



**KWAI TSING SAFE COMMUNITY AND HEALTHY CITY ASSOCIATION**

**TENDER PROPOSAL FOR**  
**PROVISION OF SPECIAL EDUCATIONAL NEEDS**  
**ASSESSMENT SERVICE UNDER**  
**SIGNATURE PROJECT SCHEME (SPS)**

This document issued by Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) and all its authorized employees, agents, subsidiaries or subsidized organizations contains the standard terms and conditions used for tendering requirements for the SPECIAL EDUCATIONAL NEEDS ASSESSMENT SERVICE (reference no. KTSCHCA/CCO/SPS/SEN-2021). KTSCHCA may issue addendum to these terms and conditions whenever necessary.

Signature Project Scheme --- Kwai Tsing District Council  
Community Service

## INTERPRETATION

In this document and the tender invitation letter, unless the context otherwise requires:

- “Contract” means the contract hereunder and reference to the terms thereof shall include the terms of tender in all parts hereof unless inconsistent with the context of such reference.
- “Goods” means the articles, materials and/or services referred to the Tender Schedules provided by the Tenderer in response to the requirements stated in the Tender.
- “Deliverables” means all reports, drawing, documents, software, certificates of other items described in the Tender Schedules provided by the Tenderer in response to the requirements stated in the Tender.
- “Kwai Tsing Safe Community and Healthy City Association” means Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) and all its authorised employees, agents, subsidiaries or subsidized organizations.
- “KTSCHCA’s Representative” means any person authorized to act on behalf of KTSCHCA for the purposes of the Contract.
- “Tenderer” means the person or persons and/or the firm or the company referred to in the “Offer to be Bound” section of the tender document.

“Supplier”/“Consultant” /“Service Provider”	means the Tenderer whose tender is accepted as hereinafter provided.
“Tender Closing Date”	means the latest date (Hong Kong time) by which tenders must be lodged.
“Business Day”	means Monday to Friday, except Saturday, Sunday, Public Holidays, and a gale warning day or a black rainstorm warning day as defined in Section 71(2) of the Interpretation and General Clauses Ordinance (Chapter 1) of the Laws of Hong Kong Special Administrative Region.
“Day”	means calendar day.

**TENDER PROPOSAL**

**1. BACKGROUND**

Kwai Tsing Safe Community and Healthy City Association (KTSCHCA) was selected to participate in the Kwai Tsing Signature Project Scheme (SPS), for providing the community service to the residents in Kwai Tsing District. Services related to “Special Educational Needs (SEN)” is part of the salient quantifiable achievements expected from the SPS.

**2. INVITATION OF TENDER**

2.1 This invitation document aims to invite tender proposal from interested tenderer to apply for the provision of Special Educational Needs Assessment Service under SPS operated by KTSCHCA.

2.2 The contract is for 12 months, tentatively to be implemented in 1 July 2021 and end on 30 June 2022.

**3. TENDER**

3.1 The tender relates to the supply of all (or any part) of the goods specified in the contract.

3.2 The invitation to tender shall not be altered by the tenderer. Any modification considered necessary by the tenderer should be the subject of a separate letter accompanying the tender document. Any altered or erased part(s) should be initialed by the tenderer in ink.

3.3 Interested tenderer is required to submit tender which comply with the requirement specified in this invitation document.

3.4 Failure in complying with the requirement of this invitation document may render the tender proposal invalid.

3.5 Subsequent adjustment to tender proposal after submission will not be allowed.

3.6 The proponent, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance (Cap201)) to any member of the Vetting Committee or the staff of Secretariat Office with a view to influencing the award of the sponsorship. Any such offer by the proponent or its employees and agents will render the sponsorship agreement null and void, and the proponent may be held liable for any loss or damage which KTSCHCA may sustain.

3.7 Tenders shall remain open for not less than ninety (90) days after the tender closing

date. If tenderers are unable to comply with this requirement, they must clearly state in the tender the period for which their tender is valid for acceptance.

3.8 The prices quoted by the tenderer are to be in Hong Kong dollars.

Such prices shall be net prices allowing for all trade and cash discounts and shall include the cost of containers, packing, packing materials and delivery.

3.9 Tenderers should make certain the prices quoted are accurate before submitting their quotations. Under no circumstances will KTSCHCA accept any request for price adjustment on grounds that a mistake has been made in the tender prices.

