



祖堯天主教小學
CHO YIU CATHOLIC PRIMARY SCHOOL

新界葵涌祖堯邨敬祖路十號
10 King Cho Road, Cho Yiu Chuen, Kwai Chung, N.T.
Tel. No. 2742 3701 Fax. No. 2742 3704 Website: www.choyiu.edu.hk

School Ref.: 2021/001

3rd July, 2020

Dear Sir/Madam,

Invitation to Written Tender

For the part-time English proficient teacher for developing school-based English language activities

(For the Grant Scheme on 2020-2022 PEEGS)

You are invited to tender for the services of the items in the enclosed terms and conditions. The tender should not identify the company on the envelope.

Your sealed written tender, in duplicate, should be clearly marked on the outside envelope: “**Tender For the part-time English proficient teacher for developing school-based English language activities (For the Grant Scheme on 2020-2022 PEEGS)**”. The envelope should be addressed to 10 King Cho Road, Cho Yiu Chuen, Kwai Chung, N.T. and should arrive not later than **4:00 P.M. on 27th July, 2020**. 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 Part II of the tender form is completed, the tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender forms with reasons and stating “No Offer” to the above address at your earliest convenience.

Written Tender will be accepted on a whole basis.

If you have any questions, please feel free to contact 2742 3701 Ms Wan Man Kuen / Ms Chan Wing Shan for further information.

Looking forward to hearing from you soon.

Yours sincerely,



(Principal Ho Lai Kwan)

Annexes:

- I. Tender form (To be completed in duplicate)
- II. Tender schedule (To be completed in duplicate)

**TENDER FORM FOR THE SERVICE
OF
FOR THE PART-TIME ENGLISH PROFICIENT TEACHER FOR DEVELOPING
SCHOOL-BASED ENGLISH LANGUAGE ACTIVITIES**

(TO BE COMPLETED IN DUPLICATE)

Name of School: Cho Yiu Catholic Primary School

Address of School: 10 King Cho Road, Cho Yiu Chuen, Kwai Chung, N.T.

School Ref. No.: 2021/001

Tender Closing Date : 27th July, 2020

Tender Closing Time : 4:00 P.M.

PART I

The undersigned hereby offers to supply all or any part of the items described in the written tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written tender shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written tender and reserves the right to accept all or any part of any written tender within the period during which the written tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN TENDER VALIDITY

With reference to PART I of this written tender document, it is reconfirmed that the validity of written tender offered by this company **REMAIN OPEN FOR 90 DAYS** from the closing date 27th July, 2020.

The undersigned also agrees to accept the fact that once the validity of written tender is reconfirmed, the pre-printed clause specified in the Company's written tender forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 20_____.

Name (in block letters) : _____

Signature : _____ in the capacity of _____ (State official position)

Duly authorized to sign written tenders for and on behalf of : -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____

Fax No. _____

PART III

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.

PART IV

DECLARATION *(To be completed by the tenderer)*

I have no pecuniary or other personal interest, direct or indirect, in any matter that rises or may raise a conflict of interest situation.

I would like to report the following existing/perceived* conflict of interest situation:

1. Persons/companies with whom/which I have official dealings: _____

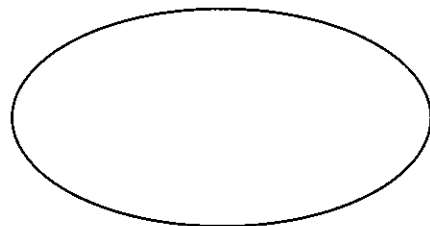
2. My relationship with the persons/companies (e.g. relative): _____

Name of Tenderer : _____

Name of Person authorized to sign Written Tender Name (in block letters): _____

Signature: _____

Date: _____



Company Chop

Remarks:

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration.

