

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
媒體和資訊教育學習活動計劃 2023-2024 (WQ/2324/01)

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 媒體和資訊教育學習活動計劃 2023-2024.

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 03rd October 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
媒體和資訊教育學習活動計劃 2023-2024 (WQ/2324/01)

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 03rd October 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 03rd October 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.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the written quotation documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

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>媒體和資訊教育學習活動計劃 2023-2024</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
媒體和資訊教育學習活動計劃 (2023 – 2024)

計劃名稱：媒體和資訊教育學習活動計劃

計劃內容：透過推行與媒體和資訊素養教育相關的學習活動，提升學生辨別資訊真偽，建立慎思明辨的能力。

計劃對象：中學生

計劃日期：2023 年 10 月至 2024 年 5 月

內容：

A. 活動細則：(第 4 和 5 項須由供應商填寫)

(1) 項 目 編 號	(2) 項 目	(3) 所需數量	(4) 單價 (元)	(5) 總價 (元)
1.	提供媒體和資訊素養 - 學生講座 服務內容如下： 時數：1.5 小時(1 次) (a) 主題：媒體和資訊素養 (b) 提供半版學習成果特刊	1.5 小時		
2.	提供參觀報社活動，服務內容如下： (a) 參觀印刷廠、多媒體直播間 (b) 人數：130 人次 (c) 提供出席證書	130 人次 (學生及老師)		
3.	提供媒體和資訊素養體驗活動，服務內容如下： (a) 提供主播體驗工作坊 (b) 人數：100 人次 (c) 提供出席證書	100 人次 (學生)		
4.	提供媒體和資訊素養學生工作坊，服務內容如下： (a) 提供學校電視台制作教室 - 五個單元：8 小時線上課程、2 小時實體課程，共 10 小時。 (b) 在計劃期間為學校提供技術支援及查詢服務 (c) 提供課程完成證書 (d) 以上服務提供 1 年，讓不同的學生參與。	300 小時 (10 小時(8 小時線上課程及 2 小時實體課程)，供 30 人以上使用。)		

B. 其他要求：

本計劃屬優質教育基金「我的行動承諾」加強版撥款計劃，須符合以下各項要求：

- (1) 計劃活動傳遞的知識及運用的教材內容正確、客觀及持平。
- (2) 由具公信力及豐富資歷和經驗的機構及/或人士參與，確保活動質素。
- (3) 到校提供服務的外間機構員工/導師/教練/顧問/講者，須完成教育局通告第 17/2021 號有關性罪行定罪紀錄查核。
- (4) 本校會在完成活動後，透過優質教育基金網上計劃管理系統提交相關活動的文本資料(例如：投影片簡報、講義、工作紙等)。
- (5) 參觀活動須遵守教育局《戶外活動指引》和其他相關的安全指引，確保計劃活動安全地進行。
- (6) 計劃開發所得的內容、成果和成品，包括但不限於所有文本、平面圖像、圖畫、圖片、照片、錄音和錄影記錄，以及數據或其他資料的匯編(統稱為「成品」)，均受到知識產權保障。除非另有指明，否則成品的版權和其他知識產權的擁有人為教育局常任秘書長法團。
- (7) 本校會在完成計劃後，提交所有成品，並同意優質教育基金及其委託的政府部門及/或相關團體使用有關成品作宣傳及推廣之用。
- (8) 報價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。
- (9) 本校基於國家安全，學校有權在以下情況下取消供應商的資格和終止相關合約：
 - (a) 即使報價/招標文件中有任何相反的規定，學校保留以供應商曾經、正在或有理由相信供應商曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其供應商資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關供應商。
 - (b) 若出現下列任何一種情況，學校可以立即終止合約：
 - i. 承辦商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
 - ii. 繼續僱用導師或繼續履行合約不利於國家安全；或
 - iii. 學校合理地認為上述任何一種情況即將出現。
- (10) 參觀活動須遵守教育局《戶外活動指引》和其他相關的安全指引，確保計劃活動安全地進行。
- (11) 請提供公司商業登記副本。
- (12) 課程預計最早於 2023 年 10 月中開始。
- (13) 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報價書，評審準則如下：

No.	項目	百分比	備註
1	報價	40%	價格合理
2	服務內容	50%	包括活動設計，計劃可行性，文件是否齊全等
3	過往經驗	10%	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，可聯絡本校康翠顏老師，聯絡電話: 2760 0463。