

Tender Form For Service

TENDER FORM FOR THE SERVICE OF **English Language Teaching Assistant (ELTA)**

Name and Address of School **Ma Tau Chung Government Primary School at 1 Fuk Cheung Street, Tokwawan, Kowloon**

School Ref. No. EDB MTC/3-5/8/17 Pt.III

Tender Closing Date and Time **16th June 2026 not later than 3:00 p.m.**

PART I

The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified there in 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 services 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 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 services which his Company offers to supply will not to his knowledge infringe any patents.

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 **16th June 2026**.

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 _____.

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. _____

Provision of the Service of English Language Teaching Assistant(ELTA) for Ma Tau Chung Government Primary School.

This Invitation to Tender is covered by the Agreement on Government Procurement of the World Trade Organization.

1. TENDER DOCUMENTS

1.1 These tender documents comprise the followings: (collectively “Tender Documents”):

- 1.1.1 Part I Notes for Tenderers
- 1.1.2 Part II Interpretation
- 1.1.3 Part III Terms of Tender
- 1.1.4 Part IV Essential Requirements of the Tenderer and ELTA
- 1.1.5 Part V Project Specifications
- 1.1.6 Part VI Offer to be Bound
- 1.1.7 Part VII Meeting the Essential Requirements
- 1.1.8 Part VIII Quotation
- 1.1.9 Part IX No Offer Reply Slip

2. LODGING OF TENDER

2.1 Manner of Submission

- 2.1.1 A properly completed Tender for **The Provision of the Service of English Language Teaching Assistant(ELTA)** should be addressed to **Ma Tau Chung Government Primary School at 1 Fuk Cheung Street, Tokwawan, Kowloon** and forwarded to arrive not later than **3:00 p.m. on 16th June 2026.**

2.2 Late Tenders

- 2.2.1 A late Tender or a Tender not submitted in accordance with Clause 2.1, will not be considered further.

3. MODIFICATION OF TENDER

- 3.1 Before the Tender Closing Date, a Tenderer who has lodged a Tender may modify its Tender as considered necessary.
- 3.2 Any modification to the submitted Tender considered necessary by the Tenderer shall be the subject of a separate letter accompanying the Tender. Figures shall not be altered or erased; any modification shall be effected by striking the incorrect figures and inserting the correct

figures in ink above the original figures. All such amendments shall be initialed by the Tenderer in ink.

4. TENDER CLOSING TIME IN CASE OF TROPICAL CYCLONE / RAINSTORM

4.1 In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or a Black Rainstorm Warning Signal is in force for any duration between 9:00 a.m. and 3:00 p.m. on the Tender Closing Date, the tender closing time will be extended to 3:00 p.m. on the next working day.

5. SUPPLEMENTARY INFORMATION/TENDER ADDENDA

5.1 All supplementary information or tender addenda to this Invitation to Tender will be provided in writing by Ma Tau Chung Government Primary School and forwarded to all prospective Tenderers who have registered with the school when obtaining a copy of the Tender Documents.

6. TENDERERS' ENQUIRIES

6.1 For any enquiries concerning these Tender Documents, Tenderer may contact Ms Leung Wai-mui at 27115548, no later than 3 working days prior to the Tender Closing Date.

6.2 After lodging a Tender with the school, the Tenderer shall not attempt to initiate any further contact, whether direct or indirect, with the school on its Tender or the Tender Documents. The school shall have the sole right to initiate any such further contact and all such contacts and any replies of the Tenderer thereof shall be in writing or formally documented in writing.

PART II INTERPRETATION

Provision of the Service of English Language Teaching Assistant for Ma Tau Chung Government Primary School.

1. Interpretation

1.1 In the Tender Documents and the Contract (as defined below), unless the context otherwise requires, the following expressions have the following meanings:

“Contract”	<p>means the contract made between Ma Tau Chung Government Primary School and the Contractor for the provision of the Services comprising the following:</p> <ul style="list-style-type: none">(a) Part II – “Interpretation”;(b) Part III – “Terms of Tender”;(c) Part IV – “Essential Requirements of the Tenderer and ELTA(d) Part V – “Project Specifications”;and(e) all other schedules, plans, drawings and other documents which form part of the Contractor’s tender or are incorporated by reference herein or in any of the above documents but excluding all provisions in the Contractor’s tender which are to be ignored or excluded pursuant to the Conditions of Tender or other provisions of the Tender Documents (notwithstanding that any such provisions can be found in the copy of any of the aforesaid documents), (copy of each of the above, except those which are incorporated by reference as mentioned in (f) above, is annexed to the executed copy of the Articles of Agreement for identification purposes, and each of the above documents shall be referred to in the Contract by its Part number or its title appearing in quotation marks above.) <p>References to “the Contract” or “this Contract” refer to the one and the same Contract as defined above.</p>
“Contract Date”	means the date of the Articles of Agreement.
“Contract Period”	means the duration of the Contract being the period specified in Clause 2 of Part IV
“Contractor”	means the Tenderer whose proposals, offer and tender have been accepted by the Government and is named in the Articles of Agreement.
“Contractor Representative”	means any person duly authorised by the Contractor to act as its representative for and on its behalf for the purposes of this Contract.

“Deliverables”	means all tangible and intangible subject matters delivered or otherwise provided, as the case may be, including Project Documentation, source codes, compilations of data, software, configurations, designs, circuit diagrams, specifications, drawings, reports, plans, models, documents and other materials designed, developed and/or supplied by the Contractor to the Government pursuant to this Contract (including all drafts of any of the aforementioned items).
“Government”	means the Government of the Hong Kong Special Administrative Region of the People’s Republic of China.
“Government Representative”	means: (a) The Director of Administration; (b) any officer of the Government authorised to act by the Director of Administration for the purposes of the Contract; and (c) any other officer authorised by the officer referred to in (b) for the purposes of the Contract.
“Intellectual Property Rights”	means patents, trade marks, service marks, trade names, design rights, copyright, domain names, database rights, rights in know-how, new inventions, designs or processes, and other intellectual property rights, in each case whether now known or created in future, regardless of Whatever nature and wherever arising, and whether registered or unregistered, and including applications for the grant of any such rights.
“Invitation to Tender”	means the invitation to tender for the Contract issued by Ma Tau Chung Government Primary School on and subject to the terms and conditions set out in the Tender Documents.
“School”	means Ma Tau Chung Government Primary School

PART III	TERMS OF TENDER
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1. Invitation to Tender

- 1.1 Unless otherwise specified in the Tender Form, Tenders are invited for the provision of all of the Services subject to and in accordance with the Tender Document throughout the Contract Period. The Services may or may not include the Transition Service at the option of the School.
- 1.2 A Tender for the execution of part of the Services will not be considered further. The School reserves the right to accept all or any part of the proposed services from a Tenderer.
- 1.3 A Tenderer should read the Tender Documents carefully prior to submitting a Tender and ensure that it understands all requirements of the Tender Documents.
- 1.4 A Tenderer should obtain such independent advice from its own advisers as it considers appropriate.
- 1.5 A Tenderer should check the numbers of pages of the Tender Documents. If it finds any missing or indistinct pages, it should inform the person-in-charge of the School immediately so that the same can be rectified.
- 1.6 A Tenderer will be regarded to be thoroughly conversant with all aspects of the Tender Document (including the Contract) and in general to have obtained all necessary information of any circumstances which may influence or affect its Tender or its performance of the Contract. The Government does not assume any liability in respect of any errors or mistakes made by a Tenderer or any neglect or failure of the Tenderer to obtain any information or clarification relating to the provision of the Services to the Government in accordance with the Contract.
- 1.7 No error, mistake, neglect or failure by a Tenderer shall affect any provision of the Tender Document (including the Contract) or relieve the Tenderer from any of its obligations or liabilities under the Tender Document (including the Contract). For the avoidance of doubt, a successful Tenderer shall not be entitled to any additional payment, compensation or allowance by reason of any such error, mistake, neglect or failure. If a Tenderer is awarded the Contract, it shall not be excused from any liability under the Contract as a consequence of any misinterpretation by it of any matter or fact relating to the Tender Document or the Contract.
- 1.8 By submitting a Tender, a Tenderer will be regarded to have agreed to all terms and conditions set out in the Tender Document.

2. Tender Preparation and Submission

- 2.1 Save in accordance with the terms of the Tender Document, a Tenderer must not alter any provision of the Tender Document.

2.2 A Tender must be completed in either English or Chinese and in accordance with other requirements of the Tender Document. The Government will not consider a Tender that is completed in any other language.

2.3 A Tenderer shall submit, in the following manner, its completed Tender together with all information and documents required under the Tender Document or relevant to its Tender in accordance with the terms of the Tender Document. A Tender not so submitted (for example, a Tender submitted by e-mail or facsimile) will not be considered.

2.4 Submission of Tender

2.4.1 Manner of Submission

The Tender shall be completed in ink or typescript and submitted in duplicate. Envelope shall be sealed and shall not bear any identification of the Tenderer. The tender should be put in a sealed plain envelope and marked "Provision of the Service of English Language Teaching Assistant".

