Tendering Instruction

Project : Global Classroom 2026/2027 (Study tours to UK: London, Cambridge, Oxford)
Ref no.: PTS26-0018

ELCHK Lutheran Academy (LUAC) would like to invite tender for Global Classroom 2026/2027 (Study tours to UK: London, Cambridge, Oxford).

1. The following is a list of documents issued for tendering purposes:

Items			Remarks
1	❑	Tendering Instruction	
2	❑	Specification & Requirement	Returned in duplicate
3	❑	Tender Schedule	
4	❑	Pre-addressed Label	
5	❑	Tender's Reply	Returned in duplicate
6	❑	Tender's Declaration of Interest Conflict	Returned in duplicate

2. The documents including the items listed above **2, 5** and **6** should be provided, signed and dated, and shall be fully priced in ink and totaled. They should be completed and enclosed in a plain sealed envelope affixed with the enclosed Pre-addressed Label on the envelope.

3. The documents should be lodged in the Tender Box:

   a. Address: General Office, 25 Lam Hau Tsuen Road, Yuen Long, N.T.
   ELCHK Lutheran Academy
   b. Date / Time: On or before **14 October 2026 at 3:00pm**
   (Late tenders will not be considered)

4. In the event of typhoon signal no.8 or above or a black rainstorm warning is hoisted between **10:00am and 3:00pm** [5 hours before the tender closing time] on the Tender Closing Date, the tender closing time will be postponed to the next working day at the same time.

5. Catalogue / service catalogues and/or technical data of the offered items should be provided together with the tender submission.

6. If you do not wish to tender for this contract, please fill in Part A of the Tender's Reply and return the full set of tender documents to the undersigned before the tender closing date.