

香港華人基督教聯會真道書院

新界將軍澳勤學里 1 號

標書檔號：LA/GA/2017/01

多功能影印機 招標書

本校現正為採購多功能影印機進行招標工作，特此誠邀 貴公司依據投標附表上所列的項目，提交投標書。

(一) 投標書內容

1. 投標者必須填妥各附件，並清楚列明各項費用及細則（一式兩份），分別密封於兩個空白的信封內，並遞交到本校第二校舍校務處外的投標箱內。投標者不可於信封上展示或披露 貴公司之身份，否則有關投標書將不會被考慮。
2. 投標者若未能於投標截止日期前提供以上全部資料，其投標將不獲考慮。
3. 投標者提交的標書有效期為九十天，由截標日期起計。如九十天內仍未接獲本校委聘通知，則是次投標可視作落選論。
4. 倘 貴公司未能或不擬投標，亦請盡快把投標表格寄回本校，並列明不擬投標的原因。

(二) 評審標書準則

1. 各項費用（不一定採納出價最低的投標書）
2. 產品質素及技術
3. 產品整合管理能力（包括用戶帳號管理、用量限制、使用量報表）
4. 維修及保養服務

(三) 《防止賄賂條例》

1. 根據《防止賄賂條例》，在學校採購過程中，如學校員工接受供應商和承辦商提供的利益，或供應商和承辦商向學校員工提供利益，均屬違法。學校不容許供應商和承辦商透過任何形式的利益（包括捐贈）影響學校的選擇。
2. 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為，有關投標書將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。
3. 請填妥隨函附上之「防止賄賂申明表」（附件一），並連同標書交回本校。

(四) 截標日期及提交投標書

1. 有意承投的投標者請於二零一七年三月二十日中午十二時，根據上文各項所列的要求，以機密文件形式，將投標書及其他相關資料遞交到本校第二校舍校務處外的投標箱內。逾期的投標，概不受理。
2. 提交投標書地址：
香港華人基督教聯會真道書院
新界將軍澳勤學里一號
採購委員會負責人收
(承投供應「多功能影印機」投標書)

(五) 申訴事宜

上述招標及評審程序按教育局指引行事，並受學校專責委員會監察，以確保審批標書過程公平妥善。投標者如認為其投標書未獲公平處理或投標過程中未獲公平對待，可向該專責委員會反映。

(六) 意見及查詢

如有任何疑問或查詢，請致電 2337-2123 與本校電腦及影音支援組任先生聯絡。

香港華人基督教聯會真道書院

校長 曹希銓 博士
二零一七年二月十五日

附件一：「防止賄賂申明表」

附件二：投標附表

附件三：投標表格

投標附表（須填具一式兩份）

（第2至4項須由投標者填寫）

(1) 物品說明 / 規格	(2) 單價 (HK\$)	(3) 總價 (HK\$)	(4) 提供 送貨
<p><u>Option A 買機計劃</u></p> <p><u>保養合約期</u> 五年 60個月（包括零件、人工及耗材）</p> <p><u>影印機機價</u> Model A 生產級黑白多功能影印機 4台 Model B 座地型彩色多功能影印機 17台 Model C 座枱型彩色多功能影印機 12台</p> <p>中央管理系統 2套</p> <p>八達通收費服務供1台Model B 影印機用 1套</p> <p><u>保證用量錶費(每次)</u> A4/A3黑白（以每年9,000,000次計） A4/A3全彩（以每年96,000次計）</p> <p>第13, 25, 37, 49個月 錶費升幅</p> <p><u>影印機用釘費(每盒)</u> Model A 角釘（請列明每盒釘數） Model A 騎馬釘（請列明每盒釘數） Model B 角釘（請列明每盒釘數）</p> <p>送貨費</p> <p>其他費用(請註明)</p> <p><u>影印機追加機價(每台)</u> Model A 生產級黑白多功能影印機 Model B 座地型彩色多功能影印機 Model C 座枱型彩色多功能影印機</p> <p><u>超額報錶費(每次)</u> A4/A3黑白（以每年9,000,000次計） A4/A3全彩（以每年96,000次計）</p>			

(1) 物品說明 / 規格	(2) 單價 (HK\$)	(3) 總價 (HK\$)	(4) 提供 送貨
<p><u>Option B 零機價計劃</u></p> <p><u>保養合約期</u> 五年 60個月 (包括零件、人工及耗材)</p> <p><u>影印機機價</u> Model A 生產級黑白多功能影印機 4台 Model B 座地型彩色多功能影印機 17台 Model C 座枱型彩色多功能影印機 12台</p> <p>中央管理系統 2套</p> <p>八達通收費服務供1台Model B 影印機用 1套</p> <p><u>保證用量錶費(每次)</u> A4/A3黑白 (以每年9,000,000次計) A4/A3全彩 (以每年96,000次計)</p> <p>第13, 25, 37, 49個月 錶費升幅</p> <p><u>影印機用釘費(每盒)</u> Model A 角釘 (請列明每盒釘數) Model A 騎馬釘 (請列明每盒釘數) Model B 角釘 (請列明每盒釘數)</p> <p>送貨費</p> <p>其他費用(請註明)</p> <p><u>影印機追加機價(每台)</u> Model A 生產級黑白多功能影印機 Model B 座地型彩色多功能影印機 Model C 座枱型彩色多功能影印機</p> <p><u>超額報錶費(每次)</u> A4/A3黑白 (以每年9,000,000次計) A4/A3全彩 (以每年96,000次計)</p>	<p>\$0</p> <p>\$0</p> <p>\$0</p>		

其他資料

(* 請於至少一個適當的空格內加上“✓”號)

	說明	標準功能*	選配功能*	不適用*	備註 (例如：價格)
1	整合管理此標書之影印機，包括用戶帳號管理、用量限制、使用量報表	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	自動報錶、消耗品及零件補給	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	買斷Konica Minolta 餘下合約 (總值不多於\$350,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	遙距診斷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	定期上門檢查*： <input type="checkbox"/> 每週 <input type="checkbox"/> 每 _____ 日	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	上門維修服務承諾： 接獲客戶服務要求後，於 辦工時間內 _____ 小時 抵達，進行維修服務	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

送貨地址

14部 第一校舍(小學)：新界將軍澳嶺光街 5 號

19部 第二校舍(中學)：新界將軍澳勤學里 1 號

本公司/本人明白，如收到學校訂單後未能供應投標書上所列物品，須負責賠償學校從另處採購上述物品的差價。

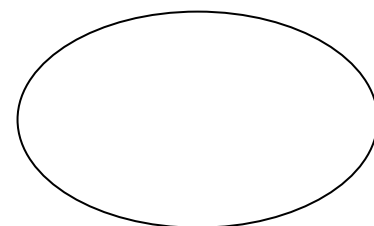
投標者： _____

獲授權簽署投標書的代表的姓名及署名：

姓名（請以正楷填寫）： _____

簽署： _____

日期： _____



公司印鑑

承投供應「多功能影印機」投標表格

學校名稱 : 香港華人基督教聯會真道書院
 學校地址 : 新界將軍澳勤學里一號
 標書檔號 : LA/GA/2017/01
 截標日期/時間 : 二零一七年三月二十日中午十二時

第 I 部分

下方簽署人願意按照所列的價格(其他費用全免),以及校方提供的任何圖則及/或規格,供應夾附的投標附表上所列的全部或部分項目,而交貨期限已於正式訂單上註明。下方簽署人知悉,所有未經特別註明的項目,如已在英國標準規格內有所訂明,則須符合該等規格,投標書由上述截標日期起計 90 天內仍屬有效;校方不一定採納索價最低的投標書或任何一份投標書,並有權在投標書有效期內,採納某份投標書的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效,而其公司所供應的各個項目並無侵犯任何專利權。

