



**G.T. (Ellen Yeung) College – Secondary Section
Tender Form for Canadian Immersion Programme**

Name of School:	G.T. (Ellen Yeung) College - Secondary Section
Address of School:	10 Ling Kwong Street, Tiu Keng Leng, Tseung Kwan O, New Territories, Hong Kong
School Ref. No.:	GTT-023
Tender Closing Date and Time:	14 August 2026 (Friday), 10:00 am

PART I Declaration

The undersigned agrees to provide the services listed in the tender appendix according to the date and price specified in the official order, including all fees and details proposed by the school. The undersigned acknowledges that all unspecified items must be provided according to the specified details. The tender is valid for 60 days from the tender closing date; the school is not obligated to accept the lowest or any tender and has the right to accept all or part of a tender within the tender validity period. The undersigned also guarantees that their company's business registration and employee compensation insurance are valid, and the services provided will not damage the school's reputation.

PART II Reconfirmation of Tender Validity

Regard-ing Part I of this tender, the undersigned reconfirms that the tender is valid for 60 days starting from 14 August 2026 (Friday).

The undersigned also agrees that, once the validity period of the tender is reconfirmed, the pre-printed provisions on the tender form specified by the company will no longer apply.

Name: _____
(in capital letters)

Signature: _____

Title: _____
(Please specify position, e.g. Director, Manager, Secretary, etc.)

Date: _____

Company stamp

The above signature has been authorized to sign the tender on behalf of: _____
 _____ [Company], whose registered office is situated at: _____
 _____ [Address].

Telephone Number: _____ Fax Number: _____

PART III "Safeguarding National Security"

Safeguarding national security is the constitutional responsibility of the Hong Kong Special Administrative Region. All levels of school personnel must effectively prevent and stop any acts or activities that endanger national security. Based on national security, schools are allowed to use professional judgment, maintain high sensitivity, and carefully assess any potential national security risks or issues at each stage of procurement. If any of the following situations occur, the school will disqualify the supplier and terminate the relevant contract:

1. Even if there are any contrary provisions in the quotation/tender documents, the school reserves the right to disqualify the supplier if the supplier has engaged in, is engaging in, or is believed to have engaged in or is engaging in activities or acts that may constitute or lead to crimes endangering national security. The school may also disqualify the supplier for the sake of national security or to protect the public interest, public morality, public order, or public safety in Hong Kong.
2. The school may immediately terminate the contract if any of the following situations occur:
 - The contractor has engaged in or is engaging in activities or acts that may constitute or lead to crimes endangering national security or are detrimental to national security.
 - Continuing to employ the contractor or continuing to perform the contract is detrimental to national security.
 - The school reasonably believes that any of the above situations is about to occur.

Part IV Submission of Tenders

1. Interested bidders must submit the tender in a confidential manner by placing it in the tender box at the school office by 10:00 am on 14 August 2026 (Friday), in accordance with the requirements listed in Section III above. The cover must clearly indicate the recipient as "G.T. (Ellen Yeung) College (Secondary Section)" and specify "Canadian Immersion Programme." Late tenders will not be accepted.
2. The tender must be submitted by the contractor or their agent.
3. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 (or above) is issued by the Observatory between 6:00 am and 9:00 am on 14 August 2026 (Friday), the tender closing time will be postponed to the same time on the next working day.
4. Even if not intending to tender, suppliers are requested to return the tender form marked "Not Intending to Tender" before the deadline.
5. Tender submission address:

G.T. (Ellen Yeung) College (Secondary Section)

10 Ling Kwong Street, Tiu Keng Leng

Envelope marked: Tender Item Name

Part V Service Requirements

1. The service provider must deliver the full program in **Vancouver or Toronto, Canada**, from **6 February 2027 to 20 February 2027** (inclusive, 15 days / 14 nights) for **20 students**.
2. The provider must arrange **homestay accommodation** with carefully screened and approved host families for the entire duration of the stay. Homestays must include meals (breakfast, lunch, and dinner) and be located within a reasonable commuting distance to the host schools.
3. The provider must provide **airport transfers** for all participants, including arrival pick-up at the designated international airport (YVR or YYZ) and departure drop-off at the end of the program.
4. A dedicated local **direct contact person** (program coordinator or representative) must be assigned and introduced to participants upon arrival in Canada. This person must be reachable 24/7 throughout the program duration and serve as the primary point of contact for participants, accompanying staff, and any emergencies.
5. The provider must arrange placement at **two separate host schools** (one per week or as otherwise agreed) to provide a diverse educational and cultural experience. Both schools must be reputable institutions capable of delivering structured academic or language/cultural programs suitable for the group.
6. The itinerary must include an organized **visit to the University of British Columbia (UBC)** in Vancouver, featuring either a formal university admission information session or a guest lecture/tour conducted by UBC faculty or admissions staff.
7. The program must include **at least two (2) major outings/excursions**, which shall include (but are not limited to) visits to **Niagara Falls** (from Toronto) and key attractions in **Vancouver** (e.g., Stanley Park, Grouse Mountain, or downtown Vancouver). All excursions must be fully supervised, safe, and include transportation and entry fees where applicable.
8. The service provider must maintain a comprehensive **Emergency Response Plan** specifically addressing injuries, medical emergencies, and other incidents during the program. This plan must include:
 - Clear procedures for immediate medical assistance and hospital transfer,
 - 24/7 access to emergency support,
 - Designated medical facilities and contacts in both Vancouver and Toronto,
 - Protocols for notifying accompanying staff, parents/guardians, and the client organization.