

**香港華人基督教聯會真道書院**  
**2023-2024 學生學習支援服務 (參考編號：2324-LA-007)**

**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. 請提供履歷
7. 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 **2024年2月5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](mailto: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 **2024年2月5日前**致電 23372126 本校潘老師查詢。

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2023-2024 學生學習支援服務

聲明

維護國家安全

下方簽署人確認即使報價文件中有任何相反的規定，學校保留以其公司曾經、正在或有理由相信其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，而有必要剔除其公司。

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：

- (i) 其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；
- (ii) 繼續僱用其公司或繼續履行合約不利於國家安全；或
- (iii) 學校合理地認為上述任何一種情況即將出現。

公司蓋印

服務供應商名稱 :

簽署人 :

簽署人姓名 :

簽署人職位# :

日期 :

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

<p>Services/Project to be provided:</p>	<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>
<p>Contract Period:</p>	<p>Immediate to 31 July 2024</p>
<p>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.)</p>	<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>
<p>Remuneration (can include MPF and insurance cover MPF, cost of learning materials)</p>	<p>HK\$_____ per hour.</p>

<p>Accepted and signed by Party A:</p>
<p>Date:</p>