



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. : G17a/20-21

31st May 2021

Firm name:

Firm address:

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF

2021-2023 English Aerial Dance Training Service

You are invited to tender for the supply of the 2021-2023 Aerial Dance Training (conducted in English) service as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, in duplicate, should be clearly marked on the envelope: Tender for the supply of 2021-2023 English Aerial Dancing Training Service. 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 21st June 2021. Late tender 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 am and 12:00 noon, the deadline will be postponed to 12:00 noon, the next working day (except Saturdays, Sundays, and public holidays).

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 all parts of the tender form is completed, the tender will not be considered.

Tender must not disclose the applicants' names or company names on the envelopes. If such disclosure



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occurs, that tender will be declared void and promptly rejected.

If an applicant is allowed to revise a tender after its submission (but before the submission deadline), the revised tender 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 tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.

Tender will be accepted on an overall or itemised basis.

The tender 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
Prinicpal

Tender for Services
TENDER FORM FOR THE SUPPLY OF
2021-2023 Aerial Dance Training Service

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. : G017a/20-21

Tender Closing Date and Time: Before 12:00 noon on 21st June 2021

PART I

The undersigned hereby offers to undertake the service as described in the tender 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 tender 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; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders 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.

Tender Schedule

2021-2023 English Aerial Dance Training Service

(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
Level:	P. 3-5
No. of lessons:	20 to 24 per year
Time:	Once a week (3:30pm to 4:30pm)
Specific Requirements:	<ol style="list-style-type: none"> 1. The instructor must be a native English speaker. 2. The training must be conducted in English. 3. The instructor must obtain professional qualifications in circus arts, such as a certificate from professional circus school/ institute. 4. The instructor must be experienced in teaching aerial arts. 5. The instructor must be an experienced circus arts performer. 6. A bi-lingual Teaching Assistant will be provided for administration support. 7. Make-up classes or refund would be arranged in case of the following circumstances: <ol style="list-style-type: none"> (a) school cancellation in accordance with Education Bureau guidelines (b) instructor no show (c) any other unforeseeable circumstances which resulted in cancellation of training 8. The instructor should bring the students to their parents after the training. 9. If the instructor is applying the tender as individual, please provide a certification. 10. If the instructor is applying the tender as company-based, please provide a valid commercial registration copy and arrange the appropriate insurance(s) for this service. 11. The instructor should pass the Sexual Conviction Record Check (SCRC). 12. If the school is not satisfied with the service, a warning letter would be sent for instant improvement of the concerns. If two warning letters are sent and there is no improvement, the school can terminate the contract immediately and no compensation would be given. 13. The instructor has to provide the following information for the school's consideration: <ol style="list-style-type: none"> (a) Company's history (if any) (b) Experience in working with other local schools/ organization. (c) It would be preferable if reference letter(s) is/ are included. (d) Instructor's qualifications (e) Instructor Fee (pls state clearly the hourly rate per student and the other fee (if any)) (f) Maximum class size (g) Instructor/ Student ratio (h) Other relevant information 14. In order to comply with the hygiene and epidemic prevention guidelines, the

	<p>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>15. The school is legiable 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.

Instructor’s qualifications	
Experience in working with a) local schools b) other organizations	
Company’s history (if any)	
Whether to provide free on-campus promotion for aerial Dance Training	
Course outline	
Maximum Class size	
Rate per hour(HK\$) per student	
Other relevant information (if any)	

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 TENDER VALIDITY

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

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's 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 e.g. Director, Manager, Secretary)

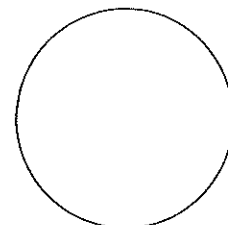
Duly authorized to sign tender for and on behalf of :

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

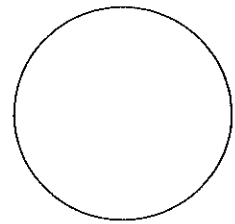
Fax No. : _____



Company Chop

(1) Item No.	(2) Description	(3) Instructor/ Student ratio	(4) Rate per hour(HK\$) per student
1	English Aerial Dance Training		

We/I understand that if we/I fail to supply the services as offered in our/my tender 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 Tender

Name (in block letters): _____

Signature: _____

Date: _____

Notice for NOT submitting an application
Tender for the supply of
2021-2023 English Aerial Dance Training Service

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. : G017a/20-21

Tender Closing Date and Time: Before 12:00nn on 21st June 2021

We have received your invitation to submit an application, for the purpose of providing service for
2021-2023 English Aerial Dance Training Service. Due to _____

we have decided not to submit.

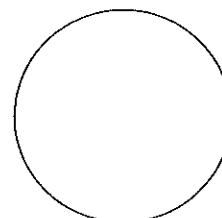
Name of Supplier: _____

Name and Signature of Person authorized to sign Tender

Name (in block letters): _____

Date: _____

Signature: _____



Company Chop