

金錢村何東學校
KAM TSIN VILLAGE HO TUNG SCHOOL
Kam Tsin Village, Sheung Shui N.T.
Tel. No. 2670 3849 Fax. No. 2668 5391 Website: www.ktvhts.edu.hk

School Ref.: PEEGS T-12

Date: 12th July, 2019

Dear Sir/Madam,

Invitation to Written Tender

For the Full-time English teacher (For the Grant Scheme on PEEGS)

You are invited to tender for the services of the items in the enclosed terms and conditions. The tender should not identify the company on the envelope.

Your sealed written tender, in duplicate, should be clearly marked on the outside envelope: “Tender For the Full-time English teacher and the learning / teaching resources (For the Grant Scheme on PEEGS)”. The envelope should be addressed to Kam Tsin Village Ho Tung School, Kam Tsin Village, Sheung Shui N.T. and should arrive not later than 4:00 P.M. on 26 July, 2019. 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.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender forms with reasons and stating “No Offer” to the above address at your earliest convenience.

Written Tender will be accepted on an itemized basis.

If you have any questions, please feel free to contact 2670 3849 Ms Wong Shun Yau for further information.

Looking forward to hearing from you soon.

Yours sincerely,

(Acting Principal Ng Yuk Kei)

Annexes:

- I. Tender form — Annex I (To be completed in duplicate)
- II. Tender schedule — Annex II (To be completed in duplicate)

**TENDER FORM FOR THE SERVICE
OF**

Annex I

**THE FULL-TIME ENGLISH TEACHER (For the Grant Scheme on PEEGS)
(TO BE COMPLETED IN DUPLICATE)**

Name of School: Kam Tsin Village Ho Tung School

Address of School: Kam Tsin Village, Sheung Shui, N.T.

School Ref. No.: PEEGS T-12

Tender Closing Date : 26th July, 2019

Tender Closing Time : 4:00 P.M.

PART I

The undersigned hereby offers to supply all or any part of the items described in the written tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written tender shall **REMAIN OPEN FOR 90 DAYS** after the Closing Date; and the school is not bound to accept the lowest or any written tender and reserves the right to accept all or any part of any written tender within the period during which the written tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF WRITTEN TENDER VALIDITY

With reference to PART I of this written tender document, it is reconfirmed that the validity of written tender offered by this company **REMAIN OPEN FOR 90 DAYS** from the closing date 26th July, 2019.

The undersigned also agrees to accept the fact that once the validity of written tender is reconfirmed, the pre-printed clause specified in the Company's written tender forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ 20_____.

Name (in block letters) : _____

Signature : _____ in the capacity of _____ (State official position)

Duly authorized to sign written tenders for and on behalf of : -

whose registered office is situated at _____
_____ Hong Kong.

Telephone No. _____

Fax No. _____

PART III

The bidder, 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 a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder 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 bidder liable for any loss or damage the school may sustain.

PART IV

DECLARATION (To be completed by the tenderer)

() I have no pecuniary or other personal interest, direct or indirect, in any matter that rises or may raise a conflict of interest situation.

() I would like to report the following existing/perceived* conflict of interest situation:

1. Persons/companies with whom/which I have official dealings: _____

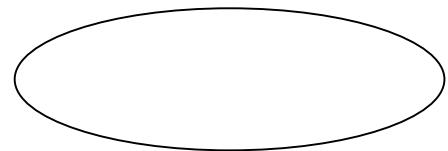
2. My relationship with the persons/companies (e.g. relative): _____

Name of Tenderer: _____

Name of Person authorized to sign Written Tender Name (in block letters): _____

Signature: _____

Date: _____



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Remarks: I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration.

