



伊斯蘭脫維善紀念中學

Islamic Kasim Tuet Memorial College

香港特別行政區柴灣翠灣街二十二號
22 Tsui Wan Street, Chai Wan, HKSAR.
Website : <http://www.iktmc.edu.hk>

Tel.: 2570 9066
Fax: 2887 3164
E-mail : iktmc@learn.iktmc.edu.hk

School Ref. No.: IKTMC25/26-TRIP-01

Date: 21 October, 2025

Dear Sir/Madam,

INVITATION TO TENDER **Tender for the** **Service of Umrah Trip 2025**

1. You are invited to tender for the supply of the services 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 (Appendix 2).
2. Your sealed written tender, in duplicate, should be clearly marked on the envelope (You are reminded not to identify your company on the envelope.) :

Tender for the Service of Umrah Trip 2025

The envelope should be addressed to The Principal, Islamic Kasim Tuet Memorial College, 22 Tsui Wan Street, Chai Wan, Hong Kong and arrive not later than 12:00 noon on 4 November, 2025. Late tenders will not be accepted. Your tender will remain open for 90 days from the "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 the tender forms (Appendix 1) and tender schedules (Appendix 2) are completed, the tender will not be considered.

3. If you are unable or do not wish to tender, it would be appreciated if you would return this letter together with the tender documents and fill the Notice to Reject (Appendix 4) with reason to the above address at your earliest convenience.
4. Tenders will be accepted on a group basis.
5. Contact
For inquiries, please contact Mr. Sultan Waheed
Tel. 2570 9066 Fax. 2887 3164

Yours faithfully,

Zareenah S. Y. Ho
Principal

Enclosure: 5

TENDER FORM
For the Service of Umrah Trip 2025

(to be completed in duplicate)

Name of School: Islamic Kasim Tuet Memorial College

Address of School: 22 Tsui Wan Street, Chai Wan, Hong Kong

School Ref. No. IKTMC25/26-TRIP-01

Tender Closing Date and Time: 12:00 noon on 4 November, 2025

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 WRITTEN QUOTATION/TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of the tender offered by this company remains open for 90 days from 4 November, 2025.

The undersigned also agrees to accept the fact that once the validity of the 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 quotation/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.

PART IVANTI-COLLUSION

- a) The undersigned shall not communicate to any person other than Islamic Kasim Tuet Memorial College (hereafter referred to as the school) the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process until the tenderer is notified by the school of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the undersigned shall, without affecting the undersigned's liability for such breach or non-compliance, invalidate his tender.
- b) Sub-clause (a) of this Clause shall have no application to the undersigned's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.

PART VPREVENTION OF BRIBERY ORDINANCE

- a) The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, 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 bidder 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 bidder liable for any loss or damage the school may sustain.
- b) If a school employee or supplier or contractor has committed any of the above offenses, the tender will not be considered, and the contract signed will be invalidated even if it has come into effect.

PART VIOTHERS

1. The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the IMCs.
2. The contractor shall not, without the prior written consent of the IMCs, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the IMCs for approval. The IMCs reserve the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract.
3. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

Dated this _____ of _____ 20_____.
(Day) (Month) (Year)

Name (in block letters) : _____

Position: _____ Signature: _____

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

(Company Name)

whose registered office is situated at (Company Address) _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____

TENDER SCHEDULE

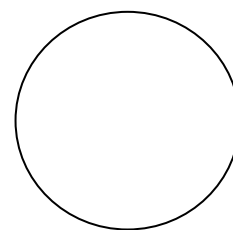
For the Service of Umrah Trip 2025

(to be completed in duplicate)

(Column 2 to be completed by Supplier)

(1) Description/Specification	(2) Total Amount (HK\$)
A. The tender includes the followings: 1. Dates: 19 December 2025 to 29 December 2025 (Tentative) 2. Destination: Makkah and Medina 3. Target: 15-35 participants 4. Itinerary: Please refer to Appendix 3. 5. Transportation: Airfares (direct flights preferred) , local transportation. 6. Accommodation: 3-star / 4-star hotel 7. Insurance 8. Visa Application and fees	i) Total for 3-star hotel and air-tickets: HKD _____ ii) Total for 4-star hotel and air-tickets: HKD _____
B. Remarks: (Please fill in this part if more information is provided)	
C. Suppliers should submit the following documents: 1. Tender forms (completed) (Appendix 1) 2. Tender schedules (completed) (Appendix 2) 3. A copy of available business registration	

