



# St. Paul's Secondary School

VENTRIS ROAD, HAPPY VALLEY, H. K.

TEL: 2577 3836 / 7 FAX: 2882 4552

School Ref. No. **SPSS012AWP**

Date: 22 December 2011

Dear Sir,

INVITATION TO TENDER  
TENDER FOR THE SERVICE of  
**NSS Academic Writing Programme (Form 4)**

You are invited to tender for the undertaking services of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, in triplicate, should be clearly marked on the envelope:

**Tender for NSS Academic Writing Programme (Form 4)**

The envelope should be addressed to **18A, Ventris Road, Happy Valley, Hong Kong** and arrive not later than 12:00 noon on **13 January 2012**. Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender 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.

You are reminded that **you should not identify your company on the tender envelope** and that a tender bid will be disqualified if the bidder discloses its identity on the sealed tender envelope.

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, SMC/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.

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

Tenders will be accepted on an overall basis.

Yours faithfully,

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Ms. D. Wu  
Principal

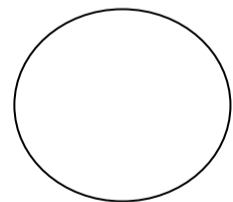
**Tender Schedule (to be completed in triplicate)**

(Column 3 to be completed by Tenderer)

(1) Item No.	(2) Description/Specification	(3) Total Amount (HK\$)
1.	<p><b>NSS Academic Writing Programme (Form 4)</b></p> <p>Target group:     Around 170 Form 4 students Contract Period:   February 2012 to April 2012 Venue:             SPSS Campus</p> <p><b>1. Purpose</b></p> <p>(i) In view of the HKDSE Humanities and Science subject exams, students are required to have with sound academic writing skills where basic essay writing skills students acquired in regular English lessons are not sufficient for formal assessments. Therefore, the NSS Academic Writing Programme aims to prepare students for the HKDSE Humanities and Science subject exams by equipping them with advanced academic writing skills specific to their academic subjects.</p> <p>(ii) For the sake of sustainability, teachers will be required to observe lessons, and receive training for professional development.</p> <p><b>2. Curriculum Design</b></p> <p><b>(a) <u>Academic Writing targeted for HKDSE (Form 4) students in:</u></b></p> <p>(i) Science subjects, e.g. Lab Reports, Field Study Reports, Discursive Essays, Research Papers, and</p> <p>(ii) Humanities subjects e.g. analytical, survey, fieldwork reports, argumentative, analytical Essays, setting of Questionnaires, research papers, proper citations,</p> <p>(iii) <u>At least 4 written assignments</u> for students during the course. The language aspect will be assessed by the NETs, while the subject content will be marked by our own teachers.</p> <p><b>(b) <u>At least one professional development workshop for the departments</u></b> (Humanities, and Sciences) concerned to raise the teachers' awareness for collaboration, and to strengthen students' academic writing skills.</p>	

	<p><b>Notes:</b></p> <p>(i) <u>Pre-lesson meetings</u> will be conducted prior to the drafting of the actual curriculum. Subject panels (Science and Humanities) will meet with the curriculum designer to discuss students' abilities and standards.</p> <p>(ii) <u>Students' written works will be provided as reference</u> for understanding students' standard of English to enable the designing of the most appropriate curriculum for students.</p> <p><b>3. Teacher Qualifications</b></p> <p>(i) All tutors should possess recognized teacher qualifications with relevant teaching experience in the HKDSE.</p> <p>(ii) Resume of tutors should be provided. Any tutor who has been convicted of a criminal offence in HK or elsewhere, or has been refused to be registered as a school manager or teacher, or has been refused to be issued a permit to teach, or has had his / her registration as a school manager or teacher or permit to teach cancelled, has to disclose the full circumstances of such matter. (Any conviction of criminal offence may not necessarily render the application unsuccessful.)</p> <p><b>4. Class size</b></p> <p>(i) Approx. 20 students in a class</p> <p>(ii) Subject teachers from the school will sit in to observe and co-teach the classes.</p> <p><b>5. Evaluation Criteria:</b></p> <p>Stage 1: Curriculum (60%)  Teacher Qualification (30%)</p> <p>Stage 2: Tuition Fees: (10%)</p>	
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We / I understand that if we/I fail to supply the services 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

Name of Tenderer: \_\_\_\_\_

Name and Signature of Person authorized to sign Tender:

Name (in block letters): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Tender Form for Service**

TENDER FORM FOR THE SERVICE OF **NSS Academic Writing Programme (Form 4)**

Name and Address of School: **St. Paul's Secondary School, 18A, Ventris Road,**  
**Happy Valley, Hong Kong**

School Ref. No.: **SPSS012AWP**

Tender Closing Date and Time: **13 January 2012, 12:00 noon**

**PART I**

The undersigned hereby offers to undertake the service as described in the 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 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; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain 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 TENDER VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 22 December 2011.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's 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, e.g. Director, Manager, Secretary, etc.).

Duly authorised to sign tenders for and on behalf of : -

\_\_\_\_\_

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

\_\_\_\_\_ Hong Kong.

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

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