TENDER SCHEDULE FOR THE SERVICE
OF

Annex II

THE FULL-TIME ENGLISH TEACHER (For the Grant Scheme on PEEGS)

(TO BE COMPLETED IN DUPLICATE)

(Columns 4 and 5 to be completed by Tenderer)

(1)	(2)	(3)	(4)	(5)
Services Items	Description/ Specification	Quantity Required	Unit Rate (HK\$)	Total Amount (HK\$)
1	<p>A full-time Teacher who is proficient in English</p> <p>Expected qualifications and experiences: The teacher who is proficient in English should be a bachelor's degree holder with relevant teacher training such as TESL/TEFL (Teaching of English as a Second or Foreign Language) He/She should preferably possess native English competency and has relevant working experience.</p>	1		

Duties of the full-time teacher who is proficient in English

Duties of the teacher who is proficient in English. The teacher who is proficient in English will:

- co-plan with the core team members and level teachers once a week per level,
- co-develop the learning and teaching resources;
- co-teach two speaking lessons per week per class;
- conduct after-school drama classes;
- conduct lesson observations with the core team;
- evaluate the programme and materials developed;
- refine the materials with the school English teachers; and
- conduct sharing sessions
- work together with the class teachers to implement the speaking programme

*** Lesson allocation and arrangements**

One lesson per class per week will be allocated to the speaking lessons. The new teacher and the class English teacher will co-conduct the speaking programme. Each teacher will share half of teaching load for the whole class teaching parts. For the group activity parts, students will be divided into two parts and teachers will be responsible for one group.

***Alignment with core English Language curriculum**

The contents of the speaking programme will be thematically and linguistically related to the core English Language curriculum. The topics and themes chosen will be the topics and themes covered in the General English (GE) lessons. Students will be able to recycle the vocabulary items and language structures as well as applying what they have learnt in GE lessons in the speaking activities.

***Tentative themes and speaking activities**

6 themes related to the core English Language Curriculum will be covered in each level. 4 lessons will be allocated to each theme and speaking activities revolving around the theme will be conducted.

Tentative themes to be covered and speaking activities are tabulated below.

Level		Theme	Activities
P.4	1 st Term	Making friends	read aloud, show-and-tell, Reader's Theatre
		Old Hong Kong	
		Entertainment	
	2 nd Term	Hong Kong my home	
		International cuisines	
		People around the world	
		Old Hong Kong	
P.5	1 st Term	Caring for others	individual Activities
		Act out Speak Up	
		Festivals	
	2 nd Term	Do it yourself	
		Travelling around the world	

		Taking care of the Earth	
P.6	1 st Term	Attending interview	-mock -interview, -group interaction, -mini drama
		Helping our world	
		Folktales	
	2 nd Term	Global Citizen	
		Growing up	
		My alma mater	

***Tentative speaking skills to be covered**

Level	Speaking Skills
P.4	<ul style="list-style-type: none"> - use appropriate register when speaking to familiar interlocutors such as teachers and peers - apply grammar rules correctly - connect ideas by using cohesive devices - use facial expressions to convey meaning and intention - use appropriate intonation and stress to convey intended meanings and feelings - open an interaction by greeting someone in an appropriate manner - open an interaction by introducing oneself - maintain an interaction by using formulaic expressions, replying and explaining - close an interaction by using appropriate formulaic expressions
P.5	<ul style="list-style-type: none"> - apply grammar rules correctly - use gestures and facial expressions to convey meaning and intention - use appropriate intonation and stress, and vary volume to convey intended meanings and feelings - open an interaction by introducing oneself and giving some details

	<ul style="list-style-type: none"> - eliciting a response by providing information on a topic - maintain an interaction by adding or giving examples and asking questions
P.6	<ul style="list-style-type: none"> - apply grammar rules correctly - connect ideas by using cohesive devices - use gestures and facial expressions to convey meaning and intention - use appropriate intonation and stress, and vary volume, tone of voice and speed to convey intended meanings and feelings - open an interaction by introducing oneself and giving some details - open an interaction a response by asking questions - maintain an interaction by taking one’s turn at the right moment and recognising others’ desire to speak - close an interaction by giving reasons - maintain an interaction by agreeing or disagreeing - maintain an interaction by asking and responding to others’ opinions

***Sample Module**

Target level	P.4
Theme	People around the world
Relevant GE Module	Wonderful people and things
Relevant Language Items covered in GE lessons	<ul style="list-style-type: none"> - Use the interrogative adverb ‘how’ to ask about weight, height, length. - Use adjective phrases to describe objects in terms of weight, length and height. - Use superlative adjectives to make comparisons.
Target Speaking Skills	<ul style="list-style-type: none"> - Use facial expressions to convey meaning and intention. - Use appropriate intonation and stress to convey intended meanings and feelings.

