



Tender No. T2021019

Date: 24th June, 2022

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 18th July, 2022. 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



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

Tender No. T2021019

(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>Full-time Native English Teacher (September 2022 - June 2023)</p> <ul style="list-style-type: none"> - Supply 1 qualified full-time Native English Teacher to our school to run English learning activities in school and teach English lessons for 8 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 (1 Saturday and 1 Sunday) - Information needed: <ul style="list-style-type: none"> ➤ 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 				

2	<p>Part-time Native English Teacher (September 2022 - June 2023)</p> <ul style="list-style-type: none"> - Supply 1 qualified part-time Native English Teacher 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: <ul style="list-style-type: none"> ➢ 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 				
<p>Remarks:</p> <ol style="list-style-type: none"> Please provide unit prices for item 1 and 2 independently according to the above requirements. The contractor must ensure that the Native English Teacher(s) has passed the Sexual Conviction Record Check of the Hong Kong Police Force and has no conviction record. The contractor must ensure that all the Native English Teacher(s) comply with the latest government regulations on epidemic prevention. 					



萬鈞匯知中學

MAN KWAN QUALIED COLLEGE

SUPERVISOR:

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

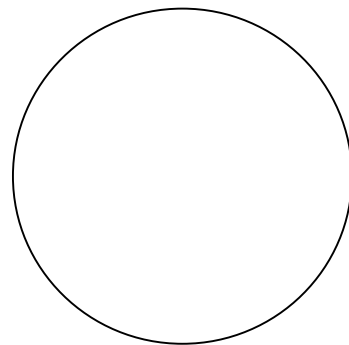
PRINCIPAL:

Mr. CHEUNG CHI MAN

校監：譚萬鈞教授·太平紳士

校長：張志文先生

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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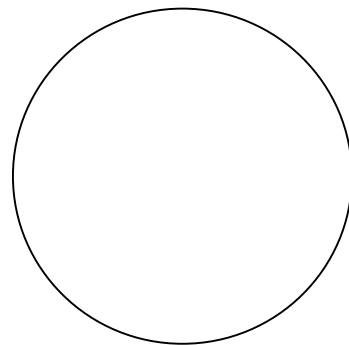
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Name (in block letters): _____ Signature: _____

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Tender Form for Services
TENDER FORM FOR THE SERVICE 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. : T2021019

Tender closing date : 18th July 2022 at 12:00 noon

Release Date : 25th July 2022

(The tender result will be announced on the school's website.)

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 18th July, 2022.

PART III

1. 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.
2. The tenderer shall not communicate to any person other than the school the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not he or that other person should or should not tender, or otherwise collude with any other person in any manner whatsoever in the tendering process until the tenderer is notified by the school of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.
3. Suppliers and/or contractors shall ensure that employees' work performance and ethics comply with standards and do not participate in any behaviors and/or activities that endanger national security. If relevant personnel have any improper conduct, the supplier and/or contractor shall make follow-up arrangements, including (but not limited to) replacement of relevant personnel. The school is not responsible for any improper behavior and remarks of related personnel.



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校長：張志文先生

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 _____ 2022

Name (in block letters): _____

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.: _____



Tender Form for Services

TENDER FORM FOR THE SERVICE OF NATIVE ENGLISH TEACHER

School name and address : Man Kwan QualiEd College

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Dated this _____ day of _____ 2022

Name (in block letters): _____

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.: _____



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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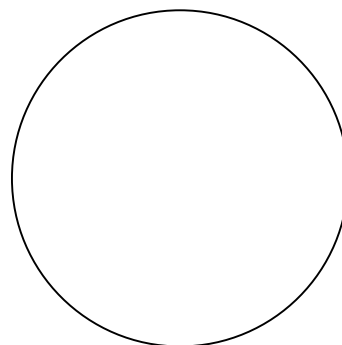
Firm Name : _____

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 : _____