

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
MARCHING BAND 2020-2021

You are invited to quote for the supply of the items as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, in duplicate should be clearly marked on the outside envelope:  
Written quotation for MARCHING BAND 2020-2021.

The envelope should be addressed to “S.K.H. TSOI KUNG PO SECONDARY SCHOOL, 101 Chung Hau Street, Homantin, Kowloon” and arrive not later than 12:00pm on 17th September 2020. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the “Closing Date”, and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

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

Written Quotations will be accepted on an \*‘overall’ / ~~‘group’~~ / ~~‘itemized’~~ basis.

Yours sincerely,

(Ms.) Lam Yuk Kei  
Principal

Encl.

Please delete as appropriate



WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>Marching Band 2020-2021</u>  Please refer to the attachement				

We/ I understand that if we/ I fail to supply the stores 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 are obtained from elsewhere.

Company Chop

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

Name and Signature of Person authorized to sign Written quotation

Name (in block letters) \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

## 步操樂團導師要求

### 學期：

- 由 2020 年 9 月尾至 2021 年 7 月中
- 逢星期三下午 3：30 至 5：30
- 每次課時為兩小時

### 導師師資：

- 不少於 5 年相關教學經驗
- 於多間中學任樂器導師
- 音樂學士
- 相關樂器 ATCL / LTCL 程度
- 通過性罪行紀錄查核

### 導師收費：

- 一位導師\$500/小時及
- 一位指揮與導師\$600/小時

### 步操樂團教學目標：

- 基本發聲技巧
- 基本樂理
- 基本合奏技巧
- 有關樂器考試的音樂元素
- 提供不同的教材回應學生不同學習差異的需要
- 學生不需要有樂器經驗
- 導師與學生有溝通機會，合作及理解對方的期望或需要
- 建立團體精神

### 課程內容：

- 教授基本樂器保養
- 舉行中一新生簡介會
- 安排面試
- 為不同程度的學生提供適切的教材
- 練習音樂日小組合奏樂曲
- 練習公開表演兩首樂曲
- 與音樂老師緊密合作及聯繫
- 掌握有關音樂表演的社區資源，讓學生有更多機會參與音樂表演
- 引入相關資源，為學生提供更全面的服務
- 定期向校長、副校長及音樂老師交代教學進度
- 提交終期工作報告

### 評估機制：

- 音樂老師每學期教學進度評估
- 學生問卷調查
- 樂器比賽
- 全年課程檢討
- 指揮和導師與學校進行評估會議
- 指揮和導師與音樂老師進行年度考核

### 預期成果：

- 於上學期校內表演時能全團演出(包括中一新生)
- 何文田區分區活動日及其他表演邀請
- 聯校音樂比賽
- 校內表演(資訊日、音樂日、畢業禮等)

如有任何疑問，歡迎致電 2760-0463 與陳老師聯絡。