



萬鈞匯知中學

MAN KWAN QUALIFIED COLLEGE

SUPERVISOR:

Prof. TAM MAN KWAN, P.h.D., B.H., B.B.S., J.P.

PRINCIPAL:

Mr. CHEUNG CHI MAN

校監：譚萬鈞教授·太平紳士

校長：張志文先生

Tender No. T2020018

Date: 18<sup>th</sup> June, 2021

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sirs,

**INVITATION TO TENDER**  
**TENDER FOR THE SERVICE OF NATIVE ENGLISH TEACHER**

1. You are invited to tender for the service of the stores or services 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.
2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

**Tender for The Service of Native English Teacher**

The envelope should be clearly marked with tender no. and addressed to the principal, No.2 Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O and arrive not later than 12:00 noon on 12<sup>th</sup> July, 2021. Late tenders and information will not be accepted. Your tender will remain open for 90 days from 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.

3. If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.
4. Tenders will be accepted on an ‘overall’ /‘group’/‘itemised’ basis.

If you have any enquiries, please contact Academic Development Master Ms. Lau Ka Ki.

Address: No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Tel. No.: (852) 27066969 Fax. No. : (852) 27069906

Yours sincerely,  
Cheung Chi Man  
Principal



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**Tender for The Service of Native English Teacher**  
**Tender Schedule (to be completed in duplicate)**

Tender No. T2020018

(Columns 4 to 6 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Native English Teacher (September 2021 - June 2022) - Supply 2 qualified part-time Native English Teachers to our school to run English learning activities in school and teach English lessons for 4 hours every school day - Provide lesson plans and teaching materials of English learning activities, as assigned by the school - Provide assistance in running English learning activities, as assigned by the school - Provide service for specific school events (2 full days: 1 Saturday and 1 Sunday) - Information needed: ➤ Company history, size, number of employees ➤ Experience ➤ Owner's information ➤ Contact method ➤ Company registry documents (Copied version) ➤ Service provided and the recommended fees ➤ Service pledge				



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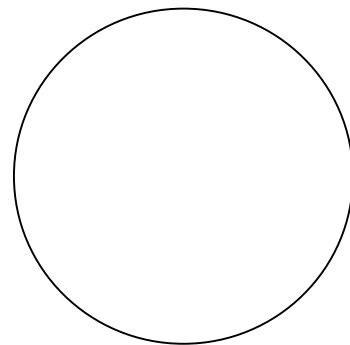
PRINCIPAL:

Mr. CHEUNG CHI MAN

校監：譚萬鈞教授·太平紳士

校長：張志文先生

We / I understand that if we / I fail to supply the stores or services 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 or services are obtained from elsewhere.



Company Chop

Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Tender:

Name (in block letters): \_\_\_\_\_ Signature: \_\_\_\_\_

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



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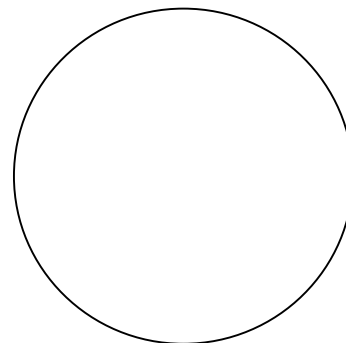
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### Tender Form for Services

## TENDER FORM FOR THE SERVICES OF NATIVE ENGLISH TEACHER

School name and address : Man Kwan QualiEd College

No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Tender No. : T2020018

Tender closing date : 12<sup>th</sup> July 2021 at 12:00 noon

Release Date : 19<sup>th</sup> July 2021

### 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 from 12<sup>th</sup> July 2021.

### PART III

According to "Prevention of Bribery Ordinance", without authorization or acceptable reasons, any acceptance of interest (including commission) from suppliers and / or contractors by school staff or any interest (including donations) provided by suppliers and / or contractors to school staff during procurement process is regarded as an offence.

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 \_\_\_\_\_ 2021

Name (in block letters): \_\_\_\_\_



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校監：譚萬鈞教授·太平紳士

校長：張志文先生

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_  
(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign tenders for and on behalf of:

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_

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



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Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_  
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Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_



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## Letter to Suppliers / Contractors regarding Offering Gifts to School Staff

### Offering Gifts to School Staff

I am writing this letter to inform you that our school has formulated a clear policy on the solicitation and acceptance of gifts by staff in their official dealings.

In order to maintain a team of clean and honest school staff, it is stipulated in our school policy that no staff shall solicit or accept gifts, money or any other form of advantages in their course of duty without the special permission of the School Management Committee.

Our staff has understood the policy in which any breach will result in disciplinary action and the school is ready to report all offences to the Independent Commission Against Corruption (ICAC).

We therefore earnestly request your support to our commitment of managing our school in a fair and just way. Should any member of our staff approach you for an advantage, please report to me immediately.

Yours sincerely,  
Cheung Chi Man  
Principal



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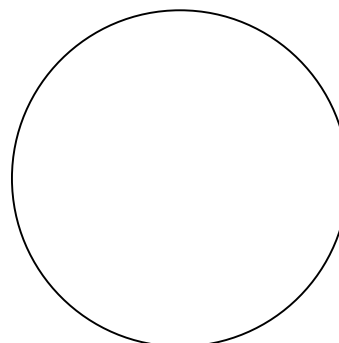
Address : \_\_\_\_\_

Statement of Expression of No Interest for the tender

Our company will not tender for The Service of Native English Teacher.

Please explain the reason(s) : \_\_\_\_\_

\_\_\_\_\_



Company Chop

Name of Supplier : \_\_\_\_\_

Name and Signature of Person authorized to sign Tender

Name (in block letters) : \_\_\_\_\_ Signature : \_\_\_\_\_

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