



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

本局檔號 Our Ref. : EDB LCUP/3-5/8/4(3)

電話 Telephone : 2386 8243

來函檔號 Your Ref. :

傳真 Fax Line : 2708 9950

網址 Website: <http://www.lcu.edu.hk>

日期 Date: 12.4.2022

Dear Sir/Madam,

Quotation Reference No.: EDB LCUP/3-5/8/4(3)

Inviting Quotation for Service Provision of Group Programme for Students with Special Educational Needs (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/3-5/8/4(3)
Subject:	Group Programme for Students with Special Educational Needs (SEN) (2022-2024 School Years)
Closing Date and Time:	12:00nn (Hong Kong Time) on May 3, 2022 (Tuesday)
Submission of Quotations:	<ol style="list-style-type: none">1. 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 Group Programme for Students with Speical Educational Needs (SEN) (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.2. Late quotations will not be considered.3. 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. Chan Ka Yi at 2386 8049.

Yours faithfully,

Ms Leung Tak-ting
Deputy Headmistress

Li Cheng Uk Government Primary School

Group Programme for Students with Special Educational Needs (SEN) (2022 – 2024 School Years)

Theme of the programme:	Sensory Integration Therapy																							
Objectives of the programme:	To help students with SEN to re-organize or re-process sensory information in order to have a more accurate response to external stimuli																							
Suggested content:	1. Tactile (sense of touch) 2. Vestibular (sense of movement) 3. Proprioceptive (sense of body position)																							
Venue:	Li Cheng Uk Government Primary School 43 Tonkin Street, Shamshuipo, Kowloon, Hong Kong																							
No. of groups:	4 groups (the details are as follows): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td></td><td style="text-align: center;">Group 1 & 3</td><td style="text-align: center;">Group 2 & 4</td></tr> <tr> <td style="text-align: center;">Level</td><td style="text-align: center;">P.1 – P.3</td><td style="text-align: center;">P.4 – P.6</td></tr> <tr> <td style="text-align: center;">Period</td><td style="text-align: center;">September 2022 – June 2023</td><td style="text-align: center;">September 2022 – June 2023</td></tr> <tr> <td></td><td style="text-align: center;">September 2023 – June 2024</td><td style="text-align: center;">September 2023 – June 2024</td></tr> <tr> <td style="text-align: center;">No. of meetings</td><td colspan="2" style="text-align: center;">Total 40 (10 per period)</td></tr> <tr> <td style="text-align: center;">Date</td><td colspan="2" style="text-align: center;">To be confirmed</td></tr> <tr> <td style="text-align: center;">Time</td><td colspan="2" style="text-align: center;">3:30pm – 4:30pm (tentative, subject to change in accordance with class operation mode and time)</td></tr> </table>				Group 1 & 3	Group 2 & 4	Level	P.1 – P.3	P.4 – P.6	Period	September 2022 – June 2023	September 2022 – June 2023		September 2023 – June 2024	September 2023 – June 2024	No. of meetings	Total 40 (10 per period)		Date	To be confirmed		Time	3:30pm – 4:30pm (tentative, subject to change in accordance with class operation mode and time)	
	Group 1 & 3	Group 2 & 4																						
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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 Special Educational Needs (SEN) – borderline intelligence, intellectual disability, childhood autism, atypical autism, attention deficit hyperactive disorder and moderately low adaptive behavior level																							
No. of students:	8 to 10 students in each group																							
Place of students' origin:	Mainly from South Asian countries, e.g. Pakistan, India, Nepal, the Philippines																							
Medium of instruction:	English																							
Manpower provision	Provision of 1 registered occupational therapist and 1 assistant to each group is required. Qualifications of the registered occupational therapist: 1. A registered occupational therapist in Hong Kong* 2. A Bachelor's Degree holder in a subject related to sensory integration therapy or equivalent * 3. Being proficient in both written and spoken English language as well as Chinese language 4. Having at least 1 year service experience in conducting sensory integration training to Non-Chinese speaking students. Qualification of the assistant: A diploma/certificate holder in a subject related to occupational therapy with the training in sensory integration therapy or equivalent *Please provide certificates and academic proof at the time of tender submission.																							

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 therapist(s) / assistant(s):	The school reserves the right to change the occupational therapist(s) / assistant(s) that is 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 programme 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 sent to Li Cheng Uk Government Primary School at or before <u>12:00nn (Hong Kong Time) on 3 May, 2022 (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 Group Programme for Students with Special Educational Needs (SEN) (2022 – 2024 School Years)</u>'. The envelope should not bear any indications which may relate them to a tenderer.
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 the programmes. 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 therapist(s) / assistant(s) should be submitted to the school by the designated 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

	<p>to the Contractor to pass the personal data in relation to Clause 5.1 above to authorised persons of the Government for the purposes of the provisions of this Clause and other provisions of the Contract.</p> <p>6. In case of school suspension, make-up therapy sessions should be arranged.</p> <p>7. The school may terminate the service subject to unforeseen circumstances. Payment of service shall be subject to the actual use of service.</p> <p>8. The school reserves the right to take photos and videotape the co-teaching lessons for quality control purposes.</p> <p>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.</p> <p>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>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 for Students with Special Educational Needs (SEN) (2022-2024 School Years)

Budget Proposal Form

Name of the organization: _____

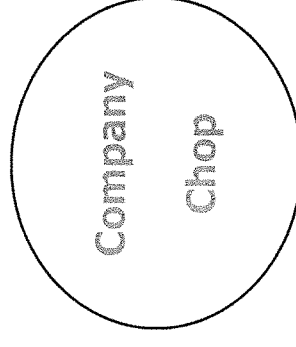
Contact person: _____

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	Content	
		Group 1 (P.1 -3)	Group 2 (P.4 -6)
Sensory integration therapy	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
		Sub Total: \$ _____	Sub Total: \$ _____
		Grand Total: \$ _____	

Other criteria	Particulars	Please circle	
1. The qualifications of the therapist(s):	i. A registered occupational therapist in Hong Kong	Yes / No	
	ii. A Bachelor's Degree holder in a subject related to sensory integration therapy or equivalent	Yes / No	
	iii. Being proficient in both written and spoken English language as well as Chinese language	Yes / No	
	iv. Having at least 1 year service experience in conducting sensory integration training to Non-Chinese Speaking students	Yes / No	
2. The qualifications of the assistant(s):	A diploma/certificate holder in a subject related to occupational therapy with training in sensory integration therapy or equivalent	Yes / No	
3. Language mastered by the therapist(s):	i. Being proficient in English	Spoken Yes / No	Written Yes / No
	ii. Being proficient in Chinese	Spoken Yes / No	Written Yes / No

Other criteria	Particulars	Please circle Yes / No
4. Related working experience of the therapist(s):	i. conducting sensory integration training	<p>If yes, please specify the schools served with year:</p> <p>1. _____ (- -)</p> <p>2. _____ (- -)</p> <p>3. _____ (- -)</p> <p>4. _____ (- -)</p>
	ii. 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> <p>1. _____ (- -)</p> <p>2. _____ (- -)</p> <p>3. _____ (- -)</p> <p>4. _____ (- -)</p>
5. 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> <p>1. _____ (- -)</p> <p>2. _____ (- -)</p> <p>3. _____ (- -)</p> <p>4. _____ (- -)</p>

Signature: _____

Name (Block letters): _____

Post: _____

Date: _____