

Our Ref. No.: GC/25/

26th September 2025

Dear Sirs,

(WRITTEN QUOTATION)
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF
F.2 Drama Lesson 2025-2026 (WQ/2526/03)

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 2025-2026.

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 12:00nn on 17th October 2025. 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.) Tsang Pui Yu
Principal

Encl.

Please delete as appropriate

Name and Address of School	<u>S.K.H. Tsoi Kung Po Secondary School</u> <u>101 Chung Hau Street, Homantin, Kowloon</u>
School Ref. No.	<u>GC/25/12559</u>
Written quotation Closing Date and Time	<u>17th October 2025 12:00nn</u>

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.

With reference to Part I of this written quotation form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 17th October 2025.

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	F.2 Drama Lesson 2025-2026 (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 written quotation

Name (in block letters) _____

Signature: _____

Date : _____

For hire of service to co-plan and co-run English learning activities on drama with teachers 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 April** to conduct drama lessons for **all S.2 students**. Teachers need to:

1. conduct drama lessons in the classrooms with subject teachers co-teaching.
2. prepare students for an inter-class drama performance / competition based on the theme - Positivity, which will be held in April 2026.

Suggested programme structure:

Student level	S.2
No. of sets	7
No. of students in each set	Set 1 (19) Set 2 (19) Set 3 (19) Set 123 (19) Set 4 (15) Set 5 (15) Set 45 (14) Total: 120 students
Duration of each lesson	70 minutes
No. of lessons per set from November 2025 to April 2026	12 lessons
Total no. of contact hours from November to April	70 minutes x 7 sets x 12 lessons = 5880 minutes (98 hours)
Lesson time	Lessons must be taught in accordance with the school calendar which will be finalized in September. <u>Tentative teaching time slots that are subject to changes:</u> Wednesday: 0825 – 0935 / Thursday: 1120 – 1230 (For Sets 1, 2, 3 and 123) Friday: 0955 - 1105 (For Sets 4, 5 and 45)
Teachers' qualifications	- Teachers with sound experience in teaching English or drama in English - Confident in teaching SEN students

	<ul style="list-style-type: none"> - Teachers are required to undergo Sexual Conviction Record Check, and relevant documents must be submitted to the school for review before the programme begins.
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 set will be working towards an 8–10-minute drama performance based on the theme – Positivity. An inter-class drama performance / competition will be held in April 2026. 2. Students will become more confident in communicating and performing in English.
Theme	Creativity Positivity
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 drama performance / competition
Evaluation	Course evaluation report
Others	<ul style="list-style-type: none"> - Online lessons should be conducted in case of class suspension. - Please state clearly the qualification(s) and relevant experience(s) of the teachers. - Please attach a job reference list, if any.

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(s) and relevant experience(s) of teachers	30%