



Our Lady's College Address : 九龍黃大仙龍鳳街三號 3, Lung Fung Street, Wong Tai Sin, Kowloon. Tel. : 2327 5860 Fax : 2752 7645 Web Site : http://www.olc.edu.hk E-mail : info@olc.edu.hk

School Ref. No.: T17/18-01

18 October 2017

Dear Sirs,

INVITATION TO TENDER TENDER FOR THE SUPPLY OF OPEN JAW AIR-TICKETS for the ITALY STUDY TOUR 2018

1. You are invited to tender for the supply of open-jaw air-tickets (From Hong Kong to Milan, Italy & from Rome, Italy to Hong Kong) 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, <u>in duplicate</u>, should be clearly marked on the envelope:

Tender for the Supply of Open-jaw air-tickets for Italy Study Tour 2018

The envelope should be addressed to <u>The Principal, Our Lady's College, 3 Lung Fung Street, Wong Tai Sin, Kowloon</u> and arrive not later than 12:00 noon on <u>8 November 2017</u>. You should not disclose your identity on the sealed tender envelope or the tender bid will be disqualified. 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, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.

4. Tenders will be accepted on an 'overall' basis. The Evaluation Criteria of the tender are the price of the tender and fulfillment of the tender specifications. The school has no obligation to place order from the lowest bidder.

5. If you have any queries, please contact Ms Teresa Cheung at 2327 5860.

Yours sincerely,

Sr Lim Lai Ling Amy Principal

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, 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.

OUR LADY'S COLLEGE TENDER SCHEDULE FOR THE SUPPLY OF OPEN JAW AIR-TICKETS FOR THE ITALY STUDY TOUR 2018

(to be completed in duplicate)

	[Columns 4	and 5 to be compl	eted by Supplier]
(1)	(2)	(3)	(4)	(5)
Item	Description/Specification	Quantity	Unit Rate	Total Amount
No.		Required	(HK\$)	(HK\$)
001	1. Outbound: From Hong Kong to Milan, Italy	38 – 45	a. Airfare:	(1) For 38
	Departure Arrival			passengers:
	24 March 2018 24 March 2018			
	(anytime from midnight to before noon) (morning/afternoon)			
	OR			
	23 March 2018			
	(night)		1 -	
			b. Tax:	
	2. Inbound: From Rome, Italy to Hong Kong			
	Departure Arrival			
	3 April 2018 4 April 2018			
	(afternoon) (whole day)			
			c. Surcharge	(2) For 45
	- Number of passengers: 38-45 (incl. 8 teachers)		(if any):	passengers:
	- All passengers aged 13 and/or above			
	- Airlines: Air France/ British Airways/ Cathay			
	Pacific/ Emirates or any other airlines			
	Note:			
	- Group fare is preferred.			
	- Direct flights or flights with shorter			
	connection time are preferred.			
	- Airfare per unit rate, all taxes and surcharge if			
	any, shall be indicated independently.			
	- Schedule of the flight and/or additional			
	information, if any, shall be stated clearly.			

We/I understand that if we/I fail to supply the stores or services 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 or services are obtained from elsewhere.

Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Tender

Name (in block letters):

Signature: _____

Date: _____

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OUR LADY'S COLLEGE TENDER FOR THE SUPPLY OF OPEN JAW AIR-TICKETS FOR THE ITALY STUDY TOUR 2018

(To be completed in duplicate)

Name and Address of School:	Our Lady's College			
	3 Lung Fung Street, Wong Tai Sin, Kowloon			
School Ref. No.:	<u>T17/18-01</u>			
Tender Closing Date and Time:	8 November 2017 (Wednesday), 12:00 noon			
č				

PART I

The undersigned hereby offers to undertake the service as described in the tender 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 tender 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; tenders 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 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 the 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 90 days from 8 November 2017.

The undersigned also	agrees to	accept the	fact that	once	the	validity	of t	ender is	reconfirm	ned,	the
pre-printed clause spe	cified in th	e Company	y's tender	forms	in r	egard to	this	s nature s	hall NOT	appl	y.

Dated this _____ (Day) of _____ (Month) 20_____ (Year).

Name (in block letters) : _____

Signature : ______ in the capacity of ______

(state official position e.g. Director, Manager, Secretary) Duly authorized to sign tenders for and on behalf of : -

whose	registered	office	is	situated	at		
							Hong Kong.
Telepho	one No. :					Fax No. :	
Websit	e :					E-mail :	