

**Pun U Association Wah Yan Primary School**  
**Invitation to Written Tender Letter**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. ERC / 1 / 2021

Firm name  
and address

Date 21 February 2022

By Registered Mail

Dear Sirs,

INVITATION TO WRITTEN TENDER FOR THE SUPPLY OF  
**ZOOM Teaching of English Remedial Classes**

You are invited to tender for the supply of the services as specified in the enclosed written tender schedule.

Your sealed written tender, in duplicate, should be clearly marked on the envelope:  
Written Tender for **ZOOM Teaching of English Remedial Classes**

The envelope should be addressed to **Pun U Association Wah Yan Primary School, School Office, 2 Pak Fuk Road, North Point, Hong Kong** and **arrive not later than 12:00 noon (Hong Kong time) on 7 March 2022**. (Please use the self-addressed envelope cover attached.) Late written tenders will not be accepted. Your written tender will remain open for 90 days from the "Closing Date", and you may consider your written tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part III of the written tender form is completed, the written tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you return the written tender form with reason to the above address at your earliest convenience.

The school reserves the right to not select the lowest bidder or any bidder and the right to cancel the tendering process at anytime, regardless if there are any returned tender that meets the requirements.

Written Tenders will be accepted on an overall basis.

For any enquires, please contact Ms. WONG Suk Yee at (852) 2572 2140.



Yours sincerely,

John, K. Tan. (Dr.)  
Principal

## Written Tender Schedules for Pun U Association Wah Yan Primary School

### ZOOM Teaching of English Remedial Classes

School Ref. No: ERC / 1 / 2021  
Tender Closing Date and Time: 7 March 2022 at 12:00nn (Hong Kong time)

#### 1. School Background:

Name of School: Pun U Association Wah Yan Primary School  
Address of School: 2 Pak Fuk Road, North Point, Hong Kong  
Phone Number: (852) 2572 2140  
Email Address: school@puwy.edu.hk  
School type: Aided School (Boys)

#### 2. Specifications of Service Requirements:

- 2.1. Supply Service Period: Starting between 7 March and 4 April 2022, ending between 30 June and 15 July 2022. The starting and ending dates will be finalized after coordination between the School and the selected service provider.
- 2.2. Service Target of remedial classes: 2 classes of Primary One students (7-9 students in each group) and 1 class of Primary Two students (6-7 students)
- 2.3. Lesson Time: Service provider shall provide the ZOOM teaching of English remedial classes according to the school curriculum from 07:55 to 12:30 from Monday to Friday on school days (see Appendix 1).  
**NOTE: The timetable is subject to change to meet administrative needs of the school. However, the number of lessons per week and the school hours of the day will not be changed.**
- 2.4. The service provider shall also attend the weekly co-planning meetings (from 14:00 to 14:35 on every Thursday and Friday) via ZOOM and setting and marking of online assignments
- 2.5. Service provider shall provide the name(s) and title(s) of the teacher(s), and clarify whether they fulfill the qualification requirements of the school: possessing a bachelor degree, underwent teacher's training, fulfilling the Language Proficiency Requirement set by the Education Bureau of Hong Kong, and having over seven years of English teaching experience at local primary school, with copies of relevant documentation proof.
- 2.6. Service provider shall list out the service fee per working day during the service period. The School shall pay the fee on a monthly basis.
- 2.7. A teacher representative from the School shall observe the ZOOM class if deemed necessary.
- 2.8. Termination of Service: Within the service period, either the service provider or the School may terminate the service contract by giving to the other party a month's prior notice in writing. The contract is terminated upon agreement of both parties.

### **3. Prevention of Bribery Ordinance and other legislation:**

- 3.1. 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.
- 3.2. If a school employee or supplier or contractor has committed any of the above offenses, the tender will not be considered and the contract signed will be invalidated even if it has come into effect. The school will not be responsible for any compensation to the supplier or contractor under such circumstances.
- 3.3. The supplier or contractor must obey the following legislation: The Basic Law of The Hong Kong Special Administrative Region of The People's Republic of China, The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, Employment Ordinance (Cap. 57), The Minimum Wage Ordinance (Cap. 608), Mandatory Provident Fund Schemes Ordinance (Cap. 485) 、 Employees' Compensation Ordinance (Cap. 282), Occupational Safety and Health Ordinance (Cap. 509) and other Hong Kong legislation.

