

香港華人基督教聯會真道書院  
2023-2024 學生學習支援服務(小學部)(參考編號：2324-LA-006)  
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. Applicants should have attained five HKDSE subjects in Level 2 or above, including Mathematics (Compulsory part) and Level 3 or above in Chinese Language and English Language in HKDSE, or equivalent;
  - b. Caring for children, ability to work under time constraints and work independently;
  - c. Proficient in Microsoft word and excel is an advantage.
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 **2023年12月30日下午五時正或以前**，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 ginapoon@logosacademy.edu.hk。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 **2023年12月30日前致電 23372126 本校潘佩芝老師查詢**。

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.
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:	<ul style="list-style-type: none"> <li>- Filing, preparing and managing documents including surveys, reports, consent forms, etc., to facilitate documentation of caseloads.</li> <li>- Data entry on SEN Support List for updated/new cases.</li> <li>- Managing quotation records, contracts and making contact with selected SEN students and their parents.</li> <li>- Assisting SENCO and EP in preparing documents for SEMIS input and Learning Support Grant.</li> <li>- Attending meetings, preparing meeting minutes and relevant documents.</li> <li>- Carry out Speech Therapy services-related administrative tasks for eligible students.</li> <li>- Monitoring (and providing assistance, when needed) hired instructors hired from external organizations.</li> <li>- Preparing SEN intervention materials for students under supervision of Educational Psychologist.</li> <li>- Preparing requested resources for teachers.</li> <li>- Assisting students when needed as assigned by Educational Psychologist or SENCO.</li> </ul> <p>a Service Provider is required to perform other duties prescribed by the Principal/ Deputy/ Assistant Principals on school days and school holidays.</p> <p>b School/Party A has the right in amending the "Service Hours".</p>
Contract Period:	Immediate to 31 July 2024
Service Hours in the Contract Period: (No more than 17.5hours per week. Party B has the right to assign the working time for Party A in the Contract Period.)	<ul style="list-style-type: none"> <li>• On-site support work for School-based SEN Support Services (SSS) Team;</li> <li>• Part-time;</li> <li>• A maximum of 17.5 hours per week.</li> </ul>
Remuneration (can include MPF and insurance cover MPF, cost of learning materials)	HK\$ _____ per hour.

Accepted and signed by Party A:
Date: