

香港華人基督教聯會真道書院
中小學影印機供應服務
招標書

本校現正為 2022至2025學年（為期3年）進行「中小學影印機供應服務」招標工作，特此誠邀 貴公司依據投標附表一上所列的項目，提交投標書。

(一) 承投資格

任何信譽良好之商號，並已領取有關的營業牌照。

(二) 合約期限

合約期三年（由 2022年9月1日至 2025年8月31日）。合約期滿前，校方將依正常程序再行招標，屆時承辦商可再次參予投標，但獲選與否並非純以價低者為準。各投標者所列條件及其他因素皆在被考慮之列。

(三) 服務要求

1. 投標者必須根據附件一「中小學影印機供應服務」價目表及細則為本校提供服務。
2. 服務供應商中標後，須按以下時序提供相關服務：

時段	項目
8月8-13日	產品運送至本校
8月15-19日	安裝
8月15-31日	免費測試影印機運作實況

3. 產品如未能符合標書中所列的要求，服務供應商必須作出跟進，並於一星期內更換相關產品。
4. 服務供應商須負責所有運輸費用(包括更換新機)。
5. 如校方有任何資訊補充，均會上載至本校網站，供應商應於投標前定期查看。

(四) 評審範疇及準則

1. 本校將根據各投標書的服務內容、價格、營辦經驗及其他相關資料作出評審。過程中，可能需要邀請投標者派員向校方講解及闡釋投標書內所列內容及資料。
2. 校方將會按計劃一及計劃二的招標內容分別進行評審，並只會接納計劃一或計劃二的其中一份計劃書。
3. 如投標條件相若下，有經營經驗者可獲優先考慮。
4. 價格及服務細則：
 - (a) 公司的服務年資及質素；
 - (b) 符合學校要求的產品質素及技術；
 - (c) 過往服務學校的質素及良好的紀錄；
 - (d) 本校不一定採納出價最低的投標書或任何一份投標書。

(五) 其他

1. 投標者若被選中，本校會另行通知。中標者在收到通知後，須草擬合約，並與校方協議進行簽署。
2. 校方有絕對權力選取任何投標者。
3. 校方有絕對權力決定不接納任何投標而不須作任何解釋。
4. 投標者的投標有效期為 90 天，由截標日期起計。如 90 天內仍未接獲委聘通知，則是次投標可視作落選論。
5. 校方不會因是次招標接受任何形式的贊助。
6. 中標後未能提供標書上所列的服務，須負責賠償校方一切有關損失。
7. 未獲校方同意，投標者不得將此合約之權益轉讓或抵押與別人或其他公司。
8. 投標者不得以本校名義對外發出文件、借貸買賣及簽訂任何合約等。
9. 校方保留對本招標內容及一切有關文件的解釋權。
10. 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。

(六) 停約或賠償

1. 若有任何一方擬終結承辦委託，最少須於一個月前書面通知對方，承辦委託即告終止。
2. 如投標者日後未能供應投標書上所列物品及服務，須負責賠償學校從另一處採購上述服務之差價。

(七) 投標書內容要求

1. 投標者必須填妥相關附件一至附件四，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，再貼上隨函附上之回郵標籤（附件六），並遞交到本校第二校舍(中學部)校務處外的投標箱內。投標者不可於信封上展示或披露閣下或貴公司之身份，否則有關投標書將不會被考慮。
2. 公司註冊資料及商業登記證（必須提交副本）

(八) 截標日期及提交投標書

1. 有意承投的投標者請於 **2022 年 5 月 6 日下午二時正或以前**，根據上文各項所列的要求，以機密文件形式，將投標書遞交到本校第二校舍(中學部)校務處外的投標箱內或以掛號信形式寄回本校。逾期的投標，概不受理。
2. 提交投標書地址：
新界將軍澳勤學里 1 號
香港華人基督教聯會真道書院第二校舍(中學部)
採購委員會負責人收
(承投「中小學影印機供應服務」投標書 - 標書檔號編號：LA-2122-GA/PRINTER)

(九) 《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(請參閱附件五)，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. 請填妥附件「承辦商遵守道德承擔要求的聲明」，並連同標書寄回本校。

(十) 申訴事宜

上述招標及評審程序均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。

(十一) 意見及查詢

如有任何疑問或查詢，請電郵至tseyy@logosacademy.edu.hk與本校校務處職員謝小姐聯絡。

香港華人基督教聯會真道書院



校長 曹希銓 博士
二零二二年四月十三日

附件一：「中小學影印機供應服務」價目表及細則

附件二：承辦商遵守道德承擔要求的聲明

附件三：承辦商聲明

附件四：遵守招標文件中的誠信及反圍標條款確認書

附件五：有關本校教職員收受利益的政策

附件六：回郵標籤

「中小學影印機供應服務」訂購價目表及技術細則

Part I: Detail

Item no.	Detailed Specification
1.	Supply and Installation of BRAND-NEW Black & White Production Copier/Printer QTY: 4
2.	Supply and Installation of BRAND-NEW Console Color Multifunction Copier/Printer QTY: 18
3.	Supply and Installation of BRAND-NEW Desktop B/W / Color A4 Printer QTY: 14
4.	Supply and Installation of Centralized Print Management System (CMS) QTY: 2 Campus 2: Secondary Server Campus 1: Primary Server
5.	Supply and Installation of Fax Module QTY: 2
6.	Supply and Installation of CMS Extension Print Deployment Solution
7.	Supply and Installation of Octopus Charging Unit QTY: 2

No.	Item 1: BRAND-NEW Black & White Production Copier/Printer Requirement	Please Circle		Please Specify (Mandatory)
General Features				
1.	Laser Printing B/W Production Copier/Printer	Yes	No	
2.	System Memory 4GB or above	Yes	No	
3.	System Hard Drive 500 GB or above	Yes	No	
4.	2 Paper Trays or above, 3000 or above Sheet Paper Capacity	Yes	No	
5.	Minimum Support Paper Weight 50-256gsm	Yes	No	
6.	Support Paper Size from A5 to A3	Yes	No	
Copying Features				
7.	100ppm or above Black and White (A4 size)	Yes	No	
8.	First Copy Output Time in less than 6 sec (B&W)	Yes	No	
9.	Auto Duplex Support	Yes	No	
10.	Magnification 25-400%	Yes	No	
Printing Features				
11.	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
12.	Printer Language include PCL, Postscript	Yes	No	
13.	Printing Resolution 1,200 x 1,200 dpi or above	Yes	No	
Scanning Features				
14.	One-Pass-Dual-Scan Color Document Feeder	Yes	No	
15.	Scanning Speed 100 / 200 images per minute (Simplex / Duplex) or above	Yes	No	
16.	Scan to Email / Network Folder	Yes	No	
17.	Support for PDF, JPEG, TIFF, High Compression PDF	Yes	No	
18.	Auto Blank Page Removal	Yes	No	
19.	Scan Resolution 600dpi or above	Yes	No	
Finisher Features				
20.	Corner Stapling	Yes	No	
21.	2-point Stapling	Yes	No	
22.	Booklet Stapling	Yes	No	
23.	Half-Fold	Yes	No	
24.	Holes Punching	Yes	No	
25.	Pre-Printed Material Insertion	Yes	No	
Machine Stability Features				
26.	Humidity Protection Technology	Yes	No	
27.	Centralized Ventilation System	Yes	No	
28.	Double Sheet Detector	Yes	No	

Environmental & Security Standard				
29.	EMSD Energy Label	Yes	No	
30.	Recycled Material Used on Machine Outer Surface Area, Main Unit and Covers	Yes	No	
31.	Encryption	Yes	No	
Support Operating System				
32.	Windows 10 or above	Yes	No	
33.	Windows Server 2008 R2/2012/2016 or above	Yes	No	
34.	Mac OS X (10.6 or above)	Yes	No	
35.	Android (11 or above)	Yes	No	
36.	IOS (14.0 or above)	Yes	No	
37.	Other (Please specify)			

