

香港華人基督教聯會真道書院
2026-2027 學生學習支援服務 (小學部) (參考編號：2526-LA-011)
報價表

(一) 報價資格

任何信譽良好之個人或商號(持有有效的相關營業牌照)。

(二) 評審範疇及準則

1. 本校將根據各報價書的服務內容、價格、經驗及其他相關資料作出評審。過程中，可能需要邀請報價者(或派員)向校方講解及闡釋報價書內所列內容及資料。
2. 校方將會按附件一的報價內容分別進行評審。
3. 校方有絕對權力決定不接納任何報價書而不須作任何解釋，包括最低報價書。
4. 如報價條件相若下，有在學校相關經驗者可獲優先考慮。
5. 評審報價書時，將考慮以下各方面 (包括但不限於)：
 - a. 申請人須在香港中學文憑考試五科考獲第 2 級或同等或以上成績，其中包括數學 (必修部分) 考獲第 2 級或以上成績，中國語文科及英國語文科考獲第 3 級或以上成績，或同等學歷或在香港中學會考五科考獲 E 級或以上成績，其中包括中國語文科及英國語文科考獲 D 級或以上成績或具同等學歷；
 - b. 能操流利粵語；
 - c. 關懷學生，能夠在有限時間內獨立完成工作；
 - d. 一般電腦軟件(包括 Microsoft Office 及 Excel)操作。
6. 校方保留對本報價表內容及一切有關文件的解釋權。

(三) 防止受性騷擾或性侵犯 (服務提供者必須遵守)

性騷擾是違法行為，並會影響學習。為確保學生在《性別歧視條例》的保障下學習，所有服務提供者必須嚴格恪守相關「防止及處理性騷擾」指引/政策。詳情請參閱：

- 1) 教育局網頁→學校行政及管理→一般行政→有關學校→防止校園性騷擾
- 2) 平機會編訂的《校園性騷擾政策大綱》
- 3) 真道書院網頁→學校簡介→學校政策→「防止及處理性騷擾」政策

所有服務提供者在提供服務前，必須自行向校方提供性罪行定罪紀錄，以供校方查核。

(四) 截止報價及提交日期

有意報價者請於 **2026 年 9 月 18 日下午二時正或以前**，根據上文各項所列的要求，以機密文件形式，將報價書發送至本校電郵 **psprocurement@logosacademy.edu.hk**。請不要以回覆寄件者電子郵件的方式來發送報價，並請確保附件的報價文件可以列印，避免鎖定或加密附件。逾期的報價或不能提供全部有關資料，概不受理。

(五) 《防止賄賂條例》

1. 根據《防止賄賂條例》，在學校採購過程中，如學校員工接受報價者提供的利益，或報價者向學校員工提供利益，均屬違法。學校不容許報價者透過任何形式的利益 (包括捐贈) 影響學校的選擇。
2. 學校員工或報價者任何一方或雙方如有干犯上述違法行為，有關報價書將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。

(六) 意見及查詢

如有任何疑問或查詢，請於 2026 年 9 月 18 日前致電 2337-2126 本校潘佩芝老師查詢。

香港華人基督教聯會真道書院

呂楚詩副校長

二零二六年八月三十一日

香港華人基督教聯會真道書院
2026-2027 學生學習支援服務 (小學部)
維護國家安全聲明

下方簽署人確認即使報價文件中有任何相反的規定，學校保留以其個人/公司曾經、正在或有理由相信其個人/公司曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其個人/公司資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除其個人/公司資格的權利。

下方簽署人確認若出現下列任何一種情況，學校可以立即終止合約：

- (1) 其個人/公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- (2) 繼續僱用其個人/公司或繼續履行合約不利於國家安全；或
- (3) 學校合理地認為上述任何一種情況即將出現。

公司蓋印(只適用於承辦商)

服務供應商名稱

(只適用於承辦商)

簽署

簽署人姓名

簽署人職位[#]

日期

[#]請註明職位，例如董事、經理、秘書等

上方簽署人已獲授權，代表_____公司簽署標書，該公司資料如下：

商業登記號碼：			
辦事處地址：			
聯絡電郵：			
電話號碼：		傳真號碼：	

Party A: Service(s) Provider

Party B: HKCCCU Logos Academy Management Committee Ltd.

