

聖母書院

*Our Lady's College*

Address : 九龍黃大仙龍鳳街三號

3, Lung Fung Street, Wong Tai Sin, Kowloon.

Tel. : 2327 5860

Fax : 2752 7645

Web Site : <http://www.olc.edu.hk>

E-mail : [info@olc.edu.hk](mailto:info@olc.edu.hk)

School Ref. No.: W05/1718

19 July 2018

Dear Sirs,

**INVITATION TO WRITTEN QUOTATION**

**WRITTEN QUOTATION FOR THE SERVICE PROVISION OF SCHOOL-BASED  
STAFF DEVELOPMENT PROGRAMME ON LESSON OBSERVATION LITERACY**

1. You are invited to quote for the service provision of the development 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.
2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

Written quotation for the Service Provision of  
School-based Staff Development Programme on Lesson Observation Literacy

The envelope should be addressed to The Principal, Our Lady's College, 3 Lung Fung Street, Wong Tai Sin, Kowloon and arrive not later than 12:00 noon on 9 August 2018. You should not disclose your identity on the sealed written quotation envelope or the written quotation bid will be disqualified. 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.

3. 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.
4. Written quotations will be accepted on an 'overall' basis. The Evaluation Criteria of the written quotation are the price of the written quotation and fulfillment of the written quotation specifications. The school has no obligation to place order from the lowest bidder.
5. If you have any queries, please contact Ms Rosanna Lo at 2327 5860.

Yours sincerely,

Sr Lim Lai Ling Amy  
Principal

*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.*

**OUR LADY’S COLLEGE**

**WRITTEN QUOTATION SHCHEDULE FOR THE SERVICE PROVISION OF SCHOOL-BASED STAFF DEVELOPMENT PROGRAMME ON LESSON OBSERVATION LITERACY**

(to be completed in duplicate)

I. Written Quotation Specifications

[column 3 to be filled by supplier]

(1) Item No.	(2) Description/Specification	(3) Total Amount (HK\$) / Items can be provided																											
1	<p>Programme:</p> <table border="1"> <thead> <tr> <th data-bbox="272 600 443 656">Date</th> <th data-bbox="443 600 587 656">Duration</th> <th data-bbox="587 600 1086 656">Activities</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 656 443 723">Aug 2018</td> <td data-bbox="443 656 587 723">1 hr</td> <td data-bbox="587 656 1086 723">Preparation meeting</td> </tr> <tr> <td data-bbox="272 723 443 801">Oct 2018</td> <td data-bbox="443 723 587 801">3 hrs</td> <td data-bbox="587 723 1086 801">Workshop on effective teaching &amp; learning and lesson observation</td> </tr> <tr> <td data-bbox="272 801 443 958" rowspan="2">Nov 2018</td> <td data-bbox="443 801 587 880">2 hrs</td> <td data-bbox="587 801 1086 880">Workshop on curriculum leadership</td> </tr> <tr> <td data-bbox="443 880 587 958">2.5 hrs</td> <td data-bbox="587 880 1086 958">Workshop on lesson observation and post-observation feedback</td> </tr> <tr> <td data-bbox="272 958 443 1037">Nov / Dec 2018</td> <td data-bbox="443 958 587 1037">3 hrs</td> <td data-bbox="587 958 1086 1037">Sessions on lesson observation form design</td> </tr> <tr> <td data-bbox="272 1037 443 1149">Feb – Mar 2018</td> <td data-bbox="443 1037 587 1149">40-min session x 6</td> <td data-bbox="587 1037 1086 1149">Training on conducting lesson observation an post-observation feedback</td> </tr> <tr> <td data-bbox="272 1149 443 1272" rowspan="3">Mar 2018</td> <td data-bbox="443 1149 587 1193">40-min session</td> <td data-bbox="587 1149 1086 1193">Lesson observation</td> </tr> <tr> <td data-bbox="443 1193 587 1238">x 8</td> <td data-bbox="587 1193 1086 1238">Feedback to the teachers observed</td> </tr> <tr> <td data-bbox="443 1238 587 1272">x 8</td> <td data-bbox="587 1238 1086 1272">Feedback</td> </tr> </tbody> </table>	Date	Duration	Activities	Aug 2018	1 hr	Preparation meeting	Oct 2018	3 hrs	Workshop on effective teaching & learning and lesson observation	Nov 2018	2 hrs	Workshop on curriculum leadership	2.5 hrs	Workshop on lesson observation and post-observation feedback	Nov / Dec 2018	3 hrs	Sessions on lesson observation form design	Feb – Mar 2018	40-min session x 6	Training on conducting lesson observation an post-observation feedback	Mar 2018	40-min session	Lesson observation	x 8	Feedback to the teachers observed	x 8	Feedback	<p>\$ _____</p> <p>(incl. training staff cost &amp; training material cost)</p> <p>- Other overhead: (Please specify if any)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Note:

1. At least one instructor / training staff should be provided for each session.
2. The instructor / training staff should be experienced in education field.
3. All the training materials should be included.
4. The school reserves the right to modify the programme and make arrangements depending on the school’s need.

III. Content requirements of the written quotation documents

Each written quotation shall include the following information / documents in **duplicate**:

1. Duly completed Written Quotation Form;
2. Duly completed Written Quotation Schedule and Itinerary (incl. terms and conditions);
3. Declaration of interest, if applicable.

IV. Evaluation criteria of written quotation

1. Price of the written quotation (i.e. The school has no obligation to place order from the lowest bidder.)
2. Fulfillment of the written quotation specifications

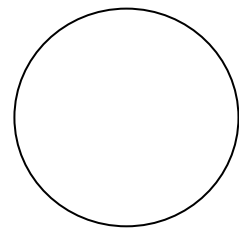
V. Prevention of Bribery Ordinance

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.

VI. Others

1. If you have any queries, please contact Ms. Rosanna Lo at 2327 5860.

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: \_\_\_\_\_

**OUR LADY'S COLLEGE**

**WRITTEN QUOTATION FOR THE SERVICE PROVISION OF SCHOOL-BASED STAFF DEVELOPMENT PROGRAMME ON LESSON OBSERVATION LITERACY**

(To be completed in duplicate)

Name and Address of School: Our Lady's College

3 Lung Fung Street, Wong Tai Sin, Kowloon

School Ref. No.: W05/1718

Written quotation Closing Date and Time: 9 August 2018 (Thursday), 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 9 August 2018.

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.

Dated this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) 20\_\_\_\_\_ (Year).

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. : \_\_\_\_\_

Website : \_\_\_\_\_ E-mail : \_\_\_\_\_