#### 4. **NEGOTIATION**

4.1 KTSCHCA reserves the right to negotiate with any tenderer about the terms of the offer.

#### 5. **PUBLICITY**

5.1 The service provider shall submit to KTSCHCA's representative all advertising or other publicity material relating to the contract or the products supplied or other work done in connection with the contract wherein KTSCHCA's name is mentioned or language used from which a connection with KTSCHCA can reasonably be inferred or implied. The service provider shall not publish or use any advertising or other publicity material without the prior written consent of KTSCHCA.

#### 6. **PRESENTATION BY TENDERER**

6.1 As part of the tender evaluation exercise, tenderers may be invited to present to KTSCHCA their company background and experience in providing the services required.

#### 7. **SERVICE SPECIFICATION**

7.1 Trained and licensed personnel to provide "Special Educational Needs Assessment Service" to Kwai Tsing children from kindergartens to primary schools.

7.2 Trained and licensed personnel are educational psychologist, clinical psychologist, psychiatrists, medical doctor, ophthalmologist, audiologist, speech therapist, occupational therapist etc.

7.3 Trained and licensed personnel need to:

- (1) Provide proof to the children who have no special educational needs; or
- (2) Provide brief report, SWD Form II (if applicable), Referral Letter (if applicable) to the children who have special educational needs

7.4 Trained and licensed personnel provide one of the items related to “Special Educational Needs Assessment”:

- (1) Developmental Assessment of Preschoolers 幼兒發展評估
- (2) Hong Kong Comprehensive Assessment Scales for Preschool Children 學前兒童綜合發展評估
- (3) Attention Deficit Assessment/Hyperactivity Disorders Assessment 專注力不足/過度活躍症診斷評估
- (4) The Hong Kong Dyslexia Early Screening Scale 學前兒童讀寫障礙及早識量表
- (5) Diagnostic Assessment of Autism Spectrum Disorder 自閉症譜系診斷評估
- (6) Reading Ability Test 讀寫障礙評估
- (7) Intellectual Assessment (IQ Test) 智力評估

7.5 Service Period and Estimated Output:

Service Period	Estimated Output (case)
1 July 2021 - 30 September 2021	Total: 90 cases (around 20-30 cases for each period, quota will be accumulated to next period if fail to meet the target )
1 October 2021 - 31 December 2021	
1 January 2022 - 31 March 2022	
1 April 2022 - 30 June 2022	

## 8. PAYMENT SCHEDULE

- 8.1 After the contract has been executed and accepted by KTSCHCA, an invoice should be sent by the supplier to KTSCHCA for payment. Any payment payable by the KTSCHCA hereunder will be paid within 30 days after any such payment is payable and upon receipt of the Contractor’s invoice.
- 8.2 Payment will be made on pro-rata by phases until the completion of the “Special Educational Needs Assessment Service”.
- 8.3 Service provider shall produce an invoice for each sum becoming payable to the

named person to be informed by KTSCHCA in writing.

**9. SELECTION CRITERIA**

- 9.1 An “Independent Vetting Committee”, appointed by KTSCHCA will assess the tender submitted in Schedule 1 and make recommendation.
- 9.2 The selection of the service provider will be based on price, quality, completeness and conformity to the specification.
- 9.3 Applicants should note that incomplete offers or partial proposals will not be considered.

**10. SERVICE PROVIDER’S TENDER PROPOSAL**

- 10.1 The service provider shall demonstrate the ability in undertaking the work assignment and shall contain at least the following information in the tender proposal:
  - a) A detailed description of how the service provider is going to provide the required services;
  - b) Tender Proposal may not be considered if the service provider fail to submit the above information.
- 10.2 The proposed roles and responsibilities of the service provider and users should be listed clearly if it is specifically required to deliver the services for the work assignment;
- 10.3 The service provider shall declare in the tender proposal:
  - a) Any dependencies, limitations and assumptions of the work assignment;
  - b) Any potential risks of the work assignment;
  - c) Any suggestions related to the service delivery for the work assignment and the requirements specified in the brief.
- 10.4 Service provider must complete all the service provider’s schedules in this invitation document for tender proposal.

**11. TENDER SUBMISSION**

11.1 Tender Closing Date and Notes to Tenderer

Closing Date and Time	10 June 2021 at 12:00p.m.
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Name of Organisation	Kwai Tsing Safe Community and Healthy City Association
Address	No.1, LG 2/F, Yat King House, Lai King Estate, Kwai Chung, N.T., Hong Kong.

- A) Service Provider is required to submit the tender proposal including all the contract schedules (Schedule 1 - 3) in a sealed envelope clearly marked with title of “Tender Proposal for Provision of Special Educational Needs Assessment Service under Signature Project Scheme (SPS)” (but should not bear any indication which may relate the tender to the tenderer). Relevant printed or visual material to illustrate the proposed work approach should also be submitted as part of the tender proposal.
- B) The service provider must submit two sets of identical tender proposals in sealed envelope to the above-mentioned location no later than 12:00p.m. on 10 June 2021.

11.2 Time Extension in case of Rainstorm/Typhoon

In case a black rainstorm warning signal or tropical cyclone warning signal no. 8 or above is issued between 9:00 a.m. and 12:00 noon on the tender closing date, the closing time of this tender will be deferred to 12:00 noon on the next workday (i.e. except Sunday) other than a General Holiday and after the black rainstorm warning signal or tropical cyclone warning signal no. 8 above is cancelled.

11.3 KTSCHCA’s representative shall not be responsible for any mislaid tender or any tender submitted by methods other than those indicated under this clause.

12. **CANCELLATION OF INVITATION**

Without prejudice to KTSCHCA’s right to cancel the tender, where there are changes of requirement after the tender proposal submission closing date for operational or whatever reasons, KTSCHCA is not bound to accept any conforming tender proposals and reserves the right to cancel the tender.

13. **ENQUIRIES**

For any enquiry concerning this invitation document, please contact Ms. Kaely Li at 2436 3363, Fax: 2370 1027, email: kaelyli@ktschca.org.hk





a) No. of personnel responsible for special educational needs assessment service (with professional qualifications illustrated)

b) Personnel experience

c) Other

Litigation The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain. Statements regarding litigation will not carry any point value but are required.

SCHEDULE 2

2.1 The charges for the implementation by phases shall include all service charges identified to be necessary for the successful implementation of the services.

2.2 SERVICE FEE OF ASSESSMENT:

- Service fee should only include **ONE** selected assessment from below and all other relevant materials for each client.

Type of Assessment	
1.	Developmental Assessment of Preschoolers
2.	Hong Kong Comprehensive Assessment Scales for Preschool Children
3.	Attention Deficit Assessment/Hyperactivity Disorders Assessment
4.	The Hong Kong Dyslexia Early Screening Scale
5.	Diagnostic Assessment of Autism Spectrum Disorder
6..	Reading Ability Test
7	Intellectual Assessment (IQ Test)
Service Fee of Assessment (HK\$):	

\* No specified assessment tool is need, however, proof or brief report or SWD Form II or Referral Letter should be given after the assessment.

Please tick (☑) the appropriate box(es)

Proof will be given to children without SEN after assessment.

Brief report, SWD Form II (if applicable), Referral Letter (if applicable) will be given to children with SEN after assessment.

2.3 NUMBER OF CASES

Service Period	Estimated Output (case)
1 July 2021 - 30 September 2021	
1 October 2021 - 31 December 2021	
1 January 2022 - 31 March 2022	
1 April 2022 - 30 June 2022	
1 July 2021 -30 June 2022	90 cases

SCHEDULE 3

- 3.1 Payment for the service of this contract shall be payable upon completion of the required service.
- 3.2 Any payment payable by the KTSCHCA hereunder will be paid within 30 days after any such payment is payable and upon receipt of the service provider’s invoice.
- 3.3 All invoices and correspondence concerning payment should be addressed to:  
 Ms. Kaely Li,  
 Kwai Tsing Safe Community & Healthy City Association,  
 No.1, LG 2/F, Yat King House, Lai King Estate, Kwai Chung, N.T., Hong Kong.  
 email: kaelyli@ktschca.org.hk

3.4 Name of Service Provider: \_\_\_\_\_

Signature of Person Authorized to sign: \_\_\_\_\_

Company Chop:  
  
\_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Date: \_\_\_\_\_