



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/3-5/8/3(4)
來函檔號 Your Ref. :

電話 Telephone : 2386 8049
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日期 Date: 23.5.2023

Dear Sir/Madam,

Quotation Reference No.: EDB LCUP/3-5/8/3(4)
Inviting Quotation for Service Provision of School-based Speech Therapy Service (School Year 2023-2024)
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(4)
Subject	:	School-based Speech Therapy Service (School Year 2023-2024)
Quotation Closing Date and Time	:	4:00pm (Hong Kong Time) on 13 June, 2023 (Tuesday)
Submission of Quotations	:	<ol style="list-style-type: none">Details of the program can be downloaded from our school website: 'http://www.lcu.edu.hk'.Company interested in tendering 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 (2023-2024)</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.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 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 2023 – 2024)

Target participants:	<ol style="list-style-type: none"> 1. Primary 1 to 6 students 2. Parents who have children suffering from speech and language impairment (Students and parents mainly come from South Asian countries, e.g. Pakistan, India, Nepal, the Philippines) 3. All teaching staff and teaching assistants
Service required:	<ol style="list-style-type: none"> 1. Diagnose students who may suffer from speech and language impairment 2. Provide therapy to those students who are suffering from speech and language impairment 3. Provide parent-child speech training service 4. Offer teacher training regarding identifying and helping students with language and speech impairment 5. Provide school-based learning and teaching materials 6. Render in-class language support service to students in collaboration with teachers 7. Procure appropriate materials for teaching and learning as well as references
Duration:	September 2023 – August 2024 (1 year)
Time:	8:45am – 3:30 pm 8:45am – 4:30 pm (on chosen days)
Venue:	Li Cheng Uk Government Primary School (43 Tonkin Street, Shamshuipo, Kowloon)
Medium of instruction:	English

The details are as follows:

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	9/2023	(a) State the speech and language impairment that each student is suffering from (b) Suggest follow-up services	<ul style="list-style-type: none"> 5 hrs
	ii. Provide appropriate individual / group therapy to those students who are suffering from speech and language impairment	9/2023 to 7/2024	Provide appropriate professional therapy to help the students to overcome their impairment	<ul style="list-style-type: none"> Expected group size: not exceeding 4 students 175 hrs
	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	9/2023 to 7/2024	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	9/2023 to 7/2024	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	9/2023 to 7/2024	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"> Co-plan meetings: 45 min x 2 sessions = 1.5 hrs
	iii. Co-teach with the teachers to deliver the materials during regular English lessons			<ul style="list-style-type: none"> Co-teach with English teachers (4 classes) 35 min × 1 lesson × 4 classes = 2.5 hrs
	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	1/2024	Suggest effective strategies to enhance students' speech and language development	<ul style="list-style-type: none"> 1 hour

Remarks:

Qualifications of the speech therapist:	<ol style="list-style-type: none"> 1. A degree holder in Speech & Hearing Science or related discipline 2. Proficiency in both written and spoken English language as well as Chinese language 3. Possessing at least 3 years experience in conducting speech therapy service with at least 1 year service to Non-Chinese Speaking (NCS) students 4. Sexual Conviction Record Check <p>For conform to the requirement towards the service provider to deploy employees in performing works relating to children or mentally incapacitated people, the service provider should act in accordance to the law and instruct its employees to undergo the Sexual Conviction Record Check with the Hong Kong Police Force under the Sexual Conviction Record Check Scheme. Consent from the employee is required for the Police to disclose the checking result via the automated telephone enquiry system. The Service Provider should seek consent from its employees for the submission of the computer generated passcode to verify the checking results, which the school should be informed in writing. The school has the right to, at any time, request the Service Provider to verify the Sexual Conviction Record Check results of its employees deployed at the school.</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 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 2024 & by August 2024</p> <p>Payment amount is subject to the actual usage of service.</p>
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>4:00pm (Hong Kong Time) on 13 June, 2023 (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 School-based Speech Therapy Program (School Year 2023 – 2024)</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 therapists/tutors should be submitted to the school as part of the quotation documents as proof for evaluation. 2. In case of class suspension, make-up therapy sessions should be arranged. Service

	<p>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.</p> <ol style="list-style-type: none"> 3. The school reserves the right to take photos and video-tape the co-teaching lessons for quality assurance and staff development purposes. 4. Without the prior written consent from the school, addition, alteration or revision of clauses of this quotation invitation and the service contract by the contractors, including but not limited to imposition of administrative fee under any circumstances, will not be considered or accepted. Quotations failed to comply is subject to disqualification. 5. Service provider shall deliver the service promptly and accurately in accordance to this quotation 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. 6. Quotation shall be valid until 22 Aug 2023. 7. Warning against Bribery Compliance to the Prevention of Bribery Ordinance: The offer of an advantage to any personnel of Li Cheng Uk Government Primary School, member of the School Management Committee, or any parent or student who is a member of the committee responsible for this procurement and its contractual issues is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong). If the service provider or any employee or agent of the service provider shall be found to have committed an offence under the Prevention of Bribery Ordinance (Cap. 201) or any subsidiary legislation made thereunder or under any law of a similar nature in relation to the contract or any other Government contracts, the school may summarily terminate the contract, without entitling the service provide to any compensation therefor. The service provider shall be liable for all expenses necessarily incurred by Li Cheng Uk Government Primary School as a result or the termination of the contract. 8. The service provider (including its employees or agents) shall comply with the law and regulations of the Hong Kong Special Administrative Region (including laws related to National Security) 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.
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.