



**Invitation to Written Quotation/Tender Letter**

(Suppliers should not identify their companies on the envelopes)

Date: 11/06/2024

By Registered Mail

School Ref. No.: T13-2023

Dear Sir/ Madam,

**Invitation to Written Quotation / Tender**

for the supply of SEN Student Counselling Service (from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2026)

1. You are invited to quote/tender for the supply of the stores or services as specified in the enclosed written quotation/tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation/tender schedule.

2. Your sealed written quotation/tender, in **DUPLICATE**, should be clearly marked on the outside envelope:

**Written Quotation/Tender for** the supply of SEN Student Counselling Service (from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2026)

The envelope should be addressed to: The Principal, St. Joseph's Anglo-Chinese School  
**46 New Clear Water Bay Road, Kowloon**

and arrive not later than 1:00 pm on 02/07/2024 (Tuesday). Late written quotations/tenders will not be accepted. In case of a black rainstorm warning signal or typhoon signal No. 8 or above, the written quotation/tender closing time will be extended to same time on the next business day (i.e. except Saturday, Sunday and public holidays).

3. Your written quotation/tender will remain open for 90 days from the "Closing Date", 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 III of the written quotation/tender form is completed, the written quotation/tender will not be considered.

4. If you are unable or do not wish to quote/tender, it would be appreciated if you return the written quotation/tender form and the completed 'Appendix 1' to the above address or by fax (2325-2358) or by email to **contact@sjacs.edu.hk** at your earliest convenience.

5. 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.

6. Written Quotations/Tenders will be accepted on an \* 'overall' / 'group' / 'itemized' basis.

7. If you have any query, please contact the person-in-charge, Mr. Leung Wai Lam, at 3752-4500.

Yours faithfully,

POON, Wing Keung (Mr)  
Principal



\* Delete as appropriate



**St. Joseph's Anglo-Chinese School**

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong

Website: www.sjacs.edu.hk

☎: 3752-4500

**聖若瑟英文中學**

地址: 九龍 新清水灣道 46 號

Fax: 2325-2358

[Please use either Form A or Form B]

**Form B (Part I & Part II)**

**Written Quotation/Tender Form for the Services**

Written quotation/Tender Form for the Service of SEN Student Counselling Service (from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2026)

(Specify the category of services)

Name of School: St. Joseph 's Anglo-Chinese School

Address of School: 46 New Clear Water Bay Road, Kowloon

School Ref. No.: T13-2023

Written Quotation/Tender Closing Date and Time: 02/07/2024 (Tuesday)

13:00

**PART I**

The undersigned hereby offers to undertake the service as described in the written quotation/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 quotation/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 quotations/tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and 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 quotation/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 service which his Company offers to undertake will not cause any damage to the school's premises.

**PART II**

**Reconfirmation of Written Quotation/Tender Validity**

With reference to Part I of this written quotation/tender form, it is reconfirmed that the validity of written quotation/tender

offered by this company remains open for 90 days from 02/07/2024.

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.





### Part III

#### Safeguarding National Security

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/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:

- 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;
- the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- the school reasonably believes that any of the events mentioned above is about to occur.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name (in block letters): \*Mr/Ms \_\_\_\_\_

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

Duly authorized to sign tenders for and on behalf of \_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

Hong Kong.

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

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

\* Delete as appropriate



School Ref. No.: T13-2023

## Written Quotation/Tender Schedule (To be completed in **DUPLICATE**)

(Columns 4, 5 & 6 to be completed by Supplier)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Price (\$)	(5) Total Amount (\$)
1.	<b>Dedicate ONE counsellor stationed in school</b> <ul style="list-style-type: none"> <li>● Station in school for 5 school days (and alternate Saturday).</li> <li>● Responsible for Form 1-6 confirmed and suspected SEN students' cases.</li> <li>● Plan and organize activities for SEN students.</li> <li>● Prepare and submit necessary documents to professionals and authorities for SEN students.</li> <li>● To ensure stability and continuity, the counsellor should be the same person throughout the contract period.</li> </ul>	1		
2.	<b>Abide with the School Policies</b> <ul style="list-style-type: none"> <li>● Help draft the year plan and activity plans according to the school mission and vision, as well as the objectives and goals of the Student Support Team.</li> <li>● Cater for the learning diversity of SEN students.</li> <li>● Cultivate an inclusive school culture.</li> <li>● Offer professional advice in dealing with SEN students' cases and setting up school policies.</li> <li>● Support the Crisis Management Team to handle emergency cases of SEN students.</li> <li>● Obtain various resources from the community to support the school activities.</li> </ul>			
3.	<b>Case Referral and Handling</b> <ul style="list-style-type: none"> <li>● Prepare documents and conduct necessary assessments for the referral of suspected SEN cases to School Educational Psychologists or other professionals.</li> <li>● Prepare and submit necessary documents to EDB and HKEAA for SEN students.</li> <li>● Design and implement Individual Education Plans (IEP) for SEN students.</li> <li>● Help provide special assessment accommodation for SEN students during uniform tests and examinations.</li> <li>● Keep Student Progress Records of confirmed and suspected SEN cases.</li> <li>● Counsel students and parents, and help them solve their emotional, behavioral, interpersonal and family problems.</li> </ul>			
4.	<b>Activities for students and / or parents</b> <ul style="list-style-type: none"> <li>● Help SEN students develop their potentials and build up positive attitude.</li> <li>● Help SEN students develop their self-management skills.</li> <li>● Promote mutual respect of individual differences among students.</li> </ul>			
5.	<b>Support for teachers</b> <ul style="list-style-type: none"> <li>● Support teachers to deal with students' issues.</li> <li>● Attend Joint Department Meetings and work with other departments to follow up cases.</li> <li>● Provide professional advice to teachers on teaching SEN students, general counseling skill and identification of students with special needs.</li> </ul>			