### **4. Successful tenderer**

The School will send a tender award letter to the successful tenderer. After signing the Tender Award Reply Letter, this tenderer should have the responsibility to abide all the rules and conditions of the tendering contract. If the tenderer cannot abide the rules and conditions, our school reserves the right to claim all losses arising.

### **5. Provision of Personal Data**

- 5.1. A Tenderer's personal data provided in the tender will be used for tender evaluation and contract award purposes.
- 5.2. A Tenderer acknowledges and consents that his personal data provided in the tender may be disclosed to other government departments and non-government organisations.
- 5.3. A Tenderer has the right of access and correction with respect to personal data as provided for in Sections 18 and 22 Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the Tenderer's personal data provided in the tender.
- 5.4. Enquiries concerning the personal data collected by means of the tender, including the making of access and corrections, should be addressed to the Principal.

## **6. Notes for submission of the Tender Form to the School:**

- 6.1 Tenderers should return the Tender Form in duplicate to the School by mail or messenger. The tenderers should return the tender forms to the School stating “No Offer” even if they do not intend to submit any tender.
- 6.2 The following items should be included in the Tender Form for vetting:
  - 6.2.1 For business organisation: business registration document copy
  - 6.2.2 For individual service provider: a personal identification document copy
  - 6.2.3 A detailed payment schedule
- 6.3 If the bidder has any enquiry about any part of the tender, the bidder must enquire the school before submitting the tender.
- 6.4 After awarding the tender, the service details submitted by the bidder in the tender form and other supplementary documents, the service requirement issued by the school, and the award letter of the tender will constitute the contract agreement between the school and the bidder.
- 6.5 The school reserves the right to not select the lowest bidder or any bidder and the right to cancel the tendering process at anytime, regardless if there are any returned tender that meets the requirements.
- 6.6 Your written tender will remain open for 90 days from the “Closing Date” unless otherwise stated in the tender documents.
- 6.7 The tender may not be considered if complete information is not given with the tender form or if any particulars and data asked for in this specifications are not furnished in full.

## **7. Submission of Tender**

Please submit the Tender Form in a sealed envelop marked conspicuously “**Confidential – Tender Document for ZOOM Teaching of English Remedial Classes**” and send to the Tender Box at **Pun U Association Wah Yan Primary School, School Office, 2 Pak Fuk Road, North Point, Hong Kong** on or before 12:00 noon (Hong Kong time) on 7 March 2022. Late submission will NOT be considered.




番禺會所華仁小學 校曆表

張貼於 eClass，回覆期限  
至 20-01-2022

【2021-2022 年度】

月份 Months	週次 Weeks	星期天 Day in week							主題 Themes	要 項 Important Events 向家長及學生發放的資訊
		日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat		
九月 Sep	(1)				1	2	3*	4	守規	1/9 開學日及開學感恩祭 3/9 P. 1, 2 家長會(Zoom) P. 1-6 家長與班主任集體傾談(Zoom) 18/9 PTA 小一家長全攻略(上午) 24/9 PTA 週年大會 22/9 中秋節翌日
	(2)	5	6	7	8☉	9☉	10	11		
	(3)	12	13	14	15☉	16☉	17	18*		
	(4)	19	20	21	22 Ph	23☉	24*	25		
	(5)	26	27	28*	29☉	30☉				
十月 Oct	(6)						1 Ph	2	同理心	1/10 國慶日 14/10 重陽節
	(7)	3	4	5	6☉	7☉	8	9		
	(8)	10	11	12	13☉	14 Ph	15	16		
	(9)	17	18	19	20☉	21☉	22	23		
	(10)	24	25	26	27☉	28☉	29	30		
十一月 Nov	(11)		1	2*	3☉	4☉	5	6	修和	15/11 教師發展日 16-22/11 P. 3-P. 6 上學期紙筆考試 23/11 P. 3-P. 6 考試後備日 24/11-29/11 考試後假期 30/11 聖方濟沙勿略瞻禮日假期
	(12)	7	8	9	10☉	11☉	12	13		
	(13)	14	15#	16■	17■	18■	19■	20		
	(14)	21	22■	23*	24 H	25 H	26 H	27 H		
十二月 Dec	(15)				1*☉	2☉	3	4	承擔責任	1/12 下學期開始 17/12 聖誕禮儀及聯歡 20/12 立法會選舉後假期 21/12-31/12 聖誕及新年假期
	(16)	5	6	7*	8☉	9☉	10	11		
	(17)	12	13	14	15☉	16☉	17*	18		
	(18)	19	20 H	21 H	22 H	23 H	24 H	25 Ph		
一月 Jan	(19)							1 Ph	欣賞	1/1 元旦日 7/1 五十周年校慶彌撒小型開放日 8/1 P. 6 派發評核報告 10/1 校慶開放日後假期 14/1 學體會港島東區田徑比賽(暫停) 14/1 開始停止面授課堂 20-21/1 P. 1-5 派發評核報告 22/1 P. 1-P. 6 家長日(Zoom)
	(20)	2	3	4*	5☉	6☉	7*	8*		
	(21)	9	10 H	11	12☉	13☉	14	15		
	(22)	16	17	18	19☉	20☉	21	22*		
	(23)	23	24	25	26☉	27☉	28	29		
二月 Feb	(24)			1 Ph	2 Ph	3 Ph	4 H	5 H	追求卓越	31/1-8/2 農曆新年假期 9/2 更換新家課冊 12/2 PTA 造星(取消)
	(25)	6 H	7 H	8 H	9*☉	10☉	11	12		
	(26)	13	14	15*	16☉	17☉	18	19		
	(27)	20	21	22	23☉	24☉	25	26		

