



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.: **Q202505**

9 April 2025

Dear Sir/Madam,

**INVITATION TO SUBMIT WRITTEN QUOTATION
FOR THE PROVISION OF
TRAVEL PACKAGE FOR THE MARIST BASKETBALL TOURNAMENT 2025**

1. You are invited to quote for the supply of the stores or services as specified in the enclosed “*Required Specifications*”. If you are not prepared to accept a partial order, please state this clearly on the submitted quotation.

2. Your sealed written quotation, **in duplicate**, should be clearly marked on the envelope:

“Q202505 Written Quotation: Travel Package for the Marist Basketball Tournament 2025”

The envelope should be addressed to St. Francis Xavier's College, 45, Sycamore Street, Taikoktsui, Kowloon and forwarded to arrive no later than 12:00 noon on **2 May 2025**. Late submissions will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your bid to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless the “*Written Quotation Form*” is completed, the quotation will not be considered.

3. If you are unable or do not wish to submit a quotation, it would be appreciated if you would return this letter and the attached content to the school address at your earliest convenience.

4. Written Quotations will be accepted on an overall basis. Please contact Mr. LEE Kim Po (李劍寶老師) at 2393 2271 for inquiries about this quotation. Thank you for your attention.

Yours faithfully,

LEUNG Man Fai
Principal



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WRITTEN QUOTATION FORM FOR THE PROVISION OF TRAVEL PACKAGE FOR THE MARIST BASKETBALL TOURNAMENT 2025 (to be completed and submitted in duplicate)

School Reference No.: **Q202505**

Tender Closing Date: **2 May 2025**

Contact Person(s): **Mr. LEE Kim Po** – Tel: 2393 2271

PART I

The undersigned hereby offers to supply all or any part of the items described in the Written Quotation 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 Written Quotation 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; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the School is not bound to accept the lowest or any written quotations and reserves the right to accept all or any part of any written quotation within the period during which the written quotation 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 WRITTEN QUOTATION VALIDITY

With reference to Part I of this Written Quotation Form, it is reconfirmed that the validity of written quotation 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 written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation/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.

The undersigned also acknowledges that the School may immediately terminate the contract upon the occurrence of any of the following events:



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- (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.)

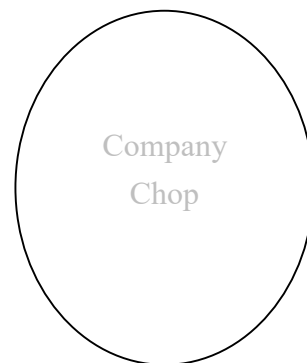
Duly authorized to sign quotations for and on behalf of: -

(Company Name)

whose registered office is situated at _____

(Company Address)

Telephone No.: _____





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Required Specifications: Travel Package for the Marist Basketball Tournament 2025

1. Introduction

Services are required to provide a tour package to SIBU, MALAYSIA, for our students and staff to participate in the 4th Marist (East-Asia) Basketball Tournament to be held in July 2025. The aim of this tour is to offer a great opportunity for our students to get a closer connection among schools in the East Asia region, allowing them to get closer contact with new friends who are studying in other schools operated by the Marist Brothers.

2. Details of the package

- a. The destination is Catholic High School at the address: 1B, Jalan Lanang, 96000 Sibu, Sarawak, Malaysia.
- b. The target participants are **14 to 16** students, with **3 to 4** escorting teachers/staff.
- c. The tour will last **from 17 July (Thu) to 24 July (Thu) 2025 OR 17 July (Thu) to 25 July (Fri) 2025**
- d. **Round-trip flight tickets** (from Hong Kong to Sibu Malaysia, and from Sibu Malaysia to Hong Kong)
Please provide TWO quotations for the two round-trip dates:
One for 17 to 24 July 2025; One for 17 to 25 July 2025
- e. **Insurance** for all students and escorting teachers/staff.
- f. **Coach Bus Service** for taking students and staff from Sibu airport to Catholic High School (1B, Jalan Lanang, 96000 Sibu, Sarawak, Malaysia) on 17 July 2025 and from the school to Sibu airport on either 24 or 25 July 2025, depending on the final package chosen.
- g. Service provider does NOT need to arrange any accommodation, meals, or guided tours.

