

Tender Invitation Document

PROJECT NAME: Alliance Primary Exchange Program

Project Background:

Alliance Primary School, Whampoa, is planning to organise their first English exchange programme for students in an English speaking country. Located in Hung Hom in the centre of Hong Kong, Alliance Primary School, Whampoa is a Chinese medium co-ed primary school catering for P1-P6. More information about Alliance Primary School, Whampoa can be found at

http://www.chsc.hk/psp2012/sch_detail1.php?lang_id=1&sch_id=81

The exchange program will commence with a study tour by around 16 students aged 10-12 around Chinese New Year in early 2014.

The British Council Hong Kong would like to invite UK institutions to bid to host this group, with the expectation that the hosting school would become a sister/partner school of Alliance Primary School, Whampoa.

Study Tour Objectives:

- To provide students with the opportunity to use English in an authentic English speaking environment.
- To broaden students' horizons.
- To expose students to British cultures and traditions
- To learn to appreciate the heritage values of the local people in the UK
- To nurture independent and communication skills.
- To raise students' awareness and understanding on cultural differences.

Study Tour Details:

- **Dates:** Chinese New Year: from around 23rd January to 5th February 2014, for about 12-14 days
- **Number of students:** around 16
- **Accompanying persons:** Teachers and possibly school principal
- **Age range:** 10 ~ 12-year-old P5-P6 primary students
- **Accommodation:**
 - The preference of Alliance Primary School, Whampoa is for students to stay in host families so that they can have a taste of what it is like to stay in local families
 - An alternative should host families not be possible is for students to stay in suitable student accommodation.

Study Tour Format:

- Day time school hours: Students to study in school alongside local students.
- Weekends: Visit cultural and historical landmarks for sightseeing and educational value.

Additional Study Tour Considerations

All students participating on the tour will be:

- Covered by travel insurance
- Thoroughly briefed on safety and security considerations. The hosting school will be requested to provide relevant information on local considerations to Alliance Primary School, Whampoa in advance of the tour

Expressions of Interest

Please complete the bidding form and send it back to Steve Corry (steven.corry@britishcouncil.org.hk) by **12 July 2013** as confirmation. Please notice all forms should be sent back via emails and we don't accept fax or paper-based forms.

The British Council will charge a brokerage fee of **GBP600** to the school that successfully bids to host the Exchange program visit. No extra commission will be asked if the school forms an ongoing sister/partner relationship, unless additional management tasks are requested of the British Council.

Please notice that British Council only works on the brokering services for this case. The final decision will ultimately be made by Alliance Primary School, Whampoa in consideration of relevant factors such as:

- Quotation
- Programme design
- School profile
- Suitability of accommodation
- Motivation/rationale for hosting
- Target educational outcomes for visiting and host students
- Safety and security considerations

Contact us for queries:

Steve Corry
Senior Manager, Education Services
British Council Hong Kong

Steve.corry@britishcouncil.org.hk
T +852 2913 5156

**Bidding Form
For UK Study Tour Host/Partner School**

Name of school: _____

Main contact: _____

Telephone: _____

Fax: _____

E-mail: _____

Contact address:

SCHOOL BRIEF INTRODUCATION:	
LOCATION	
QUOTATION	
PROPOSED PROGRAMME	<i>Please feel free to attach other documents in this area if needed.</i>
MOTIVATION/ RATIONALE FOR HOSTING TOUR	
MOTIVATION?RATIONALE FOR FORMING PARTNER	

SCHOOL RELATIONSHIP	
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Appendix 2 Terms and conditions

VAT Disclaimer

The British Council is currently reviewing the VAT liability of all its activities. Depending on the outcome of this review, and agreement of liabilities with HM Customs and Excise, we may have to send you a supplementary invoice for VAT at some point in the future on the items we invoice you for from 1 April 2001 onwards.

Payment schedule

The British Council will invoice the successful institutions for the brokerage fee. Terms of payment are within 30 days of the invoice date. In accordance with British Council audit procedures reminder letters will be issued for all outstanding invoices over 45 days. Until all invoices are cleared a block will be placed on your British Council account. Further applications to participate in events and other British Council organised programmes of activity cannot be accepted until all outstanding invoices have been paid.

Code of Professional Standard and Ethics

All institution representatives must abide by the Education UK Partnership Code of Professional Standards and Ethics, and adhere to the British Council Events Policy.