No.	Item 2: BRAND-NEW Console Color Multifunction Copier/Printer Requirement	Please Circle		Please Specify (Mandatory)
General Features				
1.	Laser Printing Color Multifunctional Copier/Printer	Yes	No	
2.	System Memory 4GB or above	Yes	No	
3.	System Hard Drive 200GB or above	Yes	No	
4.	Minimum 4 Paper Trays, support 2,000 Paper Sheet Capacity	Yes	No	
5.	One Multi-Bypass Tray	Yes	No	
6.	Minimum Support Paper Weight 60-300 gsm	Yes	No	
7.	Support Paper Size from A5 to A3	Yes	No	
8.	Touch Screen Panel in Multiple Language (Support Chinese and English)	Yes	No	
Copier Features				
9.	65 / 65 ppm or above A4 pages per minute (B&W / Color)	Yes	No	
10.	First Copy Output Time in less than 4.5 sec (B&W)	Yes	No	
11.	Auto Duplex Support	Yes	No	
12.	Magnification 25-400%	Yes	No	
Printer Features				
13.	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
14.	Printer Language include PCL, Postscript	Yes	No	
15.	Printing Resolution 1,200 x 1,200 dpi	Yes	No	
16.	Support Print from USB	Yes	No	
Scanner Features				
17.	One-Pass-Dual-Scan Color Document Feeder	Yes	No	
18.	Scanning Speed 65 / 130 image per minute (Simplex / Duplex) or above	Yes	No	
19.	Scan to Email / Network Folder	Yes	No	
20.	Scan to USB	Yes	No	
21.	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF	Yes	No	
22.	Auto Blank Page Removal	Yes	No	
23.	Scan Resolution 600dpi or above	Yes	No	
Machine Stability Features				
24.	Humidity Protection Technology	Yes	No	
25.	Double Sheet Detector	Yes	No	
Environmental & Security Standard				
26.	EMSD Energy Label	Yes	No	
27.	Encryption	Yes	No	
Support Operating System				
28.	Windows 10 or above	Yes	No	

29.	Windows Server 2008 R2/2012/2016 or above	Yes	No	
30.	Mac OS X (10.6 or above)	Yes	No	
31.	Android (11 or above)	Yes	No	
32.	IOS (14.0 or above)	Yes	No	
33.	Other (Please specify)			

No.	Item 3: BRAND-NEW Desktop Printer Requirement	Please Circle		Please Specify (Mandatory)
General Features				
1.	Laser Printing Color Printer	Yes	No	
2.	System Memory 500MB or above	Yes	No	
3.	Minimum 1 Paper Trays, support 500 Paper Sheet Capacity	Yes	No	
4.	One Multi-Bypass Tray	Yes	No	
5.	Minimum Support Paper Weight 60-200 gsm	Yes	No	
6.	Support Paper Size from A5 to A4	Yes	No	
Copier Features				
7.	30 / 30 ppm or above A4 pages per minute (B&W / Color)	Yes	No	
8.	Auto Duplex Support	Yes	No	
Printer Features				
9.	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
10.	Printer Language include PCL, Postscript	Yes	No	
11.	Printing Resolution 1,200 x 1,200 dpi	Yes	No	
Environmental & Security Standard				
12.	EMSD Energy Label	Yes	No	
13.	Encryption	Yes	No	
Support Operating System				
14.	Windows 10 or above	Yes	No	
15.	Windows Server 2008 R2/2012/2016 or above	Yes	No	
16.	Mac OS X (10.6 or above)	Yes	No	
17.	Android (11 or above)	Yes	No	
18.	IOS (14.0 or above)	Yes	No	

No.	Item 4: Centralized Print Management System Requirement	Please Circle		Please Specify (Mandatory)
Authentication Features				
1.	Smart Card Login, PIN Login, Windows AD Login	Yes	No	
2.	Centralized Management of all MFD with AD / Google Address Book	Yes	No	
3.	Support School Existing Card Type (EM Card) and provided Brand New Corresponding Card Reader install to MFDs	Yes	No	
4.	Support Active Directory User Authentication and Synchronization (User ID and Password)	Yes	No	
5.	Logout through Swipe Card Again or Press Button Logout or Set Predefined Logout Timer	Yes	No	
Print Anywhere (Follow Me Printing)				
6.	Setup ONE "Virtual" Print Queue for Users to Submit Print Jobs	Yes	No	
7.	Users can Choose "Print All" at MFD to Release all Submitted Print Jobs	Yes	No	
8.	Allow Individual or Multiple Print Jobs to be Released and Deleted	Yes	No	
9.	Release Print Jobs at Printer without Display Panel by QR Code Scanning and Print Job Selection through Mobile Device	Yes	No	
10.	Allow Users to Change Print Setting at MFD Panel (e.g. Quantity, Duplex, Color, etc.)	Yes	No	
Quota Management				
11.	Print Quota Parallel to all Printing Devices within the Campus	Yes	No	
12.	Differential Print Charge for MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
13.	Device Functions are limited to Authorized Users or Groups	Yes	No	
14.	Copy/Print count based on user, user group/dept., and project code Advanced Client for End User to Search Project Code, esp. set two layers of groups	Yes	No	
15.	Auto Quota Reset (e.g. Monthly, Quarterly, Yearly)	Yes	No	
16.	Quota Group Batch Import by Excel	Yes	No	
Advanced Printing Support (Optional)				
17.	Bring Your Own Device (BYOD) Printing including iOS and Mac, Android, Windows, and Chrome OS Support with Print Accounting	Yes	No	
18.	Provide a Cloud Printing Platform to allow User to Submit Print Jobs through Internet from Windows, MAC OS and Chromebook	Yes	No	
19.	Support Guest Print by Uploading Document at Dedicated Web Link and Charge (Octopus)	Yes	No	
20.	Support Guest Copy Document at Specific Copier and Charge (Octopus)	Yes	No	
21.	Pop-up Authentication Dialog for Print Job Submission at Non-domain PC	Yes	No	
22.	Track USB Direct Printing through MFD Panel Plugin Slot	Yes	No	

Scan Workflow				
23.	Support “Scan to Me” for AD Personal Email & Home Directory	Yes	No	
24.	Scan to Cloud including Google Drive, OneDrive, SharePoint with Single Sign-on (SSO) at MFD Panel	Yes	No	
25.	OCR Text Recognition – Scan to Word and Searchable PDF	Yes	No	
26.	Multiple language OCR support including but not limited to English, Traditional Chinese and Simplified Chinese	Yes	No	
27.	Scan Image Enhancement with Auto Rotate, Blank Page Removal, etc.	Yes	No	
Reporting and Management				
28.	100% Web-based Administration	Yes	No	
29.	Support for all Branded Printer and MFD Monitoring	Yes	No	
30.	Support Print Managed Policy to Redirect or Deny Huge Print Jobs	Yes	No	
31.	Print Script to Prompt Alerts to User for Unreasonable Print Job	Yes	No	
32.	Capture Devices Status Information, e.g. toner, paper tray	Yes	No	
33.	Email Reminder Alert for Desktop Printer when Toner Level is Low	Yes	No	
34.	Report Export as PDF, HTML and Excel with Auto Scheduling	Yes	No	
35.	Database Backup to Independent Storage for Disaster Plan and Restore Purpose	Yes	No	
36.	Support Online Accounting Which Provides Accurate Accounting Details. Print Counts are Based on Actual Number of Pages Printed	Yes	No	
37.	Support Site Server Function	Yes	No	
38.	System Migration Vendor shall be responsible to migrate the data in the existing system to the suggested system	Yes	No	
39.	Provide API Feature	Yes	No	

No.	Item 5: Fax Module Requirement	Please Circle		Please Specify (Mandatory)
Fax Features				
1.	Support for G3 fax, Internet fax (T.37), IP fax (T.38), LAN-Fax, Paperless Fax, Direct SMTP fax	Yes	No	
2.	Fax Forwarding to FTP/ SMB Folder with Email Alert to General Office User	Yes	No	
3.	Fax Forward as Email Attachment	Yes	No	
4.	Lan Fax on network PC without Printing Hardcopy	Yes	No	
5.	Send Fax by PC	Yes	No	