1. Party A shall provide services to Party B on a freelance basis, i.e. Party A is NOT an employee of Party B, and there are no employer-and-employee relationships between both Parties at all material times;
2. Party A is NOT entitled to the Mandatory Provident Fund benefits and any insurance coverage for employee;
3. Party A is appointed as a self-employed contractor to Party B to carry out the services, such services to be provided using reasonable skill and care.
4. Party A shall have the status of a self-employed person and shall be responsible for all tax liabilities, any insurance or Mandatory Provident Fund contributions in respect of his/ her fees and accordingly. Party A hereby agrees to indemnify Party B in respect of any claims that may be made by the relevant authorities against Party B in respect of tax, insurance or Mandatory Provident Fund contributions relating to Party A's services under this agreement.

Party A acknowledges and agrees that:

Party A is self-employed and responsible for their own tax obligations, including but not limited to income tax, Mandatory Provident Fund (MPF) contributions (if applicable), and any other statutory contributions;

Party A is not entitled to any employee benefits under the Employment Ordinance (Cap. 57) of Hong Kong, including but not limited to:

- Annual leave
- Sickness allowance
- Maternity/paternity leave
- Severance or long service payment
- Rest days or statutory holidays

Party B shall not withhold or pay any taxes or MPF contributions on behalf of the Freelancer.

Party A shall comply with all applicable laws as a self-employed person, including but not limited to registration with the Inland Revenue Department (IRD) for tax purposes where required.

5. Party A is free to provide services at his/her discretion to other parties on his/her own volition outside the service hours stipulated herein;
6. Party A is required to observe the general guidelines laid down by Party B governing general activities conducted within the school premises;
7. The Contract Period and nature of services are stipulated below in 'Conditions of Services', which form an integral part of this agreement. Party A shall use his/ her best endeavours to provide quality service to Party B during the Contract Period;
8. Any notice(s) served by Party B to the last known address of Party A by ordinary post is deemed delivered to Party A;
9. Party A should not issue any parents' notices or collect money from parents without the written consent of Party B;

10. Neither should Party A conduct any publicity for his/her own company/ services during his/ her services under this Agreement to the students/ parents of Party B.
11. In the event that Party A shall commit misdemeanor(s) contrary to his/her role, shall jeopardize the rights of Party B, shall misrepresent Party B, shall be convicted of a criminal offence by the court of law in Hong Kong, Party B has the right to terminate this agreement by summary notice, i.e. one day written notice, to Party A without recourse.
12. Either Party A or Party B may terminate this agreement by going a one-month written notice without any pre-mature termination fee.
13. Party A hereby confirms its commitment to strictly implement the "Guidelines for Preventing Sexual Harassment or Sexual Assault by School Team Members/School Activity Scholars" required by Party B.
14. Conditions of Service

Services/Project to be provided:	- a Perform basic office tasks, including but not limited to data entry, taking messages, and maintaining and updating filing system and student records; - b Perform administrative tasks, including but not limited to attending meetings, preparing minutes, and relevant documents of support and services for students with Special Educational Needs (SEN); - c Assist in individual/small group learning or remedial support for students with special educational needs; - d Assist in invigilation of school examinations at special rooms; - e Fulfil other administrative duties as assigned by SENCO or Assistant Principal (Student Support).
Contract Period:	1/10/2026 to 31/7/2027
Service Hours in the Contract Period: (No more than 16.5 hours per week. Party B has the right to assign the working time for Party A in the Contract Period.)	• On-site support work for Learning Diversity Team; • Part-time.
Remuneration (can include MPF and insurance cover MPF, cost of learning materials)	HK\$_____ per hour. (Monthly income not exceeding \$7,100 / Annual income not exceeding \$85,200)

Accepted and signed by Party A:
Name: ID Card No.: Date:

Approved and signed by Party B:
Dr. LEE Chak Hong, Richard Principal Date: