

Dear Sir / Madam,

INVITATION TO TENDER FOR THE SUPPLY OF
NET Service 2023-2024 (Tender/2223/04)

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 Net Service 2023-2024 (Tender/2223/04).

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 19th June 2023. 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
NET Service 2023-2024 (Tender/2223/04)**

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

Tender Closing Date and Time 19th June 2023 12:00pm

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 19th June 2023.

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	NET Service 2023-2024 (Tender/2223/04) (Please refer to the attachment for more details)				

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 the Tender

Name (in block letters) : _____

Signature : _____

Date : _____

Tender Notice

For hire of service to conduct English lessons and run English activities to create an English-rich learning atmosphere and to enhance students' language skills and confidence in speaking English.

One Native English-Speaking Teacher will be placed in our school **from September to May** to conduct English lessons and run English activities for students.

Details:

Organisation:

S.K.H. Tsoi Kung Po Secondary School

Timeframe:

1st September 2023 to 31st May 2024

Number of Native English-Speaking teacher needed: 1

Qualification of NET:

Recent university graduates, native speaker of English or having native-level English competency

Expected support provided by the service provider:

1. Training and constant support is given to the NET so that the NET can perform duty in school smoothly.
2. The NET should be patient, take the initiative, and be ready to interact with students with weak English foundations.
3. Teaching resources including teaching plans and English activity plans are provided to the NET.
4. NET replacement if mid-long-term sick leave (i.e. more than a week) is taken.

Our present situation:

1. Senior forms are catered for satisfactorily with the deployment of the current NET, but junior forms need extra help with their speaking, phonics and reading. The newly employed NET can focus on teaching and holding English activities for the junior forms.
2. Most of our students are from low socio-economic backgrounds with poor English foundations. They are not exposed to an English-rich environment and are reluctant to speak in English. Having one more NET means that students have a higher chance to interact with native English speakers and use the language at school.

Tentative deployment of the NET:

- Focus on junior forms with the following schedule:
 - **1 ABCD x 1 lesson / week (co-teaching)**
 - 1 AB - Phonics; 1 CD - Speaking
 - **2 ABCD x 1 lesson / week (co-teaching)**
 - Drama and Speaking
 - **3 A, B, Set 1, Set 2 & Set 3 x 1 lesson / week (co-teaching)**
 - TSA Speaking
- F.3, F.5 and F.6 extra speaking practice
- F.4 ABCD SBA Speaking x 1 lesson / week
- English podcast
- Google Sites
- English Fun Day x 5 / year
- Monthly English activities around campus
(Covered playground/canteen/floors 2-5)

Number of Lessons per week: 24 (35 minutes per lesson)

Working hours:

7:50 a.m.- 4:00 p.m. (About 40 hours a week, Monday to Friday). Can enjoy school and public holidays.

Expected outcomes:

1. To help promote an English language environment in the school.
2. To raise junior form students' confidence in English learning.
3. To help equip students with the creativity and language capacity they need to tackle the academic challenges in their senior secondary.
4. To bring in new teaching ideas and support curriculum development of the English Department.

Cost should include:

1. The provision of a trained Native English-speaking teacher.
2. Teaching resources such as teaching plans and English activity plans for the NET.
3. NET replacement if mid-long-term sick leave (i.e. more than a week) is taken.
4. Course evaluation report.

Other:

1. Please state the backgrounds and qualifications of the NET, if any.
2. Please attach a job reference list, if any.
3. The NET is required to undergo Sexual Conviction Record Check and relevant documents must be submitted to the school for review before the school year begins.

Please see the following table for tender evaluation criteria:

	Criteria	Weighting (100% in total)
Fee		30%
Quality	a. fulfilling the deployment of NET stated.	20%
	b. fulfilling the expected support given to the NET by the service provider	20%
	c. qualification and relevant experience of teachers	20%
	d. recommendation from other schools or teachers	10%

For inquiries, please contact Ms. K.L. Lo of S.K.H. Tsoi Kung Po Secondary School at 27600463 or email to info@tkp.edu.hk.