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 FORM FOR THE SUPPLY OF F.2 Drama Class 2021-2022 (Tender/2022/01)

Name and Address of School S.K.H. Tsoi Kung Po Secondary School

101 Chung Hau Street, Homantin, Kowloon

Written quotation Closing Date 27th September 2021

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from <u>27th September</u> 2021 .

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this	day of	20	·
Name (in block letters):		
Signature	in the capa	acity of	·
(State official position	, e.g. Director, Manager, Secreta	ary, etc.)	
Duly authorized to sig	n written quotations for and on	behalf of :	
whose registered office	e is situated at		
		Hong Kong.	
Telephone No	.Fax No		

WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	F.2 Drama Class 2021-2022 (please see attachment)	(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.

Name of Supplier :		Company Chop
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:

ucture:	
F2	
7	
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	
50 minutes per group x 7 groups = 350 minutes	
12	
12	
Teachers must conduct lessons according to our school	
timetable.	
Tentative teaching time slots:	
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 with sound experience in teaching English or	
drama in English	
- Confident in teaching SEN students	

Learning Objectives	 To teach students basic drama acting skills of understanding and interpreting English texts through reading and speaking. To enhance students' oral skills by encouraging them to experiment with language in different roles and contexts. To strengthen students' creativity through oral activities. 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	 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. Students will become more confident in communicating and performing in English. 	
Theme	Gratitude	
	Being responsible global citizens	
Cost should also include	 Teaching materials Printing of teaching materials Script Fee and License to school Simple Props and Costumes for the inter-class competition Rental Fee for Sound System used in School Hall 	
Evaluation	Course evaluation report	
Others	-Online lessons should be conducted in case of class suspension -Please state clearly the qualifications and relevant experience of the two teachers -Please attach a job reference list, if any	

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,	30%
	time of final production and	
	other technical terms stated in	
	the tender	
	Qualification and relevant	30%
	experience of teachers	

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.