

Dear Sirs,

INVITATION TO TENDER FOR THE SUPPLY OF  
SEN Social Worker 2022-2025 (Tender/2122/06)

You are invited to quote for the supply of the items as specified in the enclosed 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 outside envelope: Tender for SEN Social Worker 2022-2025.

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 26th January 2022. 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 II of the tender form is completed, the tender will not be considered.

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

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

Yours sincerely,

(Ms.) Lam Yuk Kei  
Principal

Encl.

Please delete as appropriate

**TENDER FORM FOR THE SUPPLY OF  
SEN Social Worker 2022-2025 (Tender/2122/06)**

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

Tender Closing Date              26th January 2022

**PART I**

The undersigned hereby offers to supply all or any part of the items described in the tender 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 tender 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; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the 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 items which his Company offers to supply do not to his knowledge infringe any patents.

**PART II**

**RECONFIRMATION OF TENDER VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 26th January 2022.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender 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 tenders for and on behalf of :

\_\_\_\_\_

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

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

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

TENDER

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	SEN Social Worker 2022-2025 <u>(see attached file)</u>	1			

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 : \_\_\_\_\_

## 聘請特殊學習支援全職駐校社工 2022-2025

聘用期為 2022 年 9 月 1 日至 2025 年 8 月 31 日

服務內容細則:

模式	由承辦機構聘請及安排社工，提供一周 4-5 天（須為周一至五上學日）駐校服務，服務包括： 1. 跟進有特殊學習需要的學生個案。 2. 協助推行本校的共融大使計劃，為學生提供義工訓練、義工探訪服務、帶領共融大使在本校推廣共融及關愛精神。 3. 為有需要的同學舉辦情緒、社交訓練、性教育等成長教育小組。 4. 為有特殊學習需要的學生家長舉辦工作坊，提供家長支援服務。 5. 協助推行為特殊學習需要的學生升學及就業輔導組活動。 6. 為教師提供專業支援服務。
承判機構工作	1. 為本校提供合資格的社工。 2. 負責該社工的專業指導、員工培訓、薪酬（包括強積金）、假期及津貼（包括保險）等。 3. 監管該社工的工作表現，並確保其服務水平符合政府津貼學校的社工要求。 4. 為該社工提供所需的行政及輔導支援。 5. 社工必須進行性罪行定罪紀錄查核，並將相關文件交予本校。 6. 社工必須遵守當時教育局有關對 Covid-19 之防疫指引。
社工專業資格	持有有效的社工註冊證。
合約檢討機制	1. 承辦機構負責督導工作，並確保服務符合要求。 2. 本校將與成功投得合約機構每年定期進行檢討會議。 3. 本校保留就 2025 年 8 月 31 日後本服務重新招標的權利。

### 評審準則

No.	項目	百分比	備註
1	報價	50%	價格合理
2	計劃內容	30%	包括專業支援，計劃可行性，切合本校學生的需要，文件是否齊全等
3	專業經驗	20%	曾推行相關服務的經驗
	總分	100%	

如有任何查詢或說明等，可聯絡本校趙寶儀老師，聯絡電話: 2760 0463。