

香港九龍塘基督教中華宣道會鄭榮之中學
CHRISTIAN ALLIANCE CHENG WING GEE COLLEGE

12-14 CHIK WAN ST., TAI WAI, SHATIN, N.T.
TEL 2604 9762 FAX 2601 6758

2nd February, 2024

School Ref No.: **T/CWGC/2023/009**

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF PHOTOCOPY SERVICE & COST RECOVERY SYSTEM
1st May 2024 – 30th April 2027

Dear Sir/Madam,

You are invited to tender for supplying of items as specified in the enclosed 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 outside envelope:

Tender for the supply of Photocopy Service & Cost Recovery System 1st May 2024 – 30th April 2027

The envelope should be addressed to CHRISTIAN ALLIANCE CHENG WING GEE COLLEGE, 12-14 CHIK WAN ST., TAI WAI, SHATIN, N.T. and forwarded to arrive not later than noon 12:00 on 1st March 2024. Late tenders will not be accepted. Your tender will remain open for 90 days from the above 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. Please be reminded that offering advantages (including payment of commission) to school staff in connection with their official duties is illegal.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender form to the above address at your earlier convenience. If you have any enquiries, please feel free to contact Mr. Leung Wai Man at 2604 9762.



Yours truly,

Principal

TENDER FORM FOR THE SUPPLY OF PHOTOCOPY SERVICE & COST RECOVERY SYSTEM
1st May 2021 – 30th April 2024

Name and Address of School CHRISTIAN ALLIANCE CHENG WING GEE COLLEGE, 12-14
CHIK WAN ST., TAI WAI, SHATIN, N.T

School Ref. No. **T/CWGC/2023/009**

Tender Closing Date and Time: 12:00 noon 1st March 2024

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 schools. 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

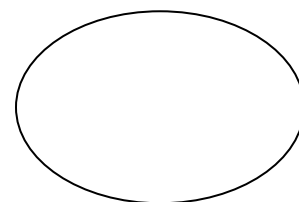
With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 1st March 2024.

The undersigned also agrees to accept the fact that once the validity of 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_____ .

Signature _____ in the capacity of _____ .

Duly authorized to sign tenders for and on behalf of :



Company Chop

Whose registered office is situated at

_____ Hong Kong .

Telephone No. _____ .

Fax No _____ .

Tender Schedule (to be completed in duplicate)

Part IA Hall, Rm116, Rm118 (Staff Room) , General Office, Printing Room (Hall)

Item 1: Specifications of Requirement (ONE unit of Brand New Production Printing Device) (Hall Printing Room)

Item	Description	Applicable (Yes / No)	If not, please provide details
1.01	Black & White Copying & Printing Speed: Min. 55 pages per minute (A3) Min. 100 pages per minute (A4)		
1.02	Finishing by Copying & Printing: <ul style="list-style-type: none"> ➤ Booklet Folding, up to _____ sheets ➤ Booklet Stapling, up to _____ sheets ➤ Corner Stapling, up to _____ sheets ➤ 2-point Stapling, up to _____ sheets ➤ Three-fold / Letter-fold, up to _____ sheets ➤ Hole-punching ➤ Page Insertion ➤ Others (if any) 		
1.03	Productivity* : State the completion time for print 160 sets of <ul style="list-style-type: none"> ➤ 4 pages of A4 originals into A3 Booklet Folding ➤ 8 pages of A4 originals into A3 Booklet w/ Stapling ➤ 12 pages of A4 originals into A3 Booklet w/ Stapling 		
1.04	Paper Storage Capacity: Min. 3,000 sheets A3 & A4 size paper		
1.05	Print Resolution: Minimum 1,200 dpi x 1,200 dpi x 8 bits		
1.06	Max. Monthly Duty Cycle Index: At least 1,000,000 impressions		
1.07	Paper Types: Plain Paper, 60-250gsm		
1.08	Network Printing Solution: <ul style="list-style-type: none"> ➤ Network Printing ➤ Hot Folder (Support PDF Direct Printing) ➤ Remote Panel 		
1.09	Maintenance Service: Remote preventive maintenance Automatic meter reading Automatic consumable ordering		
1.10	Dimension: Please state the dimension of machine with any option (if any)		
1.11	User Panel Interface: Traditional Chinese + English		
1.12	Support Centralized Management System (Item 4)		
1.13	Environmental and Safety Certified & Design: e.g. Blue Angle, Energy Star, RoHS...etc Centralized Ventilation Solution for Air		
1.14	Job Submit Management Print Server: <ul style="list-style-type: none"> ● Job Management: Hold, Edit & Re-print jobs on print server or copier machine ● Job Edit: Re-composition ● Job Usage Report: Sort by users, subject & class (separated by copy & print) ● Operator: Manage all print jobs from end users. Operator only log-in at single sign on platform. 		

Item 2:

Specifications of Requirement (**FIVE units of Brand New Multifunctional Printing Device**)

- **B/W Photocopiers: 3 in Rm118**

- **Color Photocopiers: 2 in Rm116**

B/W Photocopiers:

Item	Description	Applicable (Yes / No)	If not, please provide details
2.01	Speed: B/W Copying and Printing: Min. 47 pages per minute (A3) Min. 95 pages per minute (A4) Color Scanning: At least 200 images per minute		
2.02	Finishing by Copying & Printing: ➤ Booklet Folding, up to _____ sheets ➤ Booklet Stapling, up to _____ sheets ➤ Corner Stapling, up to _____ sheets ➤ 2-point Stapling, up to _____ sheets ➤ Hole-punching ➤ Others (if any)		
2.03	Productivity* : State the completion time for print 160 sets of ➤ 4 pages of A4 originals into A3 Booklet Folding ➤ 8 pages of A4 originals into A3 Booklet Folding ➤ 12 pages of A4 originals into A3 Booklet w/ Stapling		
2.04	Paper Storage Capacity: Min. 3,500 sheets A3 & A4 size paper		
2.05	System Memory: Min. 4GB RAM Min. 200 GB Hard Disk		
2.06	Print Quality: B&W: unenhanced 1,200 x 1,200 DPI with 8-bit		
2.07	Printer Driver: PCL & PostScript		
2.08	Paper Types: Plain Paper, 60-250gsm		
2.09	Scan Format: PDF, Compact PDF, Encrypted PDF, JPG, TIFF, Word, Excel, PowerPoint, Searchable PDF		
2.10	Scan Destination: SMB (PC), E-mail, FTP, Box (HDD), USB		
2.11	Support direct printing and scanning from Google Drive		
2.12	User Panel Interface: Traditional Chinese and English		

	Touchable control panel with customized widgets and functions		
2.13	Humidity Protection		
2.14	Maintenance Service: Automatic meter reading Automatic consumable ordering		
2.15	Dimension: Please state the dimensions of machine with any option (if any)		
2.16	Support Centralized Management System (Item 4)		
2.17	Environmental and Safety Certified & Design: e.g. Blue Angle, Energy Star, RoHS...etc		
2.18	Basic electronic fax out		

Color Photocopiers:

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
2.19	Speed: B/W Copying and Printing: At least 65 pages per min. (A4) Color Copying and Printing: At least 65 pages per min. (A4) Color Scanning: At least 200 images per minute (A4)		
2.20	Finishing by Copying & Printing: ➤ Booklet Folding, up to _____ sheets ➤ Booklet Stapling, up to _____ sheets ➤ Corner Stapling, up to _____ sheets ➤ 2-point Stapling, up to _____ sheets ➤ Hole-punching ➤ Others (if any)		
2.21	Paper Trays: Min. 4 trays, 2,000 sheets, all support A3-A5 Manual bypass trays: Min. 100 sheets Support 60 – 300 gsm, plain paper, thick paper		
2.22	System Memory: Min. 4GB RAM Min. 200 GB Hard Disk		
2.23	Printer Driver: PCL & PostScript		
2.24	Print Quality: B&W and Color: unenhanced 1,200 x 1,200 DPI with 8-bit		
2.25	Scan Format: PDF, Compact PDF, Encrypted PDF, JPG, TIFF, Word, Excel, PowerPoint, Searchable PDF		
2.26	Scan Destination: SMB (PC), E-mail, FTP, Box (HDD), USB		

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
2.27	Support direct printing and scanning from Google Drive		
2.28	Multiple Copy: 1 – 9,999		
2.29	Dimension: Please state the dimensions of machine with any option (if any)		
2.30	User Panel Interface: Traditional Chinese and English Touchable control panel with customized widgets and functions		
2.31	Humidity Protection		
2.32	Maintenance Service: Automatic meter reading Automatic consumable ordering		
2.33	Support Centralized Management System (Item 4)		
2.34	Environmental and Safety Certified & Design: e.g. Blue Angle, Energy Star, RoHS...etc		
2.35	Basic electronic fax out		

Item 3: Specifications of Requirement (ONE unit of Brand New Multifunctional Printing Device) (General Office)

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
3.01	Speed: B/W Copying and Printing: At least 65 pages per min. (A4) Color Copying and Printing: At least 65 pages per min. (A4) Color Scanning: At least 200 images per minute (A4)		
3.02	Finishing by Copying & Printing: <ul style="list-style-type: none"> ➤ Booklet Folding, up to _____ sheets ➤ Booklet Stapling, up to _____ sheets ➤ Corner Stapling, up to _____ sheets ➤ 2-point Stapling, up to _____ sheets ➤ Hole-punching ➤ Others (if any) 		
3.03	Paper Trays: Min. 4 trays, 2,000 sheets, all support A3-A5 Manual bypass trays: Min. 100 sheets Support 60 – 300 gsm, plain paper, thick paper		
3.04	System Memory: Min. 4GB RAM Min. 200 GB Hard Disk		
3.05	Printer Driver: PCL & PostScript		
3.06	Print Quality: B&W and Color: unenhanced 1,200 x 1,200 DPI with 8-bit		
3.07	Scan Format: PDF, Compact PDF, Encrypted PDF, JPG, TIFF, Word, Excel, PowerPoint, Searchable PDF		
3.08	Scan Destination: SMB (PC), E-mail, FTP, Box (HDD), USB		

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
3.09	Support direct printing and scanning from Google Drive		
3.10	Multiple Copy: 1 – 9,999		
3.11	Dimension: Please state the dimensions of machine with any option (if any)		
3.12	User Panel Interface: Traditional Chinese and English Touchable control panel with customized widgets and functions		
3.13	Humidity Protection		
3.14	Maintenance Service: Automatic meter reading Automatic consumable ordering		
3.15	Support Centralized Management System (Item 4)		
3.16	Environmental and Safety Certified & Design: e.g. Blue Angle, Energy Star, RoHS...etc		
3.17	Basic electronic fax out		

Item 4: Specifications of Requirement (Centralization Management System)

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
4.01	Web-based Accounting System which offers accounting and access control on MFPs		
4.02	Support Active Directory, LDAP		
4.03	Support Windows, Mac, Linux		
4.04	Support Online Accounting which provides accurate accounting details. Print counts are based on actual number of pages printed		
4.05	Copy/Print count based on user, user group/dept., and project code Advanced client for end user to search project code		
4.06	Pull Print for job release from a specific MFP and Follow-me printing for job release from any one of MFPs		
4.07	Support mobile printing - By using the web browser such as IE / Firefox / Chrome etc.. - Support MS Excel, Word, PowerPoint, PDF, TIFF - Support Air Print		
4.08	Credit system for user's copy/print charge		
4.09	Different user roles can be set for different privileges in the administration and management of the system		
4.10	Automated report generation with - Predefined report - Periodic function - Green information - Able to export XML, CVS, XLS, HTML, PDF file format		
4.11	Support unlimited user account & device license		
4.12	Batch update for user data		
4.13	Support private scanning and public address book		
4.14	System Migration Vendor shall be responsible to migrate the data in the existing system to the suggested system		
4.15	Yearly Data Migration (By the end of EACH school year) To migrate School /Student/ Subject/ Committee photocopiers' data to next school year		

Item 5: Specifications of Requirement (Server for Photocopier)

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
5.01	Quad Core 2.3GHz or faster processor (Min.)		
5.02	16GB free RAM (Min.)		
5.03	1Gbps network connection (LAN)		
5.04	1TB free disk space (Min.)		
5.05	Connection to storage with a throughput of at least 150MB/s and 300 IOPS		
5.06	Server OS should have below requirement (min): Windows Server 2022		
5.07	At least 3 years on-site warranty (free parts and labors)		

Item	Descriptions	Applicable (Yes / No)	If not, please provide details
5.08	Management system software needed for photocopier and user licenses for 3 years (included installation charge and maintenance)		
5.09	Data backup system		

(Remarks: The ownership of server hardware and Operating System should be CWGC.)

Item 6: Service Maintenance and Warranty

	Descriptions	Applicable (Yes / No)	If not, please provide details
6.01	Provide 3 years Warranty Maintenance include all spare parts, labour Cost and Future modifications		
6.02	Minimum response time _____ hours after repairing order is received.		
6.03	Setup network scan and fax service, including file forward to the existing network file server and destined user folders.		
6.04	Driver installation service of 100 existing network client computers for the new photocopiers network printing		
6.05	Multiple choice optical mark recognition system and the related data analysis system		

Monthly Plan Pricing for part IA

	Descriptions	Applicable (Yes / No)	If not, please provide details
1	Monthly Rental HK\$ _____ x 3 Years		
2	A3 / Other Size same as A4 Meter Charge:		(If no, please specify: _____)
3	Black and White Meter Cost <u>HK\$</u> _____ Per Page		
4	Color Meter Cost <u>HK\$</u> _____ Per Page		

Please state the incremental rate for the meter charge: _____ %

Staple Price for 3 Years:

Staple for Part IA Item 1: Model: _____ HK\$ _____ / _____ pieces

Staple for Part IA Item 2: Model: _____ HK\$ _____ / _____ pieces

Staple for Part IA Item 3 Model: _____ HK\$ _____ / _____ pieces

Part IB Library

Item 1: Printing Management System for Part IB (1 unit of Copy & Printing machine only)

	Descriptions	Applicable (Yes / No)	If not, please provide details
1	Web-based Accounting System which offers accounting and access control on MFPs		
2	Support Active Directory, LDAP		
3	Support Online Accounting which provides accurate accounting details. Print counts are based on actual number of pages printed		
4	Integration of Windows domain Login for Authentication (Quota and Department detail) with 1,000 user license. (Support Windows, Mac, Linux)		
5	System is able to allow the users to have Several Accounts, such as individual, departments and committees for printing cost allocation		
6	Different user roles can be set for different privileges in the administration and management of the system		
7	B&W & Color Quota Setting for Individual, Subject, Committee and Department Account		
8	System is able to allow a user to debit any of his/her accounts for the print job		
9	Support third-party printers across the campus (e.g. HP or other printers)		
10	Systems is able to customize the report template for tracking user / several accounts usage , exported as XLS, CSV,XLS,HTML,PDF format		
11	Batch update for user data		

Item 2: Hardware in Library

- One unit of Color Multi-function Copier for Library

(1 Set embedded with Copy, Print, Scanning, Fax Function)

		Descriptions	Applicable (Yes / No)	If not, please provide details
1	Model	Must Provide BRAND NEW Model		
2	Payment System	Provide Electronic payment system such as : OCTOPUS or Smart Card System		
3		Provide Payment system for library daily operation (such as Fine Pay , Stationary Purchase)		
4		Support auto payment refund function for student		
5		System can process copy function with payment once network down		
6		available printing jobs via PC , Mac or Android / IOS Tablet , USB, Box(HDD)		
7		New Cash register reader (X2) for debit/credit charger		
8		Support Print Anywhere function		
9	Software Driver	PCL & PostScript Printer Driver		
10	Copier Specifications	Black-and-white & Color 45 copies per minute (A4 size) (or faster)		
11	Copy Resolution	1200 x 1200 dpi or higher		
12	Harddisk	320 GB or above, 4GB RAM or above		
13	Features	At least 2,000 sheets (A4) , 4 unit of paper tray Manual bypass trays: Min.100 sheets Support 60-300 gsm, plain paper, thick paper		
14		Electronic Duplex and Sorting Function		
15		Paper Size: A5 - A3		
16		Network Printing and Scanning Function		
17		Scanning Speed: 160 pages original / min or above		
18		Scan Format: PDF, Compact PDF, Encrypted PDF, JPG, TIFF		
19		Scan Destination: SMB (PC), Box (HDD), USB		
20		User Panel Interface: Traditional Chinese and English Touchable control panel with customized widgets and functions		
21		Fax Feature		
22		Dimension: Please state the dimensions of machine with any option (if any)		
23	Environmental friendly	Any unique feature regards to environmental friendly issue		
24		Remarks: (Please state or attach with more information)		
25	Student Card Reader	One student card reader which is compatible to exiting Paper Cut system		
26		Basic electronic fax in and out		

Item 3: Service Maintenance and Warranty

	Descriptions	Applicable (Yes / No)	If not, please provide details
1	Provide 3 years Warranty Maintenance including all spare parts, labour cost and future modifications		
2	Minimum response time _____ hours after repairing order is received.		

Please state the incremental rate for the meter charge: _____ %

Monthly Plan Pricing for part IB

	Descriptions	Applicable (Yes / No)	If not, please provide details
1	Monthly Rental HK\$ _____ x 3 Years		
2	A3 / Other Size same as A4 Meter Charge:		(If no, please specify: _____)
3	Black and White Meter Cost <u>HK\$</u> _____ Per Page		
4	Color Meter Cost <u>HK\$</u> _____ Per Page		

Please state the incremental rate for the meter charge: _____ %

Staple Price for 3 Years:

Staple for Part IB Item: Model: _____ HK\$ _____ / _____ pieces

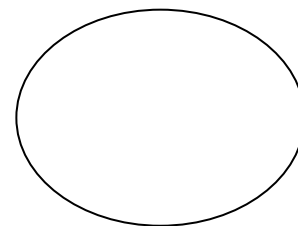
Part III Total Service Guarantee for Part IA and IB

1. 3-year free warranty for Part IA and IB which includes hardware, labour, all spare parts and consumable but not limited to toner, developers, fusing rollers or any item required to make the system run.
2. Normal operating supplies do not include throughput materials, e.g. paper, transparencies, staples etc...
3. 3-year on-site support service with response time of 4 business hours after receiving phone call.
4. Auto meter reporting, proactive fault alert, consumable management, green reporting and internet remote support.
5. Professional training and the relevant assistance of the change management.
6. Free on-loan machine as a backup support in case of unexpected scenario(s) impairing printing occur.
7. Allows customer to request for the replacement with machine with comparable features and capabilities whenever the performance or quality of machine is depreciated to below normal standard level and operating under normal wear and tear.

Remarks:

1. Contract will be lasted for 3 academic years from 1st May 2024 – 30th April 2027.
2. In the process of selection, winner of tender will be informed by us through telephone. Those who fail to take the contract will be notified.
3. If the products and services provided do not satisfy our requirements even after several improvements, we will retain our right to terminate the contract in written form.
4. If both parties want to terminate the contract within the contract period, written notification should be sent to the other party 3 months in advance.
5. Please submit the details according to the needs of the above items as follows:
 - a. Scale of company (Please attach with the Business Registration Certificates)
 - b. List of current customers, number of current customers and reference letter (if any) of supply of photocopy service
 - c. Ways of purchase
 - d. After sales service
 - e. Other discounts
 - f. Ways of termination of contract
 - g. Others (if applicable)

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



Company Chop

Name of Tenderer: _____

Name and Signature of Person authorized to sign Tender:

Name (in block letters): _____ Signature: _____

Date: _____

To : The Principal

Christian Alliance Cheng Wing Gee College
12-14 Chik Wan Street, Tai Wai, Shatin, N.T.

Tender for the Provision of Photocopy Service &
Cost Recovery System
1st May 2024 – 30th April 2027

Tender Reference : T/CWGC/2023/009

Closing Date : 1st March, 2024

Closing Time : 12:00 noon