第 II 部分

再行確定投標書的有效期

有關本投標書的第 I 部分,現再確定本公司的投標書有效期由二零一七年三月二十日起計為 90 天。

下方簽署人亦同意,投標書的有效期一經再行確定,其公司就該事項註明於投標表格內的預印條文,即不再適用。

日期 : _____ 年 _____ 月 _____ 日

姓名(請以正楷填寫) : _____

簽署 : _____ 職銜 : _____

(請註明職位,例如董事、經理、秘書等)

上方簽署人已獲授權,代表:

_____ 簽署投標書,該公司在香港註冊的

辦事處地址 : _____

電話號碼 : _____

傳真號碼 : _____

Priority of Requirements

B: Baseline

H: High Priority

L: Low Priority

Evaluation Criteria (Must tick ONE only, either F, P or N)

F: Full Compliance

P: Partial Compliance

N: No Compliance

SDR : Supporting Document Required

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
Requirements of Model A (Production Grade B/W Copier)							
1	Monthly Capacity of more than 300,000 copies or prints	B				✓	
2	System Memory : Minimum 4GB RAM, 250GB Hard Disk	B					
3	Scanning Speed : Minimum 180 opm (A4)	H					
4	Single Pass Duplex Scan Feeder	H					
5	Feeder with minimum 150 pages original capacity	H					
6	Output Speed : Minimum 100ppm (A4)	B					
7	Output Speed : Minimum 55 ppm (A3)	B				✓	
8	Resolution of Copying / Printing / Scanning : Minimum 600dpi	B					
9	Magnification : Standard 1:1 and Zoom (25-400%)	B					
10	First Copy Time : Not more than 3.5 sec	B					
11	Minimum 3,000 sheets capacity	B					
12	Fully Support 60gsm Newsprint Paper to execute all finishing functions	B					
13	Support Paper Weight : 60 - 300 gsm	B					
14	Production Engine Technology with LED Electrostatic Print Head	H				✓	
15	Support Paper Size : A3 - A6, F4A	B				✓	
16	User Panel Interface : Traditional Chinese + English	B					
17	At least 20 One-Touch Job Memory Key	B					
18	Network Protocol : TCP/IP (IPv4 / IPv6); AppleTalk (EtherTalk); SMB; HTTP	B					
19	Printer Driver : PCL & PostScript 3	B					
20	Operation System : Windows VISTA, 7, 8, 10 (32/64); Windows Server 2008, 2008 R2, 2012, 2012 R2 (32/64); Macintosh OS 10.x; Unix; Linux; Citrix	B					
21	Interface : Ethernet 100/1000 Base	B					
22	Minimum 10 inch LCD touch screen Operation Panel	L					
23	Central Ventilation	B				✓	
24	Recycled material used on machine outer surface area, main unit and covers	L				✓	
25	Environmental Support : "Energy Star Label" Obtaining HKSAR Energy Efficiency Labeling Scheme Support and Gained Restriction of Hazardous Substance Directive (RoHS) Obtain European Union Blue Angel certification	B					
26	Size of machine with all functions listed above (Not more than existing W 65 x D 80 x H 115cm)	B				✓	W x D x H cm

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
Requirements of Model B (Color MFP)							
1	System Memory : Minimum 4GB RAM, 250GB Hard Disk	B					
2	Scanning Speed : Minimum 180 opm (A4)	B					
3	Single Pass Duplex Scan Feeder	B					
4	Feeder with minimum 150 pages original capacity	B					
5	Feeder with Technology of auto Multi-Feed Detection	H				✓	
6	Scan Format : PDF / TIFF / JPEG / Compact-PDF / Microsoft Office Files	B					
7	Scan Destination : SMB / FTP / email / USB Flash Drive	B					
8	Scan Destination : built-in HDD / IOS Devices / Android Devices / Google Drive / One Drive	H					
9	Direct Print from Google Drive / One Drive	H				✓	
10	Output Speed : Minimum 55 ppm (A4)	B					
11	Irregular format detection that allows automatic format detection while copy	H					
12	Blank page removal in Copy / Scan	H					
13	Resolution of Copying / Printing / Scanning : Minimum 600dpi	B					
14	Magnification : Standard 1:1 and Zoom (25-400%)	B					
15	First Copy Time (B/W & Color) : Not more than 5 sec	H					
16	Minimum 2,000 sheets capacity	B					
17	Support Paper Weight : 70 - 300 gsm	B					
18	Support Paper Size : A3 - A6, F4A, 1.2M Banner, Envelope, Cheque & Label	B				✓	
19	User Panel Interface : Traditional Chinese + English	B					
20	Network Protocol : TCP/IP (IPv4 / IPv6); AppleTalk (EtherTalk); SMB; HTTP	B					
21	Printer Driver : PCL & PostScript 3	B					
22	Operation System : Windows VISTA, 7, 8, 10 (32/64); Windows Server 2008, 2008 R2, 2012, 2012 R2 (32/64); Macintosh OS 10.x; Unix; Linux; Citrix	B					
23	ISO15408; IP filtering and port blocking; SSL2; SSL3 and TSL1.0/1.1/1.2 network communication	B					
24	IPsec support; IEEE 802.1x support; Hard disk overwrite; Hard disk data encryption (AES 256)	L					
25	Interface : Ethernet 100/1000 Base	B					
26	Minimum 10 inch LCD touch screen Operation Panel	L					
27	Recycled material used on machine outer surface area, main unit and covers	L				✓	
28	Environmental Support : "Energy Star Label" Obtaining HKSAR Energy Efficiency Labeling Scheme Support and Gained Restriction of Hazardous Substance Directive (RoHS) Obtain European Union Blue Angel certification	B					
29	Size of machine with all functions listed above (Not more than existing W 65 x D 80 x H 115cm)	B				✓	W x D x H cm

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
Requirements of Model C (A4 Desktop Color MFP)							
1	System Memory : Minimum 2GB RAM, 250GB Hard Disk	B					
2	Scanning Speed : Minimum 32 opm (A4)	B					
3	Auto Duplex Scan Feeder	B					
4	Scan Format : PDF / TIFF / JPEG / Compact-PDF	B					
5	Scan Destination : SMB / FTP / email / USB Flash Drive	B					
6	Scan Destination : built-in HDD / IOS Devices / Android Devices / Google Drive / One Drive	H					
7	Output Speed : Minimum 32 ppm (A4)	B					
8	Resolution of Copying / Printing / Scanning : Minimum 600dpi	B					
9	Magnification : Standard 1:1 and Zoom (25-400%)	B					
10	First Copy Time (B/W & Color) : Not more than 10 sec	H					
11	Minimum 500 sheets capacity	B					
12	Support Paper Weight : 70 - 200 gsm	B					
13	Support Paper Size : A4 - A6, Envelope, Cheque & Label	B				✓	
14	User Panel Interface : Traditional Chinese + English	B					
15	Network Protocol : TCP/IP (IPv4 / IPv6); AppleTalk (EtherTalk); SMB; HTTP	B					
16	Printer Driver : PCL & PostScript 3	B					
17	Operation System : Windows VISTA, 7, 8, 10 (32/64); Windows Server 2008, 2008 R2, 2012, 2012 R2 (32/64); Macintosh OS 10.x; Unix; Linux; Citrix	B					
18	ISO15408; IP filtering and port blocking; SSL2; SSL3 and TSL1.0/1.1/1.2 network communication	B					
19	IPsec support; IEEE 802.1x support; Hard disk overwrite; Hard disk data encryption (AES 256)	L					
20	Interface : Ethernet 100/1000 Base	B					
21	LCD touch screen Operation Panel	L					
22	Recycled material used on machine outer surface area, main unit and covers	L				✓	
23	Environmental Support : "Energy Star Label" Obtaining HKSAR Energy Efficiency Labeling Scheme Support and Gained Restriction of Hazardous Substance Directive (RoHS) Obtain European Union Blue Angel certification	B					
24	Size of machine with all functions listed above (Not more than existing W 60 x D 60 x H 60cm)	B				✓	W x D x H cm

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
Requirements of Centralized Management System							
1	Support Active Directory User Authentication and Synchronization (User ID and password)	B					
2	Web interface system	B					
3	Batch setting of the same settings to all MFP	B					
4	Acquisition and retention of MFP setting values	B					
5	Automatic registration, grouping and setting of MFP	B					
6	Allow to control the usage of individual user by functions (e.g. Color, B/W, copy, print, scan, fax)	B					
7	Provide a centralized way to manage device status, settings and print queue	B					
8	Centralized the user print quota among all devices in this tender	B					
9	B/W & Color quota of individual user can be restricted separately	B					
10	Project usage of different subjects and departments	B					
11	Automatic reports generation on print usage	B					
12	Detailed printing reports of all users	B					
13	Summary reports showing all the printings (per machine, per user, per group)	B					
14	Follow-Me Printing available	B					
15	Load balancing and redundancy features	H					
16	Permitting only authenticated registered users to operate devices lowers security risks	B					
17	Rules to restrict Simplex printing can be output as duplex printing	H					
18	Output can be limited to high speed devices for print jobs exceeding a pre-set page count	H					
19	Rules to restrict Printing from a designated application can be limited to B&W output	H					
20	2 Individual CMS for Secondary & Primary School accordingly	B					
21	1,500 & 1,000 User Licenses for Secondary & Primary School accordingly	B					
22	No extra cost for CMS installation, setup & training	B					
23	No extra cost for 5 Years Telephone & Remote Support	B					
24	No extra cost for 5 Years Warranty & On-Site Support Service	B					
25	Service Provider will ensure provided printing devices will support the updated version of CMS within 5 Years contract period	B				✓	
26	Server Hardware Requirement	B				✓	

Appendix - Technical Specification

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
General Requirements							
1	Technical On-Site Support within 3 Working Hours upon requested	B					
2	Same hotline and contact point of all hardware & CMS Support	B					
3	Unlimited Hotline, email & remote Support in office hours	B					
4	Provide enough spare Toner and any consumables required to guarante operation smoothly	B					
5	5 years warranty included all spare parts for normal wear and tear, consumables, labour costs and future modifications	B					
6	Automatic Meter Reporting of all devices provided	B					
7	Proactive Fault Alert of all devices provided	B					
8	Automatic Consumables Ordering of all devices provided	B					
9	Provide different training sessions to different groups of user / admin	B					
10	Provide 3 schools with contact point of similar scope as reference	B				✓	
11	The machines 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	B					

Item	Descriptions	(B/H/L)	Vendor selected ONE only			SDR	Remarks if not Full Compliance
			F	P	N		
Supply and Installation of Optional Functions							
Fax							
1	Super G3	B					
2	Analogue; i-Fax; Colour i-Fax; IP-Fax	H					
3	Max 600 dpi	L					
4	Up to 33.6 Kbps	L					
5	Incoming fax forward to e-mail/FTP/SMB	B					
Inner Finisher							
1	Corner Stapling (50 sheets)	B					
2	2-point stapling (50 sheets)	L					
3	e-Sorting with no speed lost	B				✓	
4	No extra dimension after installed	B					
5	Staple Price	B					
Booklet Finisher (Model A)							
1	Corner Stapling (100 sheets)	B					
2	2-point stapling (100 sheets)	B					
3	e-Sorting with no speed lost	B					
4	Booklet Creation with centre stapling (25 sheets)	B					
5	Half-fold (5 sheets)	B					
6	Tri-fold (3 sheets)	L					
7	2-Holes Punching	B					
8	Auto deliver Booklet by Transportation Belt to an external box with unlimited output capacity	H				✓	
9	Post-Insert for Preprinted material insertion up to 200gsm as inner pages or cover	B				✓	
10	Offline Finishing	H					
11	Execute all finishing functions by all available paper type	B					
12	Extra dimension after installed	L					W x D cm
13	Staple Price	B					