月份 Months	週次 Weeks	星期天 Day in week							主題 Themes	要 項 Important Events 向家長及學生發放的資訊
		日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat		
三月				1*	2◎	3◎	4	5	感恩	10-11/3 P. 2-P. 5 下學期測驗及 P. 6 紙筆考試 14-15/3 P. 2-P. 5 下學期測驗 14-16/3 P. 6 紙筆考試 17/3 測考後備日
Mar	(28)	6	7	8	9◎	10■	11■	12		
	(29)	13	14■	15■	16■	17* ◎	18	19		
	(30)	20	21	22	23◎	24◎	25	26		
	(31)	27	28	29	30◎	31◎				
四月							1	2	簡樸	5/4 清明節假期 13/4-20/4 復活節及假期 19/4-25/4 P. 6 北京課程
Apr	(32)	3	4	5 Ph	6 ◎	7 ◎	8	9		
	(33)	10	11	12*	13 H	14 H	15 Ph	16 Ph		
	(34)	17 H	18 Ph	19* H	20*H	21* ◎	22*	23*		
	(35)	24*	25*	26*	27◎	28◎	29	30		
五月	(36)	1	2 Ph	3*	4*◎	5◎	6*	7	關懷	2/5 勞動節翌日 3, 4/5 P. 3 說話及視訊系統評估(6/5 後備日) 9/5 佛誕翌日 10, 11/5 P. 6 說話及視訊系統評估(13/5 後備日) 12/5 教師發展日 27/5 P. 6 畢業試(10/6 後備日) 30, 31/5 P. 2-P. 5 紙筆考試
May	(37)	8	9 Ph	10*	11* ◎	12#	13*	14		
	(38)	15	16	17	18◎	19◎	20	21		
	(39)	22	23	24	25◎	26◎	27■	28		
	(40)	29	30■	31■						
六月					1■*	2■*	3 Ph	4	尊重	1, 2, 6/6 P. 2-P. 5 紙筆考試 3/6 端午節 7/6 考試後備日 8, 9/6 P. 3 及 P. 6 系統評估 (13/6 後備日)
Jun	(41)	5	6■	7*	8*◎	9*◎	10*	11		
	(42)	12	13*	14	15◎	16◎	17	18		
	(43)	19	20	21	22◎	23◎	24	25		
	(44)	26	27	28*	29◎	30◎				
七月							1 H	2	反思	1/7 香港特別行政區成立紀念 7/7 畢業典禮綵排 8/7 P. 6 畢業典禮 12/7 中學學位分配結果公布 15/7 P. 1-5 結業禮及結業感恩祭 16/7 P. 1-5 家長日: 派發評核報告 18/7 P. 6 迎接升中準備課程 18/7 P. 1-5 暑假開始 19/7 中一入學前香港學科測驗
July	(45)	3	4	5	6◎	7◎*	8*	9*		
	(46)	10	11*	12*	13◎	14* ◎	15*	16*		
	(47)	17	18*	19* H	20 H	21 H	22 H	23 H		
	(48)	24 H	25 H	26 H	27 H	28 H	29 H	30 H		
	(49)	31 H								
八月			1 H	2 H	3 H	4 H	5 H	6 H		
Aug	(50)	7 H	8 H	9 H	10 H	11 H	12 H	13 H		
	(51)	14 H	15 H	16 H	17 H	18 H	19 H	20 H		
	(52)	21 H	22 H	23 H	24 H	25 H	26 H	27*H		
	(53)	28 H	29 H	30 H	31 H					

