

Tender No.: 2024-2025/T04

21 March 2025

Dear Sir/Madam,

**INVITATION TO TENDER
FOR THE SUPPLY/SERVICE OF THE
NATIVE ENGLISH LANGUAGE TUTOR**

1. You are invited to tender for the supply and/or undertaking services of the items 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 outside envelope: **“TENDER FOR THE SUPPLY/SERVICE OF THE NATIVE ENGLISH LANGUAGE TUTOR”**. The envelope should be addressed to **S.K.H. HOLY TRINITY CHURCH SECONDARY SCHOOL, No. 2 HAU MAN STREET, HOMANTIN, KOWLOON** and forwarded to arrive not later than **12:00 Noon 11 April 2025**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above 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 would return this letter and the tender forms to the above address at your earliest convenience.
4. Tenders will be accepted on an overall basis. Should you have any queries, please feel free to contact Ms. CHAN of General Office at 2714-4137.

Yours faithfully,

(WONG Lai-shan)
Principal

S.K.H. HOLY TRINITY CHURCH SECONDARY SCHOOL
TENDER OBJECTIVES AND DETAILS (TO BE COMPLETED IN DUPLICATE)

(1) Description/Specification	(2) Quantity Required	(3) Total Amount(\$)
<p>A. <u>Objectives of Tender</u></p> <ol style="list-style-type: none"> To expand the available opportunities for students to build upon their English abilities by interacting more with Native-speaking English Tutor. To enhance students' confidence in learning and using English by developing a range of language activities. To enrich the English environment in school through collaborative work with the English department staff, including the existing Native-speaking English Teacher. To organise and deliver a variety of fun, student-focused, English activities to arouse students' interest in learning English. 	<p style="text-align: center;">ONE TO TWO (For companies offering two Native-speaking English Tutors, please state the price for one senior tutor and one junior tutor.)</p>	
<p>B. <u>Job Specification</u></p> <ol style="list-style-type: none"> The English Language Tutor will be required: <ul style="list-style-type: none"> to design and deliver small group lessons or collaborative teaching lessons on integrated language skills, in conjunction with our local English teachers or Native English-speaking Teacher(s); to prepare lesson plans and relevant teaching materials and maintain a complete set of materials used; to support curriculum and staff development; to cultivate and develop good culture, framework and practice with staff and students; to provide students with more opportunities for oral exam practice; to help create a language-rich school environment; to decorate and operate the English Corner; to encourage the use of English by actively participating in clubs and interest groups in school; to facilitate and organise extra-curricular and co-curricular activities, such as, English Week, English Funfair, English Drama Club, English Debates, English Camp, Speech Festival etc.; 		

<ul style="list-style-type: none"> • to set up, train and inspire an English Student Ambassador Team to enhance the English language environment of the school; • to informally chat with students wherever possible, which includes inside and outside the classroom, during breaks, after school and during special school events; and • to assist in activities organised by the school. 		
<p><u>C. Qualifications of English Language Tutor</u></p> <p>He or she:</p> <ul style="list-style-type: none"> • must be a university graduate; • must have basic induction training for teaching and learning English as a second language; and • must be a native English speaker or demonstrate a language proficiency equivalent to a native level. 		
<p><u>D. Service Period</u></p> <ul style="list-style-type: none"> • The Native-speaking English Tutor will be placed full-time in our school for 9 months from September 2025 to May 2026. 		
<p><u>E. The service provider will be required</u></p> <ul style="list-style-type: none"> • to demonstrate a proven track record of providing non-interrupted comparable services to <u>no less than twenty local secondary schools each year for at least fifteen years</u> (2010-2025); (please specify years of experience working with schools); • to possess a strong reputation for providing similar services in local secondary schools; • to state any supporting programmes for students such as talks, outings or office mentorship schemes; • to state if there are any sponsorship schemes; • to provide appropriate orientation and training prior to the servicing period; • to provide continuous training, performance evaluation and support for the English Language Tutor(s)/Teacher(s) throughout the employment period; • to arrange and engage in consultative meetings with the school prior to the implementation of the programme in school; • to provide an appropriate level of guidance and support to the English Language Tutor(s)/Teacher(s); 		

<ul style="list-style-type: none"> ● <u>to provide our school with additional support including manpower</u> (other native English speaking personnel); and resources for special events at the school where appropriate, without additional cost, including but not limited to: ● 2-3 Native-speaking English Tutor(s)/Teacher(s) helping with 4-6 special events ● At least 10 Native-speaking English Tutor(s)/Teacher(s) helping with S4-S5 summer English Programmes for 4 days ● to provide appropriate consultancy, resources and training to enrich the English language environment of the school, and to support curriculum and staff development; ● to assign an experienced English language teaching supervisor with local secondary school working background to work with the Native-speaking English Tutor(s)/Teacher(s) and the school to ensure the delivery of the service is meeting requirements, where necessary; and ● to fully comply with work visa requirements and applicable labour regulations in connection with the employment of the English Language Tutor(s)/Teacher(s) in Hong Kong 		
Provision of service of a Native English language tutor fulfilling all the above (A-E) (Please provide evidence)		

I understand that if I fail to supply the services as offered in my tender upon accepting school's order, I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

Column 3 to be completed by Tenderer

Name of Tenderer: _____

Name and Signature of Person Authorized to Sign Tender

Name (in block letters): _____

Signature: _____

Date: _____

Company Chop

S.K.H. Holy Trinity Church Secondary School
TENDER FORM FOR
THE NATIVE ENGLISH LANGUAGE TUTOR
(to be completed in duplicate)

Name of School : SKH Holy Trinity Church Secondary School
Address of School : 2 Hau Man Street, Homantin, Kowloon
Telephone No. : 2714 4137
School Ref. No. : 2024-2025/T04 (The Native English Language Tutor)
Tender Closing Date : 12:00 noon on 11 April 2025

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 form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 11 April 2025.

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
SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____ day of _____ 20_____.

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. : _____



聖公會聖三一堂中學

S.K.H. Holy Trinity Church Secondary School

Letter to Suppliers/Contractors regarding Offering Gifts to School Staff

21 March 2025

Dear Sir/Madam,

Offering Gifts to School Staff

I am pleased 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 Incorporated 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.

Thank you for your cooperation.

Yours faithfully,

(WONG Lai-shan)
Principal