2.5 The School may not consider a Tender if:

2.5.1 false, inaccurate or incorrect information is given in the Tender; or

2.5.2 complete proposals, quotations and information (including descriptive literature, catalogues and any other document required under any provision of the Tender Documents) have not been given with the Tender.

2.6 When completing the Tender (including the Offer to be Bound), the Tenderer shall ensure that the name of the Tenderer is the same as the name shown in:

2.6.1 if the Tenderer is a company incorporated in Hong Kong:

(a) the Certificate of Incorporation of the Tenderer; or

(b) if there is a change of name of the Tenderer since the date of its Certificate of Incorporation, the latest Certificate of Change of Name of the Tenderer; or

(c) the current business registration certificate.

2.6.2 if the Tenderer is a sole proprietorship or a partnership, the current business registration certificate of the Tenderer.

2.7 Tender Closing Date

2.7.1 A Tender must be deposited in the tender box not later than 3:00 p.m. on **16th June 2026**.

A Tender deposited in the tender box specified at or after the Tender Closing Date will not be considered.

2.7.2 In case Tropical Cyclone Warning Signal No. 8 or above is hoisted or a Black Rainstorm Warning Signal is in force for any duration between 0900 and 1500 hours on the date and time specified in the "LODGING OF TENDER" section of the Tender Form, the latest date and time before which Tenders are to be deposited at the tender box referred to clause 2.7.1 will be extended to 3:00 p.m. on the following working day.

2.8 All documents to be submitted by a Tenderer shall either be originals or certified true copies of the documents. If a Tenderer fails to comply with this requirement, its Tender may not be further considered.

3. Accuracy of Tender Prices

- 3.1 Unless otherwise provided for in the Tender Document, a Tenderer shall quote all the prices requested for in the Tender Document in Hong Kong Dollars. Such prices shall be net prices allowing for all trade and cash discounts. The prices shall cover all expenses incidental to the due and proper performance of the Contract by the Contractor.
- 3.2 Prices quoted by a Tenderer shall only be shown in the Price Schedule.
- 3.3 A Tenderer must quote fixed prices. A Tender with any price variation clause, including one based on foreign exchange market fluctuation, will not be considered further.
- 3.4 A Tenderer should make sure that all prices quoted in its Tender are accurate before it submits the Tender. The Tenderer shall be bound by the Tender prices quoted in its Tender if the Tender is accepted by the Government. Under no circumstances will the Government be obliged to accept any request for price adjustment on any ground (including any mistake made in prices quoted).
- 3.5 Without prejudice to the generality of the Terms of Tender, the Government may require a Tenderer who in the opinion of the Government has submitted an unreasonably low price to justify and demonstrate that such a Tenderer is capable of carrying out and completing the Contract. The Government may reject the Tender if the Tenderer fails to so justify and demonstrate to the Government's satisfaction.

4. Essential Requirements

Tenderers must comply with all the essential requirements set out in this Clause. Failure to comply with ANY of such essential requirements will invalidate the Tender and the Tender will not be considered further.

4.1 The Tenderer must submit:

4.1.1 Tenderer's Background and Experience;

4.1.2 Price for the Service

4.1.3 Statement of Compliance in which a Tenderer has confirmed that it shall comply with all the requirements, terms, conditions and other matters stipulated in the Project Specifications.

4.2 The Tenderer must assign an English Language Teaching Assistant with at least three-year-experienced in teaching reading in a normal classroom setting at school.

5. Request for Information

5.1 In the event that the School determines that:

(a) clarification in relation to any Tender is necessary; or

(b) a document or a piece of information other than the document or information is missing from any Tender, it may, but is not obliged to, request the Tenderer concerned to make the necessary clarification, or submit the required document or information. The Tenderer concerned shall thereafter **within seven (7) working days** or such other period as specified in the request submit such clarification, information or document in the form required by the Government. **A Tender will not be considered further if complete information or**

document is not provided as required by the deadline as specified in the request, or in the case of clarification, such clarification is not provided by such deadline or is not acceptable to the School. Without prejudice to the foregoing, any excess proposal or information supplied by a Tenderer which goes beyond what has been requested by the School will be ignored or will entitle (but not oblige) the School to disqualify the Tenderer concerned. As an alternative to seeking clarification or further information or document, the School may not consider the Tender further or may proceed to evaluate the Tender on an “as is” basis.

6. Cancellation of Tender

Without prejudice to the Government’s right to cancel the tender at its absolute discretion or for public interest reasons, where there are changes of requirement after the Tender Closing Time for operational or whatever reasons, the Government is not bound to accept any conforming tender and reserves the right to cancel the tender.

