

The Hong Kong Chinese Christian Churches Union Logos Academy

Positive Education Teacher Training Course **Tender Invitation (Services)**

We are now sincerely inviting tenders for provision of services for a teacher training course on positive education in the school year of 2019-2020. Please submit your tender in accordance with the service requirements listed below.

(I) Service Duration

From 7 May 2020 to 9 May 2020

(II) Service Requirements and Contents

The service provider should deliver a 3-day teacher training course on positive education in our school campus (same as mailing address in Appendix 3) for our teaching staff (around 165 teachers of Grade 1 to Grade 12 students) in the duration stated above. The specific requirements are as follows:

1. The service provider should have over four years of experience on delivering training courses of positive education to school teachers.
2. The course should be conducted in English.
3. The content of the course should cover the basic theories of positive education such as character strength and growth mindset in the educational context.
4. The course should provide the participants with key concepts, applicable strategies and practical skills that can be implemented in classroom settings.
5. Both plenary and breakout sessions should be included in the course.
6. Comprehensive course materials (hard copies and/or e-documents) should be provided to all participants.
7. Appropriate course-related online support for participants in the form of pre-course or post-course arrangements should be made available.
8. The ratio of trainer to participants should be at least one trainer for every 25 participants (1:25).
9. Trainers should have teaching experiences in primary and/or secondary schools.
10. All trainers should be well-qualified with professional knowledge and practical experiences in the field of positive education.
11. Preferably, the content shared by the trainers should be informed by research on frontline teaching of positive education for students.

(III) Tender Assessment Criteria

1. Price and Charges (price may not be the sole consideration for this tender)
The bidder should give a detailed account of either the cost per each participant or the total cost of the service, including details of what would and would not be covered by the cost. Information on the amount of discount (if any) should also be provided.

2. Service details

To facilitate our decision making process in the procurement procedure, the bidder should give all the details of services to be provided, previous history as a provider of training courses in positive education (with concrete data), your strengths (as compared to other providers in the same field) and references of your previous clients (if available). The assessment of the tender will be based on the information provided and the requirements stated above in Part (II) “Service Requirements and Contents”.

3. If the bidder is not able to provide all the required information for this tender before the submission deadline, the tender will normally not be considered.

(IV) Prevention of Bribery Ordinance

1. It is an offence under the Prevention of Bribery Ordinance if school staff accept advantages from suppliers and contractors or if the suppliers and contractors offer advantages to school staff in connection with school procurement (refer to Appendix 2). The school does not allow the choice of suppliers and contractors to be in any way influenced by any form of advantages, including donations.
2. Should any one or both parties of the school staff or suppliers and contractors commit the offences above, the tender will not be considered; even if they have been appointed, the relevant contracts will be declared invalid.
3. Please complete the ‘Declaration by contractor on compliance with the ethical commitments requirements’ form (Appendix 1) and return with the Tender to our school.

(V) Submission and Deadline

1. Two identical copies of your tender, which must include both service information and price information of the “Positive Education Teacher Training Course”, must have your company stamp and be placed separately in two sealed plain envelopes. These two envelopes are to be placed in a big plain envelope which is to be sealed and submitted. The Reply Address Label (Appendix 3) should be cut and pasted securely on this big envelope, which should then be submitted to the tender box located outside the General Office of the Secondary School Campus. The tenderer shall not disclose its identity on any of the sealed envelopes; otherwise the tender will not be considered.
2. The sealed tender must be submitted before 2:00 p.m. on 31th October, 2019 (Closing Date) to the tender box located outside the Secondary School Campus Office, the address of which is also stated in the last item of this section (Section V). The contents of the tenders submitted must conform to the service requirements. Late submissions will not be considered.
3. The tender will remain open for 90 days from the “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days.
4. The successful bidder must draft a contract and sign it with the school.

5. The school reserves the right to reject all the tenders submitted.
6. Mailing address (same as address label in Appendix 3):

The Hong Kong Chinese Christian Churches Union Logos Academy
1 Kan Hok Lane
Tseung Kwan O, N.T.
HONG KONG

Attn: Head of Procurement Committee
Positive Education Teacher Training Course—Tender (Services)
Tender No. : LA/PD_POED/2020/01

(VI) Appeal Mechanism

The above tendering and assessment procedures are in line with the guidelines issued by the Education Bureau. The School Management Committee of the school should ensure that the procedures of assessment and awarding of the tender are fair and proper. If a tenderer believes that it has not been fairly treated or its tender has not been fairly processed, the tenderer can reflect the situation to the School Management Committee.

(VII) Inquiries

If you have any queries, please contact Ms. Betty CHENG Suk Wah of the Professional Development Team of the school on +852 5623 2870.

The Hong Kong Chinese Christian Churches Union Logos Academy



Dr. CHO Hee Chuen, Paul (Principal)

Date : 10 October 2019

- Appendix 1 : ‘Declaration by contractor on compliance with the ethical commitments requirements’
Appendix 2 : Policy on Acceptance of Advantages by Staff
Appendix 3 : Reply Address Label

**Declaration by contractor on compliance
with the ethical commitments requirements**

Tender No.:	LA/PD_POED/2020/01
Tender Heading :	Positive Education Teacher Training Course— Tender (Services)

In accordance with the Ethical Commitment clauses of the Tender, we confirm that we have complied with the following provisions and have ensured that our directors, employees, sub-contractors, agents are aware of the following provisions:

- (a) Prohibiting our directors, employees, agents and sub-contractors who are involved in this Tender from offering, soliciting or accepting any advantage as defined in section 2 of the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this Tender;
- (b) Requiring our directors, employees, agents and sub-contractors who are involved in this Tender to declare in writing to us any conflict or potential conflict between their personal/financial interests and their duties in connection with this Tender. In the event that a conflict or potential conflict is disclosed, we will take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed;
- (c) Prohibiting our directors and employees who are involved in this Tender from engaging in any work or employment other than in the performance of this Tender, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Tender and requiring our sub-contractors to do the same;
- (d) Taking all measures as necessary to protect any confidential/privileged information or data entrusted to us by or on behalf of the Employer from being divulged to a third party other than those allowed in this Tender.

Name of the Contractor : _____

Signatory : _____

Name of the Signatory : _____

Position of the Signatory : _____

Date : _____

The Hong Kong Chinese Christian Churches Union Logos Academy

10 October 2019

To : Suppliers/Contractors

Policy on Acceptance of Advantages by Staff

I am pleased to inform you that our School has a clear policy on the solicitation and acceptance of advantages by staff in their official dealings.

It is a must that we maintain a team of honest staff at all times. Therefore, it is our policy that no staff shall solicit or accept gifts, money or any other form of advantages in their course of duty without the special permission of the School Management Committee.

All our staff are committed to this policy and are fully aware that any breach of the policy will result in disciplinary action. Where the situation warrants, the case might be reported to the Independent Commission Against Corruption for further action.

As a major stakeholder, we earnestly request your support for our commitment to managing our School in a fair and just way. Should any member of our staff approach you for an advantage, please inform me immediately.

Thank you for your cooperation.

Yours sincerely,



Dr. CHO Hee Chuen, Paul (Principal)

Reply Address Label (Please cut and paste securely on reply envelope) :

The Hong Kong Chinese Christian Churches Union Logos Academy
1 Kan Hok Lane
Tseung Kwan O, N.T.
HONG KONG

Attn: Head of Procurement Committee
Positive Education Teacher Training Course—Tender (Services)
Tender No. : LA/PD_POED/2020/01

Submission Date: on or before 2:00 p.m. on 31th October, 2019