Invitation to Written Quotation/Tender Letter

(Suppliers should not identify their companies on the envelopes)

Date: **8/11/2024**   **By Registered Mail**

School Ref. No.: **T03-2024/25**

Dear Sir/ Madam,

Invitation to Written Quotation / Tender

for the supply of   **Information Technology Training Courses**

(Specify the category of stores or services)

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   **Information Technology Training Courses**

   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   **29th November 2024**   . 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,   **Li Tien Man Stephen**   , at 3752-4500.

Yours faithfully,

POON, Wing Keung (Mr)
Principal

* Delete as appropriate

St. Joseph's Anglo-Chinese School 聖若瑟英文中學

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong	地址： 九龍 新清水灣道 46 號
Website: www.sjacs.edu.hk ☎: 3752-4500	Fax: 2325-2358

~~~~~~~~~~~~~~~~~~~~~~~~~~[Please use either Form A or Form B]~~~~~~~~~~~~~~~~~~~~

Form A (Part I & Part II)

Written Quotation/Tender Form for the Stores

Written quotation/Tender Form for the Supply of **Information Technology Training Courses**

(Specify the category of stores)

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

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

School Ref. No.: **T03-2024/25**

Written Quotation/Tender Closing Date and Time: **29** / **11** / **2024**   **13** : **00**

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation/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 quotation/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 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 items which his Company offers to supply do not to his knowledge infringe any patents.

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 **29ᵗʰ November 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.

Form B (Part I & Part II)

Written Quotation/Tender Form for the Services

Written quotation/Tender Form for the Service of **Information Technology Training Courses**

(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.: **T03-2024/25**

Written Quotation/Tender Closing Date and Time: **29** / **11** / **2024** **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 **29ᵗʰ November 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.

St. Joseph's Anglo-Chinese School 聖若瑟英文中學

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong	地址: 九龍 新清水灣道 46 號
Website: www.sjacs.edu.hk ☎: 3752-4500	Fax: 2325-2358

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:

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.

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

St. Joseph's Anglo-Chinese School 聖若瑟英文中學

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong   地址: 九龍 新清水灣道 46 號
Website: www.sjacs.edu.hk   ☎: 3752-4500   Fax: 2325-2358

School Ref. No.: T03-2024/25

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 ($)	(5) Total Amount ($)	(6) Delivery Offered
1.	**Micro:bit Hovercraft Training Course** The successful tenderer shall develop and deliver a comprehensive educational course that empowers students to apply sensors through coding. This course must: • Provide hands-on experience in solving practical challenges, such as the micro:bit Hovercraft project. • Utilize a collaborative online platform that integrates with Microsoft and Google AI technologies and sensors. • Enable students to create intelligent devices on micro:bit and web platforms. • Foster collaborative problem-solving skills through blocks-based coding exercises. **Class structure** ○ 4 classes, total of 120 students ○ 5 hours per class, 5 lessons per class, 1 hour per lesson ○ 1 instructor per class ○ Real-time, interactive & collaborative coding platform for teaching and learning. ○ All instructors should have STEM/coding qualification and related experience. **Hardware** ○ Hovercraft kit (34 sets) ○ Competition site components (2 sets)	1	, .	, .	
2.	**Micro:bit Remote Ship Training Course** The successful tenderer shall develop and deliver a comprehensive educational course that empowers students to apply sensors through coding. This course must: • Provide hands-on experience in solving practical challenges, such as the Micro:bit Remote Ship project. • Utilize a collaborative online platform that integrates with Microsoft and Google AI technologies and sensors. • Enable students to create intelligent devices on micro:bit and web platforms. • Foster collaborative problem-solving skills through blocks-based coding exercises. **Class structure** ○ 4 classes, total of 120 students ○ 5 hours per class, 5 lessons per class, 1 hour per lesson ○ 1 instructor per class ○ Real-time, interactive & collaborative coding platform for teaching and learning. ○ All instructors should have STEM/coding qualification and related experience.	1	, .	, .	

	Hardware
	o Micro:bit Remote Ship kit set (34 sets)
	o each set includes:
	    o Container
	    o DFRobort micro:Driver + battery holder
	    o Motor and fan blade
	    o Accessories
	    o Battery
	o Included transportation fee
	o Micro:bit V2 (28 sets)
	o Pool (4 sets)					

3.	**Microsoft Python Application Training Course** The successful tenderer shall develop and deliver a comprehensive Python programming course that enables students to create games and applications. This course must: • Provide hands-on experience in problem-solving and practical project implementation. • Strengthen students' Python programming abilities through structured training and guided exercises. • Offer opportunities for students to work on open-ended projects to foster creativity and innovation. **Class structure** o 2 classes, total of 50 students o 16 hours per class, 8 lessons per class, 2 hours per lesson o 1 instructor + 1 assistant per class o Real-time, interactive & collaborative coding platform for teaching and learning. o All instructors should have STEM/coding qualification and related experience.	1	, .	, .	
