

EDB LCUP/3-5/8/3(3)

Li Cheng Uk Government Primary School  
43 Tonkin Street, Shamshuipo, Kowloon  
2386 8049  
2708 9950  
網址 Web site: <http://www.lcu.edu.hk>  
日期 Date: 31.8.2020

Dear Sir/Madam,

Quotation Reference No.: EDB LCUP/3-5/8/3(3)  
Inviting Quotation for Service Provision of School-based Speech Therapy Service (School Year 2020-2021)  
for Li Cheng Uk Government Primary School

This Bureau is inviting quotations for the above service, particulars of which are as below:

Quotation Reference No.	:	EDB LCUP/3-5/8/3(3)
Subject	:	School-based Speech Therapy Service (School Year 2020-2021)
Quotation Closing Date and Time	:	3:30 p.m. (Hong Kong Time) on 22 September 2020 (Tuesday)
Submission of Quotations	:	<ol style="list-style-type: none"><li>1. Details of the program can be downloaded from our school website: 'http://www.lcu.edu.hk'.</li><li>2. The desire to tender the quotation should submit <u>2 copies</u> of the <u>Budget Proposal Form</u>. Please mark clearly on the envelope with '<u>Quotation for School-based Speech Therapy Service (2020-2021)</u>' and send it to Li Cheng Uk Government Primary School, 43 Tonkin Street, Shamshuipo, Kowloon before the quotation closing date and the time specified.</li><li>3. The envelope shall bear no indication of the names or associated logos of the tenderer. Late quotation will not be considered.</li></ol>

For enquiry, please contact Mr Harvey Ng / Ms Chan Ka-yi at 2386 8049.

Yours faithfully,

Ms Leung Tak-ting  
for Permanent Secretary for  
Education

Li Cheng Uk Government Primary School  
School-based Speech Therapy Program (School Year 2020 – 2021)

Target participants:	<ol style="list-style-type: none"> <li>1. Primary 1 to 6 students</li> <li>2. Parents who have children suffering from speech and language impairment (Students and parents mainly come from <b>South Asian countries</b>, e.g. Pakistan, India, Nepal, the Philippines)</li> <li>3. All teaching staff and teaching assistants</li> </ol>
Service required:	<ol style="list-style-type: none"> <li>1. Diagnose students who may suffer from speech and language impairment</li> <li>2. Provide therapy to those students who are suffering from speech and language impairment</li> <li>3. Provide parent-child speech training service</li> <li>4. Offer teacher training regarding identifying and helping students with language and speech impairment</li> <li>5. Provide school-based learning and teaching materials</li> <li>6. Render in-class language support service to students in collaboration with teachers</li> <li>7. Procurement of appropriate materials for teaching and learning as well as references</li> </ol>
Duration:	September 2020 – August 2021 (1 year)
Time:	8:45a.m. – 3:30p.m. 8:45a.m. – 4:30p.m. (on chosen days)
Venue:	Li Cheng Uk Government Primary School (43 Tonkin Street, Shamshuipo, Kowloon)
Medium of instruction:	English

Targets	Descriptions	Time slots	Content coverage	Remarks
Students	i. Provide one-to-one diagnostic assessment to students to identify their speech and language impairment and supply individual reports	9/2020	(a) State the speech and language impairment that each student is suffering from (b) Suggest follow-up services	<ul style="list-style-type: none"> <li>• 5 hrs</li> </ul>
	ii. Provide appropriate individual / group therapy to those students who are suffering from speech and language impairment	9/2020 to 7/2021	Provide appropriate professional therapy to help the students to overcome their impairment	<ul style="list-style-type: none"> <li>• Expected group size: not exceeding 5 students</li> <li>• 220 hrs</li> </ul>
	iii. Provide students with in-class language support service in terms of enhancing their speech and language development during regular English lessons through co-planning and co-teaching with the subject teachers concerned	9/2020 to 7/2021	Provide appropriate training to students to enhance their speech and language development through co-planning and co-teaching with English teachers	--
Parents	Offer parent-child speech training service	9/2020 to 7/2021	Suggest effective ways for parents to assist their children to overcome their speech and language impairment	--

