

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
F.2 Drama Class 2021-2022 (Tender/2022/01)

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 F.2 Drama Class 2021-2022.

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 27th September 2021. 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>F.2 Drama Class 2021-2022</u> <u>(please see attachment)</u>	(please see attachment)			

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 : _____

For hire of service to co-plan and co-run with teachers English Learning activities on drama to enhance students' language skills and confidence in speaking English.

Teachers with experience in teaching English or drama in English will be placed in our school **from October to May** to conduct drama lessons for **all S2 students**. Teachers need to:

1. Conduct drama lessons in the classroom with subject teachers co-teaching
2. Prepare students for a form drama competition based on the class reader 'Frankenstein' which will be held in May, 2022.

Suggested Programme structure:

Student Level	F2
No. of groups	7
Group size	Set 1(a) -16 , Set 1(b) - 15 Set 2(a) - 13 , Set 2 (b) - 12 Set 3 - 22 Set 4 -18 Set 5 - 19 Total: 115 students
Actual contact hour per lesson biweekly	50 minutes per group x 7 groups = 350 minutes
No. of lesson per group	12
No. of contact week per group from October to April	12
Lesson Time	Teachers must conduct lessons according to our school timetable. <u>Tentative teaching time slots:</u> Monday: 12:35-1:25 Tuesday: 10:35-11:25 Wednesday: 9:30-10:20 Thursday: 8:20-9:10 Friday: 11:45-12:35
Teachers' qualification	- Teachers with sound experience in teaching English or drama in English - Confident in teaching SEN students

Learning Objectives	<ol style="list-style-type: none"> 1. To teach students basic drama acting skills of understanding and interpreting English texts through reading and speaking. 2. To enhance students' oral skills by encouraging them to experiment with language in different roles and contexts. 3. To strengthen students' creativity through oral activities. 4. To help students demonstrate what they have learned and achieved in class performances at the end of the course. 5. To produce a school-based teaching and learning resource kit for the school that can sustain.
Expected Outcomes	<ol style="list-style-type: none"> 1. Each group will be working towards an 8-10 minute drama performance based on the class reader 'Frankenstein'. An inter-class competition will be held in May, 2022. 2. Students will become more confident in communicating and performing in English.
Theme	<p>Gratitude</p> <p>Being responsible global citizens</p>
Cost should also include	<ol style="list-style-type: none"> 1. Teaching materials 2. Printing of teaching materials 3. Script Fee and License to school 4. Simple Props and Costumes for the inter-class competition 5. Rental Fee for Sound System used in School Hall
Evaluation	Course evaluation report
Others	<p>-Online lessons should be conducted in case of class suspension</p> <p>-Please state clearly the qualifications and relevant experience of the two teachers</p> <p>-Please attach a job reference list, if any</p>

Please see the following table for written quotation evaluation criteria:

Criteria	Description	Weighting (100% in total)
Price	Overall price	40%
Quality	Fulfill the teaching time slots, time of final production and other technical terms stated in the tender	30%
	Qualification and relevant experience of teachers	30%

For enquiry, please contact Ms. K. L. Wong of S.K.H. Tsoi Kung Po Secondary School at 2760 0463 or email to info@tkp.edu.hk.