3. Important Remarks

- a. The following items must be stated clearly in the quotation offered using the attached Supplier Quotation Form (in duplicate):
 - 14 students + 3 or 4 staff
 - 15 students + 3 or 4 staff
 - 16 students + 3 or 4 staff
- b. The charge for the 3 teachers/ staff should be shown separately.
- c. The charge for round-trip flight tickets, insurance (optional) and coaches, should be shown separately.
- d. The airline company used and departure times must be listed.



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4. Evaluation Criteria

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

Item	Details	Weighting (100%)
Price and arrangements	<ul style="list-style-type: none">The overall price is competitiveThe transport and flight is time-and cost-effective	80
Reputation	<ul style="list-style-type: none">The agency has a good reputation in the providing quality and reliable services	20

5. Contact Information & Deadline

- Name of school: St. Francis Xavier's College
- Address: 45 Sycamore Street, Tai Kok Tsui, Kowloon
- Contact person: Mr. LEE Kim Po (李劍寶老師)
- Email: lkp@sfxc.edu.hk
- Phone: 23932271

- END OF REQUIRED SPECIFICATIONS -



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Supplier Quotation Form (Q202505)

(to be completed and submitted in duplicate along with other supporting documents)

Part 1: Cost Breakdown for Option 1 (Dates: 17th July – 24th July 2025)			
1	Cost Component	Price of 14 Student + 3 Staff	Price of 14 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____ /student	\$ _____ /student
	HKG-Sibu Departure time: _____		
	Sibu-HKG Departure time: _____	\$ _____ /staff	\$ _____ /staff
	Group Insurance	\$ _____	\$ _____
	Coach Bus Service	\$ _____	\$ _____
2	Cost Component	Price of 15 Student + 3 Staff	Price of 15 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____ /student	\$ _____ /student
	HKG-Sibu Departure time: _____		
	Sibu-HKG Departure time: _____	\$ _____ /staff	\$ _____ /staff
	Group Insurance	\$ _____	\$ _____
	Coach Bus Service	\$ _____	\$ _____
3	Cost Component	Price of 16 Student + 3 Staff	Price of 16 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____ /student	\$ _____ /student
	HKG-Sibu Departure time: _____		
	Sibu-HKG Departure time: _____	\$ _____ /staff	\$ _____ /staff
	Group Insurance	\$ _____	\$ _____
	Coach Bus Service	\$ _____	\$ _____



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Supplier Quotation (Q202505) -continue

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Part 2: Cost Breakdown for Option 2 (Dates: 17th July – 25th July 2025)			
1	Cost Component	Price of 14 Student + 3 Staff	Price of 14 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____/student	\$ _____/student
	HKG-Sibu Departure time: _____		
	Sibu-HKG Departure time: _____	\$ _____/staff	\$ _____/staff
	Group Insurance	\$ _____	\$ _____
2	Coach Bus Service	\$ _____	\$ _____
	Cost Component	Price of 15 Student + 3 Staff	Price of 15 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____/student	\$ _____/student
	HKG-Sibu Departure time: _____		
	Sibu-HKG Departure time: _____	\$ _____/staff	\$ _____/staff
3	Group Insurance	\$ _____	\$ _____
	Coach Bus Service	\$ _____	\$ _____
	Cost Component	Price of 16 Student + 3 Staff	Price of 16 Student + 4 Staff
	Round-Trip Flight Tickets		
	Airline: _____	\$ _____/student	\$ _____/student
	HKG-Sibu Departure time: _____		
3	Sibu-HKG Departure time: _____	\$ _____/staff	\$ _____/staff
	Group Insurance	\$ _____	\$ _____
	Coach Bus Service	\$ _____	\$ _____