場 / 南山首爾塔 / 北村韓屋村</p> <p>參觀科技設施及可持續發展工作： 三星創新博物館 / 高陽現代汽車工作室 / XR 巴士「Memory of 1795」 / 國立果川科學館 / 首爾下水道科學館 / 首爾機器人人工智慧科學館 / Jemulpo AI Convergence Education Center / Incheon Startup Park / 參觀 i-Scream Media / Kia 360 / 麻浦資源回收中心 / 首爾能源夢想中心 / 始華湖潮汐發電站</p>		

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(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)
	<p>B. 膳食安排：</p> <ol style="list-style-type: none">1. 每天須妥善安排早、午、晚三餐。2. 每人每天最少一枝飲用水。3. 安排到當地的特色食肆用膳，體驗不同的飲食文化。4. 如有需要學生自費之午餐或晚餐，必須在行程單上註明相關安排。 <p>C. 交通安排：</p> <ol style="list-style-type: none">1. 往返香港至韓國航班。<ul style="list-style-type: none">● 必須安排直航班次由香港國際機場（HKG）乘坐客機往來韓國。● 所有參加者必須乘坐同一班航班。● 不乘搭由廉價航空公司提供的航機。● 機票費用應已包括最少每人一件隨身行李及一件寄艙行李（不少於 20 公斤）。2. 韓國當地及跨境交通往返景點等接送安排。3. 其他交通安排：例如乘搭火車、纜車／船、巴士。 <p>D. 住宿安排</p> <ul style="list-style-type: none">● 三星級或以上住宿。● 全團必須入住同一間酒店，酒店安全及適合學生入住。● 學生安排二人一房（雙人雙床房 Twin Room）。● 老師安排單人住宿。● 酒店設施符合當地安全相關的法律及規定 <p>安排要求：</p> <ul style="list-style-type: none">● 必須安排所有參加者一人一床，不可二人同床● 同性別參加者同房● 必須符合當地安全相關的法律及規定		

(Columns 3 and 4 to be completed by Tenderer)

(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)
	<p>E. 人手安排</p> <ol style="list-style-type: none"> 1. 一位本港資深隨團領隊 <ul style="list-style-type: none"> ● 隨團香港領隊必須屬於回標之公司職員，不可採用外判服務，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。 ● 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。 2. 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"> ● 操流利廣東話／英語的當地專業導遊，當地導遊須持有相關有效牌照及有兩年或以上於韓國的學生交流團經驗。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。 3. 當地旅遊巴司機 <ul style="list-style-type: none"> ● 旅遊巴司機需持有相關有效執照，擁有十年或以上駕駛經驗。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。 4. 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。 5. 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。 		

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(1) Item No.	(2) Description/Specification	(3) Unit Rate (HK\$)	(4) Total Amount (HK\$)
	<p>熟知急救的人士隨團： 承辦商須確保有醫護人員和熟知急救的人士隨團，以確保參加者的健康和安全。</p> <p>有效安排：</p> <ul style="list-style-type: none"> ● 行程內景點的次序及所用時間需配合交通及住宿安排，有效地運用時間 ● 承辦商在安排景點時，應盡量控制在當地的每次交通時間不多於兩小時，全日不得超過四小時 ● 用餐的地方需位於將要參觀的各景點之間的行車路線上，以致不會耽誤時間 ● 酒店處於最近景點的位置，以縮短交通時間 <p>其他： 小冊子、名牌和學習冊： 承辦商須為參加者準備行程注意事項的小冊子、名牌和學習冊。校方或會採用承辦商所提供的學習冊，或擷取承辦商所提供的內容自行編制學習冊。</p> <p>製作橫額： 承辦商須按各學校要求製作橫額作拍照之用。</p>		

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: _____

d / m / yyyy

