



Invitation to Written Quotation/Tender Letter
(Suppliers should be reminded **not** to identify their companies on the envelopes)

Date: 20 September 2022
School Ref. No.: T01-2022

By Registered Mail

Dear Sir/ Madam,

Invitation to Written Quotation / Tender

for the supply of SEN Occupational Therapy Service (from 20th October 2022 to 31st August 2023)

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 Occupational Therapy Service (from 20th October 2022 to 31st August 2023)”**

Tenderers **should not** identify themselves on the written quotation/tender envelope and a written quotation/tender bid will be disqualified if the bidder discloses its identity on the sealed written quotation/tender envelope. Tenderers are allowed to amend their written quotation/tenders after submission but before the written quotation/tender closing time, amendments should be submitted in the same manner as for submitting the written quotations/tenders.

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

3. Written quotation/tender submissions should arrive **not later than 8:00a.m. on 5 October 2022 (Wednesday)**. Late written quotations/tenders will not be accepted. In case of a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00a.m. and **1:00p.m.**, the written quotation/tender closing time will be extended to **1:00p.m.** on the next business day (i.e. except Saturday, Sunday and public holidays). **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 II 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 with reason to the above address or by fax (2325-2358) or by email to lcs@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’/ ‘itemised’** 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



Written Quotation/Tender Form for the Supply of

SEN Occupational Therapy Service (from 20th October 2022 to 31st August 2023)

Name of School: St. Joseph 's Anglo-Chinese School
Address of School: 46 New Clear Water Bay Road, Kowloon
School Ref. No.: T01-2022
Written Quotation/Tender Closing Date and Time: 8:00a.m., 5 October 2022 (Wednesday)

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation /tender schedule attached with delivery term quoted against the date of a firm order at the price or the prices quoted 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 stated above; 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 quotations/tenders remain open. The undersigned also warrants that his Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not his knowledge infringe any patents.

"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."

"The Company hereby declares and undertakes that we shall ensure that we have not submitted any written quotation/tender in this purchase together with companies or persons associated with us. If we have violated the said undertaking, we understand that all our or such written quotations/tenders submitted by us shall be treated as void and at the same time your school may put our Company and all the associated companies or persons in your blacklist."

PART II

Reconfirmation of Tender Validity

With reference to Part I of this written quotation/tender document, it is reconfirmed that the validity of written quotation/tender offered by this company remains open for 90 days from **5 October 2022 (Wednesday)**.

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.

Date this _____ day of _____ 2022

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.: _____



School Ref. No.: **T01-2022**

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

(Columns 4 and 5 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Quantity Required	(4) Unit Price (HK\$/hour)	(5) Total Amount (HK\$)
1.	Dedicate ONE Occupational Therapist to offer service <ul style="list-style-type: none">● Responsible for Form 1-6 school referred SEN students' cases.● Prepare necessary documents to professionals and authorities for referred SEN students.● To ensure stability and continuity, the occupational therapist should be the same person throughout the contract period.● Station at school for 3 hours, once per week.	1 person		
2.	Abide with the School Policies <ul style="list-style-type: none">● Cater for the learning diversity of SEN students.● Cultivate an inclusive school culture.● Offer professional advice in dealing with SEN students' cases.			
3.	Case Handling <ul style="list-style-type: none">● Prepare documents and conduct necessary assessments for the SEN cases.● Prepare necessary documents to EDB and HKEAA for SEN students.● Design and implement necessary training sessions for SEN students.			
4.	Support for teachers <ul style="list-style-type: none">● Offer advice to teachers if necessary● Provide professional advice to teachers on teaching SEN students, general counseling skill and identification of students with special needs.			
5.	Service hours offer to school <ul style="list-style-type: none">● Service hours may be adjusted by the School based on actual needs.			
6.	Qualification of the appointed Occupational Therapist <ul style="list-style-type: none">● Registered occupational therapist with relevant qualifications.● Undergo Sexual Conviction Record Check and provide the checking code to the School.● A curriculum vitae should be provided with experience in handling therapy cases of SEN students preferred.			
7.	References <p>Please list the names of the schools to which the tenderer organization is currently providing and previously provided occupational therapy services.</p>			
8.	Contract Effective Date <p>20th October, 2022 to 31st Aug, 2023</p>			



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

References	Please list the names of the schools/ organizations to which the tenderer organization is currently providing service.	a) _____ b) _____ c) _____
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We / I understand that if we/I fail to supply the stores as offered in our / my 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 Tenderer: _____

Name and Signature of Person authorized to sign Tender:

Name (in block letters): *Mr/Ms _____

Signature: _____

* Delete as appropriate



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 “lcs@sjacs.edu.hk” at your earliest convenience.

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

學校編號

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
- 未能於截標限期内遞交標書 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