



# 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>

School Ref. No.: **T202602**

23 December 2025

Dear Sir/Madam,

## INVITATION FOR THE TENDER OF THE PROVISION OF STEAM Study Tour Packages 2025-2026

1. You are invited to quote for undertaking services of the items as specified in the enclosed tendering documents. If you are not prepared to accept a partial order, please state this clearly on the tendering schedule.
2. Your sealed tender, **in duplicate**, should be clearly marked on the outside envelope:  
**"T202602 Tender for the Provision of STEAM Study Tour Packages 2025-2026"**

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 15 January 2026. Late tenders will not be accepted. Your tender will remain open for 90 days from the above 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 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 attached content to the school address at your earliest convenience.
4. Tenders will be accepted on an overall basis. For administrative enquiries, please contact Mr. Sentol LEE via telephone at 2393 2271. For technical enquiries, please contact Mr. LEE Kim Po by the same telephone number.

Yours faithfully,

LEUNG Man Fai  
Principal



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## **TENDER FORM FOR THE PROVISION OF STEAM Study Tour Packages 2025-2026 (to be completed and submitted in duplicate)**

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

School Reference No.: **T202602**

Tender Closing Date: 15 January 2026

Contact Person(s): Mr. LEE – Administrative Inquiries – Tel: 2393 2271

Mr. LEE Kim Po – Technical Inquiries – Tel: 2393 2271

### 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 School. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the School is not bound to accept the lowest or any tenders 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 intellectual properties.

### PART II

#### RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this Tender Form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from the above closing date.

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 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.



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## TENDER FORM T202602 (CONT.)

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) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

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

in the capacity of \_\_\_\_\_.  
(State official position, e.g. Director, Manager, secretary, etc.)

Duly authorized to sign tenders for and on behalf of: -

\_\_\_\_\_  
(Company Name)

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

\_\_\_\_\_  
(Company Address)

Telephone No.: \_\_\_\_\_

Company  
Chop

**St. Francis Xavier's College**  
**STEAM study tour packages 2025 – 2026**

*Tender specifications for the services of providing an overseas study tour package for STEAM study tour*

**Introduction**

This tender outlines the proposal for a STEAM (Science, Technology, Engineering, Arts, and Mathematics) study tour to Singapore. The purpose of this tour is to provide participants with an immersive experience that enhances their understanding of STEAM principles through guided visits, practical and experiential workshop workshops to various institutions

- 1) To improve participants' knowledge and skills in STEAM subjects through guided visits and hands-on workshops to various institutions.
- 2) To encourage innovative thinking by exposing participants to Singapore's technological advancements and artistic initiatives.

The package shall include **A)** a 6-day overseas study tour, **B)** pre-tour briefing sessions, **C)** promotional support and **D)** learning support. Details of the package include:

**A) Study tour to Singapore**

1. The service provider has to co-plan a **6-day itinerary** to Singapore with two teachers, which can relate with the above aims.
2. The itinerary should be led by **at least one** Hong Kong government registered tour guide.
3. The targeted regions are planned to be Singapore.
4. The targeted participants are planned to be **around 20 – 30 F.3 to F.5** students, with **2** escorting teachers.
5. It is planned to be held within the period from **30<sup>th</sup> March to 6<sup>th</sup> April 2026 (6 days)**.
6. The proposed activities drafted by teachers:
  - 6.1 Include following visits/ activities:
    - Science Centre Singapore  
→ if possible, arrange specialized workshop, such as DNA lab. or Robotics lab.
    - Singapore Discovery Center
    - Marina Barrage and the URA City Gallery
    - Changi Jewel Rain Vortex
    - Art Science Museum
    - Night Safari
    - Visit to wetland (e.g. Sungei Buloh Wetland Reserve or Pulau Semakau)
    - Lee Kong Chian Natural History Museum
    - Supertree Grove and Garden Rhapsody
    - Other visits/ activities related to Art & Architecture Integration: architectural visits (e.g., Esplanade – Theatres on the Bay, Helix Bridge)

6.2 Please reserve either a morning or an afternoon slot on one of the tour days for a potential visit by our school to Maris Stella High School, allowing for an exchange between students from both schools. However, this item is still pending confirmation. Should our school be unable to arrange this exchange activity, your organization is required to arrange an alternative itinerary for the students.

Regardless of whether the exchange activity takes place on that day, your organization must arrange lunch for all participating teachers and students.

6.3 At least **two practical and experiential workshop** related to STEAM in local professional organization or education institution.

6.4 Any other activities which are relatable / meaningful / educational / interesting to Hong Kong secondary school students or visiting places that have catholic and cultural elements.

7. For all the above activities mentioned in point 6:

7.1 The tour guide provided by the service provider shall be able to explain to our students the educational value(s) and learning objectives of the sites visited and activities taken part during the tour.

7.2 **All fees (e.g. transportation, 3 meals per day, entrance fees, workshop fees, learning materials, etc.)** should be included in the tender.

8. The tender provided should include the **flight cost** (round trip, economy class, direct flight ticket, with fuel surcharge and airport tax) and **accommodation**, and the cost of these **two items should be shown separately**.

9. **3 meals per day** should be arranged by the service provider.

#### **B) Pre tour briefing session(s)**

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

#### **C) 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 relative promotion materials including:
  - Notices and reminders to parents and students.
  - A banner with school logo and name of the tour.
  - PowerPoint (or equivalent), pamphlets, newsletters and posters for post-trip promotions to other parents and students.

#### **D) Learning support**

1. Provide worksheets/ learning profile or learning handbook to students. Relevant basic background information of the attractions and cultural activities and guiding questions should be included.

#### **General Remarks**

1. The following items must be stated clearly in the tender provided:

- The type and name of relevant accommodation during the tour.
- The number and type of meal provided during the tour.
- The type of transportation between different places during the tour.
- The proposed airline and related flight information in the period of **30<sup>th</sup> March to 6<sup>th</sup> April 2026 (6 days)**.
- **Direct flight from Hong Kong to Singapore (round-trip ticket) is preferred.**
- The estimated average charge of each student on a group size of
  - ◆ 20 students + 2 teachers
  - ◆ 26 students + 2 teachers
  - ◆ 30 students + 2 teachers
- The charge for the 2 teachers should be shown separately.
- The **travel insurance** per person for the 6-day trip.

### **Specification of the tender**

- The overall price is NOT the sole selection criterion. The following items will also be considered.

Item	Details	Weighting (100%)
Itinerary fulfilling the tender requirements, especially concerning the relevance to learning objectives stated	<ul style="list-style-type: none"> <li>• Whether the trip can enable students to               <ul style="list-style-type: none"> <li>(1)to improve participants' knowledge and skills in STEAM subjects through guided visits and hands-on workshops to various institutions.</li> <li>(2)to encourage innovative thinking by exposing participants to Singapore's technological advancements and artistic initiatives.</li> </ul> </li> <li>• This itinerary has been specifically tailored for the school to meet the requirements stated above.</li> </ul>	35
Price and arrangements	<ul style="list-style-type: none"> <li>• The overall price is competitive.</li> <li>• Accommodation and meals are reasonable and adequate.</li> <li>• The transport and flight is time-and cost-effective.</li> </ul>	35
Learning support	<ul style="list-style-type: none"> <li>• Provide relevant learning materials to students (e.g. booklets/worksheets).</li> </ul>	20
Reputation	<ul style="list-style-type: none"> <li>• Proven track record in organizing similar school tours.</li> <li>• Accreditation by recognized travel or educational industry bodies, and strength of references from previous school clients with similar requirements.</li> </ul>	10