**TENDER SCHEDULE FOR THE SERVICE
OF
THE PART-TIME ENGLISH PROFICIENT TEACHER FOR DEVELOPING
SCHOOL-BASED ENGLISH LANGUAGE ACTIVITIES**

(TO BE COMPLETED IN DUPLICATE)

(Columns 4 and 5 to be completed by Tenderer)

(1)		(2)	(3)	(4)	(5)
Service Items		Description/ Specification	Quantity Required	Unit Rate (HK\$)	Total Amount (HK\$)
1a	<u>Option 1</u> Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ a bachelor's degree holder with relevant teacher training in primary English ◆ With 2 or more than 2-year teaching experience 	1 2020-2022 (2-year contract)		
1b	<u>Option 2</u> Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ a bachelor's degree holder ◆ With working experience 			
1c	<u>Option 3</u> Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ a proficient teacher with relevant teacher training in primary English ◆ With 5 or more than 5-year teaching experience in primary schools 			
1d	<u>Option 4</u> Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ A proficient teacher with relevant teacher training ◆ With 2 or more than 2-year teaching experience 			
1e	<u>Option 5</u> Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ A proficient teacher without teacher training ◆ Without teaching experience in primary schools ◆ With working experience 			

The marking scheme:

30% - The quality of the professional services

25% - The quality of the proposal

25% - Price of the services

20% - Previous Working Experience with other primary school teachers *[Please attach the list of clients]*

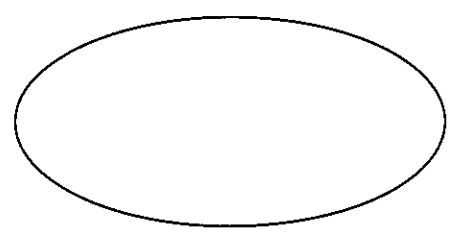
We/I understand that if we/I fail to supply the stores or services as offered in our/my written tender upon accepting school's order, we are/ I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer : _____

Name of Person authorized to sign Written Tender Name (in block letters): _____

Signature: _____

Date: _____



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TERMS AND CONDITIONS FOR THE PART-TIME ENGLISH PROFICIENT TEACHER

Types of Service Required

The part-time English Proficient teacher:

1. To conduct the following activities (with suggested themes) in a monthly-paid basis all year round in 2020/2021 and 2021/2022:
 - ♦ 3 one-hour P.M. sessions every week;
 - ♦ 3 thirty-five-minute lunch break activities every week;
2. To co-develop the programme framework with the core team members;
3. To co-deliver the programme and lunch break activities with the core team members;
4. To co-plan with the core team members biweekly;
5. To co-develop learning and teaching materials (4 resource packs covering a total of 48 one-hour sessions and 1 resource pack covering 10 themes for the lunch break activities) will be developed with the core team members;
6. To prepare learning and teaching materials (resource packs) and aids on his/her own ;and
7. To conduct evaluation to gauge the programme effectiveness.
8. 5 working hours for each visit (2-3 days per week), around 15 hours a week and occasional school functions on Saturdays or Sundays.
9. Time period (10 months per year): From October 2020 to July 2022. (The exact date will be confirmed later)

Assessment and Inspection

1. The part-time English Proficient teacher should keep a clear and complete record of activities and materials used in teaching and produce it for inspection by the school upon request.
2. The part-time English Proficient teacher should conduct session observations with the core team members and post-observation discussion.
3. The part-time English Proficient teacher should evaluate students' performance and provide timely feedback and suggestions to students. The feedback will be collected from teachers and the students through various channels, such as interview and questionnaire.
4. The part-time English Proficient teacher should agree to allow representatives of the Education and Manpower Bureau / School to perform observation or inspection.

Work Permit / Insurance to Cover Public Liabilities

1. It is the responsibility of you to ensure that the part-time English Proficient teacher has obtained the work permit to enable him/her to work in Hong Kong.
2. You are the one responsible for the part-time English Proficient teacher public liabilities arising from accidents and personal injuries.