7. Tender Evaluation

Without prejudice to other rights and powers of the Government to disqualify a Tenderer under other applicable provisions in the Tender Documents, Tenders will be checked for their completeness and assessed in accordance with the information provided. Quotations will be evaluated by two stages:

- 7.1 In stage 1, quotations will be assessed if they comply with all the essential requirements set out in Part VII. Quotations that fail to comply with all the requirements set out in Part VII will be disqualified and will not be considered further.
- 7.2 In stage 2, quotations will be assessed on their monthly amount specified in Part VIII.

8. Negotiations

The Government reserves the right to negotiate with any Tenderer on the Tenderer’s Tender and terms and conditions of the Contract.

9. Formation of Contract

- 9.1 Unless and until the Articles of Agreement have been executed by both the successful Tenderer and the School, there is to be no contract between the School and any Tenderer.
- 9.2 The successful Tenderer will be notified within the Tender Validity Period.
- 9.3 Tenderers who do not receive any notification within the Tender Validity Period should assume that their Tenders have not been accepted.

10. New information

A Tenderer should inform the Government in writing immediately of any factor which might affect its ability to meet any requirements of the Tender Document. The Government reserves the right not to consider a Tenderer’s Tender further if the Tenderer’s continued ability to meet such requirements is in doubt.

11. Contractors' Performance Monitoring

If a Tenderer is awarded the Contract, its subsequent performance will be monitored and may be taken into account when its future offers for other tenders / quotations exercises are evaluated.

12. Personal Data Provided

All personal data provided in a Tender will be used by the Government for the purposes of the Invitation to Tender and all other purposes arising from or incidental to it (including for the purposes of Tender evaluation, the award of the Contract and resolution of any dispute arising from this Invitation to Tender). If the Tender is a successful Tender, the purposes shall be extended to include Contract enforcement and management, and resolution of dispute arising from the Contract. The Government may further disclose the personal data to such persons as it considers necessary for achieving all or any of the aforesaid purposes.

13. Documents of Unsuccessful Tenderers

- 13.1 The Government may destroy all documents submitted by unsuccessful Tenderers three (3) months after the Contract has been awarded and the Articles of Agreement signed.
- 13.2 No claim shall be initiated by any unsuccessful Tenderer against the School arising from this Invitation to Tender three (3) years after the date of the Articles of Agreement.

14. Policy of Insurance, Liability for Damages and Compensation

- 14.1 The Contractor shall at its own cost effect and maintain with an insurance company a policy of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor in connection with the performance or attempted performance of its obligations under the Contract, including death, personal injury, loss of or damage to property or any other loss. Such policy shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor. Such insurance shall be maintained at least throughout the Contract Period.
- 14.2 Without prejudice to Clause 14.1, the Contractor shall effect and maintain employer's liability insurance in respect of all its employees and other staff in accordance with all applicable legal requirements.
- 14.3 The Contractor shall deliver to the School copies of all insurance policies referred to in the Contract together with receipts or other evidence of payment of the latest premium due under the policies.
- 14.4 If the Contractor fails to give effect to or maintain any insurance required under the Contract, the School may make such alternative arrangements as it considers appropriate to protect its interests and may deduct the amounts it expends on putting such alternative arrangements in place and maintaining such arrangements from any monies due or which may become due to the Contractor or recover the same as a debt due from the Contractor.
- 14.5 No provision in any insurance and no amount of insurance covered shall relieve the Contractor of any liability under the Contract. It is the responsibility of the Contractor to

determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability under the Contract.

15. No Warranty on the Part of the Government

- 15.1 The School gives no warranty, representation or undertaking that (a) any information, statistics and forecast provided in the Tender Documents or in the Contract are sufficient, accurate, complete, suitable or timely for any purpose whatsoever; or (b) there will be any purchase of any equipment, hardware, software, program or service from the Contractor which are specified in the Contract to be provided upon request or demand.
- 15.2 To the maximum extent permitted by laws, the School does not accept any liability or responsibility for (a) any claim, legal proceeding, liability, loss (*including* any direct or indirect loss, any loss of revenue, profit, business, contract or anticipated saving), (b) damage (*including* any direct, special, indirect or consequential damage of whatsoever nature), or (c) any cost or expense, suffered or incurred by the Contractor arising from the use of, or reliance on, any information, statistics or forecast provided in the Contract or in the Tender Documents, or otherwise that the Charge payable to the Contractor under the Contract does not recoup the investment cost of the Contractor by any margin or has not met the expectation or projection of the Contractor.
- 15.3 The Contractor acknowledges to the School that it has not relied on or been induced to enter into the Contract by any representation, warranty, forecast, estimate, or projection given by the School or any of its officers, employees, agents or advisers.
- 15.4 The Contractor shall not in any way be relieved from any obligation under the Contract nor shall it be entitled to claim against the Government on grounds that any information, whether obtained from the Government or otherwise (*including* information made available by the Government), is incorrect or insufficient and shall make its own enquiries and seek independent advice as to the accuracy and adequacy of all such information.

