

Tender No.: 2025-2026/T10

27 Apr 2026

Dear Sir/Madam,

**INVITATION TO TENDER  
FOR THE SUPPLY/SERVICE OF THE  
SUMMER STUDY TOUR (2025-2026)**

1. You are invited to tender for the supply and/or 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 SUPPLY/SERVICE OF THE SUMMER STUDY TOUR (2025-2026)”**. The envelope should be addressed to **S.K.H. HOLY TRINITY CHURCH SECONDARY SCHOOL, No. 2 HAU MAN STREET, HOMANTIN, KOWLOON** and forwarded to arrive not later than **12:00 Noon 11 May 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 Part II of the tender form is completed, the tender will not be considered.
3. Bid-rigging is inherently anti-competitive and is considered serious anti-competitive conduct under the Competition Ordinance (Cap.619). The tenderer must ensure that the bid is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other person, including regarding price, bid submission procedure or any terms of the bid. In the event of any breach of this clause by any tenderer, the school reserves the right to invalidate the bid submitted by that tenderer and seek damages.
4. 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.
5. Tenders will be accepted on an overall basis. Should you have any queries, please feel free to contact Ms. Chan Wing Chui at 2714-4137.

Yours faithfully,

(WONG Lai-shan)  
Principal

**S.K.H. HOLY TRINITY CHURCH SECONDARY SCHOOL**  
**TENDER OBJECTIVES AND DETAILS (TO BE COMPLETED IN DUPLICATE)**

**(1)Description/Specification**

1. The company must hold a valid Travel Agent License (please provide copy)
2. Target students: secondary school students (aged 12 – 17)
3. Destination: Singapore
4. Theme: Sustainability in Singapore
5. Duration: 6 days
6. Date of departure: early July
7. Accommodation: English-speaking host families OR Hotels OR School Dormitory
  - Please provide individual quotes for each type of accommodation
  - The company should assure that the host families have not been convicted of any criminal offence (especially sexual offenses) in any court in Singapore or elsewhere.
8. Price (including air ticket, accommodation, meals, excursions, transportation including airport pick-up service, insurance)
9. Fee of school escort teacher(s) inclusive (two free places for school escort teachers every twenty participants)
10. Details of the schedule
  - Number of lessons on the theme “Sustainability” in English (preferably an International class with mixed nationalities)
  - Buddy program, if any
  - teachers’ qualifications
  - teacher-student ratio
  - excursions
11. Number of escort staff and their roles and duties
12. Support from your organization: e.g. briefing session for students, briefing session for parents, visa application, talk, local support (if any) etc.
13. State related experience in organizing study tours
14. Post-tour report
15. Please provide Business Registration Certificate copy
16. Please state the **minimum number of students to form a tour:** \_\_\_\_\_

<b>(2) Number of students</b>	<b>(3) Amount(HK\$)</b>		
1-20 students and 2 teachers (please specify the fee for each student)	English-speaking host families Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____	Hotels Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____	School Dormitory Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____
21-30 students and 3 teachers (please specify the fee for each student)	English-speaking host families Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____	Hotels Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____	School Dormitory Name of Airline: _____  Flight No : _____ HKG-SIN : _____ SIN-HKG : _____  *Fee for each student : _____

I understand that if I fail to supply the services as offered in my tender upon accepting school's order, I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

**Column 3 to be completed by Tenderer**

Name of Tenderer: \_\_\_\_\_

Name and Signature of Person Authorized to Sign Tender

Name (in block letters): \_\_\_\_\_

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

Date: \_\_\_\_\_

Company Chop

**S.K.H. Holy Trinity Church Secondary School**  
**TENDER FORM FOR**  
**SUMMER STUDY TOUR (2025-2026)**  
(to be completed in duplicate)

Name of School : SKH Holy Trinity Church Secondary School  
Address of School : 2 Hau Man Street, Homantin, Kowloon  
Telephone No. : 2714 4137  
School Ref. No. : 2025-2026/T10 (Summer Study Tour (2025-2026))  
Tender Closing Date : 12:00 noon on 11 May 2026

**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 form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 11 May 2026.

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\_\_\_\_\_.

Name (in block letters) : \_\_\_\_\_

Signature : \_\_\_\_\_ in the capacity of \_\_\_\_\_ (state official position e.g. Director, Manager, Secretary)

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

\_\_\_\_\_

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

\_\_\_\_\_ Hong Kong.

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

Fax No. : \_\_\_\_\_



聖公會聖三一堂中學  
*S.K.H. Holy Trinity Church Secondary School*

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## Letter to Suppliers/Contractors regarding Offering Gifts to School Staff

27 April 2026

Dear Sir/Madam,

### **Offering Gifts to School Staff**

I am pleased to inform you that our school has formulated a clear policy on the solicitation and acceptance of gifts by staff in their official dealings.

In order to maintain a team of clean and honest school staff, it is stipulated in our school policy that no staff shall solicit or accept gifts, money or any other form of advantages in their course of duty without the special permission of the Incorporated Management Committee.

Our staff has understood the policy in which any breach will result in disciplinary action and the school is ready to report all offences to the Independent Commission Against Corruption (ICAC).

We therefore earnestly request your support to our commitment of managing our school in a fair and just way. Should any member of our staff approach you for an advantage, please report to me immediately.

Thank you for your cooperation.

Yours faithfully,

(WONG Lai-shan)  
Principal