Targets	Descriptions	Time slots	Content coverage	Remarks
Teachers	i. Develop school-based learning and teaching materials to enhance students' speech and language development	9/2020 to 7/2021	Recommend appropriate approaches and provide teaching and learning materials to enhance students' speech and language development	--
	ii. Co-plan with English teachers on the implementation of the materials			<ul style="list-style-type: none"> <li>• Co-plan meetings: • 45 min x 4 sessions = 3 hrs</li> </ul>
	iii. Co-teach with the teachers to deliver the materials during regular English lessons			<ul style="list-style-type: none"> <li>• Co-teach with English teachers (4 classes) • 40 min × 2 lessons × 4 classes = 5.5 hrs</li> </ul>
	iv. Conduct a teacher workshop to equip participants with practical means to enhance students' speech and language development according to the learning needs of students in the school	1/2021	Suggest effective strategies to enhance students' speech and language development	<ul style="list-style-type: none"> <li>• 1.5 hours</li> </ul>

Remarks:

Qualifications of the speech therapist:	<ol style="list-style-type: none"> <li>1. A degree holder in Speech &amp; Hearing Science or related discipline</li> <li>2. Proficiency in both written and spoken English language as well as Chinese language</li> <li>3. Possessing at least 3 years experience in conducting speech therapy service with at least 1 year service to Non-Chinese Speaking students</li> <li>4. Non-conviction record in the Sexual Conviction Record Check</li> </ol>
Termination of service:	The school reserves the right to terminate the contract with a written notice to the service provider when it does not fulfill the contract or does not fulfill the contract obligations according to the terms stipulated, and has failed to amend after the program leader of the school has pointed it out.
Changing of the speech therapist:	The school reserves the right to change the speech therapist that is not suitable for the program during its progress and the service provider is requested to take necessary actions accordingly.
Teaching and learning materials for the program:	The copyright of the school-based teaching and learning materials developed by the speech therapist should be reserved by the school after the service period.
Payment:	<p>Separated into two installments by cheque upon completion of program when invoice is received:</p> <p>By February 2021 &amp; by August 2021</p> <p>Payment amount is subject to the actual usage of service.</p>
Reminder for submission of quotation:	<ol style="list-style-type: none"> <li>1. The desire to tender the quotation and charges should be indicated clearly on the attached <b>Budget Proposal Form</b> which should be returned to Li Cheng Uk Government Primary School at or before <b><u>3:30pm (Hong Kong Time) on 22 September, 2020 (Tuesday)</u></b>.</li> <li>2. <b><u>2 copies</u></b> of the <b>Budget Proposal Form</b> should be submitted.</li> <li>3. Mark clearly on the envelope with '<b><u>Quotation for School-based Speech Therapy Program (School Year 2020 – 2021)</u></b>'. The envelope shall bear no indication of the names or associated logos of the tenderer.</li> </ol>
Others:	<ol style="list-style-type: none"> <li>1. Copies of professional and academic qualifications, testimonials of related working experiences and the checking result of Sexual Conviction Record Check of the therapists/tutors should be submitted to the school as part of the quotation documents as proof for evaluation.</li> <li>2. In case of school suspension, make-up therapy sessions should be arranged. Service payment amount is subject to the actual usage of service. The school is not liable to fee or charge of any kind incurred in the course of or for the suspension.</li> <li>3. The school reserves the right to take photos and video-tape the co-teaching lessons for staff development purpose.</li> <li>4. If the Contractor or any employee or agent of the Contractor shall be found to have committed an offence under the Prevention of Bribery Ordinance (Cap. 201) or under any law of similar nature in relation to the Contract or any other Government contracts, the Government Representative may, on behalf of the Government, summarily terminate the Contract, without entitling the Contractor to any compensation therefor.</li> </ol>
Selection criteria:	The offer will be given to the company that asks for the lowest price among those which fulfill all requirements listed in the document.