We/I understand that if we/I fail to supply the 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 services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Tender

Name (in block letters): _____ Signature: _____

Date: _____

2025 Umrah Trip Tentative Schedule

Appendix 3

Date	Program	Remarks/Arrangements
19.12.2025 (Friday)	Departure from Hong Kong International airport to China and then Jeddah KSA.	Transport from home to HK airport - students' own arrangement
20.12.2025 (Saturday)	Arrival at Jeddah and then to Makkah to perform Umrah.	Transportation from Jeddah to Makkah and Hotel arrangement in Makkah by travel agent. (Accommodation in Makkah and Madinah should be arranged in 300 to 400 meters)
21.12.2025 (Sunday)	Rest / Ibadah / Tawaf / Nearby Baitullah	Hotel/Haram
22.12.2025 (Monday)	After Fajr prayer and breakfast, proceed to Arafat, Mina and Muzdalifah, Mountain Hirah, Cave of Thoor and sightseeing and perform another Umrah.	Transportation to be arranged by travel agent
23.12.2025 (Tuesday)	Rest / Ibadah / Tawaf / Nearby Baitullah	Hotel/Haram
24.12.2025 (Wednesday)	Depart for Madinah. Expected arrival at Madinah at around maghrib time.	Transportation from Makkah to Madinah and hotel arrangement at Madinah by travel agent.
25.12.2025 (Thursday)	Visit to Madinah University. Wadi e Jinn and sightseeing.	Transportation to be arranged by travel agent
26.12.2025 (Friday)	Jummah prayer at Masjid-e- Nabawi (PBUH) Madinah Munawwarah.	Hotel/Haram
27.12.2025 (Saturday)	After Fajr prayer and breakfast, proceed to Masjid Quba, Masjid Qiblatain, Mountain of Uhud, Salman Farsi Garden and sightseeing. Visit to Dar al Madinah Museum.	Transportation to be arranged by travel agent
28.12.2025 (Sunday)	Journey from Madinah to Jeddah to HKSAR.	Transportation to be arranged by travel agent
29.12.2025 (Monday)	Arrive at HK International airport	Transport from HK airport to home - students' own arrangement

Notice to Reject
Tender for the Service of
Umrah Trip 2025

If your company is unable or does not wish to tender for the supply of the items as specified in the enclosed tender schedule, please complete this notice and return it to the Principal, Islamic Kasim Tuet Memorial College, 22 Tsui Wan Street, Chai Wan, Hong Kong.

School Reference No.: IKTMC25/26-TRIP-01

Tender Closing Date and Time: 12:00 noon, 4 November, 2025

To:

The Principal,
Islamic Kasim Tuet Memorial College,
22 Tsui Wan Street, Chai Wan, Hong Kong

Regarding your school's invitation to our company to tender for the above items, we are unable or do not wish to tender due to the following reasons:

- ☐ The products and related services listed above cannot be provided.
- ☐ The product and related services requirements and specifications listed above cannot be met.
- ☐ The tender cannot be submitted within the deadline.
- ☐ Other reasons (please specify): _____

(Please put "✓" in the appropriate ☐)

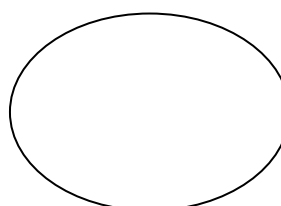
Name of Supplier: _____

Name and Signature of Person authorized to sign Tender

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop

Notes on Tendering Procedures

Tenderers must complete the "Tender Form" (Appendix 1) and "Tender Schedule" (Appendix 2) in duplicate, and then put them in a sealed envelope marked "Tender for the Service of Umrah Trip 2025" together with a copy of available business registration.

The following is the return address label of our school, please cut it out for return mail.

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Principal,
Islamic Kasim Tuet Memorial College,
22 Tsui Wan Street,
Chai Wan,
Hong Kong

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