

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
STEM Courses 2022-2023 (WQ/2223/04)

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 STEM Courses 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 12th May 2023. 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
STEM Courses 2022-2023 (WQ/2223/04)

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 12th May 2023 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 12th May 2023.

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>STEM Courses 2022-2023</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 written quotation 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: _____

聖公會蔡功譜中學
校本 STEAM 培訓課程 (2022 – 2023)

項目: 元宇宙體驗及進階課程

目的: 學生能創作或設計元宇宙空間、場景或不同技術應用方案，藉此讓學生能夠經歷認識、操作、體驗及應用四個階段，從而拓寬他們眼界，誘發學生對資訊及通訊科技範疇的興趣，從而幫助他們投身資訊科技行業。

A. 課程要求

項目	服務內容
A1. 元宇宙體驗課程	<ol style="list-style-type: none"> 目標 <ul style="list-style-type: none"> ● 培養學生對元宇宙的興趣 ● 讓學生體驗元宇宙空間，拓寬他們眼界 人數: 約 52 人 (共 2 組，每組約 26 人) 時數: 共 10 小時 (每組 5 小時) 內容: <ul style="list-style-type: none"> - 認識元宇宙及相關技術發展 - 元宇宙認識及素養 - 基本 CoSpaces 操控 - 運用 CoBlocks 進行編程 - 體驗 Horizontal Workrooms - 每節由一位主教及兩位助教教授學生。 - 由專業導師負責教授，並具備不少於 3 年教學經驗。 完成課程後，學生應可達到以下成果: <ul style="list-style-type: none"> ● 掌握 CoSpaces 操控及進行編程 ● 使用 Horizontal Workrooms 進行會議
A2. Metaverse 元宇宙編程開發及設計進階課程	<ol style="list-style-type: none"> 目標 <ul style="list-style-type: none"> ● 學生能創作或設計元宇宙空間、場景或不同技術應用方案 人數: 約 20 人 時數: 12 小時 內容: <ul style="list-style-type: none"> - 學習 CoSpaces 進階應用 - 利用 CoSpaces 設計元宇宙校園 (小組專題習作) - 元宇宙體驗體驗 (VR 眼鏡) - 小組匯報 - 每節由一位主教及一位助教教授學。 - 由專業導師負責教授，並具備不少於 3 年教學經驗。 完成課程後，學生應可達到以下成果: <ul style="list-style-type: none"> ● 掌握 CoSpaces 進階應用 ● 能設計元宇宙校園

B. 硬件要求（以下器材擁有權歸學校）

項目	詳情
B	<p><u>Meta Quest 2:</u> Size: 419 mm x 127mm x 193mm Storage: 128GB Fast-Switch LCD Display 1832 x 1920 Resolution Per Eye Display Resolution: 60, 72, 90 Hz Refresh Rate Supported Glasses Compatible Quantity: 33</p> <ul style="list-style-type: none">● 13 部硬件必須配合項目 A1 及 A2 課程使用，此部分為「中學 IT 創新實驗室」計劃。● 20 部硬件為「公民與社會發展科」使用。

本公司/本人明白，以下填報的資料皆為真誠及正確無誤，如學校發現任何虛報或失實資料，書面報價概不受理，若本公司受聘，學校亦有權即時終止合約。

* 所有投標價錢必須根據以下表格填寫

投標者名稱：_____

聯絡人姓名（請以正楷填寫）：_____

聯絡電話：_____

簽署及公司蓋章：_____

職銜：_____

（請註明職位，例如董事，項目經理等）

No.	內容	預計學生人數	單項報價 (每小時)	時數	單位	報價 (HK\$)
A1	Metaverse 元宇宙體驗課程 (「中學 IT 創新實驗室」計劃)	52		10	小時	
A2	Metaverse 元宇宙編程開發及設計 進階課程 (「中學 IT 創新實驗室」計劃)	20		12	小時	
總報價 (A1 + A2) =						

No.	詳情	單項價格	數量	計劃使用	單位	價錢(HKS)
B	<u>Meta Quest 2:</u> Storage: 128GB Fast-Switch LCD Display 1832 x 1920 Resolution Per Eye 60, 72, 90 Hz Refresh Rate Supported Glasses Compatible		13	「中學 IT 創新實驗室」	部	
			20	「公民與社會發展科」	部	
以上器材擁有權歸學校所有						
B: 硬件部份總額						

總額: A1 + A2 + B = HK\$_____

投標者必須提供以下文件，如投標者欠缺以下文件，將會影響本校對投標者的評分：

No.	內容	如有，請用「✓」
1	元宇宙體驗課程大綱	
2	Metaverse 元宇宙編程開發及設計進階課程大綱	
3	Meta Quest 2 規格	
4	超過 250 小時教學時數的本港中小學元宇宙教學經驗	
其他		
4	<p>為保證課程質素，投標者需有至少10間或以上及總教學時數超過 250 小時教學時數的本港中小學元宇宙教學經驗，請投標者在下面的投標者資料表格填上有關經驗詳情或另外附上詳細文件展示有關經驗：推行相關課程的例子：</p> <p>1. _____</p> <p>學校名稱 課程內容 時數</p> <p>2. _____</p> <p>學校名稱 課程內容 時數</p> <p>3. _____</p> <p>學校名稱 課程內容 時數</p> <p>4. _____</p> <p>學校名稱 課程內容 時數</p> <p>5. _____</p> <p>學校名稱 課程內容 時數</p> <p>6. _____</p> <p>學校名稱 課程內容 時數</p> <p>7. _____</p> <p>學校名稱 課程內容 時數</p> <p>8. _____</p> <p>學校名稱 課程內容 時數</p> <p>9. _____</p> <p>學校名稱 課程內容 時數</p> <p>10. _____</p> <p>學校名稱 課程內容 時數</p>	

本校可能聯絡以下諮詢人，以了解投標者之服務質素，並用作評分用途:

諮詢人 1

學校名稱: _____
聯絡人姓名及職位: _____ (職位: _____)
聯絡電話: _____

諮詢人 2

學校名稱: _____
聯絡人姓名及職位: _____ (職位: _____)
聯絡電話: _____

B 其他要求：

- 投標者提供之導師及教材，必須符合「中華人民共和國香港特別行政區維護國家安全法」(港區國安法) 要求，所有教材必須先由本校老師檢閱其內容。
- 導師進入校園必須遵守當時教育局有關對 Covid-19 之防疫指引。
- 導師必須進行性罪行定罪紀錄查核，並把相關的結果文件轉交學校。
- 導師具備相關大學學位、具備教育文憑或同等學歷及不少於 3 年課程發展或教學經驗。
- 活動於放學後舉行，但因本校必須遵守當時教育局有關對 Covid-19 之防疫指引，因此活動安排隨時有更改，甚至取消。
- 課程預計最早於 2023 年 5 月下旬開始。
- 預計安排 2023 年 7 月 5 日上午舉行 Metaverse 元宇宙體驗課程。
- 確保課程內容不會侵犯其他知識產權。
- 交回報價單的地址：九龍何文田忠孝街 101 號 聖公會蔡功譜中學 1 樓校務處。

C. 評審準則

本校會選取評分計劃中整體最高分數的投標書，評審準則如下:

No.	項目	百分比	備註
1	報價	50%	價格合理
2	課程內容	30%	包括課程設計，計劃可行性，切合本校學生的能力，文件是否齊全等
3	專業經驗	20%	曾推行相關課程的經驗
	總分	100%	

D. 查詢

如有任何查詢或說明等，可聯絡本校馮廣恒老師，聯絡電話: 2760 0463。