

School Ref. No. : NP2C2324T14

By Registered Mail
31st May, 2024

[Supplier]
[Address]

Dear Sirs,

INVITATION TO TENDER FOR THE SUPPLY OF
「2024/2025 English Cultural and Language Enhancement Programme」

You are invited to tender for the supply of the stores or services as specified in the enclosed written 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 2024/2025 English Cultural and Language Enhancement Programme. (Tender no: NP2C2324T14)

Tender Deadline: 12:00 noon on 24 JUN 2024

Receiver: The Principal (no need to state the name of the principal)

The envelope should be addressed to Ning Po No. 2 College (9, Shun On Road, Shun Tin Estate, Kwun Tong) and arrive not later than 12:00 noon on 24 JUN 2024. Late tenders 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 10 of the tender form is completed, the tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you return the written tender form with reason to the above address at your earliest convenience.

Tenders will be accepted on an ‘overall’ basis.

Yours sincerely,

Mr. Leung Chiu Yin
Principal

Encl.
CYL/hc

WRITTEN QUOTATION/TENDER FORM FOR THE SERVICE OF
「2024/2025 English Cultural and Language Enhancement Programme」

School Ref No. : NP2C2324T14
Name of School : Ning Po No.2 College
Address of School : 9, Shun On Road, Shun Tin Estate, Kwun Tong
Tender Closing Date and Time : 12:00 noon on 24 JUN 2024

PART I

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

RECONFIRMATION OF WRITTEN QUOTATION/TENDER VALIDITY

With reference to Part I of this written quotation/tender form, it is reconfirmed that the validity of written quotation/tender offered by this company remains open for 90 days from 24 JUN 2024. The undersigned also agrees to accept the fact that once the validity of written quotation/tender is reconfirmed, the pre-printed clause specified in the Company's written quotation/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 quotation/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 _____

Name (in block letters) : _____

Signature : _____ in the capacity of _____

(state official position e.g. Director, Manager, Secretary)

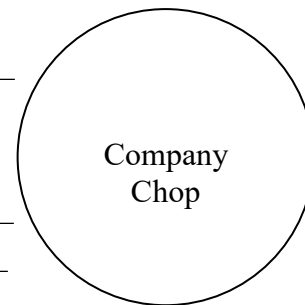
Duly authorised to sign written quotations/tenders for and on behalf of :

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____



Form for Declaration of Conflict of Interest

Part A – Declaration of Interest ¹

To: Incorporated Management Committee

I understand that if I have any direct or indirect interest in any *person/company which has official dealings with the school, I shall make a declaration to the Incorporated Management Committee.

I would like to declare the following *existing/potential conflict of interest situation arising from the discharge of my duties concerning the procurement of stores and services of the school :

a) *Persons/companies with *whom/which I have official dealings *and/or private interests:

b) Brief description of my duties which involve the *persons/companies mentioned in item (a) above:

Signature: _____

Name and Position: _____

Date: _____

Part B – Record of Resolution of the Incorporated Management Committee

With respect to the above declaration,

(name of the person making the declaration) should refrain from performing or getting involved in performing the *work/duty, as described in Part A, which may give rise to a conflict.

(name of the person making the declaration) may continue to handle the *work/duty as described in Part A, provided that there is no change in the information declared above.

Others (please specify)

Signature: _____

Name of Supervisor ² : _____

Date: _____

(*Delete as appropriate)

¹ In the daily operation, as circumstances or events warrant, the persons concerned should draw management authority's attention to his/her perceived conflict of interest. When such a situation arises, the School Management Committee (SMC) / Incorporated Management Committee (IMC), or the school principal as appropriate, should decide whether the person disclosing an interest shall be required to abstain from the duty assigned, or to abstain from the deliberation and decision on the subject.

² For declarations made by school staff (excluding school principal) in respect of procurement of stores and services, the SMC/IMC may delegate the approving authority to the school principal.

School Ref No. : NP2C2324T14

Tender Closing Date and Time : 12:00 noon on 24 JUN 2024

9, Shun On Road, Shun Tin Estate, Kwun Tong
The IMC of Ning Po No.2 College

**Tender for 「2024/2025 English Cultural and Language Enhancement
Programme」**

「By Registered Mail Or By Hand」

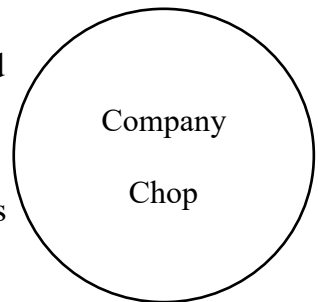
Tender Schedule

(to be completed in duplicate)

(Columns 4 and 5 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)
1.	Monthly Salary of Tutor	9 Months		
2.	Design of Learning Materials	9 Months		
3.	Technical & Programme Support	9 Months		
4.	Others (If Applicable) Please Specify:			
Total Amount (HK\$)				

We/I understand that if we/I fail to supply the stores or services as offered in our/my written 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.



Name of Supplier: _____

BUSINESS. REGISTRATION NO. : _____

Name and Signature of Person authorized to sign Written Tender

Name (in block letters) : _____ Signature : _____

Date : _____

Ning Po No.2 College

2024/2025 English Cultural and Language Enhancement Programme – REQUIREMENTS AND SPECIFICATIONS

1. Service Period

The 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 2024 to 31 May 2025.

2. The service provider will be required:

- (a) To arrange Native English-speaking Tutors to follow the programme.
- (b) 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;
- (c) To arrange meetings for the set up and implementation of the programme with the school;
- (d) To arrange interim and year-end review meetings of the programme with the school;
- (e) 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;
- (f) 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;
- (g) 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;
- (h) To provide professional development workshops for the school English teaching staff;
- (i) To have experience in eLearning and out-of-classroom activities;
- (j) To have at least 10 years of experience in providing language support service for clients in secondary schools;
- (k) To possess a strong reputation in providing similar services;
- (l) To provide an appropriate level of guidance and support to the tutor when necessary;
- (m) To provide extra support on performance if the tutor fails to meet the school's expectations;
- (n) To state if there are any sponsorship schemes;

- (o) To ensure that the Native-speaking English Tutor has obtained the work permit to work in Hong Kong.
- (p) To be responsible for their own insurance arrangement for their staff.
- (q) To be responsible for the payment of the tutor i.e. full payroll process from preparation to fee dispersal to the tutor;
- (r) To arrange the Mandatory Provident Fund (MPF) for the tutor whereas necessary; and
- (s) 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 Tutors of the Programme:

- (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, English Marathon, school outings, English Learning Day, Drama, Sports, Choral Speaking, Speech Festival, English Society, Reader's Theatre, Book Café, Book Sharing.)
- (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 ELC (English Learning Centre);

(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