



聖芳濟各書院

St. Francis of Assisi's College

香港 粉嶺欣盛里一號
1, Yan Shing Lane, Fanling, N.T., Hong Kong

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Website: www.sfac.edu.hk

邀請招標書

(請供應商不可在招標書封面上顯示該公司的身份)

學校檔號：2026-27/TD0001

執事先生：

招標

承投供應(50週年英文音樂劇)

1. 現誠邀 貴公司承投提供隨附的投標附表上所列的物品或服務。倘貴公司不擬接納部分訂貨，請於書面報價/投標附表上清楚註明。
2. 投標表格必須填妥一式兩份，並放置信封內封密。
信封面應清楚註明：(承投供應(50週年英文音樂劇))投標書
投標書應寄往： 粉嶺欣盛里一號 聖芳濟各書院，
並須於2026年9月25日中午十二時前送達上述地址(請提早郵寄投標，以免因郵遞延誤而未能於截標時間前送達上址。)逾期的投標，概不受理。
貴公司的投標書有效期為90天，由上述截標日期起計。如在該90天內仍未接獲訂單，則是次投標可視作落選論。
3. 中標公司須收到學校訂單後於指定日期內提供標書所列服務，否則中標公司須負責賠償學校從另處採購上述服務的差價。
4. 倘 貴公司未能或不擬投標，亦請盡快把投標表格寄回上述地址，並列明不擬投標的原因。
隨函附上以下文件(共4份) 以供參考：
(1) 投標附表 2 份；
(2) 所需服務內容 2 份；
5. 如 貴公司就上述招標項目有任何查詢，請致電26779709與崔曉雨小姐 聯絡。
6. 投標書由上述截標日期起計90天內仍屬有效；校方不一定採納索價最低的投標書或任何一份投標書，並有權在投標書有效期內，採納某份投標書的全部或部份內容。



聖芳濟各書院 校長

2026 年 9 月 11 日

投標附表(須填妥一式兩份)

項目 編號	物品/服務說明 /規格	人數	時數	堂數	單價 (元)	總價 (元)	備註
					須由供應商填寫		
1	Training	30	2hrs	Phase I: 24 + Phase II: 15(TBC)			
2	Performances	30	30 mins	1			
			60 mins	4			

本公司/本人明白，如收到學校訂單後未能於指定日期供應投標書上所列物品/服務，須負責賠償學校從另處採購上述物品/服務的差價。

供應商名稱： _____

公司印鑑

獲授權簽署投標書的代表的姓名及署名：

姓名(請以正楷填寫)： _____ 簽署： _____

日期： _____

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日期： _____

ST. FRANCIS OF ASSISI'S COLLEGE
ENGLISH MUSICAL THEATRE PROGRAMME
School 50th Anniversary Celebration

Tender Specifications

1. Programme Objectives

The programme aims to develop students' acting, singing and stage performance skills while preparing them for a series of anniversary performances culminating in the School's 50th Anniversary Musical Production.

2. Target Participants

- Approximately 30 students
- One fixed instructor throughout the programme

3. Programme Duration

September 2026 to December 2027

4. Training Schedule

Phase 1: September 2026 – June 2027

- Regular trainings on Thursdays after school + 5 rehearsals* (including: full-run rehearsals, scene polishing, technical rehearsals, dress rehearsals and final performance preparation)
- Tentative time: 4 p.m. – 6 p.m.
- Approximately 2 hours per session

Tentative schedule (Subject to School Timetable Confirmation)

Month	Tentative Dates
October 2026	8, 15, 22, 29
December 2026	10, 17
January 2027	7, 14, 21, 28
March 2027	11, 18
April 2027	1, 15, 22, 29
May 2027	6, 20
June 2027	17, 18*, 21*, 22*, 23*, 24*

The exact lesson timetable, training dates, session times and venue arrangements are subject to the School's final timetable and operational requirements, and will be announced at a later stage.

Phase 2: September 2027- December 2027

Regular trainings and additional rehearsals may be arranged between **September 2027 and December 2027** subject to:

- School timetable arrangements
- Venue availability
- Examination schedules
- Production requirements

The exact lesson timetable, training dates, session times and venue arrangements are subject to the School's final timetable and operational requirements, and will be announced at a later stage.

5. Training Components

The instructor shall provide training in:

- Acting techniques
- Musical theatre performance
- Voice and speech
- Singing performance
- Character development
- Stage movement
- Ensemble work
- Rehearsal techniques
- Performance preparation

6. Key Performance Dates

Phase	Date	Event
Phase 1 Sept 2026 – Jun 2027	March 2027 (Date to be confirmed) 24-25 June 2027	50th Anniversary Opening Ceremony Primary School Visit Performances (3 sessions)
Phase 2 Sept 2027- Dec 2027	12 December 2027	50th Anniversary Musical Performance

7. Expected Performance Duration

School Year	Date	Event	Duration
2026-2027	March 2027	50th Anniversary Opening Ceremony	Approximately 30 minutes
	24-25 June 2027	Primary School Visit Performances	Approximately 60 minutes
2027-2028	12 December 2027	50th Anniversary Musical Performance	Approximately 60 minutes

Remarks on Performance Dates

The date of the 50th Anniversary Opening Ceremony is currently subject to confirmation due to ongoing renovation works in the vicinity of the School Hall. The School reserves the right to amend the performance date and related rehearsal arrangements as necessary.

