

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

School Ref. No.: NYSS/2024-25/WQ011

Date: 19th August, 2025

By Registered Mail

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION

WRITTEN QUOTATION FOR THE SUPPLY OF
MENTORSHIP PROGRAMME (2025-26)

You are invited to quote for the supply of the mentorship programme as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written Quotation for **THE PROVISION OF MENTORSHIP PROGRAMME (2025-26)**.
The envelope should be addressed to THE PRINCIPAL, NG YUK SECONDARY SCHOOL, SUN CHUI ESTATE, TAI WAI, SHATIN, NEW TERRITORIES and arrived not later than 12:00 noon on 12th September, 2025.

Late written quotation will not be accepted. Your written quotation will remain open for 90 days from the "Closing Date", and you may consider your written quotation 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 is completed, the written quotation will not be considered.

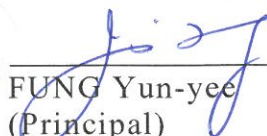
If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an overall basis.

Please be reminded that "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."



Yours sincerely,


FUNG Yun-yee
(Principal)

Written Quotation Schedule
(to be completed in duplicate)
 (Columns 4,5, and 6 to be completed by Supplier)

(1) Item No.	(2) Description/ Specification	(3) Quantity Required	(4) Unit price (HK\$)	(5) Total Amount (HK\$)	(6) Remarks
1	<p>The 2025-26 Mentorship Programme – Homework Guidance Class for S1-3 Students is scheduled in the period <u>from 11th October 2025 to 23rd May 2026</u> (10 2-hour Saturday lessons in the whole school year including school holidays and test / exam periods).</p> <p>There will be <u>10 groups with a total of around 60 students in S1-3</u>. Each tutor will <u>help students with homework in the 2-hour lessons in each group during the 10 Saturdays</u>.</p> <p><u>The tutors must be undergraduates.</u></p> <p>The tutors should provide learning support and guide students to review the content taught in school.</p> <p>The tutors need to monitor the students' discipline during the programme.</p> <p>The school could meet and discuss with a coordinator from the Service Provider anytime during the lesson hours to monitor the learning progress of students and handle other issues relevant to the programme.</p> <p>Under no circumstances should the tutors leave the class early.</p> <p>The tutors will need to observe and follow the dress code as well as other rules and regulations set out for the teachers of the school.</p> <p>In the event of the tutors failing to carry out the S1-3 class duties as agreed upon, a qualified substitute tutor should be sent to the school to replace him or her on the day for the classes being affected.</p> <p>The tutors must provide the code for Sexual Conviction Record Check (SCRC) for verification by the school before the commencement of the first session.</p>	<p>Each of the 10 tutors is required to teach 1 class of 5-6 S1-3 students in each 2-hour lesson for 10 Saturdays.</p> <p>A coordinator is required to monitor the learning progress of students and handle other issues related to the programme</p>	<p>Unit price for each 2-hour lesson for each tutor:</p> <p>\$ <input type="text"/></p> <p>X</p> <p>10 Saturday lessons</p> <p>X</p> <p>11 staff (10 tutors and 1 coordinator)</p> <p>= \$ <input type="text"/></p>		

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(1)	(2)	(3)	(4)	(5)	(6)
Item No.	Description/ Specification	Quantity Required	Unit price (HK\$)	Total Amount (HK\$)	Remarks
	<p>The tutors must declare:</p> <ul style="list-style-type: none"> ● whether their registered teacher or permitted teacher status has been cancelled / refused; ● whether they have been convicted of any criminal offence in Hong Kong or elsewhere; ● whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge; and ● whether they are being investigated by schools or the EDB over professional misconduct allegations to the best of their knowledge. <p>The tutors should authorize the school to consult their previous employers about their performance including whether they are being investigated over professional misconduct allegations; and to apply to the EDB for releasing information regarding their registration status.</p>				

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(to be completed in duplicate)
(Column 4, 5, and 6 to be completed by Supplier)

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2	<p>The 2025-26 Mentorship Programme – English Enhancement Class for S1-3 Students is scheduled in the period <u>from 11th October 2025 to 23rd May 2026</u> (10 1.5-hour Saturday lessons in the whole school year including school holidays and test / exam periods).</p> <p>There will be <u>10 groups with a total of around 60 students in S1-3</u>. Each tutor will <u>teach English in the 1.5-hour lessons in each group during the 10 Saturdays</u>.</p> <p><u>The tutors must be undergraduates, preferably majoring in English Studies or English Language Education.</u></p> <p>With the aim of improving students' English proficiency and abilities, English vocabulary and examination skills will be taught to students.</p> <p>The tutors should provide learning support and guide students to review the content taught in school. The tutors are required to provide supplementary worksheets and feedback in a timely manner.</p> <p>The tutors need to monitor the students' discipline during the programme.</p> <p>The tutors will need to assist the teacher-in-charge with the design and production of teaching materials, assignments as well as assessment of students based on the agreed curriculum.</p> <p>All teaching materials designed and produced by the Service Provider are included in the cost incurred in this tender.</p> <p>The school could meet and discuss with a coordinator from the Service Provider anytime during the lesson hours to monitor the learning progress of students and handle other issues relevant to the</p>	<p>Each of the 10 tutors is required to teach 1 class of S1-3 5-6 students in each 1.5-hour lesson for 10 Saturdays.</p> <p>A coordinator is required to monitor the learning progress of students and handle other issues related to the programme.</p>	<p>Unit price for each 1.5-hour lesson for each tutor:</p> <p>\$ <input type="text"/></p> <p>X</p> <p>10 Saturday lessons</p> <p>X</p> <p>11 staff (10 tutors and 1 coordinator)</p> <p>= \$ <input type="text"/></p>		

