



聖芳濟各書院

St. Francis of Assisi's College

香港 粉嶺欣盛里一號
1, Yan Shing Lane, Fanling, N.T., Hong Kong

(852) 2677 9709 (school)
(852) 2677 9759 (fax)
E-mail: principal@sfac.edu.hk
Website: www.sfac.edu.hk

邀請書面報價書

(請供應商不可在書面報價書封面上顯示該公司的身份)

學校檔號： WQ/20251112/ENG/0009

日期： 2025年11月17日

執事先生：

書面報價

承投供應(25-26學年英文話劇班)

1. 現誠邀 貴公司承投提供隨附的書面報價附表上所列的物品或服務。倘貴公司不擬接納部分訂貨，請於書面報價附表上清楚註明。
2. 書面報價表格必須填妥一式兩份，並放置信封內封密。
信封面應清楚註明：(承投供應(25-26學年英文話劇班)) 書面報價單
書面報價單應寄往： 粉嶺欣盛里一號 聖芳濟各書院，
並須於 2025 年 12 月 2 日中午十二時前送達上述地址(請提早郵寄書面報價，以免因郵遞延誤而未能於截書面報價時間前送達上址。) 逾期的書面報價，概不受理。
貴公司的書面報價單有效期為90天，由上述截止報價日期起計。如在該90天內仍未接獲訂單，則是次書面報價可視作落選論。
3. 中報價公司須收到學校訂單後於指定日期內提供標書所列服務，否則中報價公司須負責賠償學校從另處採購上述服務的差價。
4. 倘 貴公司未能或不擬報價，亦請盡快把書面報價表格寄回上述地址，並列明不擬報價的原因。
隨函附上以下文件(共4份) 以供參考：
(1) 報價附表 2 份；
(2) 所需服務內容 2 份；
5. 如 貴公司就上述報價項目有任何查詢，請致電26779709與 崔曉雨小姐 聯絡。
6. 書面報價單由上述截止報價日期起計90天內仍屬有效；校方不一定採納索價最低的書面報價單或任何一份書面報價單，並有權在書面報價單有效期內，採納某份書面報價單的全部或部份內容。



聖芳濟各書院 校長
2025年11月17日

書面報價附表(須填妥一式兩份)

項目編號	物品/服務說明/規格	班數	人數	時數	堂數	單價 (元)	總價 (元)	備註
		須由供應商填寫						
1	25-26學年 中二英文話 劇班 (詳情請見 1.4所需服務 內容頁1-2)	2AB1 2AB2 2AB3 2C 2D 2E 2F	25 21 24 30 25 24 21	1h 30m	8			
2	25-26學年 英文話劇班 (詳情請見 1.4所需服務 內容頁3-4)	1	30	2h	16			

本公司/本人明白，如收到學校訂單後未能於指定日期供應書面報價上所列物/服務，須負責賠償學校從另處採購上述物品/服務的差價。

供應商名稱：_____

公司印鑑

獲授權簽署報價單的代表的姓名及署名：

姓名(請以正楷填寫)：_____ 簽署：_____

日期：_____

所需服務內容 (須填妥一式兩份)

1. S2 drama programme

Objective

The objective is to equip students with the necessary skills to perform in the End-of-Programme Interclass Drama Competition in June 2026, following Term 3 exams, with each class presenting a 10-minute performance in the school hall. This programme aims to immerse students in an aesthetically rich English learning environment, fostering their curiosity, creativity, and communication skills within a dramatic context. Additionally, it seeks to enhance students' confidence in using English through authentic and imaginative experiences.

Programme Details

- Instructors: 1 instructor per class (**7 classes in total**, ~25 students/class).
- Lessons: **8 weekly lessons (1.5 hours each**, 15 hours in total) during Term 3 (March to May 2026; paused during exams).
- Workshops Included in the 8 lessons:
 - ONE general stage makeup/cosmetics (e.g., elderly look, cuts and bruises; supply costs included).
 - ONE general choreography/dance creation (supply costs included).
- Language: All lessons and materials in English.
- Script: Script will be provided by school and can be adjusted by the teacher based on students' abilities.
- ***Please provide a brief lesson plan for this programme.**

Expected Outcomes

1. **Skill Development:** Students will improve their communication, creativity, and collaboration skills.
2. **Confidence Building:** The final performance will boost students' self-esteem and public speaking abilities.
3. **English Improvement:** Through engaging in drama activities, students will enhance their English language proficiency, including vocabulary, pronunciation, and conversational skills.

Proposed schedule:

Tuesdays:

- Dates: 3/3, 10/3, 17/3, 24/3, 14/4, 21/4, 28/4, 5/5, 12/5, 19/5, 26/5
- 8 out of the 11 dates will be used, with the rest as backup dates.
- Time: 8:35 - 9:55 (class **2C**)

Thursdays:

- Dates: 5/3, 12/3, 19/3, 26/3, 9/4, 16/4, 30/4, 7/5, 14/5, 21/5, 28/5
- 8 out of the 11 dates will be used, with the rest as backup dates.
- Time: 14:15 - 15:35 (class **2AB1-3 and 2D = 4 classes in total**)

Fridays:

- Dates: 6/3, 13/3, 20/3, 10/4, 17/4, 23/4 (Thursday), 8/5, 29/5
- (class **2F**) at 10:15 - 11:35 and (class **2E**) at 11:50 - 13:10.

