

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

Dear Sir/Madam,

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 form.

1. Your sealed tender, **in duplicate**, should be clearly marked on the outside envelope:

**“TENDER FOR NATIVE ENGLISH LANGUAGE TUTOR  
PROGRAMME FOR SCHOOL”**

2. 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 5 May 2026, at 4:00p.m. 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 all parts of the tender form are completed (including Appendix I and Appendix II), the tender will not be considered. If the Hong Kong Observatory issues a Black Rainstorm Warning Signal or Tropical Cyclone Signal No. 8 (or above) on the morning of 5 May 2026, the tender closing time will be postponed to 12:00 noon on 7 May 2026.
3. According to the Prevention of Bribery Ordinance, it is illegal for school staff to accept benefits from suppliers and contractors, or for suppliers and contractors to provide benefits to school staff during the school procurement process. If any one or both of the school staff or suppliers and contractors commit the above-mentioned illegal acts, the relevant tender will not be considered; even if they are appointed, the signed contract will be declared invalid.

4. 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.
5. When the school invites tenders for the required goods/services, it will consider accepting tenders from contractors in the form of "bulk" or "partial".  
**\*“Partial” means listed in the specification: (listed only if available)**
6. Should you have any queries, please do not hesitate to email Ms. Wong Wing Yee Gladys at tender@htss.edu.hk.

Yours faithfully,  
Heung To Secondary School (Tseung Kwan O)

Appendix I: Tender for the service of Native English Language tutor programme

Appendix II: Tender form for the service of Native English language tutor programme

Appendix III: Notice for declining tender invitation