16. Termination of the Contract

- 16.1 Without prejudice to other rights and claims of the School under the Contract or at law, the School shall be entitled to terminate the Contract by giving the Contractor seven (7) days' prior written notice of such termination if:
- 16.1.1 the Contractor persistently or flagrantly fails to carry out the whole or any part of the Services punctually or in accordance with the terms and conditions of the Contract;
or
- 16.1.2 the Contractor is in breach of any term or condition of this Contract which is not capable of remedy, or in the case of a breach capable of remedy, the Contractor has not remedied the breach to the satisfaction of the School within seven (7) days (or such longer period as the School may, in its sole discretion, allow) of receipt of notice to remedy from the School. Breaches shall, for the avoidance of doubt, include the Contractor's failure to perform its obligations in relation to the Transition Service;
or
- 16.1.3 any of the warranties, representations or undertakings made or deemed to have been made by the Contractor to the School in the Contract or in its tender for the Contract or otherwise during the continuance of the Contract is untrue or incomplete or

inaccurate; or

16.1.4 a petition is presented or a proceeding is commenced or an order is made or an effective resolution is passed for the winding-up, insolvency, bankruptcy, administration, reorganization, reconstruction, or dissolution of the Contractor otherwise than for the purpose of a solvent reconstruction or amalgamation previously approved by the Government in writing, or the Contractor makes any composition or arrangement with creditors; or a receiver, administrator, trustee or similar officer has been appointed in respect of the Contractor or all or any part of its business or assets; or

16.1.5 the Contractor abandons the Contract in part or in whole; or

16.1.6 the Contractor assigns or transfers or purports to assign or transfer all or any part of the Contract or all or any of its rights or obligations thereunder without the prior written consent of the Government; or

16.1.7 without prejudice to the generality of the foregoing grounds for termination, if any event or circumstance occurs which enables the School to terminate the Contract under any one of the following provisions: Probity, Force Majeure and Illegal Workers.

16.2 Notwithstanding anything herein to the contrary, the Government may at any time and from time to time during the Contract Period, at its option and without cause, suspend or terminate the Contract by giving the Contractor three (3) month's written notice of such suspension or termination. In the case of suspension, the written notice shall specify the period of the suspension.

16.3 Notwithstanding anything herein to the contrary, the Government may at any time during the continuance of the Contract, and by not less than three (3) month's prior written notice to the Contractor, make such changes (whether addition or reduction) as the School deems appropriate to the scope of the Services to be carried out. The cost of such changes (if any) shall be deduced wherever applicable.

16.4 Instead of terminating the whole of the Contract, upon occurrence of any of the events specified in Clause 16.1, the School may elect to partially terminate the Contract in relation to such part of the Services as the Government may specify in a seven (7) days' notice of partial termination.

17. Sale of Goods (United Nations Convention) Ordinance

The provisions of the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Invitation to Quotation and a Quotation submitted by a Service Provider in response to this Invitation to Quotation.

18. National Security Law

18.1 Notwithstanding anything to the contrary in the Quotation Documents, the Government reserves the right to disqualify a Service Provider on the grounds that the Service Provider 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.

- 18.2 The Government may immediately terminate the Contract upon the occurrence of any of the following events:
- 18.2.1 the Contractor has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - 18.2.2 the continued engagement of the Contractor or the continued performance of the Contract is contrary to the interest of national security; or
 - 18.2.3 the Government reasonably apprehends that any of the events mentioned above is about to occur.

19. Mediation Clause

- 19.1 The Parties shall first refer any dispute or difference arising out of or in connection with the Contract to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time.
- 19.2 If the said dispute or difference is not settled by mediation according to [paragraph (1) above], a Party may institute litigation in respect of the said dispute or difference. The Parties agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.

