



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. GEN007/22-23

31st March, 2023

Dear Sir,


INVITATION TO TENDER FOR THE SUPPLY OF
"A Native-speaking English Tutor/Teacher"

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 Tender, **in duplicate**, should be clearly marked on the envelope Tender for "A Native-speaking English Tutor/Teacher". Please stick the enclosed address sheet on the envelope. **Tenderers 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 28th April, 2023**. Late Tender 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.
3. 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.
4. Tender will be accepted on an overall basis.
5. 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 quotation exercise, the School may, without affecting your Company's liability for such act, invalidate your Company's quotations, or terminate the contract concerned. Besides, the service provider is entitled to any compensation responsibility for any damages or loss the School thus suffers.
6. For enquiries, please contact Mr. Johnny Leung, the English Panel Head or Ms. Mong, the Executive Officer at 2729 3211.



Yours sincerely,


Ms Hui Yin Shan
Principal

Note: If black rainstorm warning is still in force or typhoon signal number eight or higher 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 2023 – May 2024)

School Tender Ref. No. : GEN007/22-23

(to be completed in duplicate)

(Columns 4, 5 and 6 to be completed by Suppliers)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Monthly Rate (HK\$)	(5) Amount (HK\$)	(6) Delivery Offered
1	<p style="text-align: center;"><u>Tender for a native-speaking English tutor/teacher</u></p> <p>1. <u>Services included</u></p> <ul style="list-style-type: none"> ● To provide our school with a native-speaking English tutor/teacher who will be placed full-time in our school for 9 months from September 2023 to May 2024; ● To provide appropriate orientation and training for the English Language Tutor(s)/Teacher(s) prior to the servicing period; ● To provide continuous training, performance evaluation and support for the English Language Tutor(s)/Teacher(s) throughout the employment period; ● To arrange and engage in consultative meetings with the school prior to the implementation of the programme in school; ● To provide an appropriate level of guidance and support for the English Language Tutor(s)/Teacher(s); ● To provide our school with additional manpower support and resources for special events at the school (i.e. 4 additional NETs needed for each of the 3 School Open Days, 4 additional NETs needed for each of the 2 days for the whole-school English Week activities, etc.) where appropriate; ● To provide appropriate consultancy, resources and training to enrich the English language environment of the school, and to support curriculum and staff development; ● To assign an experienced English language teaching supervisor to work with the Native-speaking English Tutor(s)/Teacher(s) and the school to ensure the delivery of 	1			

	<p>the service is meeting requirements, where necessary; and</p> <ul style="list-style-type: none"> ● To fully comply with work visa requirements and applicable labour regulations in connection with the employment of the English Language Tutor(s)/Teacher(s) in Hong Kong <p>2. <u>Requirements for the English Language Tutor/Teacher</u></p> <ul style="list-style-type: none"> ● 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); ● To prepare lesson plans and relevant teaching materials and maintain a complete set of materials used; ● To support curriculum and staff development; ● To cultivate and develop good culture, framework and practice with staff and students; ● To provide students with more opportunities for oral exam practice; ● To create a language-rich school environment; ● To decorate and operate the English Room and English Café; ● To encourage the use of English by actively participating in clubs and interest groups in school; ● To facilitate and organise extra-curricular and co-curricular activities, i.e. English Musical, Open Day, English Week, English Funfair, English Café, English Debates, English Camp, Speech Festival training etc.; ● To set up, train and inspire an English Ambassador Team to enhance the English language environment of the school; ● To informally chat with students wherever possible, which includes inside and outside the classroom, during breaks, after school and during special school events; and ● To assist in activities organised by the school. 				
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	<p>3. <u>Qualifications of English Language Tutor/Teacher</u></p> <p>He or she:</p> <ul style="list-style-type: none"> ● must be a university graduate; ● must have basic induction training for teaching and learning English as a second language; and ● must be a native English speaker or demonstrate a language proficiency equivalent to a native level. <p>4. <u>Requirement for the service provider</u></p> <ul style="list-style-type: none"> ● To demonstrate a proven track record and possess a strong reputation in providing similar services 				
<p>For further enquiries, please contact Mr. Johnny Leung, the English Panel Head or Ms. Mong, the Executive Officer at 2729 3211.</p>					

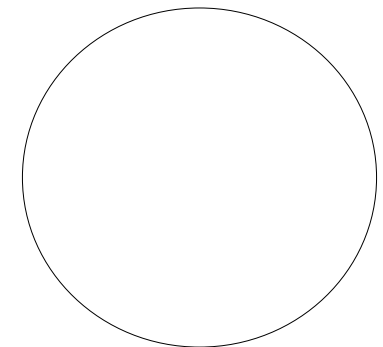
We/I understand that if we/I fail to supply the services as offered in our/my tender on accepting school's order,
we are/I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

Name of Supplier : _____

Name and Signature of Person Authorized to Sign Tender

Name (in block letter) : _____ Signature : _____

Date : _____



Company Chop

Tack Ching Girls' Secondary School
TENDER FORM FOR THE SUPPLY OF
"A Native-speaking English Tutor/Teacher"
School Tender Ref. No. : GEN007/22-23

(to be completed in duplicate)

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.: GEN007/22-23

Tender Closing Date and Time: **28th April, 2023 , 12:00 noon**

PART I

The undersigned hereby offers to supply all or any part of the native-speaking English tutors 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; tender 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 services 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 document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 28th April, 2023.

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. : _____

PART III

PREVENTION OF BRIBERY

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, SMC/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.

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

School Tender Ref. No. : GEN007/22-23

Closing Date of Tender : 28th April, 2023 , 12:00 noon

Service Name : “A Native-speaking English Tutor/Teacher”