

# Munsang College

Written Quotation No. : T-2324-ICT-10

Tender : Supply Of Enhanced “My Pledge To Act” Programme –  
Information Literacy

Details : As Attached Including

1. Invitation Letter

2. Tender Schedule

3. Tender Form For Services/Stores

Closing Date : 12:00 noon on 15th April, 2024

Contact Person : Choi Lai Hang (Tel: 36553375)

*For Reference Only*

School Ref. No.: T-2324-ICT-10

22nd March, 2024

Dear Sir / Madam,

INVITATION TO TENDER  
FOR Supply of Enhanced "My Pledge to Act" Programme – Information literacy.

You are invited to tender for the Supply of Enhanced "My Pledge to Act" Programme – Information literacy 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.

Your sealed tender, **in duplicate**, with a copy of valid business registration certificate of your company, should have the attached label adhered and delivered by hand or by registered mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 15th April, 2024**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above 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.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

If you are unable or do not wish to quote, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Yours sincerely,

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Dr. YIP Chi Sio  
Principal

# Munsang College

## Tender Schedule for Enhanced “My Pledge to Act” Programme – Information literacy

### (我的行動承諾加強版撥款計劃 - 媒體及資訊素養教育)

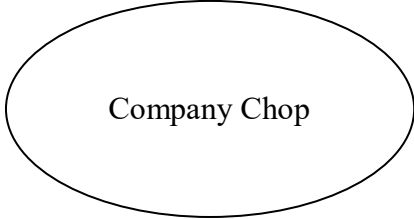
(Columns 4 and 5 to be completed by Supplier)

(1) 項目	(2) 活動類別	(3) 數量	(4) 單項價格 (元)	(5) 金額 (元)
1	<b>學生講座</b> 人數：~700 人(中一至中五同學) 每節時間：1.5 小時 節數：1 節 地點：校內 講題內容： - 媒體及資訊素養相關內容。 活動內容： 1. 講座前預覽講座素材。 2. 講座完結後，安排問卷了解學生學習成果。	1.5 小時	_____ /小時	_____
2	<b>家長講座</b> 人數：~160 人 每節時間：1.5 小時 節數：1 節 地點：校內 講題內容： - 媒體及資訊素養、網絡欺凌或人工智能等對青少年幫助和影響之相關內容。 活動內容： 1. 講座前預覽講座素材。 2. 講座完結後，安排問卷了解家長學習成果。	1.5 小時	_____ /小時	_____
3	<b>校園記者活動班</b> 人數：20 人 每節時間：1.5 小時 節數：4 節 總時間：共 6 小時 地點：校內 活動形式：真人訪問或模擬採訪扮演。 活動內容： 1. 認識新聞媒體及運作、辨識資訊真偽及搜集資料須知。 2. 同學分組採訪虛擬事件或真人訪問，製作專題報道。 3. 學習專題報道及寫作、編輯技巧。 4. 同學報告採訪內容，並由專業導師作點評。 5. 以書面形式輯錄或以錄播形式總結學習成果。 6. 活動完結後，安排問卷了解學生學習成果。	6 小時	_____ /小時	_____

(1) 項目	(2) 活動類別	(3) 數量	(4) 單項價格 (元)	(5) 金額 (元)
4.	<p><b>參觀及體驗活動</b>            人數：~50 人            節數：1 節            時間：            1. 參觀活動 1 小時            2. 體驗工作坊 2 小時            總時間：共 3 小時            地點：媒體報紙出版社            活動內容：  <b>第一部份 - 參觀活動：</b>            - 實地了解新聞製作及媒體運作及工作流程，同學透過親身參與活動，認識香港新聞業發展，了解媒體和資訊素養的重要。  <b>第二部份 - 體驗工作坊：</b>            1. 同學模擬新聞主播報道新聞，親身體驗新聞工作流程，進一步了解每日新聞的處理及報館運作。            2. 學習成果以書面或以錄播形式展示。            （例如製作一頁報紙版面或模擬主播進行新聞報道）            3. 活動完結後，安排問卷了解學生學習成果。</p>	50 人次	_____ /人次	_____
5.	<p><b>60 座位旅遊巴費用</b>            - 參觀活動去程及回程旅遊巴一共為兩程。</p>	2 程	_____ /程	_____
6.	<p><b>發展及製作校本教材服務</b>            課程目標：            - 提升學生在媒體和資訊素養教育的認識，培育學生明辨慎思的思維，並用正確的角度解讀媒體發布的資訊。            對象：中一至中六學生            製作校本教材數量：9 套            教材製作時數：20 小時            教材內容：            1. 緊扣最新《香港學生資訊素養》(2022 年 8 月更新版) 學習框架。            2. 內容以媒體及資訊素養教育為主並融入生命教育及價值觀教育。            3. 製作涵蓋中一至中六的教學資源套，資料包括：閱讀材料、工作紙/筆記、教案、教學短片及教學簡報等。            4. 主題式設計，以電子版或網上形式發放，方便學校獨立使用或作學科延申活動。</p>	20 小時	_____ /小時	_____

We/I understand that if we/I fail to supply the stores or services 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 stores or services are obtained from elsewhere.

Name of Supplier: \_\_\_\_\_



Name and Signature of Person  
authorized to sign Tender: \_\_\_\_\_

Name of Authorized Person (in block letters): \_\_\_\_\_

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

**TENDER FOR**  
**Supply Of Enhanced “My Pledge To Act” Programme – Information Literacy.**

Name and Address of School: Munsang College  
8 Dumbarton Road, Kowloon City, Kowloon

School Ref No.: T-2324-ICT-10

Tender Closing Date And Time: 12:00 Noon On 15th April, 2024

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**PART I**

For *STORES*:

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remains open. The undersigned also warrants that his Company’s Business Registration and Employees’ Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

For *SERVICES*:

The undersigned hereby offers to undertake the services as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or the prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with such details; tender shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remains open. The undersigned also warrants that his Company’s Business Registration and Employees’ Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school’s premises.

Prevention of Bribery Ordinance:

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. Schools must not permit their staff to receive advantages (including payment of commission) from suppliers and contractors. Such advantages to school staff in connection with their official duties is illegal.

Safeguarding National Security:

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety. The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- the school reasonably believes that any of the events mentioned above is about to occur.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 15th April, 2024. The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this ..... day of ..... 2024.

Name (in block letters): \_\_\_\_\_

Signature ..... in the capacity of .....

(state official position, e.g. Director, Manager, Secretary, etc.)

Duly authorized to sign tenders for and on behalf of :-

.....

whose registered office is situated at .....

..... Hong Kong.

Telephone No. ....

Fax No. ....

# **Confidential 機密**

**Tender No.: T-2324-ICT-10**

**Tender For**

**Supply Of Enhanced “My Pledge To Act” Programme –  
Information Literacy**

**The Principal**

**Munsang College**

**8 Dumbarton Road, Kowloon City, Kowloon**

**[By Registered Mail Or By Hand]**