



佛教孔仙洲紀念中學

Buddhist Hung Sean Chau Memorial College

10 Ping Ting Road, Hammer Hill, Kowloon 九龍斧山平定道10號 電話：2322 6915 傳真：23513614

學校檔號： 2223T11

執事先生：

邀請招標

承投提供 Native English Teacher Services 項目

(供應商不可在信封面上顯示公司的身份)

現誠邀貴公司承投提供隨附的投標附表上所列的物料及服務。倘貴公司不擬接納部分訂貨，請於投標附表上清楚註明。

投標表格必須填妥一式兩份，並放置信封內封密。信封面應清楚註明：

承投提供 Native English Teacher Services 項目投標書

投標書應寄往 九龍斧山平定道10號 佛教孔仙洲紀念中學收，並須於2023年7月20日中午十二時前送達上述地址。逾期的投標，概不受理。貴公司的投標書有效期為90天，由上述截止截標日期起計。如在該90天內仍未接獲訂單，則是次投標可視作落選論。另外亦請注意，貴公司必須填妥投標表格，否則標書概不受理。

倘貴公司未能或不擬投標，亦請盡快把投標表格寄回上述地址，並列明不擬投標的原因。

學校邀請招標承投所需物品及服務時，會以整批形式考慮接受供應商的投標。



()
2023年6月29日

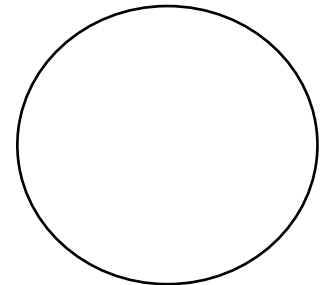
投標附表

供應商須填妥一式兩份

(第4及5項須由供應商填寫)

(1) 項目 編號	(2) 物品說明/規格	(3) 所需數量	(4) 單價 (元)	(5) 總價 (元)
1.	Monthly Salary of Tutor	9 Months		
2.	Design of Learning Materials	---		
3.	Technical & Programme Support	---		
4.	Others (If Applicable) Please Specify:			
總金額(元)				

本公司/本人明白，如收到學校訂單後未能供應投標書上所列物料或服務，本公司/本人須負責賠償學校從另處採購上述物料或服務的差價。



公司印鑑

供應商名稱 : _____

商業登記證號碼 : _____

獲授權簽署投標書的代表的姓名及署名

姓名(請以正楷填寫) : _____

簽署 : _____

日期 : _____

BUDDHIST HUNG SEAN CHAU MEMORIAL COLLEGE

NATIVE ENGLISH TEACHER SERVICES – REQUIREMENTS AND SPECIFICATIONS

1. Service Period

The native-speaking English tutor will be placed on an 8-hour full-time basis, inclusive of a 1-hour lunch break, in our school for 9 months from 1 September 2023 to 31 May 2024.

2. The service provider will be required:

- (a) To provide appropriate orientation and training programmes prior to the servicing period as well as on-going professional development sessions and on-the-job training sessions for the English tutor throughout the year;
- (b) To arrange meetings for the set up and implementation of the programme with the school;
- (c) To arrange interim and year-end review meetings of the programme with the school;
- (d) To send a consultant or a supervisor to visit the school on a regular basis and provide curriculum support and lesson observations, as well as to monitor the performance of the tutor;
- (e) To work with the school to evaluate the programme on monthly basis with the local English teachers for assessing, reviewing and evaluating the performance of the tutor and provide a monthly report, an interim evaluation report and an annual evaluation report of the programme;
- (f) To support the school in preparation of English events and other school events by offering extra manpower and resource materials where appropriate and when required on weekends;
- (g) To provide professional development workshops for the school English teaching staff;
- (h) To have experience in eLearning and out-of-classroom activities;
- (i) To have at least 10 years of experience in providing language support service for clients in secondary schools;
- (j) To possess a strong reputation in providing similar services;
- (k) To provide an appropriate level of guidance and support to the tutor when necessary;
- (l) To provide extra support on performance if the tutor fails to meet the school's expectations;
- (m) To state if there are any sponsorship schemes;
- (n) To ensure that the Native-speaking English Tutor has obtained the work permit to work in Hong Kong.
- (o) To be responsible for their own insurance arrangement for their staff.
- (p) To be responsible for the payment of the tutor i.e. full payroll process from preparation to fee dispersal to the tutor;
- (q) To arrange the Mandatory Provident Fund (MPF) for the tutor whereas necessary; and
- (r) To check all police records, medical documents and education qualifications and conduct the Sexual Conviction Record Check prior to the native-speaking English tutor joining the school.

