



聖公會林護紀念中學  
SKH LAM WOO MEMORIAL SECONDARY SCHOOL

397 KWAI SHING CIRCUIT, KWAI CHUNG, N.T., H.K.

TEL: 2420 8893 & 2420 8894 FAX: 2420 5850

EMAIL: lwmss@lamwoo.edu.hk

School Ref. No. LTD2022-23

3 March 2023

By Registered Mail

Dear Sir/Madam,

**INVITATION TO TENDER FOR THE SUPPLY OF  
A NATIVE-SPEAKING ENGLISH TUTOR (SCHOOL-BASED) AND SUPPORT**

1. You are invited to tender for the supply of the services as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. Your sealed tender, in duplicate, should be clearly marked on the envelope:

**Tender for Supply of A Native-Speaking English Tutor (School-Based) and Support**

The envelope should be addressed to SKH Lam Woo Memorial Secondary School, 397 Kwai Shing Circuit, Kwai Chung, NT and arrive not later than 12:00 noon on 24 March 2023.

Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

3. It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement.
4. The bidder as well as its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in any committee responsible for considering any matters in relation to this tender. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.
5. If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address at your earliest convenience.
6. Tenders will be accepted on an overall basis.

Yours faithfully,

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Cheng Hong Yung  
The Principal