METHODIST COLLEGE
循道中學

50 Gascoigne Road, Yau Ma Tei, Kowloon

Tel: 2384 3543
Fax: 2388 9466

School Ref. No. T2627/09

Date : 9th October 2026

By Registered Mail

Dear Sir / Madam,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
Other Languages Taster Courses for Junior Secondary Students

You are invited to quote for the supply of the stores or services 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.

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

Tender for **Other Languages Taster Courses for Junior Secondary Students**

You should not be using an envelope that identifies your company. The envelope should be addressed to Methodist College, 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 30 October 2026. Late tenders 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.

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 a reason to the above address at your earliest convenience.

Tenders will be accepted on an itemized basis.

Yours sincerely,

Dr. Dorothy Yick Doi Pei
Principal

TENDER Other Languages Courses for Junior Secondary Students

Name and Address of School	Methodist College 50 Gascoigne Road, Yau Ma Tei, Kowloon
School Ref. No.	T2627/09
Tender Closing Date and Time	12:00 noon on 30 October 2026

PART I

The undersigned hereby offers to supply all or any part of the items or undertake the service as described in the written quotation/tender 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/tender 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/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 quotations/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's premises.

Under the Prevention of Bribery Ordinance (Cap. 201), the undersigned must not—and must prohibit its employees, agents, and subcontractors from—offering, soliciting, or accepting any advantages regarding this Contract's tender or execution.

Failure to ensure this, or any such corrupt act by the undersigned or its personnel, will invalidate the tender/quotation and leave the undersigned liable for the breach.

The undersigned hereby warrants and undertakes that all employees, agents, or subcontractors to be deployed by the Company to perform services at the school premises, which involve regular or frequent contact with students, have undergone / will undergo the Sexual Conviction Record Check (SCRC) scheme administered by the Hong Kong Police Force. The Company shall ensure that no personnel with any conviction record of sexual offences specified under the SCRC scheme will be assigned to work at the school. The Company agrees to provide documentary proof of compliance upon request by the school.

PART II
RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 30 October 2026.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender 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.

Dated this _____day of _____20_____

Name (in block letters): _____

Signature _____ in the capacity of _____
(State the official position, e.g. Director, Manager, Secretary, etc.)

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

_____
(State the company name)

whose registered office is situated at _____

_____, Hong Kong.
(State the address)

Telephone No.: _____

Fax No.: _____

Tender 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 Rate (HK$)	(5) Total Amount (HK$)	(6) Delivery Offered
1	Course curriculum 課程內容: Three of the following languages 以下語言之其中三種: Japanese 日語 / Korean 韓語 / German 德語 / French 法語 / Spanish 西班牙語 Topics (including but not limited to the following)主題 (包含但不限於以下): 1. Culture and grammar 文化及文法 2. Practical conversation 應用會話 Aims of the courses 課程目的: • To allow students to gain exposure to world cultures and languages 讓學生接觸世界文化與語言 • To enhance their cultural awareness and empathy 提升他們的文化意識與同理心 • To develop their interest and capabilities in learning other languages 培養他們學習其他語言的興趣與能力 Medium of instruction 教學語言: English 英語 The instructors must possess native or near-native command of spoken English to teach the target foreign language. 導師必須具備母語或接近母語程度的英語聽說能力以教授該外語。 Venue and classroom location 上課地點: Methodist College 循道中學 Day & Time 日期及時間: Weekdays during lesson time 平日上課時間 *School have the right to design class schedules based on students' learning situation.學校有權考慮學生學習情況而安排課堂日期。 Target group 對象: 12 classes from S1 to S3 中一至中三共 12 班 Target number of students 參與學生人數: The course will be delivered on a per-class				

	basis, with a maximum of 33 students per class. 課程將以班級為單位提供，每班人數上限為 33 人。 Number of learning hours 學習時數: Each class will take three 40-minute lessons over the school year, learning a different language and its associated culture in each lesson. The class schedule will be mutually discussed and confirmed with the school after the successful bid. 每班全年上三節課，每節 40 分鐘，各學習一種語言及其國家文化。課程時間表將待中標後，與校方共同協商及確定。 Course period 課程時段: The course will be implemented annually from November 2026 to June 2027. 課程於 2026 年 11 月至 2027 年 6 月期間進行。 Learning and Teaching Materials 學與教材料: The course provider is responsible for the design, preparation, and supply of all learning and teaching materials. 課程提供者須負責所有學與教材料的設計、準備與供應。				

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

Name (in block letters): _____ Signature: _____

Date: _____

Declaration Form for Tenderer

(To be completed by the Tenderer and submitted together with the Tender Form)

Background

The HKSARG has adopted a mandatory requirement that service tenders which are invited on or after 1 May 2006 and 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 under 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 171(1), Cap. 115 (offence to be an 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 carrying out of the contract with the Government.

Tender for the supply of: Other Languages Taster Courses for Junior Secondary Students

We/I, hereby, declare that during the 5-year period immediately preceding the tender closing date, my company did **NOT** have the above-mentioned conviction **OR** three or more demerit points over a rolling period of three years.

Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____

Company Chop

Declaration of Complying with Requirements of the Statutory Minimum Wage

(To be completed by the Tenderer and submitted together with the Tender Form)

The Statutory Minimum Wage came into effect on 1 May 2011. For tenders and purchases involving wages, the tenderer must comply 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.

We/I, hereby, declare that 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.

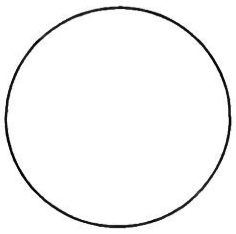
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop

Declaration on Sexual Conviction Record Check (SCRC)

(To be completed by the Tenderer and submitted together with the Tender Form)

We/I, hereby, declare and undertake the following in respect of the above-mentioned Tender:

1. **Compliance with SCRC Requirements:** We fully understand that the school strictly requires all personnel deployed to perform duties on the school premises that involve regular, frequent, or direct contact with students to undergo the Sexual Conviction Record Check (SCRC) scheme administered by the Hong Kong Police Force.

2. **Deployment Restriction:** We undertake that **NO** employee, agent, substitute worker, or subcontractor who has a conviction record of any sexual offences listed under the SCRC scheme will be assigned or deployed to work on the school premises.

3. **Check Status & Record Keeping:** We warrant that all personnel assigned/to be assigned to the school:
   [ ]^ **Have already undergone** the SCRC, and no sexual conviction records were found.
   [ ]^ **Will undergo and complete** the SCRC prior to the commencement of service on the school campus.
   (^ Please tick as applicable.)

4. **Documentary Proof:** We agree to maintain an updated register of all deployed personnel with their valid SCRC authorization records and shall provide original or certified copies of such proof to the school immediately upon request for verification.

5. **Indemnity and Material Breach:** We acknowledge that failure to comply with any part of this declaration or deploying unauthorized/non-compliant personnel to the school campus, shall constitute a material breach of contract. In such an event, the school reserves the absolute right to:
   - immediately bar the concerned individual(s) from entering the school premises;
   - immediately terminate the contract without any compensation; and
   - claim full damages for any costs or losses incurred as a result of such breach.

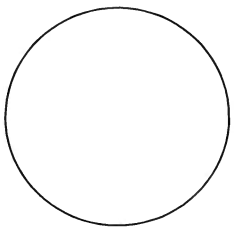
Name of Supplier: _____

Name and Signature of Person authorized to sign the tender:

Name (in block letters): _____

Signature: _____

Date: _____



Company Chop