

**G.T. (Ellen Yeung) College (Secondary section)**

**Tender for Native English-speaking Teacher Supply 2025/26 -2027/28**

**Tender Form**

School Name: G.T. (Ellen Yeung) College (Secondary section)

School Address: 10 Ling Kwong Street, Tiu Keng Leng, Tseung Kwan O

School Reference Number: GTT-018

Deadline for submission of tender: 04<sup>th</sup> July 2025

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**Part I Declaration**

The undersigned agrees to provide the services listed in the tender appendix according to the date and price specified in the official order, including all fees and details proposed by the school. The undersigned acknowledges that all unspecified items must be provided according to the specified details. The tender is valid for 90 days from the tender closing date; the school is not obligated to accept the lowest or any tender and has the right to accept all or part of a tender within the tender validity period. The undersigned also guarantees that their company's business registration and employee compensation insurance are valid, and the services provided will not damage the school's reputation.

**Part II Reconfirmation of Tender Validity**

Regard-ing Part I of this tender, the undersigned reconfirms that the tender is valid for 90 days starting from \_\_\_\_\_.

The undersigned also agrees that, once the validity period of the tender is reconfirmed, the pre-printed provisions on the tender form specified by the company will no longer apply.

Name:

(Please write in capital letters)

Signature:

Title:

(Please specify position, e.g. Director,  
Manager, Secretary, etc.)

Date:

公司印鑑

The above signature has been authorized to sign the tender on behalf of:  
\_\_\_\_\_ [Company], whose registered office address in  
Hong Kong is: \_\_\_\_\_.

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### **Part III "Safeguarding National Security"**

Safeguarding national security is the constitutional responsibility of the Hong Kong Special Administrative Region. All levels of school personnel must effectively prevent and stop any acts or activities that endanger national security. Based on national security, schools are allowed to use professional judgment, maintain high sensitivity, and carefully assess any potential national security risks or issues at each stage of procurement. If any of the following situations occur, the school will disqualify the supplier and terminate the relevant contract:

1. Even if there are any contrary provisions in the quotation/tender documents, the school reserves the right to disqualify the supplier if the supplier has engaged in, is engaging in, or is believed to have engaged in or is engaging in activities or acts that may constitute or lead to crimes endangering national security. The school may also disqualify the supplier for the sake of national security or to protect the public interest, public morality, public order, or public safety in Hong Kong.

2. The school may immediately terminate the contract if any of the following situations occur:

- The contractor has engaged in or is engaging in activities or acts that may constitute or lead to crimes endangering national security or are detrimental to national security.
- Continuing to employ the contractor or continuing to perform the contract is detrimental to national security.
- The school reasonably believes that any of the above situations is about to occur.

### **Part IV Submission of Tenders**

1. Interested bidders must submit the tender in a confidential manner by placing it in the tender box at the school office by 9:00 AM on 04<sup>th</sup> July 2025 (Friday), in accordance with the requirements listed in Section III above. The cover must clearly indicate the recipient as "G.T. (Ellen Yeung) College (Secondary section)" and specify "Native English-speaking Supply Tender." Late tenders will not be accepted.

2. The tender must be submitted by the contractor or their agent.

3. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 (or above) is issued by the Observatory between 6:00 AM and 9:00 AM on 04<sup>th</sup> July 2025 (Friday), the tender closing time will be postponed to the same time on the next working day.

4. Even if not intending to tender, suppliers are requested to return the tender form marked "Not Intending to Tender" before the deadline.

5. Tender submission address:

G.T. (Ellen Yeung) College (Secondary section)

10 Ling Kwong Street,

Tiu Keng Leng

Envelope marked: Tender Item Name

## **Part V NET's Duties**

1. Deliver high-quality English instruction and actively conduct diverse, engaging classroom activities; provide individualized care and support to all students.
2. Independently design and implement innovative curricula and programmes; lead ongoing course development and improvement through systematic reflection and comprehensive feedback from students and parents.
3. Prepare, update, and customize all course materials for multiple curricula and programmes.
4. Conduct testing, grading, evaluation, and comprehensive assessment of student performance; prepare detailed and individualized student progress reports.
5. Organize and deliver formal presentations of students' work to a variety of stakeholders.
6. Initiate, organize, and preside over regular meetings with all course instructors to address and resolve issues affecting student learning; provide ongoing supervision, mentorship, and performance evaluation for all instructors.
7. Proactively organize, prepare, and attend a wide range of training sessions, workshops, and school events both on campus and at external venues.
8. Fully comply with, and ensure strict adherence to, all internal procedures, rules, regulations, and policies of the company; undertake any additional duties or assignments as directed.
9. Attend as much as 30 evening sessions with parents annually.
10. Attend as much as 30 Saturday duties annually.
11. Independently host and manage local or international conferences, workshops, or study tours.
12. Be available for and undertake international business trips per year, as required.
13. Host and deliver training sessions for other teachers each year.
14. Actively participate in and support up public relations or marketing campaigns annually.

## **Part VI NET Requirements**

1. Must be a native-speaking English teacher with a clear, neutral accent.
2. Must hold a relevant undergraduate degree (preferably in English, Education, or Linguistics); postgraduate qualification preferred.
3. Must possess a recognized 120-hour TEFL or TESOL certificate.
4. PGCE or equivalent formal teaching qualification preferred.
5. Demonstrable compliance with all requirements as set out in the SCRC.
6. Must possess a valid work visa or dependant visa in Hong Kong for the full contract period.

## **Part VII Requirements for the Tendering Company**

1. Must be solely responsible for the payment of the NET's salary, statutory insurance coverage, working permit, etc as required by the Labour Department, MPF, and all statutory leave entitlements.
2. Company management must have a minimum of 15 years of proven experience in the education sector.
3. The company itself must possess more than 8 years of continuous and demonstrable experience in the education field, both in Hong Kong and internationally.
4. The company itself must provide proof of regularly organizing and delivering recruitment workshops at universities in the UK, Australia, and New Zealand, etc.
5. Must demonstrate the ability to provide at least 4 to 5 qualified NETs simultaneously.
6. Must maintain a pool of suitable substitute teachers to ensure immediate replacement in case of a NET's absence, resignation, or inability to fulfill assigned duties.
7. Must have an exemplary, documented track record in the successful management and support of NETs.
8. Must provide a comprehensive NET recruitment track record for the past 5 years or above, that is 2021 to 2025.
9. Must demonstrate the capacity to support NETs to develop lesson materials and curriculum.
10. Must attend New Teacher Training sessions.
11. Must hold a valid “Licence to operate an Employment Agency” which issued under the Labour Department of HKSAR