



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

Li Cheng Uk Government Primary School
43 Tonkin Street, Shamshuipo, Kowloon
電話 Telephone : 2386 8243

傳真 Fax Line : 2708 9950

網址 Website: <http://www.lcu.edu.hk>

日期 Date: 14.4.2022

本局檔號 Our Ref. : EDB LCUP/3-5/8/19

來函檔號 Your Ref. :

Dear Sir/Madam,

Quotation Reference No.: EDB LCUP/3-5/8/19

Inviting Quotation for Service Provision of the Group Programme – Social Skills Therapy with Construction Toys (2022-2024 School Years) for Li Cheng Uk Government Primary School

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

Reference No.:	EDB LCUP/3-5/8/19
Subject:	Group Programme – Social Skills Therapy with Construction Toys (2022-2024 School Years)
Closing Date and Time:	12:00nn (Hong Kong Time) on May 5, 2022 (Thursday)
Submission of Quotations:	<ol style="list-style-type: none">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 the Group Programme – Social Skills Therapy with Construction Toys (2022-2024 School Years)</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.Late quotation will not be considered.The envelope should not bear any indications which may relate them to a tenderer.

Details of the programme quotation invitation are available on the school website (<http://www.lcu.edu.hk>).

For enquiry, please contact Ms. Kwok Wing Yiu at 2386 8049.

Yours faithfully,

Ms Leung Tak-ting

Deputy Headmistress

網址 : <http://www.edb.gov.hk> 電子郵件 : edbinfo@edb.gov.hk
Web site : <http://www.edb.gov.hk> E-mail : edbinfo@edb.gov.hk

Li Cheng Uk Government Primary School

Group Programme – Social Skills Therapy with Construction Toys (2022 – 2024 School Years)

Theme of the programme:	Social skills therapy with construction toys		
Objectives of the programme:	To foster students' effective skills regarding taking turns, sharing, solving problems collaboratively and motor control		
Suggested content:	Three or four children of similar ages and abilities work together to build a LEGO model. Each child takes on one of four specific roles: The Engineer, the Supplier, the Builder and the Foreman.		
Venue:	Li Cheng Uk Government Primary School 43 Tonkin Street, Shamshuipo, Kowloon, Hong Kong		
No. of groups:	6 groups (the details are as follows):		
		Group 1-3	Group 4-6
	Level	P.4 – P.6	P.1 – P.3
	Period	September 2022 – Jan 2023	Feb 2023 – June 2023
		September 2023 – Jan 2024	Feb 2024 – June 2024
	No. of meetings	Total 96 (3 parallel sessions of 8 meetings in each period)	
	Date	To be confirmed	
Time	3:30pm – 4:30pm (tentative, subject to change in accordance with class operation mode and time)		
Duration:	September 2022 – June 2024		
Targets:	P.1 to P.6 students with social skills problems (e.g. attention deficit hyperactive disorder, autism spectrum disorder)		
No. of students:	12 students of Primary 1 to Primary 6 (3 parallel group sessions in each period with a maximum of 4 students per group)		
Place of students' origin:	Mainly from South Asian countries, e.g. Pakistan, India, Nepal, the Philippines		
Medium of instruction:	English		
Manpower provision:	<p>Provision of 1 registered Lego Therapy tutor to each group is required.</p> <p>Qualifications of the registered LEGO Therapy tutor:</p> <ol style="list-style-type: none"> 1. Possession of relevant qualifications in LEGO Therapy training*; 2. Being proficient in both spoken English language as well as Chinese language; 3. Preferably with experience in conducting activities/games for Non-Chinese speaking students (especially South Asian students) <p>*Please provide certificates and academic proof at the time of tender 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 programme leader of the school has pointed it out.
Changing of the tutor(s):	The school reserves the right to change the Lego therapy tutor(s) that is/are not suitable for the programme during its progress and the service provider is requested to take necessary actions accordingly.
Payment:	Separated into two installments each year by cheque upon completion of each period when the invoice is received: By January 2023 & by August 2023 (for 2022/2023 school year) By January 2024 & by August 2024 (for 2023/2024 school year) Payment amount is subject to the actual use of service.
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 at or before <u>12:00nn (Hong Kong Time) on 5 May, 2022 (Thursday)</u>. 2. <u>2 copies</u> of the Budget Proposal Form should be submitted. 3. Mark clearly on the envelope with '<u>Quotation for Group Programme – Social Skills Therapy with Construction Toys (2022 – 2024 School Years)</u>'.
Others:	<ol style="list-style-type: none"> 1. The service provider should provide all necessary materials and equipment in all training sessions. 2. Individual student's progress reports should be submitted by the designated service provider to the school within <u>2 weeks</u> after the completion of each period. 3. No translation service is provided by the school. 4. Copies of professional and academic qualifications, testimonials of related working experiences and the checking result of Sexual Conviction Record Check of the tutor(s) should be submitted to the school by the selected provider prior to service commencement. 5. "Vaccine Pass" requirements <ol style="list-style-type: none"> 5.1 The Contractor shall require all Relevant Personnel to present vaccination record of at least the first dose of COVID-19 vaccine prior to their entry into indoor government premises which are their places of work, or for work-related purposes (including for meetings and for fulfilment of duties). The number of vaccine doses required may be revised in the light of the development of COVID-19 epidemic situation. 5.2 For the purpose of Clause 5.1, the Contractor shall comply with the entry requirement of Government premises, implementation approaches, requirement on the vaccination record and other relevant documentations to be presented, consequence of non-compliance, maintenance and updating of the register of vaccination status, and all other necessary requirements as determined by the Government. 5.3 The Contractor shall ensure that the Relevant Personnel will have given consent to the Contractor to pass the personal data in relation to Clause 5.1 above to

