



Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

(incorporated in Hong Kong with limited liability by guarantee)

Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994

Find **PASSION**, Foster **VISION**, Encourage **ACTION**

Korean International School

Tender Document

Issue Date: 28th May 2025

Subject of Tender: Korean International School(Korean Section) school trip

Tender Number: KS-2025-001

Service Period: 17th November 2025 – 21nd November 2025
(4nights 5days)

Tender Closing Date and Time: 5th June 2025. 4:00 PM

Korean International School
55 Lei King Road,
Sai Wan Ho
Hong Kong
Attention: Mr. Chi,Seokwoo
Tel: 2569-5500
Website: www.kis.edu.hk



Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

(incorporated in Hong Kong with limited liability by guarantee)

Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994

Find **PASSION**, Foster **VISION**, Encourage **ACTION**

INSTRUCTIONS TO TENDERERS

A. GENERAL

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

B. SUBMISSION OF TENDER

Tender Documents shall be deemed to include any Notice / Covering Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

Tenders in duplicate shall be submitted to General Office by a sealed envelope before the cut-off time as following: -

Tender no.: KS-2025-001

Closing date & Time: 5th June 2025. 4:00 PM

Addressed to: Chi, Seok woo

Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

From: Name & address of the tenderer

The tender document must include a cover letter in company letterhead clearly stating the name of the firm and its company registration number, the name(s) and HKID number(s) of the company director(s) and the name, address, email address and telephone number of the bidder's representative.

An incomplete tender document will lead to the service provider being disqualified. Tendering documents submitted through e-mail or fax will not be accepted.

C. TERMS & CONDITIONS

1. The tender shall be based on general conditions of Contract and tenderers are required to quote their own rates against each category in the Scope of Services, which is enclosed. All rates shall remain firm for the contract period.



Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

(incorporated in Hong Kong with limited liability by guarantee)

Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994

Find **PASSION**, Foster **VISION**, Encourage **ACTION**

2. The tenderer shall submit details describing experience and capacity in handling similar services, by job references.
3. If awarded, the tenderer shall notify Korean International School in writing of all subcontracts awarded/liased under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the tenderer from any liability or obligation under the contract.
4. Prices quoted must be valid for at least 60 days from the closing of the tender.
5. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
6. The Korean International School may terminate this contract in whole or in part:
 - i. if the tenderer fails to perform any other obligation(s) under the contract; or
 - ii. if the tenderer, in the judgment of the Supervisor of Korean International School, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
7. The tenderer shall provide professional indemnity insurance covering the travel-related liabilities.
8. All services rendered by tenderer shall be construed in accordance with the laws of the Government of the HKSAR.
9. PARTICULARS OF PERSON ACTING AS REPRESENTATIVE OF THE TENDERER

I, the undersigned, confirms and acknowledges that:

- i. I understand the above conditions and requirements and undertake to abide by them
- ii. The information furnished is true, correct and accurate



Korean International School

55 Lei King Road, Sai Wan Ho, Hong Kong

(incorporated in Hong Kong with limited liability by guarantee)

Hong Kong Education Bureau Registration No-21621 since 17 Feb 1994

Find **PASSION**, Foster **VISION**, Encourage **ACTION**

Representative's Full Names:	Capacity:	HKID No.
Signature and Company Chop:		Date:
Address:		
Email:	Contact Number:	