June 10, 2010

To Whom It May Concern

Invitation for Quotation for the Provision of
Half-Day Native-speaking English Teacher (NET) Service

Interested parties are invited to quote for the captioned service and provide a
 tailored-made service proposal which meets our requirements as specified in the
 enclosed quotation specifications.

Quotation Reference No. : WTS Net-quotation 1
Quotation Closing Date and time : 4:00 p.m. (Hong Kong Time) on July 5, 2010
Submission of Quotations : Quotations should be sent in duplicate and
 must be clearly marked with the Quotation Reference No., the subject of the quotation on
 the outside of the sealed envelope, addressed
to The Chairman, NET Service Quotation
Opening Team, Wong Tai Sin Government
Primary School, 100, Ching Tak Street,
Wong Tai Sin, Kowloon before the quotation
closing date and time specified. Late
quotations will not be considered.

For and on behalf of
Wong Tai Sin Government Primary School

TANG Siu-kwan (Deputy Headmistress)
Quotation Specifications

Professional targets for the NET

The targets to be achieved with provision of the Net service
1 Providing an authentic environment for children to learn English
2 Developing children’s interest in learning English and establishing the foundation for life-long learning
3 Helping local teachers develop innovative learning and teaching methods, materials, curricula and activities suited to the needs of our local children

Responsibilities of the NET to achieve the above targets

1 Deployment of the NET
Co-teaching with our local English teachers catering for the individual needs of each class with tailor-made teaching materials.
2 Involvement of the NET in extra-curricular activities
Activities like speech training, Halloween fun Fair, English Day/Week, role-play activities, interview training, outdoor activities, folk song group, story telling, English language games etc.

Other non-teaching responsibilities of the NET to achieve the above targets

1 Co-plan with teachers for each grade level involved
2 Contribute to the school’s cultural and English language learning environment
3 Prepare and develop activities, materials and resources
4 Plan and develop school-based curriculum
5 Prepare and present school-based workshops

Duration of Service: 1st October, 2010 to 30th June, 2011 (A total of nine months)
Location of Service: our school premises except outdoor activities
Working hours: 9:30 a.m. to 1:30 p.m. from Monday to Friday
Qualification of NET: Native-speaker of English, university graduate preferably with teacher training and TESL/TEFL (Teaching of English as a Second or Foreign Language) qualification and teaching experiences
Selection of NET: All prospective NETs recommended by the provider are to be interviewed by our school before reporting for duty.
Performance monitoring: The service provider should have effective mechanisms to closely monitor the performance of the NET