**School-based Speech Therapy Program (School Year 2020-2021)**  
**Budget Proposal Form**

**Name of the organization:** \_\_\_\_\_

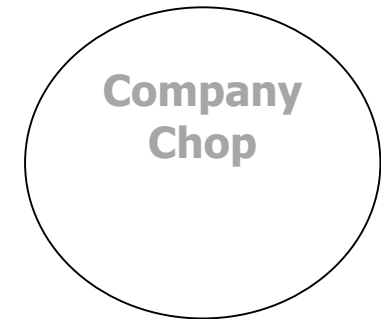
**Contact person:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

(A) **Please '✓' in the appropriate box.**

We would like to tender a quotation. *(Please fill in Part B)*

We would not tender a quotation.



(B) Complete the form:

Targets	Descriptions	Time slots	Content coverage	Provision of service (✓ / ×)	Unit price / hour (HK\$)	Hours	Total (HK\$)
Students	i. Provide one-to-one diagnostic assessment to students to identify their speech and language impairment and supply individual reports	9/2020	(a) State the speech and language impairment that each student is suffering from  (b) Suggest follow-up services	_____	\$ _____ / hour	5 hrs	\$ _____
	ii. Provide appropriate individual / group therapy to those students who are suffering from speech and language impairment	9/2020 to 7/2021	(a) Provide appropriate professional therapy to help the students to overcome their impairment  (b) Parents are allowed to join their children's training sessions in which effective ways for assisting their children to overcome their impairment are suggested.	_____	\$ _____ / hour	220hrs	\$ _____

Targets	Descriptions	Time slots	Content coverage	Provision of service (✓ / ×)	Unit price / hour (HK\$)	Hours	Total
Teachers	i. Co-plan with English teachers on enhancing students' speech and language development	9/2020 to 7/2021	Recommend appropriate approaches and provide teaching and learning materials to enhance students' speech and language development	_____	\$ _____ / hour	3 hrs	\$ _____
	ii. Co-teach with the teachers to deliver the materials during regular English lessons			_____	\$ _____ / hour	5.5 hrs	\$ _____
	iii. Conduct a teacher workshop to equip participants with practical means to enhance students' speech and language development according to the learning needs of students in the school	1/2021	Suggest effective strategies to enhance students' speech and language development	_____	\$ _____ / hour	1.5 hr	\$ _____
Grand Total:							\$ _____



Other Criteria	Particulars	Please circle	
1. The qualifications of the speech therapist(s):	Bachelor degree in speech and hearing science or related discipline	Yes / No	
2. Language mastered by the speech therapist(s)	i. Proficient in English	Spoken Yes / No	Written Yes / No
	ii. Proficient in Chinese	Spoken Yes / No	Written Yes / No
3. Related working experience of the speech therapist(s):	i. Conducting speech therapy	Yes / No  If yes, please specify the schools served with year: 1. _____ ( - ) 2. _____ ( - ) 3. _____ ( - ) 4. _____ ( - )	
	ii. Serving NCS schools with students mainly having South Asian countries as their places of origin	Yes / No  If yes, please specify the schools served with year: 1. _____ ( - ) 2. _____ ( - ) 3. _____ ( - ) 4. _____ ( - )	

Other Criteria	Particulars	Please circle
4. Sexual Conviction Record Check	The therapist(s) has conducted the Check and is verified to be non-conviction.	Yes / No
5. The organization's related working experience (For reference only):	Serving NCS schools with students mainly having South Asian countries as their places of origin	<p>Yes / No</p> <p>If yes, please specify the schools served with year:</p> <p>1. _____ ( - )</p> <p>2. _____ ( - )</p> <p>3. _____ ( - )</p> <p>4. _____ ( - )</p>

**Signature:** \_\_\_\_\_

**Name (Block letters):** \_\_\_\_\_

**Post:** \_\_\_\_\_

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