

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
F.2 Drama Lesson 2022-2023 (WQ/2223/01)

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 Lesson 2022-2023.

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 05th October 2022. 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)
WRITTEN QUOTATION FORM FOR THE SUPPLY OF
F.2 Drama Lesson 2022-2023 (WQ/2223/01)

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

Written quotation Closing Date and Time 05th October 2022 12:00pm

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 05th October 2022.

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>F.2 Drama Lesson 2022-2023</u> (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.

Company Chop

Name of Supplier : _____

Name and Signature of Person authorized to sign Re-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 November to July** 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 July, 2023.

Suggested Programme structure:

Student Level	F.2
No. of groups	6
No. of students in each group	2A - 21 2B - 20 2C (group 1)- 15 2C (group 2) - 16 2D (group 1)- 16 2D (group 2)- 16 Total: 104 students
Duration of each lesson	70 minutes
No. of lessons per group from November 2022 to July 2023	12 lessons
Total no. of contact hours from November to July	70 minutes x 6 groups x 12 lessons = 5040 minutes (84 hours)
Lesson Time	Lessons must be taught in accordance with the school calendar. <u>Teaching time slots for whole day/ (half day) lessons:</u> Monday: 11:20-12:30 (10:35-11:25) Tuesday: 13:35-14:10 (11:45-12:10) Wednesday: 11:20-12:30 (10:35-11:25) Thursday: 14:10-15:25 (12:10-13:00) Friday: 13:35-14:45 (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 July, 2023. 2. Students will become more confident in communicating and performing in English.
Theme	Creativity Sincerity
Cost should also include	<ol style="list-style-type: none"> 1. Teaching materials 2. Printing of teaching materials 3. Script Fee 4. Simple Props and Costumes for the inter-class competition
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 tender 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. Lo of S.K.H. Tsoi Kung Po Secondary School at 2760 0463 or e-mail to info@tkp.edu.hk.