PART IV ESSENTIAL REQUIREMENTS OF THE TENDERER AND ELTA

A tender will be checked to ensure its compliance with all essential requirements as detailed below. **A Tender which fails to meet any of such essential requirements will not be considered further.**

Essential Requirements							
<p>1. Organization:</p> <p>2. Contract Period:</p> <p>3. No. of Working Days:</p> <p>4. Payment Timetable:</p>	<p>Ma Tau Chung Government Primary School</p> <p>From 24th August 2026 to 23rd June, 2027 (10 months) (During exam weeks or special school events, lessons may be suspended as required by the school. Any suspended lessons shall be made up within <u>an extended service period</u> mutually agreed by both parties, between 24th June 2027 to 9th July 2027, which shall be deemed part of the contract.)</p> <p>5 days/week (Mondays to Fridays: 7:40 a.m. – 1:00 p.m.)</p> <p>Subject to the other provisions of the Contract, The Contract Price shall be paid to the Contractor by instalments in accordance with the following schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="text-align: center;">Payment Date</th> </tr> </thead> <tbody> <tr> <td>Interim Payment</td> <td>February 2027 – Upon completion of the Contract till 31 January, 2027</td> </tr> <tr> <td>Final Payment</td> <td>July 2027 – Upon total completion of the Contract</td> </tr> </tbody> </table>		Payment Date	Interim Payment	February 2027 – Upon completion of the Contract till 31 January, 2027	Final Payment	July 2027 – Upon total completion of the Contract
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Interim Payment	February 2027 – Upon completion of the Contract till 31 January, 2027						
Final Payment	July 2027 – Upon total completion of the Contract						
<p>5. Remarks:</p>	<p>In the event that the duration of work is less than one month, the salary of that month shall be calculated on a pro-rata basis illustrated as follows: Pro-rata monthly salary =</p> $\text{Monthly Salary} \times \frac{\text{Number of working days in that month}}{\text{Total number of calendar days in that month}}$						

The Tenderer SHOULD:

1. provide a verified copy of the current business registration certificate;
2. bear responsibility for the ELTA’s salary, insurance, work visa as well as relevant MPF commitments.
3. NOT use or disclose for any unauthorized purpose, any trade secret or confidential information concerning the School (including but without limitation to information concerning the students of the School), except for an item of the confidential information of the School which becomes publicly known other than through the default of the tenderer.
4. be able to provided at least three CVs of the eligible Native English Language Teaching Assistants, **AND** arrange them for interview at school within 5 working days after the successful tenderer is notified.
5. provide a sample of KS2 tailored-made school-based RaC (i.e. Reading Across Curriculum) module which suit the needs of our school, samples of scheme of work, tasks or activity sheets are expected.

The English Language Teaching Assistant SHOULD:

1. be a native speaker and has a working permit to work in Hong Kong;
2. have **a minimum of three years' relevant experience** in teaching English as a second language in local primary schools, with demonstrated experience in planning, adapting, and implementing school-based English curricula. School references and evidence of effective teaching performance are required.
3. provide school with the Sexual Conviction Record Check Result with no sexual conviction record;
4. be with relevant teacher's training such as TESOL/TEFL or CELTA as a qualified teacher of English as second language, as well as appropriate pastoral care;

PART V PROJECT SPECIFICATIONS

1. Terms and Conditions

To ensure quality of the service provided, the service provider SHOULD meet the following requirements in the delivery of the service –

1.1 The Service Provider SHOULD:

- 1.1.1 assign ONE English Language Teaching Assistant (hereinafter called “ELTA”) to teach the Courses.
- 1.1.2 provide a clear school-based RaC plan and the scheme of work which is tailored for our school in order to suit the different educational needs of our students, examples of tasks, course outline or activity sheets are expected;
- 1.1.3 meet and discuss with the school regularly during the specified school hours to check the progress of the Course or other issues. The tenderer should always inform and involve the school if there has to be significant changes in the curriculum.
- 1.1.4 provide a clear school-based English curricular plan and the scheme of work which is tailored for our school in order to suit the different educational needs of our students, examples of tasks, course outline or activity sheets are expected;
- 1.1.5 keep a clear and complete record of activities and materials used in delivering the service and produce it for inspection by the school/Education Bureau upon request;
- 1.1.6 allow representatives of the Education Bureau to perform observation/inspection on the delivery of the service, if so required and necessary;
- 1.1.7 ensure that the ELTA has obtained the working permit to work in Hong Kong;
- 1.1.8 be responsible for the insurance arrangement for his staff and for public liabilities arising from accidents and personal injuries to staff;
- 1.1.9 closely monitor the performance of the ELTA at school and should always keep a close contact with school;
- 1.1.10 inform the School as soon as possible and arrange a substitute teacher if the ELTA is sick and cannot report duty on a certain day.
- 1.1.11 provide a substitute teacher once the ELTA is absent for school.

1.1 The ELTA SHOULD:

- 1.2.1 report duty to the School at 7:40 a.m. and finish at 1:00 p.m. on school days. During special days like exam periods, staff meetings etc, the ELTA have to be stationed at school, preparing materials for teaching.

