



惠僑英文中學

WAI KIU COLLEGE

九龍深水埗石硤尾偉智街十七號

17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon, Hong Kong.

電郵地址(E-mail): wkc@wkc.edu.hk

電話: 852-2777 6289 傳真: 852-27767727

Tel: 852-2777 6289 Fax: 852-27767727

網址(Website): <http://www.wkc.edu.hk>

Ref. No.: WKCTD 23-24/03

**Invitation to Tender**

(Tenders should be reminded not to identify their company on envelopes)

Firm name : Date: 28-5-2024  
Address : By Registered Mail  
Tel :

Dear Sir/ Madam,

**INVITATION TO TENDER**

**Tender for the supply of Educational Psychological Service 2024-2025**

1. You are invited to tender for the supply and/or 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.
2. Your sealed tender, **in duplicate**, should be clearly marked on the envelope:  
Tender for the supply of **Educational Psychological Service**.  
The envelope should be addressed to **17 Wai Chi Street, Shek Kip Mei, KLN, HK.**, and forwarded to arrive not later than **12:00 noon** on **28-6-2024**. Late Tender will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your 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 tender form is completed, the tender will not be considered.
3. If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender forms with reason to the above address at your earlier convenience.
4. Tenders will be accepted on an \* 'overall' / 'group' / 'itemized' basis.
5. If you have any query, please contact the person-in-charge **Mr Wong Kwong-chun** or **Miss Hui Ho-lam** at 2777 6289.

Yours faithfully,



CHENG Che-yin M.H.  
Principal

## Written Quotation/Tender Form

WRITTEN QUOTATION/TENDER FORM FOR THE SUPPLY OF Educational Psychologist  
service

Name and Address of School: Wai Kiu College, 17 Wai Chi Street, Shek Kip Mei, Sham Shui Po,  
Kowloon

School Ref. No. (to be completed by school): WKCTD 23-24/03

Written Quotation/Tender Closing Date and Time (to be completed by school): 28<sup>th</sup> June, 2024 at  
12 noon

### 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 quotations/tenders remain open. The undersigned also warrants that the company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which the company offers to undertake will not cause any damage to the school's premises.

### 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 **28<sup>th</sup> June, 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 II

PREVENTION OF BRIBERY ORDINANCE AND DECLARATION OF INTERESTS

Prevention of Bribery Ordinance:

1. According to the Prevention of Bribery Ordinance, it is illegal for school staff to accept advantage from suppliers and contractors, or for suppliers and contractors to provide advantage for school staff during the procurement process.
2. If the above illegal acts are committed by school staff, either the suppliers or contractors or both, the respective tender bids will not be considered, and even if appointed, any contracts signed will be declared void.

Declaration of Interests Form:

Do you have any personal or business interests (Note 1) with anyone or any entity in this school?

Yes / No

If yes, please provide details: \_\_\_\_\_

Do any of your family members or relatives (Note 2) hold any positions in this school?

Yes / No

If yes, please provide names and relationships: \_\_\_\_\_

Note 1: Personal interests include your involvement in operating/contracting various services with the school.

Note 2: Your family members or relatives include:

- i) your spouse;
- ii) your parents;
- iii) your spouse's parents;
- iv) your siblings and their spouses;

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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:

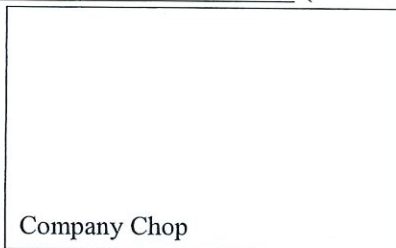
- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; .
- (b) the continued engagement of this company or the continued 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: \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

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

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

Title: \_\_\_\_\_ (state official position e.g. Director, Manager, Secretary)



Duly authorised to sign written quotations/tenders for and on behalf of :

\_\_\_\_\_

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

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

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

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

PART IV

TENDER SCHEDULE TO BE COMPLETED (IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by Tender)

(1) Item No.	(2) Description/ Specification	(3) Quantity Required	(4) Unit (Hourly) Rate (HK\$)	(5) Total Amount (HK\$)	(6) Remarks
1	<p><b>a) Qualifications:</b></p> <p>i) Educational Psychologist I (EP I)</p> <p>ii) Obtained full membership of the division of Educational Psychology of the Hong Kong Psychological Society.</p> <p>iii) At least 5 years of full-time Educational Psychologist experience, serving local primary and secondary schools.</p> <p><b>b) Services to be provided within the contract period:</b></p> <ul style="list-style-type: none"> <li>● To students:           <ul style="list-style-type: none"> <li>i) To conduct psycho-educational assessments</li> <li>ii) To provide counseling and guidance service and provide brief written summary of each student concerned within one week after each school visit.</li> <li>iii) To conduct one training programme/ workshop on learning skills, executive skills, organization and social skills for students with special educational needs (SEN)</li> </ul> </li> </ul>	1			

<p>1 (cont.)</p>	<ul style="list-style-type: none"> <li>iv) To design, write and implement Individual Education Plan (IEP) for SEN students</li> <li>v) To support in the intervention for students with learning, emotional and behavioral difficulties</li> <li>● To teachers and staff: <ul style="list-style-type: none"> <li>i) To conduct one staff training programme to equip teachers and staff with the knowledge and skills to meet the needs of the students</li> <li>ii) To assist school personnel in devising measures to support SEN students</li> <li>iii) To conduct meetings with school personnel for annual work plan, mid-year review and end-of-year review.</li> <li>iii) To assist subject panels in the planning, benchmarking, coordination, monitoring and development of supporting services for SEN students</li> <li>iv) To support the school in managing crises and critical incidents</li> <li>v) To perform other relevant duties as required by the school</li> </ul> </li> </ul>				
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	<ul style="list-style-type: none"> <li>● To parents: <ul style="list-style-type: none"> <li>i) To conduct one parent training programme in collaboration with the school</li> <li>ii) To provide regular evaluation reports on the services provided</li> </ul> </li> <li>● Other requirement(s): <ul style="list-style-type: none"> <li>i) Services may be conducted in English when necessary.</li> <li>ii) To attend a pre-contract meeting (through telephone or video conference) during July or August before the commencement of academic year to discuss issues related to the services provided during the contract period, for example, but not limited to the dates of the schedules and dates of key activities.</li> </ul> </li> </ul>				
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Time, date and number of sessions of the above services rendered:

Contract period: 1<sup>st</sup> September, 2024 – 31<sup>st</sup> August, 2025

Number of days of services to be provided: 19 full days

(Exact dates are to be discussed and confirmed between the service provider and the school.)

Time: 0830-1630, 8 hours with one-hour lunch break, for normal school days, while some duties may need to be performed on Saturdays, Sundays or during the evenings if necessary.

Total :

HK\$