4.	**Web x AI Training Course** The successful tenderer shall develop and deliver a comprehensive educational course that empowers students in web development. This course must: • introduce the intersection of web development and artificial intelligence, covering HTML, CSS, JavaScript, Bootstrap, and AI model integration using APIs. Ideal for beginners and intermediates to build intelligent web applications. **Class Structure** o 2 classes, total of 50 students o 18 hours per class, 9 lessons per class, 2 hours per lesson o 1 instructor and 1 assistant per class o Real-time, interactive & collaborative coding platform for teaching and learning. o All instructors and assistants should have STEM/coding qualification and related experience.	1	, .	, .	

St. Joseph's Anglo-Chinese School　　**聖若瑟英文中學**

| Address: | 46 New Clear Water Bay Road, Kowloon, Hong Kong | | 地址： | 九龍 新清水灣道 46 號 |
| Website: | www.sjacs.edu.hk | ☎： 3752-4500 | Fax: | 2325-2358 |

5.	**AI Maker x Microsoft AI-900 Certificate Training Course** The successful tenderer shall develop and deliver a comprehensive educational course that empowers students in AI. This course must: • provides a hands-on approach to understanding AI concepts, limitations, and ethical considerations. Students will learn how to apply AI technology and train AI models using Microsoft Azure Cognitive Services and Google Teachable Machine, preparing them for the Microsoft AI-900 certification exam. • provides interactive online platform empowers students to collaborate in groups and create innovative AI devices using blocks-coding. It seamlessly integrates captioned Microsoft and Google AI technology, Raspberry Pi (or WebApp), and sensors. The platform also includes quota management to ensure fair and efficient AI call usage. **Class Structure** o 2 classes, total of 50 students o 20 hours per class, 10 lessons per class, 2 hours per lesson o 1 instructor and 1 assistant per class o Real-time, interactive & collaborative coding platform for teaching and learning. o All instructors and assistants should obtain Microsoft AI-900 Certificate with coding / STEM teaching experience or relevant qualification. **Interactive Coding Learning Platform and Course Subscription** o 50 students **AI-900 Exam Voucher** o 50 students o Include passing guarantee	1	，　．	，　．	
6.	**Robotics x 3D Printing Training Course** The successful tenderer shall develop and deliver a comprehensive educational course that empowers students in robotics and 3D-printing. This course must: o Provides students the opportunity to engage in 3D modeling, physical prototyping using 3D printing, and robot programming. Students will develop problem-solving and design skills, and gain insights into 3D-printed anatomical artifacts. **Class structure** o 2 classes, total of 40 students o 8 hours per class, 4 lessons per class, 2 hours per lesson o 1 instructor and 1 assistant per class o Real-time, interactive & collaborative coding platform for teaching and learning. o All instructors and assistants should have STEM/coding qualification and related experience.	1	，　．	，　．	

	Hardware				

	High-speed 3D printer
	   o Max Extruder Speed: 600mm/s
	   o Max Acceleration 20000mm/s
	   o Printing Accuracy: XY: 0.0125 mm,
	   o Z: 0.0025 mm
	   o Levelling and Calibration: Full-auto one-click leveling
	   o Air Filter: Internal circulation + External circulation(HEPA + Activated carbon)
	   o 3D Printing Materials
	Robotics Set compatible with micro:bit (20 sets)
	   o Programmable with Makecode
	   o Include transportation fee				

7	**Hardware** Notebook computers (dedicated for training courses, item 1 to 6) Specification: - Windows 11 Home - AMD Ryzen 7 8845HS or above - 16GB DDR5 RAM or above - NVIDIA GeForce RTX 4060 with GDDR6 6GB dedicated VRAM or above - 1TB SSD or above - 2-year on-site warranty - Include transportation fee	34	, .	, .	
	Remarks • The service provider must be one of the <u>Microsoft in Education Global Training Partners</u>. • Priority will be given to a sounded academic level/background of the trainer team (e.g. PhD in Computer Science), having over three-year experience in providing training services for primary and secondary schools. • All the lessons listed above should use an interactive learning coding platform that • 1) integrates Microsoft MakeCode for creating AI Web Apps and micro:bit devices to enhance coding learning experiences and • 2) supports learning management features that can distribute notes to students, allow student work submission, receive AI feedbacks and use Q&As for student performance evaluation to enhance teaching and learning efficiency. • The on-site face-to-face lessons should have the contingency plan to switch to remote teaching lessons.				
References	Please list the names of the schools/ organizations to which the Supplier organization is currently providing service.	a) _____ b) _____			

St. Joseph's Anglo-Chinese School

聖若瑟英文中學

Address: 46 New Clear Water Bay Road, Kowloon, Hong Kong
Website: www.sjacs.edu.hk   ☎: 3752-4500

地址: 九龍 新清水灣道 46 號
Fax: 2325-2358

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.
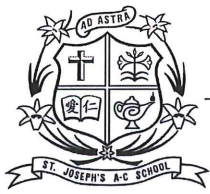
Company

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.: _____

承投
Invitation to Tender for: _____

截標日期及時間
Tender Submission Closing Date: _____

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: _____

公司印鑑
Company Chop