



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.: T20/21-011

15th July, 2021

Dear Sir/Madam,

Invitation to Written Tender

For 2021-2023 School-based Professional Support

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 2021-2023 School-based Professional Support". 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 4th August, 2021**. 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 Wong Yee Lin for further information.

Looking forward to hearing from you soon.

Yours sincerely,




(Principal Chan Chi Hang Nelson)

Annexes:

- I. Tender form (To be completed in duplicate)
- II. Tender schedule – Annex IIa & IIb (To be completed in duplicate)

**TENDER FORM FOR THE SERVICE
OF
FOR 2021-2023 SCHOOL-BASED PROFESSIONAL SUPPORT**

(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.: T20/21-011

Tender Closing Date : 4th August 2021

Tender Closing Time : 4:00 P.M.

PART I

The undersigned hereby offers to supply all 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 4th August 2021.

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 _____ 2021.

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: _____

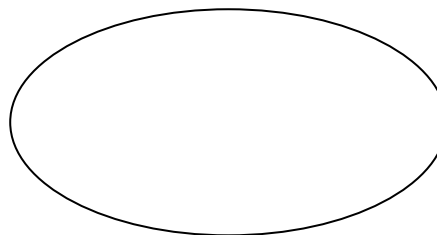
2. My relationship with the persons/companies (e.g. relative): _____

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
FOR 2021-2023 SCHOOL-BASED PROFESSIONAL SUPPORT
(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\$)
Qualifications & Teaching Experiences	<ul style="list-style-type: none"> ◆ a doctor's degree holder with relevant teacher training in English language ◆ with 10 or more than 10-year teaching experience 			
School Improvement Project (English teaching and assessment for learning)	◆ To co-develop the project framework and schedule with the school leaders and the core team members	1 (2 hours)		
	◆ To conduct a panel meeting with the English panel heads	1 (1 hour)		
	◆ To conduct a workshop for English teachers	1 (2 hours)		
	◆ To refine the school-based curriculum	6 pieces		
	◆ To conduct co-plan meetings with the English teachers	4 (6 hours)		
	◆ To conduct lesson observations and post-observation discussion with the English teachers	14 sessions		
	◆ To conduct a post-observation workshop with the English teachers	1 (1.5 hour)		
	◆ To conduct an evaluation meeting with the English teachers	1 (1 hour)		
	◆ To conduct an evaluation meeting with the school leaders and the English panel heads	1 (1 hour)		
	◆ To conduct an in-house sharing workshop for all the teachers	1 (1.5 hour)		
◆ To conduct an overall reflection meeting with the school leaders and the core team members	1 (1 hour)			

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]*

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.

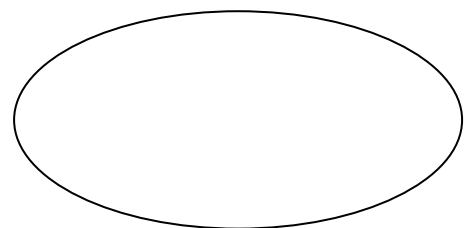
We/I understand that if we/I fail to supply the stores or services as offered in our/my written tender upon accepting school's order, we are/ I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer: _____

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

Signature: _____

Date: _____



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