

School Ref. No.: 2021-T08

Date: 25<sup>th</sup> August, 2021

Firm name:

and address:

Dear Sirs/Madams,

INVITATION TO TENDER  
TENDER FOR THE SERVICE of  
A Native English Speaking Teacher (NET)

1. You (the “bidder”) are invited to provide a tender for the Provision of a Native English Speaking Teacher as specified in the enclosed quotation schedule.
2. Your sealed tender, in duplicate, should be clearly marked on the outside envelope:

Tender for *the Provision of a Native English Speaking Teacher (NET)*

The envelope should be addressed to **Ching Chung Hau Po Woon Primary School, Fu Tung Estate, Tung Chung, Lantau Island** and forwarded to arrive **not later than 4 p.m.** on **15<sup>th</sup> September, 21.** Late tenders will not be accepted. Please be reminded that *all tenders should not identify their companies on the envelope*. 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 tender, it would be appreciated if you would return this letter and the tender forms with reason to the above address at your earliest convenience.
4. Tenders will be accepted on an overall basis.

Remarks:

1. Ching Chung Hau Po Woon Primary School does not bind itself to accept any tender irrespective of whether the tender is the lowest bid.
2. Ching Chung Hau Po Woon Primary School reserves the right to negotiate with any clauses from the terms of offer.
3. The bidder and its employees 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 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.

4. Professional Conduct: The bidder and its employees must ensure that its curriculum, teaching/learning materials and the duties of its employees conform to the Basic Law, National Security Law and other Laws of Hong Kong, as well as our school's "Guidelines for Contract Tutors" and "Guidelines for Outsourced Service Providers". Should the bidder, and its employees violate any obligations specified in this paragraph, our school may terminate this agreement without paying any compensation. In that case, the bidder and its employees shall be liable for any loss or damages and to pay compensation.
  
5. COVID-19 Testing and Vaccines Policies: According to "Prevention of Coronavirus Disease 2019 (COVID-19) Health Protection Measures for Schools", the bidder must ensure that its employees who provide services to our school have received the first dose of COVID-19 vaccine, or undergo COVID-19 Combined Nasal & Throat Swabs RT-PCR Test, which is performed by qualified medical workers, once every two weeks. The bidder must ensure that its employees have proof of a COVID-19 vaccination or negative test result three days prior to the commencement date. Otherwise, the employees are not allowed to enter the campus. Should the employees of the bidder fail to provide services due to their violations of any obligations specified in this paragraph, our school may deduct the service fee or require the employees to make up for their working hours.

Yours sincerely,

Miss Liu Chung Yan  
English Panel Chairperson

TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

Our school would like to recruit a NET who can fulfill the following requirement:

(Columns 3 and 4 to be completed by  
inviting suppliers)

(1) Item No.	(2) Description/Specification	(3) The description of your service and the NET	(4) Total Amount (HK\$)
	<p>1) Qualification: Native English speaker who is a degree holder (major or teaching English as second language is preferred) and has at least one year teaching experience in Hong Kong Primary School.</p> <p>2) Course Content:</p> <ul style="list-style-type: none"> <li>I. Base on the scheme of work and schedule provided by our school.</li> <li>II. To provide lessons on speaking, reading and writing activity.</li> <li>III. To strengthen the language skills of our students.</li> <li>IV. To conduct three collaborative planning lessons with our teachers regularly.</li> <li>V. To participate in video production.</li> <li>VI. To mark students' exercises.</li> <li>VII. To have mock interviews with students.</li> </ul> <p>3) Course Duration: Mondays, Tuesdays and Thursdays from 4<sup>th</sup> October 21 to 16<sup>th</sup> June 22.            Oct: 4,5,7,11,12,18,19,21,25,26,28 (11 days)            Nov: 1,2,4,15,16,18,22,23,25,29,30 (11 days)            Dec: 2,6,7,9,13,14 (6 days)            Jan: 4,6,24,25,27 (5 days)            Feb: 10,14,15,17,21,22,24,28 (8 days)            Mar: 1,3,7,8,10,14,15,21,22 (9 days)            Apr: 4,7,11,12,14,26,28 (7 days)            May: 3,10,12,16,17,19,23,24,26 (9 days)            Jun: 7,9,13,14,16 (5 days)</p> <p>Working time: 8:15 a.m. to 4:30 p.m.            No. of classes: 17            No. of lesson per week: 17 (plus 3 collaborative planning lessons)            Lesson Duration: 30-35 minutes a lesson</p>		

<p>We/I understand that if we/I fail to supply the stores or 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 stores or services are obtained from elsewhere.</p>	<p>Company Chop</p>
<p>Name of inviting suppliers: _____</p>	
<p>Signature of Person authorized to sign Tender: _____</p>	
<p>Date: _____</p>	