



School Ref. No. T10/2022-2023

March 29, 2023

Dear Sir/ Madam,

**INVITATION TO TENDER FOR THE SUPPLY OF  
2023/2024 ENGLISH DRAMA WORKSHOP**

1. You are invited to tender for the supply of services as specified in Annex I. If you are not prepared to accept a partial order, please state this clearly on the Tender Schedule.
2. Your tender including (i) Tender Schedule in duplicate; (ii) Tender Form for Services in duplicate; (iii) Declaration of Interest in duplicate and/or (iv) other relevant information should be sealed in an envelope on which you should clearly marked (Tenderer shall not indicate/disclose the identity on the envelope, otherwise the tender documents shall not be considered.):

**Tender for 2023/2024 English Drama Workshop**

The envelope should be addressed to 2 Fu Yee Road, Siu Sai Wan, Hong Kong and arrive not later than 4:00PM on April 19, 2023. Late tenders 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 basis, "the lowest bidder wins" was not the only or major selection criterion in the tendering process. Teaching contents, materials and tutor experiences listed on the Tender are also in consideration. If there are any enquiries, please contact Mr TONG Ming Hei at 2566-9223.

Yours faithfully,



Ms. LO Man-wa  
The Principal

**Tender Form for Services (to be completed in duplicate)**

**TENDER FORM FOR THE SUPPLY OF 2023/2024 ENGLISH DRAMA WORKSHOP**

Name of School: Fukien Secondary School (Siu Sai Wan)  
Address of School: 2 Fu Yee Road, Siu Sai Wan, Hong Kong  
School Ref. No.: T10/2022-2023  
Tender Closing Date and Time: 19 April 2023, 4:00PM

**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 \_\_\_\_\_.

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.

**PART III**

The contractor as well as its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in any committee responsible for considering any matters in relation to this tender. Any such offer by the contractor or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the contractor liable for any loss or damage the school may sustain.

**PART IV**

To ensure quality of services, the contractor is not allowed to sub-contracting service/procurement to a third party.

- (a) The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the IMC.
- (b) The contractor shall not, without the prior written consent of the IMC, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the IMC for approval. The IMC reserve the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract.
- (c) The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

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

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

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

Duly authorised to sign tenders for and on behalf of :

\_\_\_\_\_ whose registered office is situated at \_\_\_\_\_, Hong Kong.

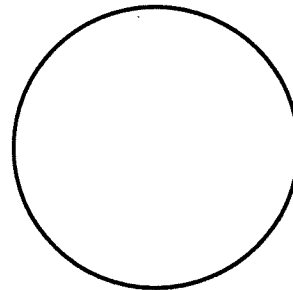
Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

**Tender Schedule**  
**(to be completed in duplicate)**

Column 4 to be completed by supplier

(1) Item No.	(2) Description/ Specification	(3) Quantity Required	(4) Amount (HKD)
I	Design of Learning Materials	1 Year (2023/2024 School Year)	
II	Technical & Programme Support		
III	Tutor Fee		
IV	Others (If Applicable) Please Specify:		
<b>Total Amount (HKD)</b>			

We/I understand that if we/I fail to supply the 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 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: \_\_\_\_\_

**Fukien Secondary School (Siu Sai Wan)****2023/2024 English Drama Workshop****Objectives**

- To provide learners with a realistic need for communication and encourage them to experiment with language in different role and dramatic contexts: bridge the gap between carefully controlled language work that is often done in regular English lessons (grammar, vocabulary, and skills work) and the complexity of unpredictable language and behaviour outside of the classroom.
- To strengthen students' skills of understanding and interpreting dramatic texts through reading and writing.
- To enhance students' confidence in their use of English by experiencing the language in operation.
- To strengthen students' creativity, critical thinking skills and reflecting skills through various dramatic activities.

**Other Details**

Service Period	1 September 2023 – 30 June 2024
Age Group	Form 1 students
Class Size	Around 15 students per class
Number of classes	8 (4 classes in Term 1 and another 4 classes in Term 2)
Class Time	within 8:30AM – 3:40PM
Duration	80 minutes/ lesson
Total Lesson Hours	128 Hours (80 mins x 12 teaching cycles x 4 classes x 2 terms)
Working Hours of Tutor	No more than 5.5 hours per cycle (24 cycles in school year 2023-2024)
Black rain and Typhoon Signals	The tutor should follow the instructions given by the media announcements
Suspension of Face-to-Face Classes	The tutor should conduct the lessons online in accordance with the guidelines issued by the school
Qualification of Tutor	University graduates, native speaker of English; experienced in drama in ELT

*Continued on next page*

- In the event that a tutor is unable to attend the lesson, the contractor will provide a replacement tutor.
- In the event that the tutor does not complete the period of service as specified in this contract with the School, a replacement Tutor has to be provided as soon as possible after the tutor leaves the service for whatever reasons and cost incurred shall be borne by the contractor.
- The contractor shall require its employee (i.e. the tutor) to undergo the Sexual Conviction Record Check with the Hong Kong Police Force.

**Declaration of Interest**  
(to be completed in duplicate)

1. Do you have any business interest\* with the staff in Fukien Secondary School (Siu Sai Wan)? Yes/No#  
If yes, please specify.

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2. Do you have any family members or relatives\*\* working at Fukien Secondary School (Siu Sai Wan)?  
Yes/No# If yes, please specify his/her name and relationship.

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Notes

\* Operating any service(s)/ programme(s) relates to Fukien Secondary School (Siu Sai Wan)

\*\* Your family members or relatives include:

- (a) Married couple
- (b) Father/ mother
- (c) Married couple's father/ mother
- (d) Brother(s) or sister(s) and their married couple
- (e) Son(s)/ daughter(s) and their married couple

Applicant Signature: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

# delete the incorrect one

**Mailing Label**

Please cut the following label and stick it on the envelope. Tenderer shall not indicate/disclose the identity on the envelope.

**To School Principal  
Fukien Secondary School (Siu Sai Wan)  
2 Fu Yee Road, Siu Sai Wan, Hong Kong**

**Tender for 2023/2024 English**

**Drama Workshop**

**School Ref. No.: T10/2022-2023**

**Restricted**