1. English Musical Programme for End-of-year School Musical Show

Objective

To equip students with the skills necessary to **perform in the final musical show** (at least 15 minutes) in July 2026 (venue and audience scale to be confirmed), this programme aims to immerse students in an aesthetically rich English learning environment, fostering their curiosity, creativity, and communication skills within a dramatic context. Additionally, it seeks to reinforce students' confidence in using English through authentic and imaginative experiences.

Programme Details

- Instructors: 1 instructor for 1 class (30 students)
- Lessons: **16 lessons (2 hours each, 32 hours in total)** from December 2025 to June 2026
- Workshops Included:
 - Stage makeup/cosmetics specifically for the show (supply costs included)
 - Choreography/dance creation specifically for the show (supply costs included)
 - Training students on the songs contained within the script provided
- Show logistics:
 - Pre-production: Props, scenes, costumes, equipment, audio, songs, vocal/instrumental music
- **Script: provided by the school**
- Language: All lessons and materials in English.
- ***Please provide a brief lesson plan for this programme.**

Expected Outcomes

1. **Skill Development:** Students will improve their communication, creativity, and collaboration skills.
2. **Confidence Building:** The final performance will boost students' self-esteem and public speaking abilities.
3. **English Improvement:** Through engaging in drama activities, students will enhance their English language proficiency, including vocabulary, pronunciation, and conversational skills.
4. **Performance Readiness:** Students will be able to perform confidently and effectively in the final musical show(at least 15 minutes), demonstrating their acquired skills and creativity.

Proposed Schedule:

Class schedule:

- 15th, 22nd December, 2025
- 5th, 19th January, 2026
- 2nd, 9th, 16th, 23rd March, 2026
- 13th, 20th, 27th April, 2026
- 4th May 2026
- 22nd, 23rd, 29th June, 2026 (extra hours can be added for make up classes)
- Dress Rehearsal: 30th June, 2026 (extra hours can be added)

Show day: 7th July, 2025

Make up day for classes: 24th June, 2026

Make up day for the show: 8th July, 2026

Assessment Criteria:

The submissions will be evaluated based on the overall design and quality of the programmes, the qualifications and experience of instructors, and the company's relevant experience in organizing and delivering school events.

承投（註明服務類別）的書面報價表格（須填妥一式兩份）

學校名稱： 聖芳濟各書院

學校地址： 香港粉嶺欣盛里一號

學校檔號(由校方填寫)： WQ/20251112/ENG/0009

截報價/截標日期/時間

(由校方填寫)： 2025 年 12 月 2 日 中午十二時

第I部分

下方簽署人願意按照所列的價格(其他費用全免)，以及校方提供的(行程、住宿、交通、膳食安排及其他相關細則/任何圖則及/或規格)，供應書面報價附表上所列的全部服務。下方簽署人知悉，所有未經特別註明的項目，均須按照該細則的規定提供服務；書面報價由上述截止日期起計90天內仍屬有效；校方不一定採納索價最低的書面報價單或任何一份書面報價單，並有權在書面報價單的有效期內，採納某份書面報價單的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效，而其公司所供應的各項服務均(符合本港及當地的旅遊法規。/不會損壞學校的校舍。/無侵犯任何專利權。)

第 II 部分

再行確定書面報價單的有效期

有關本書面報價單的第 I 部分，現再確定本公司的書面報價單有效期

由 2025 年 12 月 2 日 至 2026 年 3 月 1 日，為 90 天。

下方簽署人亦同意，書面報價單的有效期一經再行確定，其公司就該事項註明於書面報價表格內的預印條文，即不再適用。

第 III 部分

維護國家安全

下方簽署人確認即使報價 / 招標文件中有任何相反的規定，學校保留以其公司曾經、正在或有理由相信其公司曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其公司資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除其公司。

下方簽署人確認若出現下列任何一種情況，學校可以立即終止合約：

- i. 其公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- ii. 繼續僱用其公司或繼續履行合約不利於國家安全；或
- iii. 學校合理地認為上述任何一種情況即將出現。

日期：_____年_____月_____日

姓名(請以正楷填寫)：_____

簽署人：_____ 職銜：_____

(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

_____ 公司簽署書面報價單，該公司
在香港註冊的辦事處地址為 _____

電話號碼： _____

傳真號碼： _____

備註：承辦人、其僱員及代理人不得向學校僱員、校董會成員、或負責考慮本標書事宜的有關委員會的任何家長或學生代表提供利益(香港法例第201章〈防止賄賂條例〉所界定的「利益」)。假如承辦人、其僱員及代理人在履行本合約時，觸犯〈防止賄賂條例〉所訂明的任何罪行，則學校可取消合約，而承辦人須為學校因此而蒙受的任何損失或損害負上的法律責任。