- 1.2.2 observe and follow the dress codes and other rules and regulations for teachers of the school.
- 1.2.3 have a literacy period with each class of **P.3-6 weekly (i.e. 20 lessons/week)** with reference to the school-based English RaC (Reading across curriculum) programmer. He/She is responsible to prepare detailed lesson plans with reference to the modules developed by the school and co-teach with the subject teachers.
- 1.2.4 **In the literacy lessons**, the ELTA should:
- 1.2.4.1 introduce a variety of themes and text types, including information texts, to further develop students' reading skills and engage them in meaningful interactions with a wide range of print and non-print resources in English for independent reading.
- 1.2.4.2 specifically introduce different reading strategies, text formats, features and purposes to provide meaning inputs for the writing tasks;
- 1.2.4.3 enhance grammar learning by providing a wide range of materials and activities in which students have to apply what they have learnt in context, and reduce the use of mechanical grammar drills.
- 1.2.4.4 identify reading materials in both printed and non-printed forms with suitable entry points (e.g. theme, text types, language features and vocabulary) for connecting students' learning experiences in different key learning areas (KLAS);
- 1.2.4.5 support students to finish tasks in the school-based RaC modules that reinforce students' ability to integrate the knowledge, skills and learning experiences gained in different KLAs;
- 1.2.4.6 provide opportunities for students to communicate and express their own ideas and opinions in different forms for a variety of purposes and audience. Students are encouraged to jot notes and prepare for the lessons whenever appropriate for jigsaw learning;
- 1.2.4.7 collaborate with teachers of other KLAs to develop learning activities that provide students with opportunities to consolidate the knowledge and skills acquired across KLAs.
- 1.2.4.8 have at least a period of co-planning meetings with the subject teachers in alternate week. Details of teaching procedures or teaching materials used for teaching different genres will be discussed in the co-planning meetings as scheduled within the timetable or after school. Evaluation and feedback from different levels will be collected monthly in panel meetings.

1.2.5 **To create a language-rich environment**, an ELTA should

1.2.5.1 run English language activities at recess and lunchtime(if any) in order to arouse students' interests in learning and to enhance their language skills.

1.2.5.2 organize and conduct activities related to English teaching and learning such as plays, school-based English camps, English language games, story-telling activities, songs and dance, verse speaking and extensive reading activities

1.2.5.3 prepare students for the speech festival (solo verse speaking and prose reading);

1.2.5.4 help train a team of English Ambassadors

1.2.6 **Other non-teaching duties**, the ELTA SHOULD

1.2.6.1 be on duty before school or during recess. Meet the students and parents initiatively and know their interest and needs;

1.2.6.2 act as an advisor on language teaching and learning for the principal and teachers in the school;

1.2.6.3 act as an English consultant to help teachers solve problems concerning the language matters;

1.2.6.4 introduce western culture and conduct related activities, e.g. BTV one minute talk, Halloween activities; P.6 interview skills and Christmas Activities

1.2.6.5 assist in all school functions on the working days related to English learning and teaching, and occasionally at the weekends.

School authority reserves the right to request the service provider to terminate the appointment of the assigned ELTA in our school if he/she fails to perform the duties as expected. Once if it happens, qualified substitute teacher should be provided by the service provider to take up all the duties until the end of the contract.

PART VI OFFER TO BE BOUND

1. Reference is made to the Invitation to Tender issued by Ma Tau Chung Government Primary School. All capitalized terms used herein have the meanings ascribed to them in the Tender documents published by the Government in connection with such Invitation to Tender (“Tender Documents”).

2. In response to this Invitation to Tender, we, the Tenderer named below, hereby offer our tender to provide the Services on and subject to the terms and conditions set out in the Contract.

3. We hereby warrant that all information given in or attached to our tender is true, complete and correct.

4. We, as the Tenderer, have read and fully understood the Tender Documents, and in consideration of Ma Tau Chung Government Primary School agreeing to assess our tender in accordance with the Conditions of Tender, hereby as the Tenderer AGREE to be bound by all the terms and conditions set out in the Tender Documents.

5. The School may, and is hereby authorized by us to, contact any of our staff and any of our clients mentioned in Tenderer’s Background and Experience. We hereby represent, warrant and undertake that all such nominated staff and all such clients have consented to be contacted by the School.

6. We also certify that the particulars given by us below are correct:
 - (a) The number of our Business Registration Certificate is
 - (b) The date of expiry of our Business Registration Certificate is

7. The undersigned has been duly authorized to sign this Offer to be Bound for and on behalf of the Tenderer.

8. This tender is submitted with the authority and on behalf ofwhose registered office or principal place of business is situated at

9. In the event of any queries relating to our tender, please contact:

Correspondence address:

Telephone number:

Facsimile number:

E-mail address:

- Notes: (i) All the particulars required above shall be completed.
(ii) Strike out clearly alternatives which are not applicable.
(iii) The use of a postal box as the Tenderer's correspondence address will not be accepted.

