RAIMONDI COLLEGE

2 Robinson Road
Hong Kong
Tel. (852) 2522 2159
Fax. (852) 2525 6725
http://www.raimondi.edu.hk

16 November 2026

By Registered Mail

School Ref. No.: 2627/004/T

Dear Sir / Madam,

INVITATION TO WRITTEN QUOTATION
WRITTEN QUOTATION FOR THE SUPPLY OF
English debating coach service 2026-2027

1. You are invited to quote for the supply of the services as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

2. Your sealed written quotation, in duplicate, should be clearly marked on the envelope:

   Written Quotation for English debating coach service 2026-2027

   The envelope should be addressed to **The Principal, Raimondi College, 2 Robinson Road, Hong Kong** and arrive not later than 12:00 noon on 30 November 2026. Late written quotations will not be accepted.

   Your written quotation will remain open for 90 days from the "Closing Date", and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

3. If you are unable or do not wish to quote, it would be appreciated if you return the written quotation form with reason to the above address at your earliest convenience.

4. Written Quotations will be accepted on an overall basis.

5. In assessing quotations, the school will consider the quoted price, the supplier's reputation and relevant experience, the qualifications of the proposed coaches, and the adequacy of staffing arrangements.

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Evaluation Criteria

•Technical Assessment (70%)

•Quotation Price (30%)

Technical assessment will take into account the qualifications and experience of the proposed coach(es), debate coaching track record, school references, training programme and teaching resources, staffing arrangement, service continuity, and value-added support services.

Yours sincerely,

Mr. T.O. Ho
Principal

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Written Quotation Schedule

(to be completed in duplicate)

(Columns 4, 5 and 6 to be completed by Supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK$)	(5) Total Amount (HK$)	(6) Delivery Offered
1.	The service provider shall provide coaching and support for up to six (6) English debate competitions during the contract period: a) Pre-competition training and preparation (minimum six (6) hours); b) Motion analysis, research guidance and case development; c) Coaching in argument construction, rebuttal and refutation strategies; d) Speech delivery and presentation coaching; e) Team strategy development and case preparation; f) Competition day support, either onsite or online, for up to four (4) hours; g) Post-competition review and performance evaluation.	Up to 6 matches			
2.	Secondary One English Debate Workshops The service provider shall conduct introductory English debate workshops for all Secondary One classes: a) One (1) workshop for each Secondary One class; b) Duration: Two (2) hours per workshop; c) Total number of workshops: Five (5);	5 sessions			

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	d) Estimated class size: 30 to 35 students per class. Workshop Content The workshops shall cover, but are not limited to, the following topics: a) Introduction to debating; b) Public speaking skills; c) Critical thinking skills; d) Basic argument construction; e) Team collaboration and communication skills.				
3.	Qualifications of Lead Coach The proposed Lead Coach shall: a) Hold a Bachelor's degree or above in either English, Education, Linguistics, Communication, Law or a related discipline; b) Possess at least five (5) years of relevant experience in English language teaching, debate coaching or related educational services; c) Demonstrate a high level of English language proficiency and effective teaching skills. Documentary proof of qualifications shall be provided upon request.	Please provide details			
4.	Debate Coaching Experience The service provider shall demonstrate: a) Proven experience coaching secondary school students in English debate; b) Experience preparing students for recognised local, regional or international debate competitions; c) Evidence of student achievement and improvement in debating performance. Relevant competitions may include, but are not limited to: ● Sing Tao Inter-school Debating Competition; ● ESU Debate Competitions;	Please provide details			

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	● Hong Kong Secondary Schools Debating Competitions; ● Other recognised local or international debate tournaments.	
5.	Track Record of Awards and Achievements The service provider shall provide information and supporting evidence on awards and achievements obtained by the proposed coach(es) and/or students coached by them. Relevant achievements may include: a) Championship, First Runner-up or other placing awards; b) Best Speaker, Outstanding Speaker or equivalent honours; c) Local, regional or international debating awards; d) Recognition received from reputable debate organisations or competitions. The School reserves the right to verify any information submitted.	Please provide details
6.	Schools Served and References The service provider shall provide details of schools served within the past five (5) years, including: a) Name of school; b) Scope of services provided; c) Contract period or duration of service; d) Student level served; e) Reference letters or testimonials, where available. Preference may be given to service providers with substantial experience serving Hong Kong schools.	Please provide details
7.	English Language Teaching Experience The service provider shall demonstrate: a) Relevant experience in teaching English language, public speaking, communication or related subjects;	Please provide details

