



中聖書院

CHINA HOLINESS COLLEGE

中華聖潔會主辦

Operated by China Holiness Church

Our reference number: T2023-2024-08

31 May 2024

By Registered Mail

Dear Sir / Madam,

Invitation to Written Quotation/Tender

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

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.: T2023-2024-08

1. Service: 2024-2025 Native-speaking English teacher (NET) Service (1 Sep 2024 to 31 May 2025)
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 24 June 2024. Late written quotations/tenders will not be accepted. Your written quotation/tender will remain open for 90 days from 24 June 2024, 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 Part II of the 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. Chan Wai Wa, 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 2024 / _____(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 24 June 2024 to our school for record.)

Company/Organization : _____
Name

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

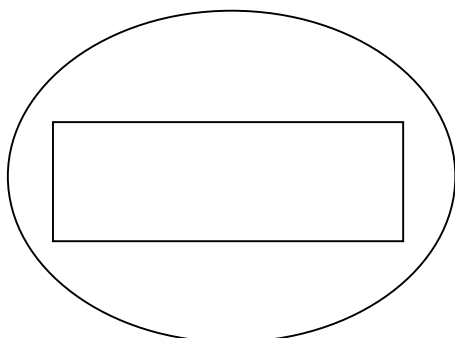
Title : _____

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: _____

Name and Signature of Person authorized to sign Written Quotation/Tender

Name (in block letters): _____ Signature: _____

Tel. no.: _____ Fax no.: _____

Date: _____

1. Service Item: Service of Native-speaking English Teacher

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. It is reconfirmed that the validity of written quotation/tender offered by this company remains open for 90 days from 24 June 2024. The undersigned also agrees to accept the fact that once the validity of written quotation/tender is reconfirmed, the pre-printed clause specified in the company's written quotation/tender forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 2024.

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.

Telephone No.: _____

Fax No.: _____

Purchasing Organization: China Holiness College
Tender Reference No.: T2023-2024-08
2024-2025 'Native-speaking English Teacher' Service (1 Sep 2024 to 31 May 2025)
1. Service content

Mode	<p>a. Suppliers are responsible for recruiting the native-speaking English teacher</p> <p>b. Service of native-speaking English teacher includes:</p> <ul style="list-style-type: none"> ● cultivating students' interest in and understanding of the English language, its cultural assets and the socio-historical traditions of English-speaking countries; ● planning and organizing activities that provide opportunities for students to use English for authentic purposes; ● compiling/designing teaching materials based on sound teaching strategies, and integrating them into the curriculum; ● designing and delivering collaborative teaching lessons with local teachers and/or to design and deliver small class lessons; ● enriching 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 Café.
Supplier's Duties	<p>a. Work in collaboration with the native-speaking English teacher 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 the native-speaking English teacher's professional development;</p> <p>d. Arrange all immigration and employment documents;</p> <p>e. Assist teachers in applying for temporary teacher permits;</p> <p>f. Check all police records, medical documents and education qualifications prior to the native-speaking English teachers joining the programme;</p> <p>g. Prepare the contracts with the native-speaking English teachers;</p>

	h. Provide an insurance policy under the Employee’s Compensation Ordinance of the Hong Kong Special Administrative Region.
Qualifications of the native-speaking English teacher	<p>The native-speaking English teacher should be:</p> <ul style="list-style-type: none"> ● a native-speaker of English or possess native-speaker English competence; ● a university graduate, with a minimum requirement of an undergraduate degree; ● a recognised teacher training qualification in education ● an enthusiastic, motivated and socially committed graduate who is keen to work with young people and local teachers

2. Others

- a. The service of native-speaking English teacher is for a duration of nine months, from 1 Sep 2024 to 31 May 2025.
- b. Work Arrangement of the native-speaking English teacher under Special Weather:

Type of Special Weather	Work Arrangement
Thunderstorm Warning	✓
Amber Rainstorm Warning Signal	✓
Red Rainstorm Warning Signal	✓
Black Rainstorm Warning Signal	<input type="checkbox"/>
Standby Signal No. 1	✓
Strong Wind Signal No.3	✓
No. 8 Gale Or Storm Signal	<input type="checkbox"/>

- c. The bidder shall not enter into any subcontracts with any person regarding any part of the contract. If the bidder needs to subcontract part of the work or services, it must specify them in the tender documents. The school reserves the right to approve the subcontracting, as well as to determine the terms and conditions of the subcontract. The contractor shall assume full responsibility for any subcontract established, cannot waive any related obligations, and must be accountable for the actions, failure, or negligence of the subcontractor, its employees, and agents.
- d. The prospective NET recommended by the contractor must have documentary evidence of not having been found guilty of criminal offence. The contractor needs to provide the school with the Sexual Conviction Record of the NET, to ensure that the NET have no record of conviction for sexual offences.
- e. The supplier is responsible for the native-speaking English teacher’s Employees’ Insurance and Mandatory Provident Fund (MPF) in accordance with the provisions of the

Employment Ordinance in Hong Kong. The supplied native-speaking English teacher has no employment contract with our school.

- f. The bidder must complete and sign the tender documents, and provide quotation for the service. Supplementary information can be submitted on additional pages. Bids with incomplete information will not be considered.
- g. The bidder must hold a valid Business Registration Certificate, Licence to Operate an Employment Agency, and Certificate of Incorporation to participate in the bidding process. All aforementioned documents must be included with the tender submission.
- h. The bidder must return the complete set of tender documents, in duplicate, along with all relevant supporting materials to the school. Supplementary information may be provided on additional pages, but must be stamped with the company seal and attached to the respective tender form for submission.
- i. The bidder must submit the completed tender documents, along with the reply form, tender form, and relevant materials, sealed within an official envelope. This envelope should be sent to the school either by mail or delivered in person. The envelope must be clearly marked: **“Written Quotation/Tender for the service of Native-speaking English teacher”** but should not display the organisation’s name. The envelope should be addressed to China Holiness College, 18 Wai Wai Road, Sham Shui Po, Kowloon, Hong Kong (Attn.: Principal) and must arrive no later than 12:00 noon on 24 June 2024. Late written quotations/tenders will not be accepted.
- j. All charges should be denominated in Hong Kong dollars.
- k. The bidder may visit our school to inspect the facilities in person. Please contact Miss Lee Ka Lun Carol in advance to register and schedule an appointment.
- l. Any unauthorized modification or erasure of the contents of the tender may result in the tender being disqualified.
- m. 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.
- n. The validity of written quotation/tender remains open for 90 days from 24 June 2024.
- o. Our school reserves the right to negotiate with any bidder about the terms and conditions of the offer.
- p. Our school reserves the absolute right to reasonably select a reputable company for the provision of NET service. The acceptance of a tender will not necessarily be based on the lowest bid or any particular bid.
- q. 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.

r. 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.

s. The school reserves the right to disqualify any provider if there is past evidence, ongoing evidence, or reasonable belief that the provider has engaged in activities or actions that could constitute or lead to offenses endangering national security. Additionally, this right extends to disqualifying any provider if such disqualification is necessary to uphold national security, or to protect the public interest, public morality, public order, or public safety of Hong Kong.

t. The school may immediately terminate the contract if any of the following circumstances occur:

a. The contractor has engaged, or is engaging, in activities or actions that could constitute or lead to offenses endangering national security;

b. continuing to employ the contractor or to fulfil the contract is deemed detrimental to national security; or

c. the school reasonably believes that any of the above circumstances are imminent.