

**Teacher Development Subsidy for Non-profit-making Kindergartens joining the  
Pre-primary Education Voucher Scheme  
Reference Guide to Procurement of Services for School-based Training**

**Aim of the Reference Guide**

The following paragraphs set out some guiding principles for reference by kindergartens (KGs) in their procurement activities and arrangements for the School-based Training under the Teacher Development Subsidy.

**Warning Against Bribery**

2. KGs should not permit their staff to receive advantages (including payment of commission) from service providers. KGs should also, in writing, inform all service providers that the offer of such advantages to school staff in connection with their official duties is illegal. This could be done by incorporating a statement in the terms of quotation or service agreement.

**Guiding Principles**

3. As the services are procured out of public funds, KGs are publicly accountable for the conduct of its affairs and related expenditure. They are recommended to establish a set of procurement procedures that can most suit the needs of their school and at the same time can be assured that the process is properly administered and accountable, and that checks and balances are in place to prevent malpractice and corruption. All KGs are encouraged to make reference to the Procurement Procedures in Schools issued by ICAC at [http://www.edb.gov.hk/FileManager/EN/Content\\_5828/procurementprocedures\\_e.pdf](http://www.edb.gov.hk/FileManager/EN/Content_5828/procurementprocedures_e.pdf).

4. KGs should make reference to the following in the procurement of services for School-based Training:

- The designated purpose of the School-based Training, as stipulated in the “Guidance Notes on Completing the Teacher Development Plan”, must be met.
- All procurement of services must meet the principle of maintaining open and fair competition.
- The requirements for the services to be acquired should be detailed in easily comprehensible general terms.
- A quotation with no offer from a service provider is not a valid quotation. When it is impracticable to invite the minimum number of quotations, an explanatory note should be made on the Quotation Record Form.
- All service providers invited to bid should be provided with sufficient and equal knowledge of the requirements of the services through the invitation for quotation. No one should get more information or more notice about the quotation.
- The lowest offer which meets requirements should be accepted as a

general rule, except where there are good reasons to the contrary, which should be explicitly stated in writing.

- A clear segregation of staff function should be established. The staff obtaining quotations and the staff accepting the offer for the procuring service should not be the same person. The staff who accepts the offer should be at least one rank higher than that of the staff who obtains quotations.
- Proper records of the procurement of services/quotations must be maintained.
- The accounting or reporting requirements as stipulated in the “Guidance Notes on Completing Teacher Development Plan” should be followed.
- Services of the same category should be grouped in the same quotation schedule before inviting service providers to bid. School should not evade the financial limits by dividing procurement requirements into instalments.
- Off-shore development programmes, if any, need to be strongly justified. The travelling and subsistence expenses of teachers cannot be charged to the Teacher Development Subsidy. Training programmes confined to school visits only will not be chargeable to the subsidy.
- KGs should not make use of the Teacher Development Subsidy to acquire any items for schools’ use such as musical instruments and computer equipment. All tangible items, except required items of the school-based training programmes (for example, training manual or lesson notes can be considered as required items but food and beverages, etc. cannot) , are not chargeable to the Teacher Development Subsidy.
- Access to the quotation information should be restricted to staff on a need-to-know basis.

### **Financial Limits for Direct procurement of Service and Quotations**

5. The financial limits for different levels of procurement and the quotation form to record the procurements are as follows for reference:

<b>Value (HK\$)</b>	<b>Procurement Procedures</b>	<b>Record Form</b>
Below \$1,000	Not compulsory to obtain quotations	
Below \$30,000	Oral quotations from a minimum of two service providers	Record Form A
\$30,000 - \$50,000	Written quotations from a minimum of two service providers	
Above \$50,000	Written quotations from a minimum of five service providers	

6. KG staff should note that a single procurement is taken as a bill of purchase of relevant items from a single company on any one occasion. Staff obtaining the quotations should record particulars including full names of the service providers contacted, reasons for their selection and details of the quotations received. They should be reminded to procure the service with the service providers before the expiry of the quotation validity period.