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	b) Ability to enhance students' speaking, presentation and communication skills; c) Experience working with secondary school students.	
8.	Debate Skills Training The proposed coach(es) shall be capable of providing structured training in: a) Argument development; b) Motion analysis; c) Research techniques; d) Rebuttal and refutation; e) Public speaking and delivery skills; f) Team strategy and case building.	Please provide details
9.	Curriculum and Resource Development The service provider shall be able to: a) Design debate lesson plans and training programmes; b) Develop teaching materials suitable for students of different abilities; c) Provide worksheets, handouts and reference resources where appropriate; d) Review and refine training materials according to students' progress.	Please provide details
10.	Programme Management The service provider shall demonstrate experience in: a) Managing and leading debate teams; b) Organising training schedules and activities; c) Preparing students for competitions and public speaking opportunities; d) Monitoring student progress and performance.	Please provide details
11.	Communication and Professional Standards The service provider shall possess: a) Strong communication and interpersonal skills;	Please provide details

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	b) Experience working with students from diverse backgrounds; c) Ability to explain debate concepts in an engaging and accessible manner; d) Professional conduct suitable for a school environment.	
12.	Professional Development The proposed coach(es) shall demonstrate commitment to professional development through participation in relevant: a) Training courses; b) Workshops; c) Conferences; d) Professional learning activities related to debating and English language education.	Please provide details
13.	Staffing Requirements The service provider shall: a) Assign suitably qualified coach(es) to deliver all services; b) Submit curriculum vitae of all proposed coach(es); c) Ensure that coach qualifications and experience are relevant to assigned duties; d) Comply with all applicable safeguarding and child protection requirements, including Sexual Conviction Record Check (SCRC), where applicable.	Please provide details
14.	Service Continuity The service provider shall: a) Maintain sufficient staffing resources throughout the service period; b) Arrange suitably qualified replacement coach(es) when necessary; c) Obtain prior approval from the School before deploying replacement personnel; d) Ensure continuity and consistency of programme delivery.	Please provide details
15.	Coach qualifications: a) The lead coach must meet the requirements in Items 3–14.	Please provide details

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	b) Additional coaches must have relevant English teaching and debate coaching experience appropriate to their assigned duties.	
16.	Staffing capacity and service continuity: The supplier must provide sufficient qualified coaches for all agreed activities, state the number available, and arrange cover for absences and overlapping activities. Substitute coaches must be suitably qualified and approved by the school in advance.	Please provide details

We/I understand that if we/I fail to supply the services as offered in our/my written quotation upon accepting school's order, we are/I am prepared to pay the price difference to the school if such services are obtained from elsewhere.

Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____ Signature: _____

Date: _____

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Written Quotation Form for Services

WRITTEN QUOTATION FORM FOR THE SUPPLY OF
English debating coach service 2026-2027

Name and Address of School: RAIMONDI COLLEGE, 2 Robinson Road, Hong Kong
School Ref. No.: 2627/004/T
Written Quotation Closing Date and Time: 30 November 2026 ; 12:00 noon

PART I

The undersigned hereby offers to undertake the service as described in the written quotation schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the written quotation schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remain 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.

PART II

RECONFIRMATION OF WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation form, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from _____.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

PART III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation 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.

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The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

(a) 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;

(b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or

(c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this _____day of _____20_____.

Name (in block letters) : _____

Signature : _____ in the capacity of _____
(state official position e.g. Director, Manager, Secretary)

Duly authorized to sign written quotations for and on behalf of : -

_____

whose registered office is situated at _____

_____Hong Kong.

Telephone No. : _____

Fax No. : _____