Implementation

1. The school will contract out the programme to a company from at least 6 companies.
2. The school has the right to choose appropriate part-time English Proficient teacher. He can also change any inappropriate part-time English Proficient teacher, if necessary.
3. You are the one responsible for providing any appropriate substitute part-time English Proficient teacher, if necessary.

One-hour P.M. sessions

Level	Primary 4
Theme	The legend of Toy
Learning and teaching materials	Suggested Reading texts
Learning and teaching activities	<p>Theme Introduction</p> <p>✧ Toys</p> <ul style="list-style-type: none"> ◆ Students will first listen to a song about toys and then work in groups to write down a list of toys. Each group will then take turn to read out one item on the list and if other group(s) has/have the same item on the list, both group will score 1 point. If no group has the item, then the group will score 3 points. The game will finish if all the groups have read out the items on their lists. <p>Guided Discovery activities</p> <p>✧ Toys : now and then</p> <ul style="list-style-type: none"> ◆ Students work in groups and teacher will provide students with some old toys. Students will then discuss how to play with them. ◆ Each group will take turn to share with their classmates the toys and the way to play with it. ◆ Students will then conduct internet search about the toy item at home to confirm their guesses. ◆ Students will discuss, after the internet search, the alternative way(s) of playing with the toys. Students will share their ideas with the class and write a short description about it. ◆ Teacher will then guide students to compare and contrast the toys in old days and toys kids play nowadays. Students will share their findings by completing a comparison table. Teacher will guide students to categorize the differences into different groups, e.g. materials used, ways of obtaining the toy (self-made vs purchased) and skills involved in playing. <p>✧ Toys: pink of blue</p> <ul style="list-style-type: none"> ◆ Teacher will ask students to suggest a toy for a 10-year-old boy and a toy for a 10-year-old girl. Teacher will write the items suggested on the blackboard and ask students to identify the common features of the toys suggested. ◆ Teacher will then share read the book, “Pink Toys, Yes or No” and guide students to think and evaluate the arguments presented. Teacher will ask students to review the list to confirm if the arguments can be applicable to the case. <p>✧ Toys around the world</p> <ul style="list-style-type: none"> ◆ Teacher will show students the different toys that children play around the world by browsing through the websites. ◆ Teacher will guide students to deduce the possible factors of determining the different toys for children to play. <p>End-of-module task</p> <p>✧ Jigsaw reading</p> <ul style="list-style-type: none"> ◆ 4 printed reading texts about toys in different places will be prepared. Students will first be divided into 4 groups (base groups) and each group member will read the same texts. Students will share their reading in the

	<p>base groups. After that, students will work in group of 4 and the group will consist of 1 member from each base group. Each group member will share the information gathered and complete a fact sheet.</p> <p>✧ Designing a new toy</p> <ul style="list-style-type: none"> ◆ Teachers will show students video-clips of making toys using household items. ◆ Students will work in pairs to design a new toy. The new toy should be: <ul style="list-style-type: none"> i. Original; ii. Made from materials/items readily available; iii. Gender-neutral;and iv. Safe ◆ Students will write a short description about the toy and give a presentation. Other students will try playing the toy. Teacher will give feedback on the written descriptions.
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Lunch break activities

- ◆ An array of English language activities revolving the themes covered in the General English programme will be conducted.
- ◆ The activities to be conducted are tabulated below.

Category	Activities
Games	Bingo, battleship, hangman, Alphabet relay, Simon Says, board games.
Crafts	Hand puppets, pop-up cards, little books
Language arts	Storytelling, puppet show, songs, singing.

- ◆ A roster will be set and students will be reminded to join the activities.

Remarks :

- A. The service provider has the copyright of all materials provided to the school.
- B. The copyright of all materials/learning and teaching materials developed under the contract:
 - ◆ To be kept as the property of the school.
 - ◆ The school should be granted the license to use and copy the materials for future use /dissemination among teachers after the contract period.