



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](mailto: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 22-23/10

**Invitation to Tender**

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

Firm name : Date: 12-6-2023  
Address : By Registered Mail  
Tel :

Dear Sir/ Madam,

**INVITATION TO TENDER**

**Tender for the supply of Educational Psychological Service**

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 envelop:  
Tender for the supply of **Educational Psychological Service**.  
The envelop should be addressed to **17 Wai Chi Street, Shek Kip Mei, KLN, HK.**, and forwarded to arrive not later than **12:00 noon** on **12-7-2023**. 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*

CHENG Che-yin M.H.

Principal

Tender Form for the Supply of Educational Psychological Service 2023-2024

Name of School: Wai Kiu College

Address of School: 17 Wai Chi Street, Shek Kip Mei, KLN, HK.

School Ref. No.: WKCTD 22-23/10

Written Quotation/Tender Closing Date and Time: 12:00 noon, 12<sup>th</sup> July 2023 (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, board of directors 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 cancel the contract awarded and hold the bidder liable for any loss or damage the school 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

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</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>	<p>iv) To design, write and implement Individual Education Plan (IEP) for SEN students</p> <p>v) To support in the intervention for students with learning, emotional and behavioral difficulties</p> <ul style="list-style-type: none"> <li>● To teachers and staff: <ul style="list-style-type: none"> <li>i) To conduct one staff training programmes to equip teachers and staff with the knowledge and skills to meet the needs of the students</li> <li>ii) To assist the Guidance Department in devising measures to support SEN students</li> <li>iii) To conduct meetings with the Guidance Department 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</li> </ul> </li> </ul>				
----------------------	--	--	--	--	--

<p>required by the school</p> <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 (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>				
---	--	--	--	--

Time, date and number of sessions of the above services rendered:

Contract period: 1<sup>st</sup> September, 2023 – 31<sup>st</sup> August, 2024

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\$
---------	------

The undersigned hereby offers to undertake the service as described in the tender (including the employment of the Authorized Person, provision of insurance coverage, labour, materials, all other charges and in accordance with the details provided by the school) within 60 days therein from the date of a firm order placed by the school for the sum of \_\_\_\_\_ (\$\_\_\_\_\_). 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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_  
(state official position, e.g. Director, Manager, Secretary, etc.).

Duly authorized to sign tenders for and on behalf of@ (with Company chop): -

\_\_\_\_\_

Trading in Hong Kong under the style of \* \_\_\_\_\_

Registered address of firm & \_\_\_\_\_

\_\_\_\_\_

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

Business registration certificate no.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Name of Partners &	Residential Address of Partners &

@ In the case of an incorporated company, insert the name of the company. In the case of a sole proprietorship or partnership, insert the name(s) of the sole proprietor or all the partners, as the case may be.

\* In the case of a sole proprietorship or partnership, insert the name of the firm.

& In the case of an incorporated company, insert the registered office address of the incorporated company. In the case of a sole proprietorship or a partnership, insert the principle place of business of the firm in Hong Kong

**NOTE:** *If a tender is being made by a partnership or an unincorporated body, the names and residential addresses of all partners should be given in the spaces provided*