

20 March 2019

Address:

Dear Sir / Madam,

Invitation to Written Quotation/Tender

Written Quotation/Tender for the service of Native-speaking English teachers (NETs)

You are invited to quote/tender for the supply of the services as specified as follows:

Name of School: China Holiness College

Contact Person: Miss Lee Ka Lun Carol

Tel. no. : 2386 4734

Fax no. : 2386 4883

Tender Reference No.: T2018-2019-02

1. Service: 2019-2020 Full Time Native-speaking English teachers (NETs) Service (1 September 2019 to 31 May 2020, Monday to Friday)
2. Please refer to the attachment for the service requirement.
3. Written Quotation/Tender should include the following documents:
 - a. Completed Written Quotation/Tender Form for the service of Native-speaking English teacher
 - b. Written Quotation/Tender information of the organization background, academic qualification of the supplied Native-speaking English teacher and related experience

Your sealed written quotation/tender, in duplicate, should be clearly marked on the envelope: “Written Quotation/Tender for the service of Native-speaking English teacher”. You are reminded not to identify your organization on the envelopes. The envelope should be addressed to China Holiness College, 18 Wai Wai Road, Shum Shui Po, Kowloon, Hong Kong (Attn.: Principal) and arrive not later than 12:00 noon on 11 April 2019. Late written quotations/tenders will not be accepted. Your written quotation/tender will remain open for 90 days from 11 April 2019, and you may consider your written quotation/tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless written quotation/tender form is completed, the written quotation/tender will not be considered.

If you are unable or do not wish to quote/tender, it would be appreciated if you return the reply form by fax or by mail to our school.

Written Quotations/Tenders will be accepted on an overall basis.

Yours faithfully,

(Ms. Tso Mei Kuen, Principal)

China Holiness College

Written Quotation/Tender for the service of Native-speaking English teacher

Reply Form

To: Principal of China Holiness College

(Fax no.: 2386 4883)

(Email: enquire@chc.edu.hk)

We have received your Invitation to Written Quotation/Tender for the **Native-speaking English teacher** on 2019 / _____(MM) / _____(DD) and have read the details, and we decided to

participate in this Quotation/Tender and attach with the related documents

not to participate in this Quotation/Tender

(Please return the reply form by fax, email or mail not later than 12:00 noon on 11 April 2019 to our school for record.)

Company/Organization :
Name _____

Name and Signature of :
Person-in-charge (_____)

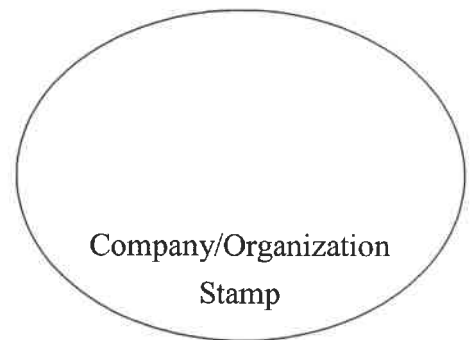
Title : _____

Telephone No. : _____

Fax No. : _____

Email Address : _____

Date : _____



China Holiness College
Written Quotation/Tender Form
for the service of Native-speaking English teacher

(Please fill in three copies, return two copies, and keep one copy.)

Tender Reference No.: _____

Name of supplier: _____

1. Service Item: Service of Native-speaking English teacher (full-time)

2. Content:

- a. The undersigned hereby offers to undertake the service as described in the invitation to written quotation/tender within the period of time as specified therein from that
- b. Supplier is responsible for the Employees' Compensation Insurance, Public Liability Insurance and third-party liability insurance of the service.
- c. Written quotations/tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date.
- d. If you have any enquiries, please call the contact person.
- e. The school is not bound to accept the lowest or any written quotation/tender and reserves the right to accept all or any part of any written quotation/tender within the period during which the written quotations/tenders remain open.

3. If the written quotation/tender offered by your company is different from the content mentioned above, please specified your service in detail in the written quotation/tender or attach in separate sheet.

Name: (in block letters): _____

Signature: _____ in the capacity of _____

(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign written quotations/tenders for and on behalf of: -

Whose registered office is situated at _____

_____ Hong Kong.

Date: _____

Telephone No.: _____

Fax No.: _____

Purchasing Organization: China Holiness College
 Tender Reference No.: T2018-2019-02
 2019-2020 Full Time NETs Service (1/9/2019-31/5/2020)

1. Service content

Mode	<p>a. Suppliers are responsible for recruiting the Native-speaking English teachers</p> <p>b. Service of the two Native-speaking English teachers include:</p> <ul style="list-style-type: none"> ● cultivate students' interest in and understanding of the English language, its cultural assets and the socio-historical traditions of English-speaking countries; ● plan and organize activities that provide opportunities for students to use English for authentic purposes; ● compile/design teaching materials based on sound teaching strategies, and integrate them into the curriculum; ● design and deliver collaborative teaching lessons with local teachers for a class or 30-40 students and/or to design and deliver small class lessons for no more than 20 students per class in schools; ● enrich the English language learning environment in schools by: <ul style="list-style-type: none"> ■ providing a variety of opportunities for students to practise oral skills and communicate with others in English with confidence; ■ organizing and implementing a variety of co-curricular activities, e.g. English Learning Weeks, English Day activities; ■ developing in students the habit of reading in English; ■ decorating and managing the English Corner.
Supplier's Duties	<p>a. Work in collaboration with the native-speaking English teachers to design and deliver the English Development Programme to help students improve their English;</p> <p>b. If a native-speaking English teacher leaves prematurely during the placement due to termination of service initiated by the supplier or due to personal reasons, a replacement will be given subject to the availability of extra native-speaking English teachers. If replacement is not possible, a refund on a pro-rata basis will be given to the school.</p> <p>c. Provide on-going support to sustain native-speaking English teachers' professional development;</p>

	<p>d. Arrange all immigration and employment documents;</p> <p>e. Check all police records, medical documents and education qualifications prior to the native-speaking English teachers joining the programme;</p> <p>f. Prepare the contracts with the native-speaking English teachers;</p> <p>g. Provide an insurance policy under the Employee's Compensation Ordinance of the Hong Kong Special Administrative Region.</p>
<p>Qualifications of native-speaking English teachers</p>	<p>The native-speaking English teachers should be:</p> <ul style="list-style-type: none"> ● a native-speaker of English or possess native-speaker English competence; ● university graduates, with a minimum requirement of an undergraduate degree; ● enthusiastic, motivated and socially committed graduates who are keen to work with young people and local teachers

2. Other

a. Work Arrangement of native-speaking English teachers under Special Weather:

Type of Special Weather	Work Arrangement
Thunderstorm Warning	✓
Amber Rainstorm Warning Signal	✓
Red Rainstorm Warning Signal	✓
Black Rainstorm Warning Signal	✗
Standby Signal No. 1	✓
Strong Wind Signal No.3	✓
No. 8 Gale Or Storm Signal	✗

- b. The supplier is responsible for the native-speaking English teachers' Employees' Insurance and Mandatory Provident Fund (MPF). The supplied native-speaking English teachers have no employment contract with our school.
- c. All prospective NETs recommended by the provider must have documentary evidence of not having been found guilty of criminal offence. The NETs must have no sexual conviction records.
- d. All charges should be denominated in Hong Kong dollars.
- e. Any unauthorized modification or erasure of the contents of the tender may result in the tender being disqualified.
- f. If the bidder finds that there is an error in the tender after the submission, the bidder needs to make amendments and submit clarifications. The modified part of the submission can be accepted on condition that the amendment is completed before the closing date of tender.

- g. Our school reserves the right to negotiate with any bidder about the terms and conditions of the offer.
- h. Our school may reject a tender which is unreasonably low in terms of price and which may therefore affect the bidder's capability to carry out and deliver work of the quality required in accordance with the terms of the contract.

i. Prevention of Bribery Ordinance

It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers or the suppliers offer advantages to school staff in connection with school procurement. The offer of such advantages to school staff in connection with their official duties is illegal. Our school can terminate the contract with the supplier and the supplier has the liability, obligation or responsibility for any loss arising from or in respect of the offence.