

Dear Sir/Madam,

**INVITATION TO TENDER  
TENDER FOR THE SERVICE OF NATIVE ENGLISH LANGUAGE TUTOR  
PROGRAMME FOR SCHOOL**

You are invited to tender for undertaking services 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 NATIVE ENGLISH LANGUAGE TUTOR PROGRAMME FOR SCHOOL”

The envelope should be addressed to **Heung To Secondary School (Tseung Kwan O), 4, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O** and forwarded to arrive not later than 20 June 2024. Late tenders will not be accepted. Your tender will remain open for 90 days after 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 tender, it would be appreciated if you would return this letter and the tender forms with reason to the above address at your earliest convenience. Tenders will be accepted on an “overall” basis.

Should you have any queries, please do not hesitate to contact Ms Ng Hau Yee at 2623 3039.

Yours faithfully,



Mr. Chung Yiu Kay

Principal

Heung To Secondary School (Tseung Kwan O)

**TENDER FORM FOR THE SERVICE OF NATIVE ENGLISH LANGUAGE  
TUTOR PROGRAMME**

**Name of School** : Heung To Secondary School (Tseung Kwan O)  
**Address of School** : 4 Kan Hok Lane, Tiu Keng Leng  
**School Ref. No.** : HTSS(TKO)/T/2324/018  
**Tender Closing Date and Time:** 20 June 2024, at 4:00pm

**PART I**

The undersigned hereby offers to undertake the service as described in the tender 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 tender 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; 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 service which his Company offers to undertake will not cause any damage to the school's premises.

**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.

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 \_\_\_\_\_ 2024

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

(State official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign tenders for and on behalf of:

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Whose registered office is situated at \_\_\_\_\_

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Telephone No.: \_\_\_\_\_

Fax No. \_\_\_\_\_

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(Company Chop)

## **TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

<b>Description</b>	<b>Total Amount (To be completed by Tenderer)</b>
The provision of Native English Language Tutor Programme. (from September 2024 to May 2025)	<b>HK \$</b> _____

### **1. Types of Services Required**

The Native English Language Tutor will be required

- to design and deliver collaborative teaching lessons with local English teachers on integrated language skills;
- to keep a clear and complete record of activities and materials used in teaching;
- to have informal chats with students during breaks and after school;
- to support the organization of extra-curricular and co-curricular activities including lunch prizes, outings, English Week and Camp, drama, verse speaking, English club, discussion sessions, oral classes, etc. as well as the publication of school English newsletter.
- to prepare resources for teaching and extra-curricular activities;
- to decorate and manage the English bulletin board(s);
- to set up, manage and train an English Ambassador Team to promote an English language environment;
- to help promote an English-speaking environment in the school;

The service provider will be required

- to provide an orientation and training programme as well as on-the-job training for the English Language Tutors throughout the year;
- to arrange consultative meetings for the set up and operation of the programme with the school;
- to send a consultant to visit school and provide curriculum and staff development support if required;
- to create an English language environment in school by organizing an English language environment enrichment programme which includes consultancy, resources support and training for students.

## **2. Terms and Conditions**

### **Quality Assurance**

To ensure quality of the service provided, the service provider should meet the following requirements in the delivery of the service:

- The tutor should be native-speaker of English
- The English Language Tutor has attained an education level of at least up to university graduate and some basic induction training for the teaching and learning of English as a second language, as well as appropriate pastoral care, are provided for them.
- The service provider should agree to allow members of school management to perform observation/inspection on the delivery of the services, if so required and necessary.

### **Work Permit**

- It is the responsibility of the service provider to ensure that the English Language Tutor has obtained the work permit to enable them to work in Hong Kong.

### **Insurance to Cover Public Liabilities**

- The service provider should be responsible for his own insurance arrangement for his staff.

### **Others**

- The service provider should pay all MPF contributions for the English Language Tutor; (if any)
- The service provider should provide a substitute (another English Language Tutor) if the tutor's performance cannot meet the requirements of the school;
- The service provider should prepare the contract detailing all specific arrangements.

### **Safeguarding National Security**

● It is the constitutional duty for the Hong Kong Special Administrative Region to safeguard national security. School staff of all levels must effectively prevent and suppress any act or activity endangering national security. Schools should exercise their professional judgement, maintain a high degree of sensitivity and prudently assess any potential national security risks or issues that may be involved in every stage of the procurement.

● To this end, schools should incorporate the following specific clauses into the quotation/tender documents to allow disqualification of a supplier and to terminate the contract in the interest of national security:

- (a) Notwithstanding anything to the contrary in the quotation/tender documents, the

school reserves the right to disqualify a supplier on the grounds that the supplier 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.

(b) The school may immediately terminate the contract upon the occurrence of any of the following events:

(i) the contractor 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;

(ii) the continued engagement of the contractor or the continued performance of the contract is contrary to the interest of national security; or

(iii) the school reasonably believes that any of the events mentioned above is about to occur.

**To be completed by the service provider:**

Supplementary points that the service provider can add to assist for further consideration:

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We understand that if our tender is accepted by the school, we provide an approved and suitably qualified English Language Tutor to conduct the classes and will forward details of his/her experience and qualifications to the school.

**Declaration**

Under Section 9 of the POBO (Cap. 201), it is an offence for any agent (employee) to accept, without the approval of his/her principal (employer), an advantage as an inducement to or reward for doing or not doing an act in relation to the employer's business. The person who offers the advantage shall also be guilty of an offence. As far as schools are concerned,

school management authorities, as the employer, have the responsibility to decide what advantages may or may not be accepted by their managers and staff in relation to school business. School management authorities should also note that other persons (such as parents, goods/services suppliers) should also be guilty of an offence under the POBO (Cap. 201) if they offer advantages to individual staff with the intention of influencing the school business dealings. While nothing in the POBO (Cap. 201) prohibits the exchange of advantages between private individuals which is not in connection with the business dealings of schools, school management authorities should require their managers and staff to decline any offer of advantages if the acceptance affects their objectivity in performing their duties or will likely lead to the perception or allegation of impropriety or conflict of interest.

Name of Tenderer : \_\_\_\_\_

Signature of Person  
Authorized to sign Tender : \_\_\_\_\_

Company Chop : \_\_\_\_\_

Date : \_\_\_\_\_