



聖 芳 濟 各 書 院
St. Francis of Assisi's College

香港 粉嶺欣盛里一號
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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： 2026-27/WQ0003

日期： 2026年9月11日

執事先生：

書面報價

承投供應(26-27年度中二話劇班)

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(26-27年度中二話劇班)) 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2026年9月25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
2026年 9 月 11 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	時數	堂數	單價 (元)	總價 (元)	備註
					須由供應商填寫		
1	SECONDARY 2 ENGLISH DRAMA PROGRAMME	2AB1 2AB2 2AB3 2C 2D 2E 2F (7 classes)	1h30m	8			

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品/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：_____

書面報價附表(須填妥一式兩份)

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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)

ST. FRANCIS OF ASSISI'S COLLEGE

SECONDARY 2 ENGLISH DRAMA PROGRAMME

1. Programme Objectives

The programme aims to develop students' confidence, creativity, communication skills and performance techniques through drama training and script-based performance.

2. Target Participants

- Secondary 2 students
- 7 Secondary 2 classes
- Class(es) and/or students requiring additional support

3. Programme Duration

- 8 sessions per class
- 1.5 hours per session
- Conducted during the school year
- All lessons and teaching materials shall be delivered in English

4. Schedule Arrangement

Proposed schedule:

Mondays 11:50-13:10 (Class 2AB1, 2AB2, 2AB3)

- October 12, 26
- March 15
- April 12, 19, 26
- May 3, 10

*Backup date for make-up class: May 24

Tuesdays 14:50-16:00 (Class 2C, 2E, 2F)

- October 20, 27
- April 6, 13, 20, 27
- May 11, 18

*Backup date for make-up class: May 25

Friday 11:50-13:10 (Class 2D)

- October 23, 30
- April 2, 6 (Tuesday), 9, 16, 23
- May 14

*Backup date for make-up class: May 28

The School reserves the right to make adjustments to lesson schedules according to school activities, examination arrangements and operational needs.

5. Programme Structure

Sessions 1-2 (Term 1): Introduction to Drama

The Drama Tutor shall introduce students to the fundamental elements of drama, including:

- Basic elements of drama
- Voice projection and articulation
- Stage awareness and movement
- Facial expressions and body language
- Characterisation
- Improvisation techniques
- Ensemble and teamwork skills

The School will provide the drama script.

Students will participate in introductory drama activities and performance exercises to develop fundamental drama skills and build confidence in performance.

Script Preparation Phase (Between Term 1 and Term 3)

Following the introductory drama sessions, school teachers will support students during regular speaking lesson time by introducing the assigned script and guiding students through:

- Script reading
- Vocabulary and pronunciation
- Understanding of plot and characters
- Character discussion and analysis
- Familiarisation with dialogue and scene content

This preparation phase is intended to ensure that students are familiar with the script before entering the rehearsal stage.

Sessions 3-8 (Term 3): Rehearsal and Performance Preparation

Building on the script preparation completed during regular lessons, the Drama Tutor shall focus primarily on acting and performance development.

The Drama Tutor shall provide:

- Acting coaching
- Character development
- Voice and expression training
- Stage movement and blocking
- Scene rehearsals
- Performance techniques
- Rehearsal management
- Performance refinement

The emphasis of these sessions shall be on students' acting and presentation skills rather than script comprehension.

5. Teaching and Grouping Arrangements

To cater for students' diverse learning needs and performance abilities, different grouping arrangements may be adopted.

Differentiated Grouping

For selected classes, students may be grouped across classes or divided into smaller groups to facilitate differentiated instruction and maximise participation opportunities.

Small-group Rehearsals

During the rehearsal phase, selected classes may be divided into smaller rehearsal groups, where appropriate.

The Drama Tutor shall serve as the **Lead Coach (Main Coach)** and provide professional drama coaching through:

- Rotational coaching
- Rehearsal supervision
- Performance feedback

School teachers may act as **Supporting Coaches** and assist with:

- Rehearsal facilitation
- Classroom management
- Monitoring student progress
- Supporting students in practising skills introduced by the Drama Tutor

The Lead Coach shall remain responsible for the overall artistic direction, rehearsal coaching and performance quality of all groups.

6. Performance Requirements

The School will provide the script.

For selected classes, students may be expected to perform the complete script.

For other classes, students may be assigned to perform one or more selected scenes from the script, depending on their abilities, readiness and rehearsal progress.

Final performance arrangements will be determined by the School.

7. Final Session

The final session shall include:

- Performance presentation
- Video recording of students' performance

8. Service Requirements

The quotation shall include:

- Lesson planning
 - Teaching materials
 - Drama coaching
 - Rehearsal direction
 - Performance preparation
 - Final recording support
-

9. Evaluation Criteria

Assessment Criteria	Weighting
Programme Proposal and Understanding of School Needs	35%
Qualifications and Relevant Experience of Proposed Instructor(s)	30%
Past Performance and School-based Drama Experience	15%
Fee Proposal	20%
Total	100%

10. Remarks

The School reserves the right to adjust programme arrangements, grouping arrangements and performance requirements based on students' needs and operational considerations.

The lowest quotation will not necessarily be accepted.

所需服務內容(須填妥一式兩份)

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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)： 2026-27/WQ0003

截報價/截標日期/時間

(由校方填寫)： 2026年9月25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_____年_____月_____日至_____年_____月_____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。

承投（註明服務類別）的書面報價表格（須填妥一式兩份）

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截報價/截標日期/時間

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第I部分

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日期：_____年_____月_____日

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職銜：

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