



**Invitation to written quotation
For the provision of Shanghai Study Tour 2026**

Our school hereby invites service providers to submit written quotations for the provision of Shanghai Study Tour 2026.

Please contact Ms. Ng Philomena by email to png@spcc.edu.hk before 9 December 2025 for details of the written quotation procedures, service requirements of our school, assessment criteria and contents required in the written quotation document.

Please note that the deadline for submission of written quotation will be **12 noon on 9 December 2025**.

Your sealed written quotation, **in duplicate**, should be clearly marked on the envelope:
Written Quotation for Shanghai Study Tour 2026

Suppliers should not identify themselves on the quotation envelope and a quotation bid will be disqualified if the supplier discloses its identity on the sealed written quotation envelope. Suppliers are allowed to amend their quotations after quotation submission but before quotation closing, the amendments should be submitted in the same manners as for submitting the quotations.

The envelope should be addressed to our Principal and arrive at St. Paul's Co-educational College at 33 MacDonnell Road, Hong Kong not later than 12 noon on 9 December 2025. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the "Closing Date", and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

The supplier, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/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 supplier 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 supplier liable for any loss or damage the school may sustain.

If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience. Written quotations will be accepted on an overall basis.