



聖公會將軍澳基德小學法團校董會

The Incorporated Management Committee of S.K.H. Tseung Kwan O Kei Tak Primary School

將軍澳寶康路 82 號

82, Po Hong Road, Tseung Kwan O, N.T.

電話：2320 6066

網址：<http://www.tkokt.edu.hk>

傳真：2191 1551

電郵：tkokt@tkokt.edu.hk

School Ref. No. : G02b/20-21

31st May 2021

Firm name:

Firm address:

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
FOR THE SUPPLY OF
2021-2023 Cambridge Examination Preparation Programmes

You are invited to quote for the supply of the 2021-2023 Cambridge Examination Preparation Programmes services as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, in duplicate, should be clearly marked on the envelope: Written quotation for the supply of 2021-2023 Cambridge Examination Preparation Programmes Services. The envelope should be addressed to The Incorporated Management Committee of S.K.H. Tseung Kwan O Kei Tak Primary School, 82, Po Hong Road, Tseung Kwan O, N.T., and arrive not later than 12:00 noon on 21 June 2021. Late Written quotation will not be accepted. If Black Rainstorm Signal or Typhoon Signal 8 or above is effective on the day of the deadline between 9:00 a.m. and 12:00 noon, the deadline will be postponed to 12:00 noon, the next working day (except Saturdays, Sundays, and public holidays).

Your written quotation will remain open for 90 days from the "Closing Date," and you may consider your Written quotation to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless all parts of the Written quotation form is completed, the Written quotation will not be considered.

Written quotation must not disclose the applicants' names or company names on the envelopes. If



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such disclosure occurs, that Written quotation will be declared void and promptly rejected.

If an applicant is allowed to revise a written quotation after its submission (but before the submission deadline), the revised Written quotation must be submitted in the same manner as its previous submission.

The applicant, his employees, or his agents must not offer any form of benefit to the school's employees, board members, students parents, or any individuals who are responsible for the consideration or approval of the present contract. (The definition of "benefit" is described and specified in the Prevention of Bribery Ordinance, Chapter 201.) An applicant or his employees/ agents, if provide benefits to the relevant individuals, may have committed a crime according to the Anti-Bribery Ordinance. The contract may be nullified. Related agreements may also be invalidated. The applicant will be responsible for any losses incurred to the school, as well as for possible legal consequences. In the case that the aforesaid illegal act is committed by school personnels, suppliers, or service providers, the bidding will be considered invalid; all related agreements and contracts will also be nullified.

If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason, to the above address at your earliest convenience.

Written quotation will be accepted on an overall or itemised basis.

The written quotation form can also be downloaded from our web site www.tkokt.edu.hk. If you have any enquiries, please contact Ms Gwen Leung at 2320 6066.

Yours sincerely,



Mui Kit Ling
Principal



Written quotation form for Services
WRITTEN QUOTATION FORM FOR THE SERVICE OF
2021-2023 Cambridge Examination Preparation Programmes

Name of School: S.K.H. Tseung Kwan O Kei Tak Primary School

Address of School: 82, Po Hong Road, Tseung Kwan O, N.T.

School Ref. No. : G02b/20-21

Written quotation Closing Date and Time: Before 12:00 noon on 21 June 2021

PART I

The undersigned hereby offers to undertake the service as described in the written quotation schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the Written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

PART II Compliance with Anti-Bribery Ordinance

The undersigned, his employees, or agents must not offer any form of benefit to the school's employees, board members, students parents, or any individuals who are responsible for the consideration or approval of the present contract. (The definition of "benefit" is described and specified in the Prevention of Bribery Ordinance, Chapter 201.) The undersigned, his employees or agents, if provide benefits to the relevant individuals, may have committed a crime according to the Anti-Bribery Ordinance. The contract may also be nullified. Related agreements may also be invalidated. The undersigned will be responsible for any losses incurred to the school, as well as for possible legal

consequences. In the case that the aforesaid illegal act is committed by school personnels, suppliers, or service providers, the bidding will be considered invalid; all related agreements and contracts will also be nullified.

PART III Sexual Conviction Record Check Scheme

The Police Department introduced Sexual Conviction Record Check Scheme on 1 December 2011. Under the scheme, prospective employer of an individual who undertakes child-related work or work that involve contacts with mentally incapacitated persons should ask the prospective employee to undergo the Sexual Convictions Record Check. In compliance to this scheme, this school requests prospective contractors to subject employees or related personnels to the Record Check, and authorize the school to verify the relevant results.

Part IV: Declaration of Interest

1. Do your company (including its business-permit holder, employees, and agents) possesses personal or business interests in S.K.H. Tseung Kwan O Kei Tak Primary School? (See remark 1)

Yes / No. # Explain if the answer is "yes."

2. Do your company's business-permit holder, employee, agent, or their family members/relatives (see Remark 2) hold current positions in this school?

Yes / No. # Explain if the answer is "yes."

Cross out the option not applicable.

Name

Signature

Date

Remark 1: "Personal interest" includes the providing of services to the school by the company's business-permit owner or employees.

Remark 2: Family members and relatives include

- A. Spouse
- B. Parents
- C. Parents of spouse
- D. Siblings and their spouses of business-permit holder and employees
- E. Children and their spouses of the spouse of business-permit holder and employees

PART V

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this Written quotation document, it is reconfirmed that the validity of written quotation offered by this company shall remain open for 90 days from 21 June 2021.

