



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

Written Quotation No.:2020023

Date: 25th August, 2021

Firm Name: _____

Address: _____

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SERVICE OF
TUTORING AND COUNSELLING PROGRAMME

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

Written Quotation for The Service of Tutoring and Counselling Programme

The envelope should be clearly marked with written quotation 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 8th September, 2021. Late written quotations and information 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.

3. If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.
4. Written Quotations will be accepted on an 'overall'/'group'/'itemised' basis.

If you have any enquiries, please contact Chief Student Development Master Ms.Wong Pui Shan.

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



Written Quotation for The Service of Tutoring and Counselling Programme

Written Quotation Schedule (to be completed in duplicate)

Written Quotation No.:2020023 (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	<p>1.1 Service contents</p> <ul style="list-style-type: none"> Tailored tutorial and counselling service for students with mental health needs will be delivered by Wellbeing Tutor(s), including <ul style="list-style-type: none"> Need assessment on academic issues Weekly group tutorial Monthly individual counselling session Progress will be monitored by Counselling Psychologists, Clinical Psychologists and Educational Psychologists. Final progress reports will be provided to teachers and parents. Participating students, teachers and parents will be invited to complete questionnaires and/or undergo various psychological assessments to evaluate the effectiveness of the service. Reports on research findings will be distributed to the School at the end of the Programme. The whole project will be supported/supervised by higher education institutions. <p>1.2 Target participants and number</p> <ul style="list-style-type: none"> 2 groups of S.1-S.3 students with mental health needs nominated by the School, including 8 students. <p>1.3 Assigned Staff Member</p> <ul style="list-style-type: none"> Wellbeing Tutor(s) who are university students/graduates, have 				



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	<p>completed 40 hours of mental health training with satisfactory performance, and have vetted via the Sexual Conviction Record Check (SCRC) Scheme (relevant supporting documents on academic qualifications and SCRC shall be provided upon request).</p> <ul style="list-style-type: none"> Counselling Psychologists, Clinical Psychologists and Educational Psychologists shall play a supervisory role over the delivery of the services. Sessions may be video recorded solely for supervision and quality assurance purposes. Consent shall be obtained from each participant prior to recording. Recordings shall be erased by the end of the project. <p>1.4 Date, time and number of sessions</p> <ul style="list-style-type: none"> The service period is from September 2021 to July 2022 in the 2021/22 academic year. The group sessions will be delivered during two visits per week. The individual counselling sessions will be delivered once per month. Each student is entitled to a service of 68.5 hours, including 41 group sessions (1.5 hours each) and 7 individual sessions (1 hour each). Service hours are not transferrable between students. The exact schedule will be confirmed with the School. The service will be conducted online if there is a prolonged school suspension due to the pandemic. 				
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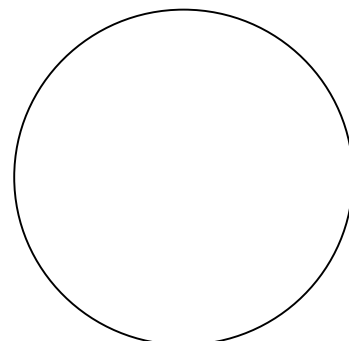
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We / I understand that if we / I fail to supply the stores or services as offered in our / my written quotation upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation:

Name (in block letters): _____ Signature: _____

Date: _____



Written Quotation for The Service of Tutoring and Counselling Programme

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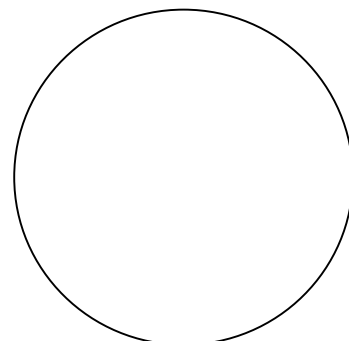
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Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation:

Name (in block letters): _____ Signature: _____

Date: _____



Written Quotation Form for Services

**WRITTEN QUOTATION FORM FOR THE SERVICE OF
TUTORING AND COUNSELLING PROGRAMME**

School Name and Address : Man Kwan QualiEd College
No. 2, Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O

Written Quotation No. : 2020023

Written Quotation Closing Date and Time : 8th September, 2021 at 12:00 noon

Release Date : 15th September, 2021

PART I

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.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 8th September, 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 written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 2021



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校長：張志文先生

Name (in block letters): _____

Signature: _____ in the capacity of _____

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

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

whose registered office is situated at _____

Telephone No.: _____ Fax No.: _____



Written Quotation Form for Services

**WRITTEN QUOTATION FORM FOR THE SERVICE OF
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whose registered office is situated at _____

Telephone No.: _____ Fax No.: _____



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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Written Quotation No.:2020023

Date : 25th August, 2021

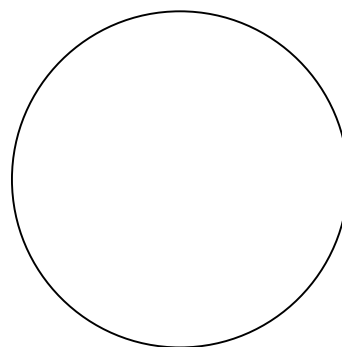
Firm Name : _____

Address : _____

Statement of Expression of No Interest for the tender

Our company will not tender for The Service of Tutoring and Counselling Programme.

Please explain the reason(s) : _____



Company Chop

Name of Supplier : _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters) : _____ Signature : _____

Date : _____