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Item No.	Description/ Specification	Quantity Required	Unit price (HK\$)	Total Amount (HK\$)	Remarks
	<p>programme.</p> <p>Under no circumstances should the tutors leave the class early.</p> <p>The tutors will need to observe and follow the dress code as well as other rules and regulations set out for the teachers of the school.</p> <p>In the event of the tutors failing to carry out the S1-3 class teaching duties as agreed upon, a qualified substitute tutor should be sent to the school to replace him or her on the day for the classes being affected.</p> <p>The tutors must provide the code for Sexual Conviction Record Check (SCRC) for verification by the school before the commencement of the first session.</p> <p>The tutors must declare:</p> <ul style="list-style-type: none"> ● whether their registered teacher or permitted teacher status has been cancelled / refused; ● whether they have been convicted of any criminal offence in Hong Kong or elsewhere; ● whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge; and ● whether they are being investigated by schools or the EDB over professional misconduct allegations to the best of their knowledge. <p>The tutors should authorize the school to consult their previous employers about their performance including whether they are being investigated over professional misconduct allegations; and to apply to the EDB for releasing information regarding their registration status.</p>				

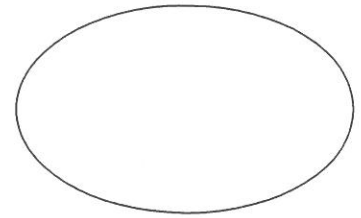
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Item No.	Description/ Specification	Quantity Required	Unit price (HK\$)	Total Amount (HK\$)	Remarks
3	<p>The 2025-26 Mentorship Programme – Chinese Enhancement Class for S1-3 Students is scheduled in the period <u>from 11th October 2025 to 23rd May 2026</u> (10 1.5-hour Saturday lessons in the whole school year including school holidays and test / exam periods).</p> <p>There will be <u>10 groups with a total of around 60 students in S1-3.</u> Each tutor will <u>teach Chinese in the 1.5-hour lessons in each group during the 10 Saturdays.</u></p> <p><u>The tutors must be undergraduates, preferably majoring in Chinese Language or Chinese Language Education.</u></p> <p>With the aim of improving students' Chinese proficiency and abilities, Chinese vocabulary and examination skills will be taught to students.</p> <p>The tutors should provide learning support and guide students to review the content taught in school. The tutors are required to provide supplementary worksheets and feedback in a timely manner.</p> <p>The tutors need to monitor the students' discipline during the programme.</p> <p>The tutors will need to assist the teacher-in-charge with the design and production of teaching materials, assignments as well as assessment of students based on the agreed curriculum.</p> <p>All teaching materials designed and produced by the Service Provider are included in the cost incurred in this tender.</p> <p>The school could meet and discuss with a coordinator from the Service Provider anytime during the lesson hours to monitor the learning progress of students</p>	<p>Each of the 10 tutors is required to teach 1 class of S1-3 5-6 students in each 1.5-hour lesson for 10 Saturdays.</p> <p>A coordinator is required to monitor the learning progress of students and handle other issues related to the programme.</p>	<p>Unit price for each 1.5-hour lesson for each tutor:</p> <p>\$ <input type="text"/></p> <p>X</p> <p>10 Saturday lessons</p> <p>X</p> <p>11 staff (10 tutors and 1 coordinator)</p>		

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	<p>and handle other issues relevant to the programme. Under no circumstances should the tutors leave the class early.</p> <p>The tutors will need to observe and follow the dress code as well as other rules and regulations set out for the teachers of the school.</p> <p>In the event of the tutors failing to carry out the S1-3 class teaching duties as agreed upon, a qualified substitute tutor should be sent to the school to replace him or her on the day for the classes being affected.</p> <p>The tutors must provide the code for Sexual Conviction Record Check (SCRC) for verification by the school before the commencement of the first session.</p> <p>The tutors must declare:</p> <ul style="list-style-type: none"> ● whether their registered teacher or permitted teacher status has been cancelled / refused; ● whether they have been convicted of any criminal offence in Hong Kong or elsewhere; ● whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge; and ● whether they are being investigated by schools or the EDB over professional misconduct allegations to the best of their knowledge. <p>The tutors should authorize the school to consult their previous employers about their performance including whether they are being investigated over professional misconduct allegations; and to apply to the EDB for releasing information regarding their registration status.</p>				

We/I understand that if we/I fail to supply the stores or services as offered in our/my written quotation upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____ Signature: _____

Date: _____

Written Quotation Form for Services

WRITTEN QUOTATION FORM FOR THE SERVICE OF

THE PROVISION OF MENTORSHIP PROGRAMME (2025-2026)

Name and Address of School: NG YUK SECONDARY SCHOOL, SUN CHUI ESTATE, SHATIN
Ref. No. : NYSS/2024-25/WQ011

Written Quotation Closing Date and Time : 12th September, 2025 (12:00 noon)

PART I

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

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 12th September, 2025.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

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) : _____

Signature : _____ in the capacity of _____

(State official position e.g. Director, Manager, Secretary)

Duly authorized to sign written quotations for and on behalf of:

Whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____

Sun Chui Estate, Tai Wai, New Territories

Ng Yuk Secondary School

Principal

**WRITTEN QUOTATION FOR THE SUPPLY OF
MENTORSHIP PROGRAMME (2025-26)**

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