

**Proforma<sup>1</sup> (for Organisational Applications)**

**Jockey Club IT Scheme for People with Visual Impairment**

On behalf of \_\_\_\_\_<sup>2</sup>, we would like to apply for the high-performance Chinese screen reader(s) and/ or Braille display(s)<sup>3</sup> from the caption Scheme at the following locations of our organisation/ school/ institution<sup>4</sup>:

<b>Name of location to be equipped with the applied item(s)<sup>5</sup> (e.g. xxx Service Centre or xxx Library)</b>	<b>Number of potential PVI users to be served</b>	<b>High-performance Chinese screen reader, e.g. Chinese JAWS (a ✓ if yes<sup>6</sup>)</b>	<b>Braille display, e.g. Focus 40 or PAC Mate (a ✓ if yes<sup>6</sup>)</b>

*We also hereby declare that we do not have those mentioned computer assistive devices or their compatibles at the listed location(s), and ensure that we will take reasonable steps to facilitate priority access of the people with visual impairment to our PCs with these devices.*

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

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

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

Phone Number/ Fax: \_\_\_\_\_ / \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Organisation chop: \_\_\_\_\_

October 2009

<sup>1</sup> The completed proforma should be sent to Rehabilitation and Medical Social Services Branch, Social Welfare Department [Attn.: S(RM)3 – Jockey Club IT Scheme for PVI], Rm 901, Wu Chung House, 213 Queen’s Road East, Wan Chai. For enquiries, please contact S(RM)3 at 2892 5652.

<sup>2</sup> Please fill out the full name of your organisation/ school/ institution.

<sup>3</sup> Except for items (such as the *Chinese JAWS*) which are distributed locally by sole suppliers, application for procurement of high-performance screen reader and/ or Braille display should be provided with at least **two** quotations attached to this form.

<sup>4</sup> Please delete where inappropriate.

<sup>5</sup> If necessary, please use separate sheet to continue the table of locations with request for the high-performance Chinese screen reader and/ or Braille display.

<sup>6</sup> Should the requested item be more than one piece, please insert the quantity so required.