



循道中學 METHODIST COLLEGE

50 Gascoigne Road, Kowloon

Web Page: www.mckln.edu.hk

Telephone: 2384 3543

九龍加士居道五十號

Facsimile: 2388 9466

School Ref No. : T2223/16

Date: 22 May 2023

By Registered Mail

Dear Sirs,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
Pre-S1 Summer Bridging Courses for English & Mathematics

You are invited to quote for the supply of the Pre-S1 Summer Bridging Courses for English & Mathematics 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 envelope:

Written Quotation for
Pre-S1 Summer Bridging Courses for English & Mathematics

The envelope should be addressed to 50 Gascoigne Road, Yau Ma Tei, Kowloon and forwarded to arrive not later than 12:00 noon on 12 June 2023. Late written quotation 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.



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If you are unable or do not wish to quote, it would be appreciated if you would return written quotation form with reason to the above address at your earliest convenience.

Written Quotations will be accepted on an overall basis.

Yours sincerely,

Miss Emily Wong
Principal

IMPORTANT NOTICE Our school prohibits its teachers and staff from soliciting or accepting advantages including rebates from any supplier/contractor without the school's permission. Suppliers/contractors therefore should not offer any advantages to any teachers or staff of the school in any business dealings. The school may report any contravention of the Prevention of Bribery Ordinance to the ICAC and debar the supplier/contractor concerned from future business with the school

Pre-S1 Summer Bridging Course_2023

Written Quotation

(to be completed in duplicate)

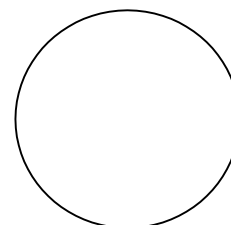
(Columns 4 - completed by the Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Tuition fee/student/course (HK\$)
	<p><u>Pre-S1 Summer Bridging Courses for English & Mathematics</u></p> <p>1. <u>Dates & duration:</u></p> <ul style="list-style-type: none"> a) 24/7/2023 – 28/7/2023 (5 days, 2 hours per day for English Bridging Course) b) 31/7/2023 – 4/8/2023 (5 days, 2 hours per day for Mathematics Bridging Course) <p>2. <u>Venue & mode of delivery:</u></p> <ul style="list-style-type: none"> a) Face-to-face in Methodist College OR b) Online lesson conducted through online platform (in case the EDB suspends face-to-face teaching) <p>3. <u>Number of participants:</u></p> <ul style="list-style-type: none"> 80-100 for each course (3-4 classes of not more than 25 students per class for English & Mathematic Bridging Courses), i.e. 6-8 classes in total. <p>4. <u>Course content:</u></p> <ul style="list-style-type: none"> Subject knowledge and language needed to bridge the gap between Primary 6 and Secondary 1 English and Mathematics syllabus. Should use the materials provided by our college, with other materials in accordance with the agreed syllabus. Should consist of both activity and lecture time in equal proportion. <p>5. <u>Tutors' qualification:</u></p> <ul style="list-style-type: none"> Should be university graduates with relevant teaching experience provided by the service provider & approved by the College OR Tutors assigned by the College. Sexual Conviction Record as required <p>6. <u>Tutor's Salary</u></p> <ul style="list-style-type: none"> For tutors assigned by the College, the remuneration should be paid as agreed by the College. The pay range is \$300-\$550/hr/tutor/class 	1 tutor per English and Mathematics class	

	<p>7. <u>Lesson observation & feedback:</u></p> <ul style="list-style-type: none"> - At least one lesson observation should be conducted by the education centre to ensure the smooth running of the lesson. - Post course evaluation by students on both the tutor and the course should be conducted. - Report on both the tutors and students' performance should be submitted within two weeks upon completion of the course. <p>8. <u>Fees:</u></p> <ul style="list-style-type: none"> - Tuition fee charged (per student per course) (2 hours x 5=10 hours) - Tuition fee should include expenses on tutors' salary, teaching materials, printing of materials for students, marking of students' work, as well as other administrative costs involved in running the course. <p>9. <u>Assignments:</u></p> <p>All marked assignments should be returned to students by the last lesson of the course.</p> <p>10. <u>Administrative support:</u></p> <ul style="list-style-type: none"> - Printing of lesson materials in booklet form - Enrolment support and handle all matters relating to enrolment, refund (in the event of class suspension announced by the EDB), online support (for delivery of lessons online) and communication with parents. - Daily administrative support for attendance taking for both tutors & students & contact of parents when needed 		
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Selection criteria: Tuition fee/course (40%), Relevant experience (20%), Comments from other schools (if applicable) (20%), Past Collaboration with the College (20%)

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: _____