8. Responsibilities

The service provider shall:

- Plan and conduct all training sessions
- Direct rehearsals and performances
- Provide acting, singing and stage performance coaching
- Assist with casting and character development
- Attend designated performances
- Liaise closely with the School regarding programme arrangements
- Provide artistic and production advice where appropriate
- Prepare Props and costumes

9. Language Requirement

All lessons, rehearsals and teaching materials shall be conducted in English.

10. Important Notes

The rehearsal dates listed in this specification are tentative and provided for planning purposes only. The actual training schedule will be confirmed after the School timetable and activity calendar have been finalised.

The School reserves the right to:

- Adjust rehearsal schedules
- Add rehearsal sessions
- Reschedule sessions
- Arrange additional intensive rehearsals
- Modify rehearsal dates according to operational needs

Service providers shall maintain reasonable flexibility throughout the programme period.

As the programme spans multiple academic years and forms part of the School's 50th Anniversary celebrations, continuity of instruction and consistency in artistic direction will be important considerations during the evaluation process.

Where required by the School, the service provider may be requested to provide or coordinate additional production support services for the performances.

Such services may include, but are not limited to:

- Sound and audio services

- Lighting services
- Stage management
- Technical production support
- Audio-visual support
- Equipment rental and operation
- Backstage support

The School may, at its discretion, request the successful tenderer to coordinate additional production-related services and liaise with external vendors where appropriate.

Any additional services shall be quoted separately and will not be included in the base programme fee unless otherwise agreed by the School.

11. Evaluation Criteria

Assessment Criteria	Weighting
Programme Proposal and Understanding of School Needs	40%
Qualifications and Relevant Experience of Proposed Instructor(s)	35%
Past Performance and School-based Drama / Musical Theatre Experience	15%
Fee Proposal	10%
Total	100%

Assessment may include:

- Understanding of the School's needs
- Quality of programme design
- Qualifications and experience of instructors
- School-based drama and musical theatre experience
- Reliability and past performance
- Cost-effectiveness and value for money

Previous satisfactory performance in similar school-based projects will be considered an advantage.

The School will not necessarily accept the lowest quotation.

12. Shortlisting Arrangement

The School reserves the right to invite shortlisted service providers for an interview, presentation and/or clarification meeting before making the final selection.

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承投（註明服務類別）的投標表格（須填妥一式兩份）

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學校檔號(由校方填寫)： 2026-27/TD0001

截報價/截標日期/時間

(由校方填寫)： 2026年9月25日中午十二時

第I部分

下方簽署人願意按照所列的價格(其他費用全免)，以及校方提供的(行程、住宿、交通、膳食安排及其他相關細則/任何圖則及/或規格)，供應投標附表上所列的全部服務。下方簽署人知悉，所有未經特別註明的項目，均須按照該細則的規定提供服務；投標書由上述截止日期起計90天內仍屬有效；校方不一定採納索價最低的投標書或任何一份投標書，並有權在投標書的有效期內，採納某份投標書的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效，而其公司所供應的各項服務均(符合本港及當地的旅遊法規。/不會損壞學校的校舍。/無侵犯任何專利權。)

第II部分

再行確定投標書的有效期

有關本投標書的第I部分，現再確定本公司的投標書有效期

由_____年_____月_____日至_____年_____月_____日，為90天。

下方簽署人亦同意，投標書的有效期一經再行確定，其公司就該事項註明於投標表格內的預印條文，即不再適用。

日期：_____年_____月_____日

姓名(請以正楷填

寫)：

簽署人：

職銜：

(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

_____公司簽署投標書，該公司在香港註冊的辦事處地址為_____

電話號碼：_____

傳真號碼：_____

第III部分

維護國家安全

下方簽署人確認即使報價 / 招標文件中有任何相反的規定，學校保留以其公司曾經、正在或有理由相信其公司曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其公司資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除其公司。

下方簽署人確認若出現下列任何一種情況，學校可以立即終止合約：

- i. 其公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- ii. 繼續僱用其公司或繼續履行合約不利於國家安全；或
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電話號碼：_____

傳真號碼：_____

備註：承辦人、其僱員及代理人不得向學校僱員、校董會成員、或負責考慮本標書事宜的有關委員會的任何家長或學生代表提供利益(香港法例第201章<防止賄賂條例>所界定的「利益」)。假如承辦人、其僱員及代理人在履行本合約時，觸犯<防止賄賂條例>所訂明的任何罪行，則學校可取消合約，而承辦人須為學校因此而蒙受的任何損失或損害負上的法律責任。

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