6.	<b>Support for parents</b> <ul style="list-style-type: none"> <li>Take the initiative to meet the parents and provide counseling services for the parents.</li> <li>Help the parents to build a broad supporting network.</li> <li>Equip the parents with better parenting skills and communication skills through workshops, seminars and parents' group.</li> <li>Refer parents or students to professionals if necessary.</li> </ul>			
7.	<b>Time stationed in school</b> <ul style="list-style-type: none"> <li>Monday to Friday 8:00 a.m. – 5:00 p.m.</li> <li>Time stationed may be adjusted by the School based on actual needs.</li> </ul>			
8.	<b>Annual leave / holiday</b> <ul style="list-style-type: none"> <li>The appointed counsellor cannot take any annual leave on school days.</li> <li>Besides public holidays, the appointed counsellor is entitled to annual leave (vacation with pay) of 18 days per year.</li> </ul>			
9.	<b>Qualification of the appointed SEN counsellor</b> <ul style="list-style-type: none"> <li>Registered social worker with relevant qualifications.</li> <li>Undergo Sexual Conviction Record Check and provide the checking code to the School.</li> <li>A curriculum vitae should be provided with experience in handling counselling cases of SEN students preferred.</li> </ul>			
10.	<b>References</b> Please list the names of the schools to which the tenderer organization is currently providing and previously provided student counselling services.			
11.	<b>Contract Effective Date</b> 1 <sup>st</sup> Sept, 2024 to 30 <sup>th</sup> Nov, 2024 (probation period) 1 <sup>st</sup> Dec, 2024 to 31 <sup>st</sup> Aug, 2026			
References	Please list the names of the schools/ organizations to which the Supplier organization is currently providing service. <div style="display: flex; justify-content: space-between;"> <span>a)</span> <span>b)</span> </div>			

We / I understand that if we/I fail to supply the stores or services as offered in our / my written quotation/ 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.

Company  
Chop

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

Name of Supplier: \_\_\_\_\_

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

Name (in block letters): \*Mr/Ms \_\_\_\_\_

Signature: \_\_\_\_\_

\* Delete as appropriate



**Appendix 1**

**不擬投標通知書 Notice for Declining Tender Invitation**

如 貴公司未能投標，請填妥此表格，寄回「九龍新清水灣道46號 聖若瑟英文中學」、傳真至2325-2358或電郵至contact@sjacs.edu.hk。

If you are unable or do not wish to tender, please return this form with reason to "St. Joseph's Anglo-Chinese School, 46 New Clear Water Bay Road, Kowloon", fax to 2325-2358 or email to "contact@sjacs.edu.hk" at your earliest convenience.

致 To:	聖若瑟英文中學 St. Joseph's Anglo-Chinese School
學校檔號 School Reference No.:	T13-2023
承投 Invitation to Tender for:	SEN Student Counselling Service (from 1 <sup>st</sup> September 2024 to 31 <sup>st</sup> August 2026)
截標日期及時間 Tender Submission Closing Date:	02/07/2024

有關 貴校邀請本公司承投以上服務/產品，現因以下理由未能承投，特此回覆。

We are unable to quote/tender owing to the following reason(s):

(請在適當的□內加上✓ Please tick the appropriate box(es).)

- ☐ 未能提供標書所示服務/產品 Unable to provide the service /product specified in the tender
- ☐ 未能達到標書所示要求或規格 Unable to meet the requirement specified in the tender
- ☐ 未能於指定日期完成 Unable to meet the tender schedule
- ☐ 未能於截標限期內遞交標書 Fail to submit the tender by the closing date
- ☐ 其他(請註明) Others (please specify) \_\_\_\_\_

公司/供應商 Company/Supplier:	_____
簽署 Signature:	_____
簽署人姓名 Name in Block:	_____
職銜 Designation:	_____
日期 Date:	_____

