



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. :

來函檔號 Your Ref. :

Li Cheng Uk Government Primary School
43 Tonkin Street, Shamshuipo, Kowloon
電話 Telephone :

傳真 Fax Line : 2386 8049
2361 4020

網址 Web site: <http://www.lcu.edu.hk>

日期 Date: 27 August 2021

Dear Sir/Madam,

Quotation Reference No.: EDB LCUP/3-5/8/16
Inviting Quotation for Service Provision of Mindfulness Workshop (School Year 2021-2022)
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/3-5/8/16
Subject	: Mindfulness Workshop (School Year 2021-2022)
Quotation Closing Date and Time	: 3:30 p.m. on 16 September, 2021 (Hong Kong Time)
Submission of Quotations	: <ol style="list-style-type: none">1. Details of the program can be downloaded from our school website: 'http://www.lcu.edu.hk'.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 Mindfulness Workshop (2021-2022)</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.3. The envelope shall bear no indication of the names or associated logos of the tenderer. Late quotation will not be considered.

For enquiry, please contact Ms Jenny Wong/ Ms SO Hoi-ling/ Ms CHAN Ka-yi at 2386 8049.

Yours faithfully,

(Ms Leung Tak-ting)

for Permanent Secretary for Education



Li Cheng Uk Government Primary School
Mindfulness Workshop (School Year 2021 – 2022)

Target participants:	Primary 1 to Primary 3 and Primary 4 to Primary 6 students with Special Education Needs (SEN) (Students mainly come from South Asian countries , e.g. Pakistan, India, Nepal, the Philippines, Africa)
Class size:	2 parallel group sessions with a maximum of 18 students per group
Service required:	Help students with SEN improve mental well-being and emotion control through the workshop
Manpower provision:	2 qualified mindfulness tutors (1 tutor per group)
Duration:	October 2021 to June 2022 (Around 40 – 52 sessions; 2 parallel sessions per visit; 4 consecutive sessions for each group; students in the group will rotate every 4 sessions)
Time:	1 hour per week on Friday (each group)
Venue:	Li Cheng Uk Government Primary School (43 Tonkin Street, Shamshuipo, Kowloon)
Medium of instruction:	English

Remarks:

Qualifications of the mindfulness tutors:	<ol style="list-style-type: none"> 1. Possess relevant qualification in counselling and mindfulness therapy* 2. Proficiency in spoken English 3. Non-conviction record in the Sexual Conviction Record Check 4. Preferably possess experience in conducting activities/games for South-Asian children <p>*Please provide academic proof at the time of quotation submission.</p>
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 tutors:	The school reserves the right to change the tutors that is not suitable for the program during its progress and the service provider shall take actions accordingly.
Payment:	Payment shall be settled in two installments (1 st by the end of January 2022 & 2 nd by the end of June 2022) upon school's verification of respective invoice and is subject to the actual usage of lessons implemented.
Reminder for submission of quotation:	<ol style="list-style-type: none"> 1. The desire to tender the quotation and charges should be indicated clearly on the attached Budget Proposal Form which should be returned to Li Cheng Uk Government Primary School by no later than <u>3:30pm (Hong Kong Time) on 16 September, 2021 (Tuesday)</u>. 2. <u>2 copies</u> of the Budget Proposal Form should be submitted. 3. Mark clearly on the envelope with '<u>Quotation for Mindfulness Workshop (School Year 2021 – 2022)</u>'. The envelope shall bear no indication of the names or associated logos of the tenderer.
Others:	<ol style="list-style-type: none"> 1. Copies of professional and academic qualifications, testimonials of related working experiences and the checking result of Sexual Conviction Record Check of the tutors should be submitted to the school as part of the quotation documents as proof for evaluation. 2. The EDB requires that starting from 1 September 2021, all teachers and school staff including those teaching and non-teaching staff directly employed by schools, persons who provide on-campus services, and persons who frequently visit school campuses must have received at least one dose of COVID-19 vaccine, or undergo regular self-financed COVID-19 tests and receive negative results. Thereby, vaccination record or test results of polymerase chain reaction-based nucleic acid testing for COVID-19 (PCR tests) using combined nasal and throat swabs should be submitted bi-weekly. 3. If there is suspension of school or face to face classes, scheduled lesson of the day will be cancelled. Provision of service shall resume on a mutually agreed date from the day of class resumption. The total charge is subject to the actual number of lessons being implemented. No fee or charge of any kind shall be incurred or paid by the school in the course of or for the suspension. 4. The school reserves the right to take photos and video-tape the lessons for quality assurance and staff development purposes. 5. The school reserves the right to assign staff members to observe every lesson for quality control and student safety. 6. 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

	<p>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.</p> <p>7. Service provider shall deliver the service promptly and accurately in accordance to this tender and the service contract upon the school's acceptance of service. Service provider shall be responsible for the cost incurred by the school if such service undelivered is obtained from another service provider or elsewhere.</p> <p>8. The Contractor or any employee or agent of the Contractor shall comply with the Law and Regulations of the Hong Kong Special Administrative Region in the course of tendering and service provision. Failure to comply shall render contract termination without compensation. The Contractor shall be responsible for the price difference which the school incurs in employing substitutions due to such contract termination.</p>
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.

Mindfulness Workshop (School Year 2021-2022)
Budget Proposal Form

Name of the organization: _____

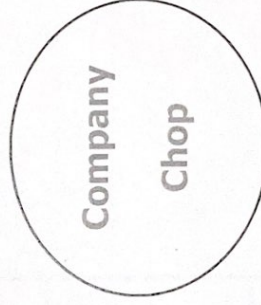
Contact person: _____

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:

Theme	Lesson	Contents		Unit price / hour (HK\$)
Mindfulness Workshop	1.	P.1-3	P.4-6	\$ _____ / hour
	2.			
	3.			
	4.			
	Remarks	<ul style="list-style-type: none"> - 1 hour per week on Friday - 2 groups in parallel sessions with a maximum of 18 students per group - 4 consecutive sessions for each group - Students in the group will rotate every 4 sessions 		

Other criteria	Particulars	Please circle				
1. The qualifications of the tutors:	Possess relevant qualification in counselling and mindfulness therapy <i>* Please provide relevant proof of qualification(s).</i>	Yes / No				
2. Language mastered by the therapists/tutors:	I. Proficient in English II. Proficient in Chinese	<table border="1"> <tr> <td data-bbox="558 1104 644 1352">Spoken. Yes / No</td> <td data-bbox="558 1352 644 1770">Written Yes / No</td> </tr> <tr> <td data-bbox="644 1104 721 1352">Spoken Yes / No</td> <td data-bbox="644 1352 721 1770">Written Yes / No</td> </tr> </table>	Spoken. Yes / No	Written Yes / No	Spoken Yes / No	Written Yes / No
Spoken. Yes / No	Written Yes / No					
Spoken Yes / No	Written Yes / No					
3. Related working experience of the tutors:	Conducting mindfulness workshop	<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>				
	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>				

Other criteria	Particulars	Please circle
4. Sexual Conviction Record Check	The tutors have conducted the Check and is verified to be non-conviction.	Yes / No

Signature: _____

Name (Block letters): _____

Post: _____

Date: _____