

Dear Sirs,

INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF

Marching Band Tutor 2021-22 (WQ/2122/06)

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 Tutor 2021-22.

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 15th December 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**  
**Marching Band Tutor 2021-22 (WQ/2122/06)**

Name and Address of School     S.K.H. Tsoi Kung Po Secondary School  
  101 Chung Hau Street, Homantin, Kowloon

Written quotation Closing Date   15th December 2021

**PART I**

The undersigned hereby offers to undertake the service as described in the written quotation 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 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 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 service which his Company offers to undertake will not cause any damage to the school's premises.

**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 15th December 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 capacity of \_\_\_\_\_ .

(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign written quotations for and on behalf of :

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

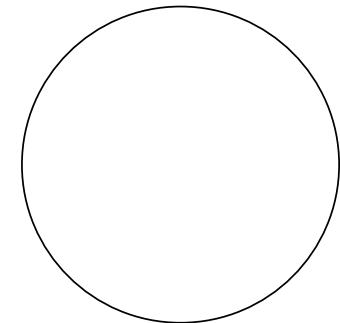
WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>Marching Band tutor 2021-22</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.

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

Company Chop



Name and Signature of Person authorized to sign Written quotation

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

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

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

**課堂：**

- 逢星期四 3:45 – 5:45 (兩小時)
- 樂器班別：軍鼓班約 8 人，銅管樂班約 8 人
- 日期：2022 年 1 月至 2022 年 7 月
- 堂數：約為 20 堂

**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
- 已接種第一劑 2019 冠狀病毒病疫苗，或於進入學校時能提供一星期內有效的 2019 冠狀病毒病檢測並取得陰性結果報告。

**導師人數：**

- 一位導師 (軍鼓或銅管樂)
- 一位指揮導師(兼任樂器導師)

**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
- 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)
- 按學生意願，可於第五年或以前參加英國皇家音樂學院最少 3 級或以上樂器試，不必收取考試班學費，惟考試費用將另行收取
- 九龍城音樂匯演及其他表演邀請
- 聯校音樂比賽
- 校內表演(資訊日、音樂日、畢業禮)