

Proforma¹ (for Organisational Applications)

The IT Scheme for People with Visual Impairment

On behalf of _____², we would like to apply for the high-performance Chinese screen reader(s) and/ or Braille display(s) and/or Accessories³ from the captioned Scheme at the following locations of our organisation/school/ institution⁴:

Name of location to be equipped with the applied item(s)⁵ (e.g. xxx Service Centre or xxx Library)	Number of potential PVI users to be served	High-performance Chinese screen reader, e.g. Chinese JAWS	Braille display, e.g. Focus 40 or PAC Mate	Accessories i.e. Desktop CCTV, Optical Reading Machine, Braille Embosser
		Model No.:	Model No.:	Model No.:
		Quantity:	Quantity:	Quantity:
		Amount:	Amount:	Amount:
		Model No.:	Model No.:	Model No.:
		Quantity:	Quantity:	Quantity:
		Amount:	Amount:	Amount:

We also hereby declare that we do not have those mentioned computer assistive devices and/or accessories listed above 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 and/or accessories listed above.

Signature: _____

Name: _____

Post: _____

Phone Number/ Fax: _____ / _____

Contact Person: _____

Contact Phone Number: _____

Email address: _____

Name of Organisation: _____

Date: _____ Organisation chop: _____

Social Welfare Department (January 2023)

¹ The completed proforma should be sent to Marketing Consultancy Office (Rehabilitation), Social Welfare Department [Attn.: EOI(MC) – The IT Scheme for PVI], Unit 503, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon For enquiries, please contact EOI(MC) at 3586 3594.

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

³ Except for items which are distributed locally by sole suppliers, application for procurement of high-performance screen reader and/ or Braille display and/ or Accessories should be provided with at least **two** quotations attached to this form.

⁴ Please delete where inappropriate.

⁵ 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 and/ or Accessories listed above.