	<p>authorised persons of the Government for the purposes of the provisions of this Clause and other provisions of the Contract.</p> <ol style="list-style-type: none"> 6. In case of school suspension, make-up therapy sessions should be arranged. 7. The school may terminate the service subject to unforeseen circumstances. Payment of the service shall be subject to the actual use of the service. 8. The school reserves the right to take photos and video-tape the co-teaching lessons for quality control purpose. 9. 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. 10. The service provider (including its employees or agents) shall comply with the law and regulations of the Hong Kong Administrative Region in the course of operations and service provision. Any such offence committed by the service provider or any of its officers (including directors), employees or agents will render immediate termination of service contract without compensation. The service provider shall be liable to the loss and damage incurred to the school by the offence.
<p>Selection criteria:</p>	<p>Offers will be considered on an overall basis. Incomplete quotations will not be considered. The Government Representative is not bound to accept the lowest or any quotations and reserves the right to accept all or any parts of any quotations at any time within the period.</p>

Group Programme – Social Skills Therapy with Construction Toys (2022-2024 School Years)
Budget Proposal Form

Name of the organization: _____

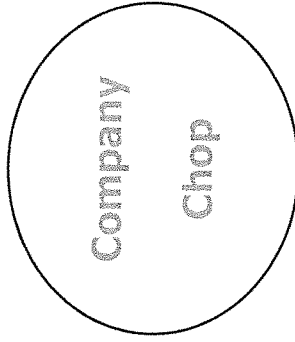
Contact person: _____

Contact number: _____

(A) Please '✓' 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	
		Group 1-3 (P.4-6)	Group 4-6 (P.1-3)
Social Skills Therapy with Construction Toys	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
		Sub Total : \$ _____	Sub Total : \$ _____
		Grand Total : \$ _____	

Other criteria	Particulars	Please circle	
1. The qualifications of the tutor(s):	Qualifications related to Lego therapy or equivalent	Yes / No	
2. Language mastered by the tutor(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 tutor(s):	i. conducting LEGO therapy training	Yes / No	
	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. _____ (- -)

If yes, please specify the schools served with year:

1. _____ (- -)
2. _____ (- -)
3. _____ (- -)
4. _____ (- -)

Other criteria	Particulars	Please circle Yes / No
4. The organization's related working experience:	serving NCS schools with students mainly having South Asian countries as their places of origin	<p>If yes, please specify the schools served with year:</p> 1. _____ (-) 2. _____ (-) 3. _____ (-) 4. _____ (-)

Signature: _____

Name (Block letters): _____

Post: _____

Date: _____

