



# ST. FRANCIS XAVIER'S COLLEGE

45, Sycamore Street, Taikoktsui, Kowloon, Hong Kong.

Tel.: (852)2393-2271 Fax.: (852)2391-6101

<http://www.sfxc.edu.hk>

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School Ref. No.: **T201901**

13<sup>th</sup> November, 2018

To whom it may concern,

## INVITATION TO TENDER FOR THE PROVISION OF STUDY TOUR 2019 FOR PHYSICAL EDUCATION

1. You are invited to tender for undertaking services 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. Your sealed tender, in duplicate, should be clearly marked on the outside envelope:

“TENDER FOR THE PROVISION OF STUDY TOUR 2019 FOR PHYSICAL EDUCATION”

The envelope should be addressed to St. Francis Xavier's College, 45, Sycamore Street, Taikoktsui, Kowloon and forwarded to arrive not later than 12:00 noon on **4<sup>th</sup> December, 2018**. Late tenders will not be accepted. Your tender will remain open for 30 days from the above closing date, and you may consider your tender to be unsuccessful if no order is placed with you within these 30 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, it would be appreciated if you would return this letter and the tender forms to the above address at your earliest convenience.

Yours faithfully,

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Mr. Iu Kwong Chi  
Principal

## TENDER FOR THE PROVISION OF STUDY TOUR 2019 FOR PHYSICAL EDUCATION

Name and Address of School: St. Francis Xavier's College  
45, Sycamore St., Taikoktsui, Kowloon.

School Reference No.: T201901

Tender Closing Date: **4<sup>th</sup> December, 2018**

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### PART I

The undersigned hereby offers to undertake the provision of Study Tour 2019 for Physical Education described in the tender schedule within the period of time as specified therein from date of a firm order at the price or prices quoted 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 repaired in accordance with such details; tenders shall REMAIN OPEN FOR 30 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 Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to school's premises.

### 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 30 days.

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 \_\_\_\_\_ 2018.

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.: \_\_\_\_\_

## St. Francis Xavier's College

### Physical Education overseas study tour packages 2018-2019

*Tender specifications for the providing overseas study tour packages for Physical Education*

#### **A) Aims**

The aim of the study tour is to allow students to compare and evaluate the culture and the atmosphere of sports in Hong Kong and Japan. The aim shall be able to be executed by students achieving the following learning objectives:

- i) To investigate Japanese sports culture.
- ii) To experience Japanese sports atmosphere.
- iii) To study the culture and the atmosphere of sports in Hong Kong.

The packages shall include A) a 5-day overseas study tour, B) pre tour briefing sessions, and C) promotional support. Following items are the details of the packages:

#### **B) Overseas study tour – Tokyo, Japan**

1. The service provider has to co-plan a five-days itinerary to Kanto with teachers, which can relate with the above aim and learning objectives for the nature of Physical Education.
2. The itinerary shall be led by **at least one** Hong Kong government registered tour guide.
3. The targeted regions are planned to be **(1) Tokyo and (2) Saitama**.
4. The targeted people are planned to be **around 30 F.1 to F.5** students, with **2** escorting teachers.
5. It is planned to be held during **12/04/2019 to 16/04/2019**.
6. Here are the proposed activities drafted by teachers:
  - Visiting museum of Baseball **and** Football, including:
    - ◆ Baseball Hall of Fame and Museum  
<<https://issl.jp/baseball-museum/guide/learning/index.html>>; and
    - ◆ JFA Japan Soccer Museum  
< [http://www.jfa.jp/football\\_museum/school.html#pankz](http://www.jfa.jp/football_museum/school.html#pankz)>.
  - Visiting stadium of Baseball **and** Football, including:
    - ◆ Tokyo Dome <<https://www.tokyo-dome.co.jp/dome/visit/>>; and
    - ◆ Saitama Stadium 2002 <[https://www.stadium2002.com/guide\\_9.html](https://www.stadium2002.com/guide_9.html)>.
  - Watching matches of Japanese Baseball **and** Football.
  - Experiential learning of traditional Japanese sports, e.g.: Kendo, Karate.
  - Visit and Interflow with Japanese Secondary or High School, especially the sports activities.
7. For all the above activities mentioned in point 6:
  - The tour guide provided by the service provider shall be able to briefly translate local Japanese's wordings to our students.
  - All entrance fees and tickets shall be included in the tender provided.

8. The tender provided shall also include the following transportation fee:
  - Round trip Economy class direct flight ticket.
  - Airline's fuel surcharge and airport tax.
  - All local transportation.
9. 3 meals per day, mainly on washoku (Japanese-style food), shall be arranged by the service provider.

### **C) Pre tour briefing sessions**

1. Before the tour, service provider has to hold **at least one** briefing session for students and parents for preparing students' oversea study tour.

### **D) Promotional support**

1. Service provider has to assist the school to organize parent meetings to foster their understanding of the study tour package.
2. Service provider has to provide relating promotion materials including:
  - Notices and reminders to parents and students.
  - A banner with school logo and name of the tour.
  - PowerPoint, pamphlet, newsletter and poster for post-trip promotions to other parents and students.

### **General Remarks**

1. The following items must be stated clearly in the tender provided:
  - The type and name of relevant accommodation during tour.
  - The number and type of meal provided during tour.
  - The type of transportation between different places during the tour.
  - The proposed airline and related flight information in the period of **12/04/2019** to **16/04/2019**.
  - The estimated average charge of each student on a group size of
    - ◆ 20 students + 2 teachers.
    - ◆ 30 students + 2 teachers.
  - The charge for 2 teachers shall be shown separately.
  - The travel insurance per person for 5-day trip.
  - Corresponding measures when natural hazards occur, such as earthquake, volcanic eruption, typhoon, etc. or outbreak of infectious disease:
    - i) after the adoption of the tender and before the application of students;
    - ii) after the application of students