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

Dated this _____ day of _____.

Name (in block letters) : _____

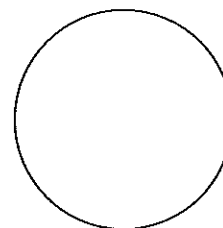
Signature : _____ in the capacity of _____
(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign written quotation for and on behalf of :

Whose registered office is situated at _____ Hong Kong.

Telephone No. : _____

Fax No. : _____



Company Chop

Written quotation Schedule

2021-2023 Cambridge Examination Preparation Programmes

(to be completed in duplicate)

Service Requirements

Class Location:	S.K.H. Tseung Kwan O Kei Tak Primary School 82, Po Hong Road, Tseung Kwan O, N.T.
Duration	September 2021 to June 2023
No. of lessons:	20 to 24 per year
Time:	Once a week (3:25pm to 4:25pm)
Number of Classes ESTIMATED:	Starter Classes (6 to 8 persons in each class) Mover Classes (6 to 8 persons in each class) Flyer Classes (6 to 8 persons in each class) KET Class (4 to 6 persons in each class)
Specific requirements:	<ol style="list-style-type: none"> To ensure quality of the service provided, the service provider has to meet the following requirements in the delivery of the service: The tutors of the courses have to be Native-speaking English Teachers (NETs). The NETs must be: <ol style="list-style-type: none"> native-speakers of English; with at least two years' experience in teaching English and/or Cambridge Young Learners English courses for Chinese students. The service provider is responsible for arranging the tests for students who are interested in applying for Cambridge Young Learners English Tests. Responsibilities include distribution of registration forms to the students, collection of examination fees and completed forms and to act as liaison between British Council/ ESF Educational Services Limited and school/ candidates when need arises. The service provider has to issue a certificate and a progress report for the students in each term. The service provider has to keep a clear and complete record of activities and materials used in delivering the service and produce it for inspection by the school upon request. The service provider has to, where required, provide a replacement teacher (another qualified NET) if the original teacher is absent or his performance cannot meet the requirements of the school in the following ways: <ol style="list-style-type: none"> has violated the Education Ordinance; has caused a bad effect on the school's reputation;

	<p>(c) teaches unsatisfactorily</p> <p>Documents (including certificates of academic qualification and working experience, declaration report of violation of criminal offence and proof of Sexual Conviction Record) that show the qualification of the replacement teacher should be sent to the school at least three working days before the replacement teacher reports duty at the school. In circumstances, where no suitable replacement teachers can be arranged, a refund for the missed lesson(s) should be given by the service provider to the respective students by the end of the course.</p> <p>6. The service provider has to provide the following information for the school's consideration :</p> <ul style="list-style-type: none"> (a) the company's history (b) experience with other local schools/ organization. It would be preferable if reference letter(s) is/ are included. (c) Tutor(s)' qualifications (d) Tuition Fee (pls state clearly the hourly rate per student and the material fee, examination fee should be excluded) (e) Minimum class size (f) Provision of administration staff member during class time (g) Other relevant information <p>7. In order to comply with the hygiene and epidemic prevention guidelines, the staff assigned to the school must follow all the latest school health guidelines and epidemic prevention and hygiene measures announced by the government, as well as the professional advice of the Center for Health Protection.</p> <p>8. The school is legible to charge the company for air-conditioning fee before the training begins, according to the "Guidelines for Levying Charges for Hire of Accommodation in Aided Schools" released yearly by the EDB. Please refer to the most updated version of the guidelines of that year for the charging fee and details.</p>
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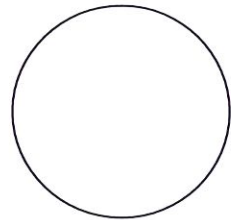
Please fill in the following tables.

Teachers' qualifications (NET)	
Experience on working with a) local schools b) other organizations	
Company history	
Minimum Class size	
Local school reference (if any)	
Other relevant information (if any)	

Please complete column 4.

(1) Item No.	(2) Description	(3) No. of students per class	(4) Rate per hour per student(HK\$)	(5) Teaching materials(HK\$)
1	Starter Classes	6-8		
2	Mover Classes	6-8		
3	Flyer Classes	6-8		
4	KET Class	4-6		

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



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign written quotation

Name (in block letters): _____

Signature: _____

Date: _____

Notice for NOT submitting an application

Written quotation for Services

2021 – 2023 Cambridge Examination Preparation Programmes

Name of School: S.K.H. Tseung Kwan O Kei Tak Primary School

Address of School: 82, Po Hong Road, Tseung Kwan O, N.T.

School Ref. No. : G02b/20-21

Written quotation Closing Date and Time: Before 12:00 noon on 21 June 2021

We have received your invitation to submit an application, for the purpose of providing service for 2021
- 2023 Cambridge Examination Preparation Programmes. Due to _____

we have decided not to submit.

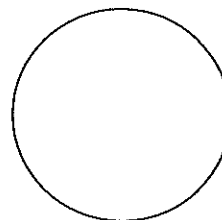
Name of Supplier: _____

Name and Signature of Person authorized to sign Written quotation

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop