



地利亞修女紀念學校(協和二中)
Delia Memorial School (Hip Wo No.2 College)
Tel. : 2389 6299 Fax: 2797 3618 Email: hw2@deliagroup.edu.hk
Address: 223, Hip Wo Street, Kwun Tong, Kowloon

13th June, 2022

School Ref. No.: HWII_12_2021-2022

By Registered Mail

Dear Sir/Madam,

INVITATION TO TENDER
Tender for Supply and Installation of Photocopying and Printing System

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

Your sealed tender, **in duplicate**, should be clearly marked on the envelope, which **bears no identification of your company** but indicates the following: “**Tender for Supply and Installation of Photocopying and Printing System**”; the tender number and the closing date and time. The envelope should be addressed to: **The Principal, Delia Memorial School (Hip Wo No.2 College), 223 Hip Wo Street, Kwun Tong, Kowloon** and arrive not later than 12:00 noon on 4th July, 2022. Late tenders will not be accepted.

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

If you have any inquiries, please contact Mr. Mok Man To at 2389 6299.

If you are unable or do not wish to tender, please return this letter and the tender form stating “No Offer” with reason to the above address at your earliest convenience. Tenders will be accepted on an overall basis. Sub-contracting of this order or any part there-of to any other parties will not be accepted. We reserve the right to decide whether to proceed with the works covering all or omitting any part of the item / works. If such item is not carried out eventually, the sum of such item shall be deducted from the contract sum entirely. The contractor shall not be entitled to any claim for loss and / or expenses for this.

Yours faithfully,

Ms Tse Chun Yin
Principal

IMPORTANT NOTICE

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap.201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

WRITTEN TENDER FORM FOR

Tender for Supply and Installation of Photocopying and Printing System

Name and Address of School : Delia Memorial School (Hip Wo No.2 College),
223 Hip Wo Street, Kwun Tong, Kowloon

School Ref. No. : HWII 12 2021-2022

Tender Closing Date and Time : 12:00 noon on 4th July, 2022

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

PART II

RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this written tender document, it is reconfirmed that the validity of the written tender offered by this company remains open for 90 days from 4th July, 2022.

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

Dated this _____ day of _____ 20__

Name (in block letters): _____

Signature _____ in the capacity of _____.

(State official position, e.g. Director, Manager, Secretary, etc.)

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

whose registered office is situated at _____

_____ Hong Kong.

Telephone No. _____

Fax No. _____

IMPORTANT NOTICE

- *The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.*
- *Sub-contracting of this order or any part thereof to any other parties will not be accepted.*

For Official Use Only

Tender checked on (date) _____ by (name of administrator) _____

- ☐ I certify that the written tender is genuine.
- ☐ I recommend further investigation into the written tender.

Signature of Administrator

WRITTEN TENDER SCHEDULE (Reference No.: HWII_12_2021-2022)
(TO BE COMPLETED IN DUPLICATE)

(1) Items No.	(2) Description and Specification	(3) Qty. Req.	(4) Unit Rate(HK\$)	(5) Total Amount(HK\$)
1	Monthly Rental Fee for: - Supply and Installation of 3 Digital Multi-Function Copiers (attachments 1-3) - Printing test (attachment 4) - Supply and Installation of Centralized Print Accounting System (attachment 5) - Service & warranty (attachment 6) - Printing scheme and service guarantee (attachment 7) - Free copies (B/W:15,000 sheets per month and Color:250 sheets per month) included	36 months		
2	Excess Meter Rate Charge	36 months	B/W: Color: Increment rate:	Nil
			Total Amount (HK\$)	

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

Name of Supplier: _____

Name and Signature of Person authorized to sign Tenders:

Name (in block letters): _____

Signature: _____

Date: _____

Company Chop

Attachment 1

Supply and Installation of Digital Multi-Function Copier with Copy, Print, Fax and Scan. (1 Unit)

Item	Descriptions	Specified	Offered	Remarks
1	Brand New Model with copy, print, fax and scan	Required	Yes / No	
2	Printing Speed (minimum):	B/W: 65 ppm (A4)		
3	Printing Resolution (minimum):	1200 x 1200 dpi		
4	Colour Printing	Required	Yes / No	
5	Paper Size support:	A3 – A6		
6	Paper Trays (minimum):	4 Trays + 1 bypass tray		
7	Scanning Speed (minimum):	B/W: 240 images per minute		
8	Scanning Format (at least):	TIFF/JPEG/PDF		
9	Scanning Resolution:	600 x 600 dpi; 400 x 400 dpi; 300 x 300 dpi, 200 x 200 dpi		
10	Paper Weight (minimum):	60-256gsm		
11	User Panel Interface	Chinese and English		
12	Remote preventive maintenance	Required	Yes / No	
13	Automatic consumable ordering	Required	Yes / No	
14	Automatic duplexing feeder with one pass dual scan	Required	Yes / No	
15	Automatically skip blank page	Required	Yes / No	
16	Automatically rotate document by text direction	Required	Yes / No	
17	Document feeder capacity (minimum):	100 sheets		
18	Standard paper capacity (minimum):	2,000 sheets		
19	Touch Screen Panel and able to customize user interface with frequently used icons and features	Required	Yes / No	
20	1 x Booklet Finisher (Continues booklet creation)	Required	Yes / No	
21	1 x Fax kit	Required	Yes / No	
22	Integrated with centralized print accounting system	Required	Yes / No	
23	Provision of multi-format card reader	Required	Yes / No	

Attachment 2Supply and Installation of Digital Multi-Function Copier with Copy, Print and Scan. (1 Unit)

Item	Descriptions	Specified	Offered	Remarks
1	Brand New Model with copy, print and scan	Required	Yes / No	
2	Printing Speed (minimum):	B/W: 40 ppm (A4)		
3	Printing Resolution (minimum):	1200 x 1200 dpi		
4	Colour Printing	Required	Yes / No	
5	Paper Size support:	A3 – A6		
6	Paper Trays (minimum):	4 Trays + 1 bypass tray		
7	Scanning Speed (minimum):	B/W: 240 images per minute		
8	Scanning Format (at least):	TIFF/JPEG/PDF		
9	Scanning Resolution:	600 x 600 dpi; 400 x 400 dpi; 300 x 300 dpi, 200 x 200 dpi		
10	Paper Weight (minimum):	60-256gsm		
11	User Panel Interface	Chinese and English		
12	Remote preventive maintenance	Required	Yes / No	
13	Automatic consumable ordering	Required	Yes / No	
14	Automatic duplexing feeder with one pass dual scan	Required	Yes / No	
15	Automatically skip blank page	Required	Yes / No	
16	Automatically rotate document by text direction	Required	Yes / No	
17	Document feeder capacity (minimum):	100 sheets		
18	Standard paper capacity (minimum):	2,000 sheets		
19	Touch Screen Panel and able to customize user interface with frequently used icons and features	Required	Yes / No	
20	Integrated with centralized print accounting system	Required	Yes / No	
21	Provision of multi-format card reader	Required	Yes / No	

Attachment 3Supply and Installation of Digital Multi-Function Copier with Copy, Print and Scan. (1 Unit)

Item	Descriptions	Specified	Offered	Remarks
1	Brand New Model with copy, print and scan	Required	Yes / No	
2	Printing Speed (minimum):	B/W: 30 ppm (A4)		
3	Printing Resolution (minimum):	1200 x 1200 dpi		
4	Colour Printing	Required	Yes / No	
5	Paper Size support:	A4 – A6		
6	Paper Trays (minimum):	1 Tray		
7	Scanning Speed (minimum):	B/W: 40 images per minute		
8	Scanning Format (at least):	TIFF/JPEG/PDF		
9	Scanning Resolution:	600 x 600 dpi; 400 x 400 dpi; 300 x 300 dpi, 200 x 200 dpi		
10	Paper Weight (minimum):	64-157gsm		
11	User Panel Interface	Chinese and English		
12	Remote preventive maintenance	Required	Yes / No	
13	Automatic consumable ordering	Required	Yes / No	
14	Single page scanning (at least)	Required	Yes / No	
15	Automatically skip blank page	Required	Yes / No	
16	Automatically rotate document by text direction	Required	Yes / No	
17	Document feeder capacity (minimum):	100 sheets		
18	Standard paper capacity (minimum):	250 sheets		
19	Integrated with centralized print accounting system	Required	Yes / No	

Attachment 4**Productivity****Print test of Booklet Finisher**

							Duration
Job No.	Original	Paper	Double side	Staple	Finishing	Set	Time(min-sec)
1	20(A4)	A4	Y	Y	Single Staple	40	
2	20(A4)	A4	Y	Y	A5 booklet	40	
3	20(A4)	A3	Y	Y	A4 booklet	200	
4	4(A4)	A3	Y	N	Center Fold	40	

Note: Each job is individual. The original is fed in the device by hard copy.

Time is recorded when start button is pressed and stopped when the last product is sent to the output tray.

Attachment 5

Specifications of Requirement (**Supply and Installation of Centralized Print Accounting System**)

Item	Descriptions	Specified	Offered	Remarks
1	Web-based Accounting System which offers accounting and access control on MFCs and network printers	Required	Yes / No	
2	Support Active Directory, LDAP	Required	Yes / No	
3	Support Windows, Mac	Required	Yes / No	
4	Usage Accounting which provides accurate accounting details	Required	Yes / No	
5	Copy/Print count based on user, user group/dept.	Required	Yes / No	
6	Follow-me printing for job release from any one of MFCs	Required	Yes / No	
7	Support smart card, e.g.: HID	Required	Yes / No	
8	Support card, username/password and PIN code for user authentication	Required	Yes / No	
9	Provide Pop-up print driver for public computer to have the control of print jobs from different users	Required	Yes / No	
10	Different user roles can be set for different privileges in the administration and management of the system	Required	Yes / No	
11	Cash register reader for debit/credit charges	Required	Yes / No	
12	Automated report generation	Required	Yes / No	
13	Support unlimited user account	Required	Yes / No	
14	Scanning: Support multiple destinations	Required	Yes / No	
15	Scanning: Support private and public address book	Required	Yes / No	
16	Scanning: Manually inputted folder path can be added into private/ public address books	Required	Yes / No	

Attachment 6
Service & warranty

Item	Descriptions	Specified	Offered	Remarks
1	Maintenance services shall cover all hardware and software	Required	Yes / No	
2	Service commitment with problem fixed within (minimum):	4 hours		
3	The copier will be replaced at no charge, with an identical model of a copier with comparable features and capabilities if the performance of equipment is not satisfied within contract period. A brand-new machine will be substituted for a new copier that requires replacement within 3 months of original purchase. (which must be printed in the terms and condition of contract	Required	Yes / No	
4	Free warranty starting from the date of acceptance of the goods, which include all spare parts & labor costs (minimum):	3-Years		
5	Free on-loan machine as a backup support in case of accidental happen	Required	Yes / No	
6	Internet remote support	Required	Yes / No	
7	Auto meter reporting, proactive fault alert, consumable management, and green reporting	Required	Yes / No	
8	Professional trainer will be assigned for users	Required	Yes / No	
9	Support service call placed by mobile apps	Required	Yes / No	
10	Check service call status, service history and engineer contact	Required	Yes / No	
11	Place order for paper and toner through mobile apps	Required	Yes / No	

Attachment 7

Pricing Scheme

School is looking for a financial scheme with

- ♦ **Print services charge by 36 months contractual period.**

Total Service Guarantee

- ♦ If the performance of MFC is not satisfied within the contract period, an identical model of MFC with comparable features and capabilities would be changed for customers. Please specify this term in below if applicable:-
- ♦ Including hardware, labor, all spare parts and consumable but not limited to toner, developers fusing rollers, fusing oil or any item required to make the system run.
- ♦ Normal operating supplies DOES NOT INCLUDE Throughput materials, likes, paper, transparency, staple....etc.
- ♦ Free 36 months warranty (including hardware, Software, labor and parts under normal wear & tear)
- ♦ Free of Charge for on-site Training.
- ♦ Free shipping to all floors

Tender Meeting:

Tenderer may be invited to have tender meeting / interview / presentation after tender closing date.