3. Scope of the Duties of the Native English-speaking Tutor:

- (a) To help design and deliver small group lessons or collaborative teaching lessons with our local English teachers or Native English-speaking teacher(s);
- (b) To prepare lesson plans and relevant teaching materials and keep a complete set of materials used, both hard copies and electronic copies;
- (c) To prepare and develop lesson plans and resources for the English improvement programme to be adopted in and out of the classroom context;
- (d) To cultivate and develop good culture and practice with staff and students;
- (e) To help promote an English-rich learning environment at school for facilitating the creative and authentic use of the language;
- (f) To explore and develop online resources for promoting e-learning;
- (g) To interact with students in English as much as possible, in both formal and informal contexts, 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;
- (h) To encourage the use of English by actively participating in clubs and interest groups in school;
- (i) To organise English-related extra-curricular activities for stretching English learning (e.g. English Week, school outings, English Learning Day, Drama, Sports, Choral Speaking, Speech Festival, English Society, Reader's Theatre, Book Café, Book Sharing, etc.)
- (j) To supervise, train and lead an English Ambassador Team to enhance the English language environment of the school;
- (k) To decorate and manage the E-Zone;
- (l) To conduct online lessons at school under special circumstances (e.g. class or school suspension announced by the Education Bureau of HKSAR);

4. Qualified Native English-speaking Tutor Must:

- (a) Be a university graduate with a legal work permit to be allowed to work in Hong Kong;
- (b) Be a native English speaker or demonstrate a language proficiency equivalent to a native level;
and
- (c) Must have basic induction training for teaching and learning English as a second language;

5. Price and Payment:

- (a) Prices for the services listed in the contract shall remain unchanged during the service period.
- (b) The stated service shall not be terminated or altered in any forms without mutual agreement in the service period.
- (c) The service shall be liable to be terminated by at least one month's written notice by either side during the service period. 10% of the total tender amount shall be charged as compensation in case of a short notice of termination of the service.

(d) Payments for the service shall be made in three instalments.

6. Privacy Policy:

Successful tenderer shall comply with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance and adopt appropriate use of the personal information of students. Such personal information shall not be disclosed to third parties without prior consent of the school.

7. Selection and Evaluation Criteria:

Tenders will be evaluated using a non-marking scheme approach. Those that fail to comply with any of the aforementioned requirements will be rendered invalid and will not be considered. Key assessment criteria include:

- Compliance with the tender specifications
- Quality of service offered
- Experience/track records of related service/previous problems in the school context
- Management structure
- Cost

承投提供Native English Teacher Services項目投標表格

有關防止賄賂條例及利益衝突申報

確定遵守防止賄賂條款

競投人、其僱員及代理人不得向學校僱員、校董會/法團校董會成員，或負責考慮與本合約相關事宜的有關委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員或代理人向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

代表簽署：_____ 代表姓名(正楷)：_____

職位：_____ 日期：_____年_____月_____日

利益衝突申報及資料保密

1. 你有沒有與佛教孔仙洲紀念中學內任何人士或業務上有利益關係(註譯 1) ?
 有 沒有 (如有，請說明)。

2. 你的家人或親屬(註譯 2)有沒有擔任此學校的現任職位?
 有 沒有 (如有，請提供姓名及關係)。

3. 本人已細閱學校就利益衝突方面所制定的政策，並明白其內容。是次參與投標的商戶與本人及直系親屬並沒有業務往來或任何直接或間接的財務利益。並承諾不會在未經學校授權下披露有關報價或招標的資料。

註譯 (1) 個人利益包括你參予經營/承包學校的各項服務等。

註譯 (2) 你的家人或親屬包括：

- a. 你的配偶 b. 你的父母 c. 你的配偶父母 d. 你的兄弟姊妹及其配偶；以及
e. 你或你的配偶的子女及其配偶

申報人姓名

申報人簽署

日期

承投提供Native English Teacher Services項目

不擬投標通知書

如 貴公司未能提供 Native English Teacher Services 投標，請填妥此表格後，傳真至 2351 3614 或寄回 九龍斧山平定道10號 佛教孔仙洲紀念中學收

致：佛教孔仙洲紀念中學

學校檔號：2223T11

截止投標的日期和時間：2023年7月20日 正午12時

有關 貴校邀請本公司承投以上服務，現因以下理由未能投標，特此回覆。

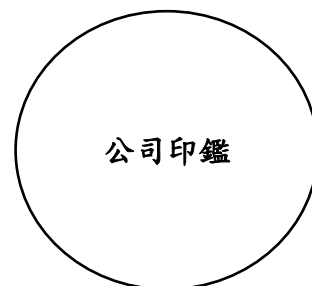
(請在適當的□內加上✓)

<input type="checkbox"/> 未能提供貴校所示服務
<input type="checkbox"/> 未能符合投標表格規格
<input type="checkbox"/> 未能按照截標日期投標
<input type="checkbox"/> 未能於指定日期內完成
<input type="checkbox"/> 投標的貨量太少
<input type="checkbox"/> 其他理由(請說明): _____

姓名： _____ (請以正楷填寫) 日期： _____年____月____日

簽署人： _____

職位： _____



上方簽署人已獲授權，代表本公司簽署是次不擬回覆投標通知書。

The Principal

Buddhist Hung Sean Chau Memorial College

10 Ping Ting Road, Hammer Hill, Kowloon

Tender for Native English Teacher Services

School Ref. No. : 2223T11

Tender Closing Date & Time: 20 July 2023, 12:00 Noon