Signed by an authorized signatory for and on behalf of the Tenderer:	
Name and post title of person authorized by the board of directors of the Tenderer to sign tender for and on behalf of the Tenderer:	
Name of Tenderer in English:	
Name of Tenderer in Chinese:	

Tel. No.: _____ Fax No.: _____ Date: _____

Notes:

a duly signed Part VI "Offer to be Bound" containing an original signature by or on behalf of the Service Provider. The Part VI "Offer to be Bound" to be submitted (other than the signature on the Offer to be Bound which must be original) shall be Part VI of the Quotation Documents or a photocopy or printed copy. Any manner of reproduction of Part VI of the Quotation Documents (including copy-typing) to be submitted as the Offer to be Bound shall not be acceptable and the Quotation with the non-conforming Offer to be Bound will not be considered further.

PART VII Meeting the Essential Requirements

A tender will be checked to ensure its compliance with all essential requirements as detailed below. **A Tender which fails to meet any of such essential requirements will not be considered further.**

Essential Requirements	**Attained/ Provided
The Tenderer SHOULD:	
1. provide a verified copy of the current business registration certificate.	
2. bear responsibility for the ELTA’s salary, insurance, work visa as well as relevant MPF commitments.	
3. NOT use or disclose for any unauthorized purpose, any trade secret or confidential information concerning the School (including but without limitation to information concerning the students of the School), except for an item of the confidential information of the School which becomes publicly known other than through the default of the tenderer.	
4. be able to provide at least three CVs of the eligible Native English Language Teaching Assistants, AND arrange them for interview at school <u>within 5 working days</u> after the successful tenderer is notified.	
5. provide a sample of KS2 tailored-made school-based RaC (i.e. Reading Across Curriculum) module which suit the needs of our school, samples of scheme of work, tasks or activity sheets are expected.	

** Please or to state if the essential requirement is attained or relevant information is provided.

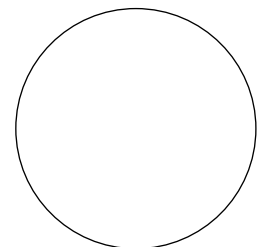
Both Tenderer and the ELTA should NOT be involved in any activities and events, or use, publish and distribute any materials which may endanger national security, in order to accord with the requirement stipulated in the National Security Law.

Signed by an authorized signatory for and on behalf of the Tenderer:

Name(in block letter): _____

Signature: _____

Date : _____



Company Chop

PART VIII Quotation

1. The Contract Price

The rate/unit price

Item	Description (A)	Estimated Quantity / Duration (B)	Rate/ Unit Price HK\$ (C)	Estimated Contract Price (i.e. B x C) HK\$ (D)
1.	The Provision of the Service of English Language Teaching Assistant(ELTA)	10 months (24 th August 2026 – 23 rd June 2027)		

Name of the Tenderer in English: _____

Name of the Tenderer in Chinese: _____

Correspondence Address: _____

Telephone number : _____ Fax number: _____

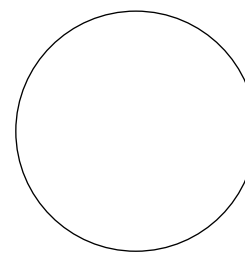
Email address: _____

Signed by an authorized signatory for and on behalf of the Tenderer:

Name(in block letter): _____

Signature: _____

Date : _____



Company Chop

PART IX No Offer Reply Slip

(For uninterested party only)

**To: Chairman
ELTA Quotation Opening Team
Ma Tau Chung Government Primary School
1 Fuk Cheung Street
Tokwawan
Kowloon**

Our company has *NO Offer* to quote for the Provision of the Service of English Language Teaching Assistant (ELTA).

School Ref. No. EDB MTC/3-5/8/17 Pt.III

Name of the Tenderer in English: _____

Name of the Tenderer in Chinese: _____

Correspondence Address: _____

Telephone number : _____ Fax number: _____

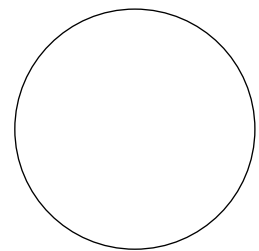
Email address: _____

Signed by an authorized signatory for and on behalf of the Tenderer:

Name(in block letter): _____

Signature: _____

Date : _____



Company Chop