7. All records of service procured shall be made available to Education Bureau for inspection when required.

#### **Declaration of Conflict of Interest**

8. All persons involved in procuring duties should declare that any current or future connection they or their families have with service providers (e.g. being relatives, owners, shareholders, etc.) by signing an undertaking and declaring their interest when conflict of interest arises. A sample Undertaking is at Annex B1 and Declaration at Annex B2.

Education Bureau

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**Record Form A**

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**Quotation Record Form for Procurement of Services for School-based Training  
(This serves as a quotation record at a value of exceeding HK\$1,000)**

School Name: \_\_\_\_\_ File/Quotation Ref.: \_\_\_\_\_

(Please ✓ as appropriate)

- For service exceeding \$1,000 and up to \$30,000 (oral quotation from a minimum of two service providers)
- For service exceeding \$30,000 and up to \$50,000 (written quotations from a minimum of two service providers)
- For service exceeding \$50,000 (written quotations from a minimum of five service providers)

**I. Requirement:**

Item No.	Description of Service	Total No. of Hours Required

**II. Quotation Obtained By:**

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

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Reason(s) for not inviting the required minimum no. of quotation:

\_\_\_\_\_  
\_\_\_\_\_

**Record Form A**

**III. Quotation Summary:**

Service Provider	Total No. of Hours	Hourly Rate (HK\$)	Total Amount (HK\$)	Accepted (✓) / Rejected (✗)
1. Tel.:				
2. Tel.				
3. Tel.:				
4. Tel.:				
5. Tel.:				

**IV. Offer Accepted By:**

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

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Lowest Offer/Lower Offer/Bid Other Than Lowest Offer/Others\* \_\_\_\_\_

Reasons for rejecting the lowest offer/lower offer(s)\*:

\_\_\_\_\_

*\* Delete whichever is inappropriate*

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**Teacher Development Subsidy for Non-profit-making Kindergartens Joining the  
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Undertaking by Staff Involved in Procurement of Services for  
School-based Training**

File Ref: \_\_\_\_\_

1. I undertake to hold in strict confidence all application information that I have access to through my involvement in procurement of services for School-based Training under the Teacher Development Subsidy. Application information includes details of applications received and any other sensitive, restricted or confidential information relating to an application.
2. I undertake not to make any unauthorised disclosure or take advantage of any application information referred to in paragraph 1 above whether or not for personal gain.
3. I undertake to declare any actual or perceived conflict of interest with my duty as a staff involved in procurement of services immediately when I become aware of such conflict.
4. I undertake to take steps to avoid any conflict of interest with any prospective service providers by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socialising with any of them.

Signature : \_\_\_\_\_

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

Post : \_\_\_\_\_

School Name : \_\_\_\_\_

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

If staff involved in procurement of services irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting service providers for obtaining quotations, obtaining or evaluating quotations or approving acceptance of quotations, etc. must sign an undertaking (Annex B1) and declare their interest when conflict of interest arises (Annex B2).

**Teacher Development Subsidy for Non-profit-making Kindergartens Joining the  
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**Declaration of Interests by Staff Involved in Procurement of Services for  
School-based Training**

File Ref: \_\_\_\_\_

1. I declare that \*I / my spouse / my family / my relatives / my close personal friends / the clubs and associations I belong / the persons to whom I am indebted or owe a favour \*have/has private interests in relation to the services being procured or in relation to the parties offering the services being procured for the School-based Training.
2. I declare the following conflict of interest situation described in 1 above.  
(Use separate sheet if the space provided is insufficient)

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Signature : \_\_\_\_\_

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

Post : \_\_\_\_\_

School Name : \_\_\_\_\_

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

All staff involved in procurement of services irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting service providers for obtaining quotations, obtaining or evaluating quotations or approving acceptance of quotations, etc. must sign an undertaking (Annex B1) and declare their interest when conflict of interest arises (Annex B2).

*\* Delete whichever is inappropriate*