



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110  
Fax: 2431 1156

School Ref No.: T4/2526/10

Date: 23<sup>rd</sup> April, 2026

Dear Sir/Madam:

**INVITATION TO WRITTEN QUOTATION /TENDER  
FOR THE SUPPLY OF  
A NATIVE-SPEAKING ENGLISH TUTOR (SCHOOL-BASED) AND SUPPORT**

1. You are invited to tender for the supply and/ or undertaking services of the items as specified in the enclosed written quotation /tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation /tender schedule.
2. Your sealed written quotation /tender, in duplicate, should be clearly marked on the outside envelope:

**Written Quotation /Tender for the Supply of  
A NATIVE-SPEAKING ENGLISH TUTOR (SCHOOL-BASED) AND SUPPORT**

The envelope should be addressed to

**Po Leung Kuk Lo Kit Sing (1983) College  
Cheung Hong Estate,  
Tsing Yi,  
N.T.**

and arrive not later than **12:00 noon on 14<sup>th</sup> May, 2026 (Thursday)**. Late written quotation /tenders will not be accepted. Your written quotation /tender will remain open for 90 days from the "Closing Date", and you may consider your written quotation /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 written quotation /tender form is completed, the written quotation /tender will not be considered.

3. It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement.

4. The bidder as well as 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 any committee responsible for considering any matters in relation to this quotation/tender. 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.
5. In addition to the written quotation /tender content, it would be appreciated if you have any suggestion or item propose to us for consideration. And if you are unable or do not wish to quote/tender, it would be appreciated if you would return the written quotation/tender forms to the above address at your earliest convenience.
6. Written quotations /Tenders will be accepted on an \*‘overall’/‘group’/‘itemized’ basis.

Yours sincerely,



Ms. LAW Wing Chung  
Principal



Encl.  
IT/ ct

**Invitation to Written Quotation/Tender for the Supply of  
a School-based Full-time Native-speaking English Tutor and Support Services**

**1. Organization Qualifications & Background**

- a. **Registration:** Must be a registered company.
- b. **Track Record:** Minimum 10 years of foundation with experienced provision of school-based full-time Native-speaking English Tutor service.
- c. **EMI Experience:** Proven experience in providing school-based full-time Native-speaking English tutor services for at least 5 EMI secondary schools in Hong Kong (a list of these schools must be provided).

**2. Organization Support**

- a. **Support for the School:**
  - i. All logistics of employment, including mandatory employment insurance.
  - ii. Consultancy on programme setup, operation, monitoring, and improvement.
  - iii. Consultative meetings, briefings, seminars, and workshops.
  - iv. Scheduled evaluations of the tutor's performance, including lesson observations and review meetings.
  - v. Professional development seminars and workshops for school teachers.
- b. **Support for the Tutor:**
  - i. Comprehensive orientation, development, and training programmes.
  - ii. Regular on-the-job training for Native-speaking English tutor.
- c. **Support for the Students:**
  - i. Provision of off-campus English enhancement programmes or activities to improve student proficiency (to be listed in the tender).
  - ii. Supply of additional Native-speaking English tutors to execute the Intercultural Day for Po Leung Kuk Lo Kit Sing (1983) College.

**3. Tutor Requirements & Duties**

- a. **Profile:** Native English speaker and university graduate (preference for English majors) who has cleared a well-established selection process.
- b. **Service Period:** 1 September 2026 to 31 May 2027; 5 days per week, 8 hours per day (including 1 hour lunch).

c. **Primary Duties:**

- i. Design and deliver collaborative teaching lessons and prepare lesson plans/resources.
- ii. Promote an English language environment, encourage global awareness, and have informal chats with students.
- iii. Train and coordinate the English Ambassadors team.
- iv. Organize co-curricular activities (e.g., Fun Days, Drama Competitions, English Cafés) and manage the English Corner.
- v. Assist the school's Native English Teacher (NET) with curriculum and staff development.
- vi. Comply with all school regulations and the Code of Conduct.

**4. Procedures for Handling Irregularities**

- a. **Proposals Required:** Service providers must clearly state their established procedures for handling tutor absences and unsatisfactory performance within their tender reply.

**5. Service Provider Interview**

- a. **Requirement:** The service provider (the company) is obliged to attend an interview for selection purposes if requested.

**6. Financial Proposal**

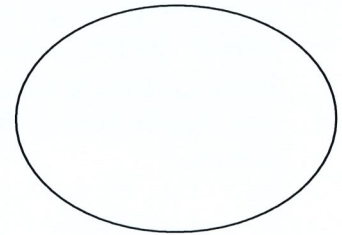
- a. **Core Service:** Total cost of employing the tutor for the entire service period.
- b. **Intercultural Day:** Total cost of organizing and hosting the Intercultural Day, which specifically includes the supply of 5 additional Native-speaking English tutors to operate 5 game booths for 8 hours.

**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**

School Ref No.: T4/2526/10

(1) Item no.	(2) Description/ Specification	(3) Qty	<i>To be Completed by Supplier</i>		
			(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Providing a full-time Native-speaking English tutor: Period: 1 September 2026 to 31 May 2027				
2	Providing additional Native-speaking English tutors to organize and host an Intercultural Day: Number of tutors: 5 Number of booths: 5 Number of hours: 8				

We/ I understand that if we/ I fail to supply the stores or services as offered in our/ my written quotation /tender 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/Tender:

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

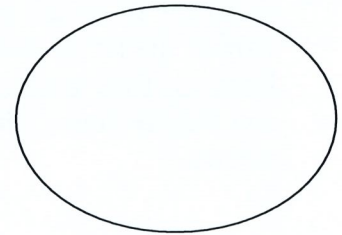
Date: \_\_\_\_\_

**Written Quotation/Tender Schedule**  
**(to be completed in duplicate)**

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(1) Item no.	(2) Description/ Specification	(3) Qty	<i>To be Completed by Supplier</i>		
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Company Chop

Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Written Quotation/Tender:

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

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

**WRITTEN QUOTATION/TENDER FORM FOR THE SUPPLY OF  
A NATIVE-SPEAKING ENGLISH TUTOR (SCHOOL-BASED) AND SUPPORT**

Name of Issuer: The IMC of Po Leung Kuk Lo Kit Sing (1983) College

Address: Po Leung Kuk Lo Kit Sing (1983) College  
Cheung Hong Estate, Tsing Yi, N.T.

School Tender Ref.: T4/2526/10

Written Quotation/Tender Closing Date and Time: **14<sup>th</sup> May, 2026 (Thursday), 12:00 noon**

**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 therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation /tender schedule 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; 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 quotation /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 items which his Company offers to supply do not to his knowledge infringe any patents.

**PART II**

RECONFIRMATION OF WRITTEN QUOTATION /TENDER VALIDITY

With reference to Part I of this written quotation /tender document, it is reconfirmed that the validity of written quotation /tender offered by this company remains open for 90 days from **14<sup>th</sup> May, 2026 (Thursday)**.

The undersigned 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 on your blacklist.

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.

## 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.

## MANDATORY TENDER REQUIREMENT

The undersigned acknowledges that if the tenders and purchases involving wages, the tenderer complies with the requirements of the Statutory Minimum Wage. Wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, shall be no less than the Statutory Minimum Wage rate.

The undersigned acknowledges that for service tenders which rely heavily on the deployment of non-skilled workers shall not be considered for a period of five years if the tenderer has had:

- (i) any conviction of the following Ordinances-
  - (a) the Employment Ordinance (Cap. 57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
  - (b) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
  - (c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
  - (d) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
  - (e) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or

- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

The undersigned declares that during the 5-year period immediately preceding the tender closing date, the tenderer did NOT have the above-mentioned conviction OR three or more demerit points over a rolling period of three years.

#### COMPLIANCE WITH CHILD PROTECTION POLICIES

The undersigned hereby confirms and undertakes that the Contractor will strictly comply with the Mandatory Reporting of Child Abuse Ordinance and all child protection policies formulated by Po Leung Kuk, and will ensure that all services provided by the Contractor fully comply with the relevant laws of Hong Kong and the child protection requirements of Po Leung Kuk.

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

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

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_.

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

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

\_\_\_\_\_

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

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

Tel No.: \_\_\_\_\_

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

**學校檔號：T4/2526/10**

**書面報價/招標承投提供：A NATIVE-SPEAKING ENGLISH TUTOR (SCHOOL-BASED)  
AND SUPPORT**

**截止日期/時間：2026 年 5 月 14 日 (星期四)，中午十二時正**

**致：**

**保良局羅傑承(一九八三)中學  
新界青衣長康邨**

**校長啟**