

**Jockey Club Ti-I College
Tender Schedule**

(To be completed in duplicate)

(Column 4,5 and 6 to be completed by tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK \$)	(5) Total Amount (HK \$)	(6) Delivery Offered
1	<p>To provide service for the organization of Athletics Team Singapore Training and Exchange Program Tour of Jockey Club Ti-I College with the following details. Please submit the price quotation, details of the job description, and other necessary documents/ photos/ video clips/ drawings, etc. if appropriate, together with this tender schedule for assessment.</p> <p>Basic Information</p> <ol style="list-style-type: none"> 1. Themes: Athletics Training, Interschool Exchange and Sightseeing 2. Date and duration: between 20 July to 26 July 2026 (7 days) 3. Location: Singapore 4. Target participants: F1 to F5 students 5. Expected number of participants: 16 to 17 students + 3 teachers <p>Requirements</p> <ol style="list-style-type: none"> 1. Accommodation: Separate hotel rooms for students (2-4 students per room) and teachers (1-2 teachers per room) of different genders. 2. Meals: Breakfast, lunch, and dinner should be provided for the whole trip. Special attention should be paid to students with allergies or specific requirements due to religious reasons. 3. Transportation should be provided for the whole trip. 4. Visa applications, if necessary, should be handled by the supplier. Visa application fees should be clearly stated in the tender documents. 5. Individual travel insurance should be provided to all the participants. This individual travel insurance should cover 100% of all the cost of prepaid travel tickets, tour packages, and other arrangements in case of trip cancellation or curtailment, due to reasons such as Black or Red Outbound Travel Alert being in force, in the events of force majeure. 	1			

6. All proposed activities included entry fees of A to E requested (should be listed in the **proposed itinerary with details. No other optional activities that incur additional costs should be included.**)

A. Singapore Zoo

B. Universal Studios

C. Mega Adventure Singapore

D. Local Tour Point (Merlion Park)

E. Skyline Luge

7. There should be **one training or school visit session on one day of the trip (either in the morning or afternoon) planned by students.**

8. The tender documents should **include the fees for all sightseeing activities**, for example, entry fees to attractions and fee of meals.

9. The itinerary and all trip arrangements should be confirmed **at least 14 days before departure.**

10. All briefing sessions, activities, and guided tours should be held and conducted by **qualified and experienced instructors or tour guides.**

11. **Pre-departure briefing sessions** (inside our school campus) should be provided at least 14 days in advance.

12. The supplier should provide **all learning materials and resources if needed.**

Important Notes

1. **Tour fees for students and teachers are to be stated separately.** Details of fee difference should also be stated if the overall participant numbers vary.

2. The supplier may provide a proposed itinerary or itineraries for **either one or both locations** in the tender documents. The final decision will be based on the quality and relevance of the proposed activities, as well as the overall fee and arrangements.

3. **Flight tickets** should be reserved within **14 days** after confirming the number of participating students.

4. In the event of a cancellation due to factors outside of its control, such as adverse weather, war, natural disasters, pandemic etc., **any additional fees incurred and the cancellation policy** must be clearly stated in the tender documents.

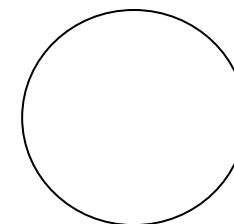
	<p>5. The specifications provided in the tender documents can be altered according to the supplier's available options. All alterations including changes, additions or subtractions of item(s) must be clearly stated in the tender documents. Any alterations should not incur any additional fee.</p> <p>6. All staff involved in the trip should be covered by suitable insurance and their qualifications, working conditions and related operations should meet the related government requirements or corresponding government regulations of both Hong Kong and the destination.</p> <p>7. Supplier's experiences in organizing related training or trips, including a list of secondary schools and education institutions (if any) that had been served.</p> <p>For inquiry, please contact Mr. LI Kwong Ling at 2691-7150 (Ext. 8074) or Mr. Ho Tsz Him (8079)</p>				
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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.

Name of Tenderer: _____

Name and Signature of Person authorized to Sign Tender: _____

Name (in Block Letters): _____ Signature: _____ Date: _____



Company Chop