



# 德貞女子中學

## Tack Ching Girls' Secondary School

9 Hing Wah Street West, Shamshuipo, Kowloon, H.K.  
Tel.: 2729 3211 Fax : 2725 1779  
<http://www.tackching.edu.hk>

School Ref. No.: 2526 GEN007

29-May-2026

Dear Sir / Madam,

**INVITATION TO TENDER FOR THE SUPPLY OF**  
**"A Native-speaking English Tutor/Teacher**  
**(Sept 2026 – May 2027)"**

You are invited to quote for the supply of the services 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.

1. Your sealed the Tender, in duplicate, should be clearly marked on the envelope Tender for "A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)". Please stick the enclosed address sheet on the envelope. **Suppliers should be reminded not to identify their companies on the envelopes.**
2. The envelope should be addressed to **The Principal, Tack Ching Girls' Secondary School at 9, Hing Wah Street West, Sham Shui Po, Kowloon, Hong Kong** and arrive by registered mail or by hand, not later than **12:00 noon on 22-June-2026**. Late Supplier will not be accepted.
3. 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.
4. Tender will be accepted on an overall basis.
5. If you are unable or do not wish to quote, it would be appreciated if you return the Tender schedule with reason to the above address at your earliest convenience.
6. Your Company or your employees and agents, shall not offer any advantage to any employee(s), IMC member(s) or any parent(s) or student(s) of the School involved in this contract. ('Advantage' refers to what is defined as 'advantage' by Chapter 201 in the Prevention of Bribery Ordinance.) If your Company or your employees and agents are found to have offered any advantage to any employee(s), IMC member(s), or any parent(s) or student(s) of the School, or committed an offence under the Prevention of Bribery Ordinance in connection with this tender exercise, the School may, without affecting your Company's liability for such act, invalidate your Company's tenders, or terminate the contract concerned. Besides, the service provider is entitled to any compensation responsibility for any damages or loss the School thus suffers.
7. For further enquiries, please contact Ms KOO Ho-fun at 2729-3211.

Yours faithfully,



Ms CHUNG, Ka-lo Carol  
Principal

Note: If Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal or "extreme conditions" announced by the Government is still being hoisted on the closing day after 10 a.m. (Hong Kong time), the closing day and time of the Tender will be postponed till 12 noon (Hong Kong time) on the following working day, except for Saturday, Sunday and public holiday.

**Tack Ching Girls' Secondary School**  
**Tender Schedule for "A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)"**  
**School Tender Ref. No.: 2526 GEN007**  
**(to be completed in duplicate)**

**Price details**

(Columns 4 to 6 must be completed by the Supplier. The Supplier is required to fill in all price fields in the tables below. Failure to do so may result in disqualification of the bid.)

(1) Item No.	(2) Description/Specification	(3) Quantity	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Service Offered (If yes, put a ✓)
1	Providing a full-time Native-speaking English tutor Period: 1 <sup>st</sup> September, 2026 to 31 <sup>st</sup> May, 2027	1			
2	Providing extra Native-speaking English tutors to help organize and run special events on weekdays (6 NETs for 5 days; 3 hours each day; 90 hours in total)	6			
3	Providing training to support staff development (2 sessions of on-site workshops; 2 hours each session; 4 hours in total)	2			
4	Providing resources to enrich the English language environment of the school (3 sets of resource packs)	3			

\* For the detailed specifications, please see and complete column 3 of the separate sheets below.

**Tack Ching Girls' Secondary School**  
**Tender Schedule for "A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)"**  
**School Tender Ref. No.: 2526 GEN007**  
**(to be completed in duplicate)**

(Column 3 must be completed by the Supplier. The Supplier is required to fill in all fields in the table below.)

<b>(1) Item No.</b>	<b>(2) Description/Specification</b>	<b>(3) Details (Circle Yes / No. Please elaborate if applicable. Use separate sheet if necessary.)</b>
<b>A. Organization Background</b>		
1.	A registered company;	Yes / No
2.	A strong reputation in providing similar services Years of foundation with experienced provision of school-based full-time Native Speaking English Tutor/Teacher service for secondary schools;	_____ years
3.	A proven track record of providing similar services Number of secondary schools in HK for which the organization has been providing school-based full-time Native-speaking English Teacher service in the past five years (Please list out the names of the served secondary schools).	_____ schools Names of collaborating schools:
<b>B. Organization Support</b>		
4. Support for the school	i. All logistics of employment including employment insurance, work visa, tax, etc.;	Yes / No Elaboration:
Please provide samples of teaching	ii. Consultancy on programme set up, operation, monitoring and improvement;	Yes / No Elaboration:

materials and programmes.	iii. Consultative meetings and briefing;	Yes / No Frequency: Elaboration:
	iv. Consultative seminars and workshops;	Yes / No Frequency: Elaboration:
	v. Professional development seminars and workshops for the School teachers	Yes / No Frequency: Elaboration:
	vi. Continuous evaluations of the tutor's/teacher's performance, including lesson observations and review meetings;	Yes / No Frequency: Elaboration:
5. Support for the teacher/tutor	vii. Orientation programmes for the Native-speaking English Tutor/Teacher;	Yes / No Elaboration:
	viii. Regular on-the-job training for the Native-speaking English Tutor/Teacher;	Yes / No Frequency: Elaboration:
6. Additional support from the organization	ix. On-campus or off-campus English enhancement programmes or activities for improving the English proficiency of the students (Please list out the programmes or activities and specify if there is an extra cost.)	Yes / No Frequency: Programmes / Activities: (if any extra charges incurred)
	x. Additional support provided for School special events on weekdays (i.e. the supply of extra NETs to help run the programme and the frequency that this can be done.)	Yes / No Frequency: Programmes / Activities: (if any extra charges incurred)

	xi. Additional resources provided to enrich the English language environment of the School	Yes / No Frequency: Elaboration: (if any extra charges incurred)
<b>C. Procedures for Handling Irregularities</b>		
7.	Well-established procedures for handling irregularities i. Absence of the tutor/teacher ii. Unsatisfactory performance of the tutor/teacher	Yes / No Elaboration:
<b>D. Requirements for the English Language Tutor/Teacher</b>		
8.	Qualification and background of the tutor/teacher (Please provide details of recruitment process including selection criteria, interview questions, performance of the candidate, etc.)	Elaboration:
<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>Native English speaker</li> <li>University graduate (with preference to candidates majoring in English)</li> <li>Completion of a well-established selection process</li> </ol> <p><b>Contract Period</b></p> <ol style="list-style-type: none"> <li>1<sup>st</sup> September, 2026 to 31<sup>st</sup> May, 2027</li> </ol> <p><b>Service Period</b></p> <ol style="list-style-type: none"> <li><b>Duration:</b> 1<sup>st</sup> September, 2026 to 31<sup>st</sup> May, 2027</li> <li><b>Working days:</b> 5 days a week</li> <li><b>Working hours:</b> 8 hours a day</li> <li><b>Adjustable hours:</b> Working hours may be adjusted for special school events or English programmes when necessary.</li> </ol> <p><b>Duties</b></p> <ol style="list-style-type: none"> <li>To design and deliver small group lessons or collaborative teaching lessons on integrated language skills, in conjunction with our local English teachers or Native English-speaking Teacher(s);</li> </ol>		

10. To prepare lesson plans and relevant teaching materials and maintain a complete set of materials used;
11. To support curriculum and staff development;
12. To cultivate and develop good culture, framework and practice with staff and students;
13. To provide students with more opportunities for oral exam practice;
14. To help create a language-rich school environment;
15. To decorate and operate the English Room;
16. To encourage the use of English by actively participating in clubs and interest groups in the School;
17. To facilitate and organize extra-curricular and co-curricular activities, such as Info Days, English Week/Month, English Funfair, Speech Festival training, etc.;
18. To train and coordinate an English Ambassador Team to enhance the English language environment of the School;
19. To informally chat with students wherever possible, which includes inside and outside the classroom, during breaks, after school and during special school events;
20. To assist in activities organised by the School; and
21. To invigilate during test and exam periods.

#### **E. Other Terms & Regulations**

22. The School has the right to request for replacing the tutor/teacher in the event that he/she violates the school regulations or professional conduct, or his/her performance is below the School's expectation.
23. The School has the right to terminate the contract in the event that the organization fails to provide the services as agreed.

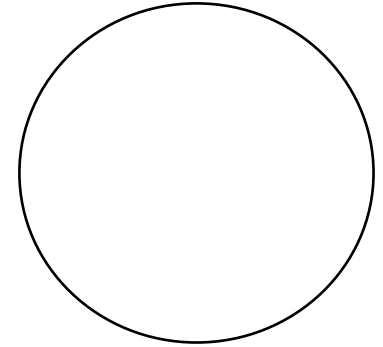
#### **Terms of Tender**

1. The bidder as well as its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in any committee responsible for considering any matters in relation to this quotation/tender. 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.
2. \* By replying, please put a tick in the box :  
 We/I understand that if we/I fail to supply the services as offered in our/my tender on accepting school's order, we are/I am prepared to provide

cover support of another NET. In extreme cases that the cover is not available, we are/I am prepared to reimburse fees paid pro-rata for the period of time the NET is unable to report for duty or arrange a NET to the school by early June as compensation for the missed days.

We/I are/am unable to quote “A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)” .

Reason : \_\_\_\_\_



Company Chop

Name of Supplier : \_\_\_\_\_

Supplier's Address in Hong Kong: \_\_\_\_\_

Name and Signature of Person Authorized to Sign Tender

Name (in block letter) : \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Tack Ching Girls' Secondary School**  
**Tender Form for the supply for**  
**"A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)"**  
**School Tender Ref. No.: 2526 GEN007**  
**(to be completed in duplicate)**

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Name of School: Tack Ching Girls' Secondary School

Name of IMC: The Incorporated Management Committee of  
Tack Ching Girls' Secondary School

Address of School: 9 Hing Wah Street West, Sham Shui Po, Kowloon.

School Ref. No.: 2526 GEN007

Tender Closing Date and Time: **22-June-2026, 12:00 noon**

**PART I**

The undersigned hereby offers to supply all or any part of the items described in the 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 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; 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 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 TENDER VALIDITY**

With reference to Part I of this tender form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 22-June-2026.

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.

**PART III**

**SAFEGUARDING NATIONAL SECURITY**

The undersigned acknowledges that notwithstanding anything to the contrary in the tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety..

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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. : \_\_\_\_\_

**The Principal,  
Tack Ching Girls' Secondary School,  
9 Hing Wah Street West,  
Sham Shui Po, Kowloon**

**School Tender Ref. No.: 2526\_GEN007**

**Closing Date of Tender: 22-June-2026 , 12:00 noon**

**Service Name: "A Native-speaking English Tutor/Teacher (Sept 2026 – May 2027)"**