



Law Ting Pong Secondary School

羅定邦中學

School Ref. No.: 20-21/WQ/STU/0013

15<sup>th</sup> July, 2021

By Registered Mail

Dear Sir/Madam,

**Invitation to Written Quotation Form for the Speech Therapy Service 2021-2022 (言語治療服務 2021-2022)**

You are invited to written quotation for the service as specified in the enclosed Written Quotation Schedule.

Your sealed Written Quotation, **in duplicate**, should be clearly marked on the outside envelope:  
**Written Quotation Form for the Speech Therapy Service 2021-2022 (言語治療服務 2021-2022)**

The envelope should be addressed to **The Principal, Law Ting Pong Secondary School, 8 Ma Chung Road, Tai Po, New Territories** and arrive **not later than 12:00 noon on 5<sup>th</sup> August, 2021**. The Company is reminded **NOT** to identify your company on the envelope. Late Written Quotation will not be accepted. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the Written Quotation closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). Your Written Quotation will remain open for 90 days from the "Closing Date", and you may consider your Written Quotation to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the Written Quotation form is completed, the Written Quotation will not be considered.

If you are unable or do not wish to provide written quotation, it would be appreciated if you would return this letter and the Written Quotation forms with reason to the above address at your earliest convenience.

Written Quotation will be accepted on **an overall basis**.


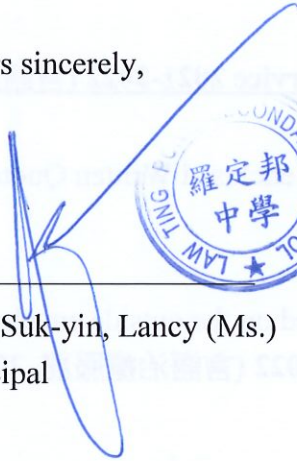
The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under

the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

Should you have any queries during the Written Quotation period, please contact Ms. Melody Chan at 2638 6989.

Thank you for your kind attention.

Yours sincerely,



Tam Suk-yin, Lancy (Ms.)  
Principal

**Written Quotation Form for the Speech Therapy Service 2021-2022 (言語治療服務 2021-2022)**

Name and Address of School : Law Ting Pong Secondary School,  
8 Ma Chung Road, Tai Po, New Territories

School Ref. No. : 20-21/WQ/STU/0013

Written Quotation Closing Date and Time: 12:00 noon on 5<sup>th</sup> August, 2021

**Part I**

The undersigned hereby offers to supply all or any part of the items described in the Written Quotation Schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the Written Quotation Schedule free of all other charges and in accordance with any drawings and/or specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; Written Quotation shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any Written Quotation and reserves the right to accept all or any part of any Written Quotation within the period during which the Written Quotation remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

**Part II**

**RECONFIRMATION OF WRITTEN QUOTATION VALIDITY**

With reference to Part I of this Written Quotation document, it is reconfirmed that the validity of Written Quotation offered by this company remains open for 90 days from 5<sup>th</sup> August, 2021.

The undersigned also agrees to accept the fact that once the validity of Written Quotation is reconfirmed, the pre-printed clause specified in the Company's Written Quotation forms in regard to this nature shall NOT apply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Written Quotation for and on behalf of \_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

## LAW TING PONG SECONDARY SCHOOL

**Written Quotation Schedule (To Be Completed In Duplicate)**  
**Speech Therapy Service 2021-2022 (言語治療服務 2021-2022)**

(Column (2) to be completed by Company)

S/N	(1) Description / Specification	(2) Amount (HKD)
	<p><b>Speech therapy service for students by registered speech therapist</b></p> <ul style="list-style-type: none"> <li>• 120-hour speech therapy service</li> <li>• Reimbursement based on actual service hours</li> <li>• Provide face-to-face and/or online individual or group training</li> <li>• Tailor-make the treatment plans to individual students</li> <li>• Monitor students' progress through regular meetings with them</li> <li>• Hold case conferences and training sessions with teachers</li> <li>• Collaborate with subject teachers to develop teaching strategies for enhancing the "listening, speaking, reading and writing" skills of students</li> <li>• Hold consultations with parents and/or teachers</li> <li>• Keep records of the students' progress</li> <li>• Provide the school with summary and progress reports of the students' situations</li> </ul>	
<p><b>Remarks:</b></p> <ol style="list-style-type: none"> <li>1. Documents to be submitted with this written quotation: <ul style="list-style-type: none"> <li>• Photocopy of Business Registration Certificates</li> <li>• Records of qualifications of the registered speech therapist as references</li> </ul> </li> <li>2. The price for each year shall be paid in two installments upon receipt of the invoice.</li> </ol>		

We/I understand that if we/I fail to offer the services listed on the written quotation specification and upon accept school's order, we are/I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

\* Prevention of Bribery Ordinance

*A staff member of the School who solicits or accepts an advantage in connection with his work without the permission of the Incorporated Management Committee of the School (IMC) may commit an offence under Section 9 of the Prevention of Bribery Ordinance (the Ordinance).*

Name of Company/Organization: \_\_\_\_\_

Name and Signature of Person authorized to sign the Written Quotation:

Name (in block letters): \_\_\_\_\_

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

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

