

TENDER SCHEDULE FOR FULL-TIME NET SERVICE FOR THE 2026-2028 SCHOOL YEARS
(2-YEAR SERVICE) (TO BE COMPLETED IN DUPLICATE)
(School Ref. No.:T2526-10)

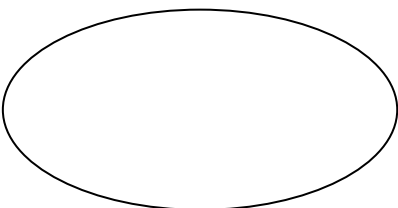
| (1) Item | (2) Description & Specification | (3) Total Amount (HK\$) To be completed by tenderer |
|----------|---|--|
| | Please refer to the Specifications for Full-time NET service for the 2026-2028 school years (2-year service) Please fill the Reply Form. | |

We intend to submit the tender. We / I understand that if we/ I fail to supply the items as offered in our/ my tender upon accepting school’s order, we are / I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

We do not intend to submit the tender. (Reason : _____)

Name of Tenderer : _____

Signature of Person authorized to sign Tender : _____

Company Chop : 

Date : _____

Lions Clubs International Ho Tak Sum Primary School
Specifications for Full-time NET service for the 2026-2028 school years (2-year service)

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| Objectives: |
| <ol style="list-style-type: none">1. To collaborate with the English Panel to improve the English language environment of the School by organising activities to help students use English in their daily life.2. To improve the motivation and confidence of the students in learning English and to enhance their language skills with a special focus on speaking.3. To assist in the learning and teaching of the English language, including classroom teaching and preparation of resources. |
| Description of the service: |
| Number of NETs: 2 Full-time NETs |
| Service period: 1 st September, 2026 – 31 st May, 2028 (Total about 165-170 working days per school year according to our school calendar of 2026-2028, excluding school holidays.) |
| Working hours: - 4 weekdays: 7:45a.m.-3:30p.m. (including 1-hour lunch break) - 1 weekday: 7:45a.m.- 4:30p.m. (including 1-hour lunch break) - Occasional working Saturday mornings (no more than 5 per school year) |
| Lesson hours: no more than 24 periods per week (1 period = 30 minutes) |
| Level of students: P.1-6 |
| Qualifications of NETs: <ol style="list-style-type: none">1. University graduates;2. Natives speaker of English or having native-level English competence in terms of fluency and accuracy; and3. Documents of working visa |
| Leave and substitution: Inform the School before 7:00a.m. for sick leave and submit sick leave form with medical certificate after resuming duty. No casual leave will be approved on working days. For excessive leave taken by NETs, support should be given by the service provider to the school. |

Duties of Full-time NETs:

1. To help promote an English language environment in the School.
2. To arouse our students' interest in learning English and increase their confidence in speaking English.
3. To implement Space Town Literacy Programme, reading or speaking programme.
4. To design a drama curriculum for primary four to six students and prepare relative materials.
5. To have regular co-planning meetings with local English teachers, prepare lesson plans and teaching resources during non-teaching periods.
6. To design and deliver collaborative teaching lessons with local English teachers
7. To organise co-curricular activities including English Days, Christmas Celebration, drama, outings etc.
8. To chat with students during breaks, lunch and after school.
9. To organise and run activities in the English Corner and English Zone during breaks.
10. To decorate and manage the English Room, English Corner and English Zone.
11. To support curriculum and staff development in the school.
12. To train students to participate in the Hong Kong Schools Speech Festival or inter-school competitions.
13. To organise and run English activities, classes or programmes for kindergarten students.
14. To be observed by parents and teachers on lesson observation days.
15. To be observed by the principal or senior teachers to ensure high standard of teaching performance.
16. To prepare teaching materials including, but not limited to, soundtracks, PowerPoints and teaching videos.

Service provider will be required:

1. To provide an orientation and training programme as well as on-the-job training throughout the school year.
2. To provide regular lesson observation and curriculum and professional development in support of NETs.
3. To provide a monthly appraisal form which will be discussed in detail with the School and the NETs.
4. To provide an interim meeting by the end of the first school term and a year-end meeting to review and plan the NETs' lessons and English activities with the NETs and the School.
5. To provide employee insurance for the NETs under the Employee's Compensation Ordinance of the Hong Kong Special Administrative Region.
6. To pay all MPF contributions for the NETs.
7. To provide extra support on performance if the NET fails to meet the school's expectations or if the NET's attitude or behaviour is not acceptable to the School.
8. To replace a NET if the NET leaves prematurely during the contract period per year. If replacement is not possible, a refund on a pro-rata basis should be given to the School.
9. To provide documents of the NETs including the details of their qualifications, working experience and Sexual Conviction Record Check (SCRC).

Terms of payment:

The service fee of 2026-2028 is to be paid in 6 instalments.

- Before 30th September, 2026: 1st instalment
- Before 31st December, 2026: 2nd instalment
- Before 31st May, 2027: 3rd instalment
- Before 30th September, 2027: 4th instalment
- Before 31st December, 2027: 5th instalment
- Before 31st May, 2028: last instalment

Others:

The service provider or agent should not offer an advantage to the school employees, School Management Committee and the Incorporated Management Committee, parents or students as an inducement to or reward for giving assistance in regard to contracts. (Interpretation of 'advantage' refers to the 'Prevention of Bribery Ordinance' (Cap.201). If the service provider or agent offers an advantage to the party stated above, it may cause them to be the guilty of an offence. The contract will be regarded as invalid. The School reserves the right to terminate the contract and the service provider obliges to bear the cost of the loss or damage the School resulted.

The service provider or agent should ensure that all the services and teaching materials follow the law in Hong Kong. If there is any violation of the law, the School reserves the right to terminate the contract and the service provider obliges to bear the cost of the loss or damage the School resulted.

If the performance of the NET is unsatisfactory, the School reserves the right to terminate the contract unconditionally.

Lions Clubs International Ho Tak Sum Primary School
Reply Form for Full-time NET service for the 2026-2028 school years (2-year service)

Please tick the appropriate box.

| Description | Content | Reply | Remarks |
|----------------------------|---|--|---------|
| Number of NETs | 2 Full-time NETs | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Service period | 1 st September, 2026 – 31 st May, 2028 (About 165-170 working days per school year according to our school calendar of 2026-2028, excluding school holidays.) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Working hours: | <u>Full-time NETs:</u> - 4 weekdays: 7:45a.m.-3:30p.m. (including 1-hour lunch break) - 1 weekday: 7:45a.m.- 4:30p.m. (including 1-hour lunch break) - Occasional working Saturday mornings (no more than 5 per school year) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Lesson hours: | <u>Full-time NETs:</u> no more than 24 periods per week (1 period = 30 minutes) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Level of students: | P.1-6 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Qualifications of NETs: | 1. University graduates; | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 2. Native speakers of English or having native-level English competence in terms of fluency and accuracy; and | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | 3. Documents of working visa | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Leave and substitution: | Inform the School before 7:00a.m. for sick leave and submit sick leave form with medical certificate after resuming duty. No casual leave will be approved on working days. For excessive leave taken by NETs, support should be given by the service provider to the School. | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Duties of NETs: | Refer to the specifications on Pg 2 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Duties of Service provider | Refer to the specifications on Pg 2 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Description | Content | Reply | Remarks |
|---|--|--|---------|
| Others | Refer to the specifications on Pg 3 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Terms of payment | <p>The service fee of 2026-2028 is to be paid in 6 instalments.</p> <ul style="list-style-type: none"> ● Before 30th September, 2026: 1st instalment ● Before 31st December, 2026: 2nd instalment ● Before 31st May, 2027: 3rd instalment ● Before 30th September, 2027: 4th instalment ● Before 31st December, 2027: 5th instalment ● Before 31st May, 2028: last instalment | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Cost of a Native-speaking English Teacher | <u>Full-time NETs:</u> | Per month: _____ Per school year: _____ | |

Our company understands and will abide by the above criteria. In case any criteria cannot be met, the School will arrange some compensation to be provided by the company.

Name of the company: _____

Signature of the person-in-charge: _____

Date: _____

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|---------------------------------|
| Official stamp: |
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