

04<sup>th</sup> September 2024

Dear Sirs,

(WRITTEN QUOTATION)  
INVITATION TO WRITTEN QUOTATION FOR THE SUPPLY OF  
F.2 Drama Lesson 2024-2025 (WQ/2425/01)

You are invited to quote for the supply of the items 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 outside envelope:  
Written quotation for F.2 Drama Lesson 2024-2025

The envelope should be addressed to “S.K.H. TSOI KUNG PO SECONDARY SCHOOL, 101 Chung Hau Street, Homantin, Kowloon” and arrive not later than 12:00pm on 25<sup>th</sup> September 2024. Late written quotations 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 form 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 would return the written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an \*‘overall’ / ‘~~group~~’ / ‘~~itemized~~’ basis.

Yours sincerely,  
(Ms.) Tsang Pui Yu  
Principal

Encl.

Please delete as appropriate



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.

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 written quotations for and on behalf of:

\_\_\_\_\_

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

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

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

For hire of service to co-plan and co-run with teachers English Learning activities on drama to enhance students' language skills and confidence in speaking English.

Teachers with experience in teaching English or drama in English will be placed in our school **from October to July** to conduct drama lessons for **all S2 students**. Teachers need to:

1. Conduct drama lessons in the classrooms with subject teachers co-teaching.
2. Prepare students for an inter-class drama competition based on the class reader 'Frankenstein', which will be held in July, 2025.

Suggested programme structure:

<b>Student level</b>	S.2
<b>No. of sets</b>	7
<b>No. of students in each set</b>	Set 1 (17) Set 2 (17) Set 3 (17) Set 123 (16) Set 4 (14) Set 5 (13) Set 45 (13) Total: 107 students
<b>Duration of each lesson</b>	70 minutes
<b>No. of lessons per set from October 2024 to July 2025</b>	12 lessons
<b>Total no. of contact hours from October to July</b>	70 minutes x 7 sets x 12 lessons = 5880 minutes (98 hours)
<b>Lesson time</b>	Lessons must be taught in accordance with the school calendar which will be finalized in September.  <u>Tentative teaching time slots that are subject to changes:</u> <b>Tuesday: 13:35 – 14:45</b> <b>Friday: 13:35 – 14:45</b>
<b>Teachers' qualifications</b>	- Teachers with sound experience in teaching English or drama in English - Confident in teaching SEN students - Teachers are required to undergo Sexual Conviction Record Check, and relevant documents

	must be submitted to the school for review before the programme begins.
<b>Learning objectives</b>	<ol style="list-style-type: none"> <li>1. To teach students basic drama acting skills of understanding and interpreting English texts through reading and speaking</li> <li>2. To enhance students' oral skills by encouraging them to experiment with language in different roles and contexts</li> <li>3. To strengthen students' creativity through oral activities</li> <li>4. To help students demonstrate what they have learned and achieved in class performances at the end of the course</li> <li>5. To produce a school-based teaching and learning resource kit for the school that can sustain</li> </ol>
<b>Expected outcomes</b>	<ol style="list-style-type: none"> <li>1. Each set will be working towards an 8–10-minute drama performance based on the class reader 'Frankenstein'. An inter-class drama competition will be held in July, 2025.</li> <li>2. Students will become more confident in communicating and performing in English.</li> </ol>
<b>Theme</b>	<p>Creativity</p> <p>Sincerity</p>
<b>Cost should also include</b>	<ol style="list-style-type: none"> <li>1. Teaching materials</li> <li>2. Printing of teaching materials</li> <li>3. Script fee</li> <li>4. Simple props and costumes for the inter-class drama competition</li> </ol>
<b>Evaluation</b>	Course evaluation report
<b>Others</b>	<ul style="list-style-type: none"> <li>- Online lessons should be conducted in case of class suspension.</li> <li>- Please state clearly the qualification(s) and relevant experience(s) of the teachers.</li> <li>- Please attach a job reference list, if any.</li> </ul>

Please see the following table for tender evaluation criteria:

Criteria	Description	Weighting (100% in total)
Price	Overall price	40%
Quality	Fulfill the teaching time slots, time of final production and other technical terms stated in the tender	30%
	Qualification(s) and relevant experience(s) of teachers	30%

WRITTEN QUOTATION

(1) Item No.	(2) Description / Specification	(3) Quantity required	(4) Unit Rate	(5) Total Amount (HK\$)	(6) Delivery Offered
1	<u>F.2 Drama Lesson 2024-2025</u> (please see attachment)	(please see attachment)			

We / I understand that if we / I fail to supply the stores 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 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: \_\_\_\_\_