- Maintain an interaction by using formulaic expressions.
- Close an interaction by using appropriate formulaic expressions.

Learning and Teaching Activities

Information Gap Activities

Students will be work in pairs. Each student will watch two video clips below by tablets.

Tallest high top fade

<https://www.youtube.com/watch?v=LHVLRxtJiyY&t=16s>

Longest hot wheels track

<https://www.youtube.com/watch?v=bhk75L4Byqo>

Heaviest vehicle pulled by a woman

<https://www.youtube.com/watch?v=7CCeAVHNkiY>

Longest dragon boat

https://www.youtube.com/watch?v=L_Qn17PWdoU

After watching the video clips, students will then ask their partners about the video clips that they have watched using the target language items and complete a fact sheet.

In-class mini survey

Students will then interview other classmates about their opinions and choose the funniest video clips among those provided by teacher. Students will share the survey findings with their classmates afterwards.

Ho Tung Record Show

Students will work in groups to prepare a show-and-tell about different aspects of school. Each student will be responsible to share one of the aspects.

Students will search for information and make comparisons. For example, students will identify the tallest English teacher in the school and ask him/her the height. Students may also explore other records such as the fastest student to finish Rubik's Cube in the school.

Students will be guided to prepare a poster for the show-and-tell in the GE lessons. A sample show-and-tell will be shown to students and key features of a show-and-tell will be highlighted.

<https://www.youtube.com/watch?v=q0Jl4z3zW6k>

Teachers will rehearse with students before the activity. Students' show-and-tell will be video-taped and shared among others.

Remarks:

Assessment and Inspection

1. The full-time English teacher should keep a clear and complete record of activities and materials used in teaching and produce it for inspection by the school upon request.

2. The full-time English teacher should evaluate students' performance and provide timely feedback and suggestions to students. The feedback will be collected from teachers and the students through various channels, such as interview and questionnaire.

3. The full-time English teacher should agree to allow representatives of the Education and Manpower Bureau / School to perform observation or inspection.

4. Work Permit / Insurance to Cover Public Liabilities

4.1 It is the responsibility of you to ensure that the full-time English teacher has obtained the work permit to enable him/her to work in Hong Kong.

4.2 You are the one responsible for the full-time English teacher public liabilities arising from accidents and personal injuries.

5. Implementation

5.1 The school will contract out the programme to a company from at least 5 companies.

5.2 The school has the right to choose appropriate full-time English teacher. He can also change any inappropriate full-time English teacher, if necessary.

5.3 You are the one responsible for providing any appropriate substitute full-time English teacher, if necessary.

6. Copyright

6.1 The service provider has the copyright of all materials provided to the school.

6.2 The copyright of all materials/learning and teaching materials developed under the contract:

To be kept as the property of the school. The school should be granted the license to use and copy the materials for future use/dissemination among teachers after the contract period.

The marking scheme:

30% - The quality of the professional services, 25% - The quality of the proposal (provision of a sample module plan including teaching and learning materials will be an advantage), 25% - Price of the services and 20% - Previous Working Experience with other primary school teachers (Please attach the list of clients)

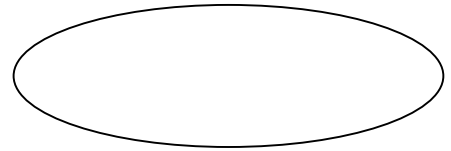
We/I understand that if we/I fail to supply the stores or services as offered in our/my written tender upon accepting school's order, we are/ I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer : _____

Name of Person authorized to sign Written Tender Name (in block letters):

Signature: _____

Date: _____



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