校長簽署:   
陳岡 博士 (13-1-2022)

**Pun U Association Wah Yan Primary School**  
**Written Tender Form for the Service of**  
**ZOOM Teaching of English Remedial Classes**  
**(TO BE COMPLETED IN DUPLICATE)**

Name and Address of School: Pun U Association Wah Yan Primary School

Address of School: 2 Pak Fuk Road, North Point

School Ref. No.: ERC / 1 / 2021

Written Tender Closing Date and Time: 7 March 2022 12:00 n.n. (Hong Kong time)

**PART I**

The undersigned hereby offers to undertake the service as described in the written 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 written 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; written tenders 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 tenders remain open. The undersigned also warrants that his/her Company's Business/Education/Teacher Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his/her Company offers to undertake will not cause any damage to the school's premises (if accomplishable).

**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 the bidder/company remains open for 90 days from 7 March 2022.

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

**PART III**

**A. Individual's/ Company's information**

(Please provide a photocopy of business registration certificate of the company or passport/HKIDC of the individual)

Name of Individual/Company: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

Passport/HKIDC Number: \_\_\_\_\_

Personal Identification Document/ Business Registration Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

Contact Person of Company (if applicable): \_\_\_\_\_

(Please provide copies of documentation proof)

B. Supply Service Period: Starting between 7 March and 4 April 2022, ending between 30 June and 15 July 2022. The starting and ending dates will be finalized after coordination between the School and the selected service provider.

**C. Details of Teacher Providing Service:**

Required Information	Details
Name	
Title	Mr. / Ms. / Mrs. / Dr. *
Bachelor Deg.	Name of Degree: _____ Major & Minor subjects: _____ Name of Institution: _____ Date of Awarding: _____
Teacher's Training	Name of Programme: _____ Name of Institution: _____ Date of Completion: _____
Language Proficiency Requirement	<input type="checkbox"/> Fulfillment of LPR <input type="checkbox"/> Yet to fulfill LPR
Teaching Experience	<input type="checkbox"/> 7 years or more of English teaching experience at local primary school <input type="checkbox"/> Less than 7 years of English teaching experience at local primary school (To be continued on page 3)

\*Delete if applicable



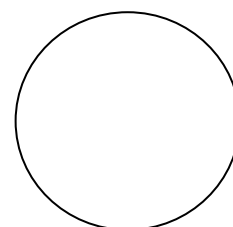
Teaching Experience (Con't)

From (d/m/y)	To (d/m/y)	School / Institute	Type A:Aided G:Govt P:Priv D:DSS	Rank/Teaching Practice (T.P.)	F/T or P/T (P/T please state fraction)	Subjects Taught	Source of Funding (E.g. SG, QEF, CEG, Private)

(Please provide copies of documentation proof of information under part C.)

D. Service fees per working day and Payment methods:

Service fee	Amount
Service fee per working day	HKD \$ _____ (per day)



Name of service provider (in block letters): \_\_\_\_\_

Company chop (If applicable)

Name of authorised person (in block letters, if applicable): \_\_\_\_\_

Signature of person authorized by company to sign written tender: \_\_\_\_\_

Position in company (If applicable): \_\_\_\_\_ Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Fax number: \_\_\_\_\_

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

**Pun U Association Wah Yan Primary School,  
School Office,  
2 Pak Fuk Road, North Point, Hong Kong**

Stamp here

**Tender Document for ZOOM Teaching of English Remedial Classes**

**School Ref. No. ERC / 1 / 2021**

**Written Tender Closing Date and Time: 7 March 2022 at 12:00 n.n. (Hong Kong time)**

**(Confidential)**