No.	Item 6: CMS Extension Print Deployment Solution Requirement	Please Circle		Please Specify (Mandatory)
General				
1.	Support Non-domain Client Machine for both Windows PC and MAC OS Platform Print Deployment	Yes	No	
2.	Able to Clone the Printer Driver and Corresponding Configuration from a Master Client Machine	Yes	No	
3.	Client Machine can Retrieve Printer Driver Together with the Attributes Automaticly by a Pre-installed Print Deploy Agent	Yes	No	
4.	Able to Deploy the Print Queue with "Print Anywhere" Feature and Full Function of Print Option including Staple Finisher Settings	Yes	No	
5.	Provide a User Console to Manage Print Queue to be Added, Removed or to Modify Settings	Yes	No	
6.	Able to Deploy Different Print Queues by User Group or IP subnet	Yes	No	
7.	User who Moves between Office Zones can have Automatic Access to the Right Print Queue Connection by IP Subnet	Yes	No	
8.	Able to Track Usage and Report in the Proposed CMS with all Deployed Print Queue	Yes	No	

No.	Item 7: Octopus Charging Unit	Please Circle		Please Specify (Mandatory)
General				
1.	Self-Serviced MFD Usage for Student	Yes	No	
2.	Hold the Print Job before Charging	Yes	No	
3.	LAN Data Line or WIFI Auto Transaction Data Upload	Yes	No	
4.	Acceptable Card Thickness up to 0.8mm	Yes	No	
5.	Perform Printing/Copying with Octopus Card Payment	Yes	No	
6.	Accept Pay-Per-Page Basis without Quota Top-up	Yes	No	
7.	Differentiate Charging According to MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
8.	Reporting	Yes	No	
9.	Automated Email for Daily Transaction Record to School	Yes	No	
10.	Monthly Statement Report with Daily Octopus Payment Breakdown	Yes	No	
11.	Environmental & Security Standard	Yes	No	
12.	Encrypted Connection for LAN / WIFI Data Upload	Yes	No	
13.	Suggestion for Student Copy/Print solution	Yes	No	

Part II: Installation, Setup and Additional Information

No.	Mandatory Requirement We/Our refer to "HKCCCU Logos Academy"	I Understand and Confirm (Please "Tick")	Please Specify
1.	Contract Period: 01 September, 2022 – 31 August 2025	<input type="checkbox"/>	
2.	No constraint to use unused quota in the Contract Period	<input type="checkbox"/>	
3.	All brand-new printer/copier must be arrived on or before 13 August 2022.	<input type="checkbox"/>	
4.	All brand-new printer/copier must be functional/setup complete/operational in the school environment on or before 19 August 2022.	<input type="checkbox"/>	
5.	Between the day of the brand-new printer/copier installation is complete and 31 August 2022, it is a Testing Period. We will print/copy the document for testing the brand-new printer. During the Testing Period, all print/copy meters should not be counted.	<input type="checkbox"/>	
6.	A training session for school staff is a must. We will release the training date to the awarded vendor/supplier later.	<input type="checkbox"/>	
7.	We can arrange a site visit for this project. The date is 25 April 2022.	<input type="checkbox"/>	
8.	A complete demonstration should be provided by vendor/supplier to show the system flow	<input type="checkbox"/>	

Part III: Payment and Maintenance (Confidential) – Plan 1 (For 3 years)

Description	
1.	<p>All Machines Rental Cost options:</p> <p>A) By monthly (for 36 months) HKD\$ _____ per month</p> <p>B) By yearly (for 3 years) HKD\$ _____ per year</p> <p>C) For 3 years (Prepaid in advance) HKD\$ _____ for 3 years</p>
2.	<p>Meter Charge:</p> <p>Same meter charge for A4 and A3 paper size Yes / No</p> <p>Black and White: Total 15 million pages for 3 years HKD\$ _____ per month</p> <p>Color: Total 450,000 pages for 3 years HKD\$ _____ per month</p>
3.	<p>Excess Meter charge should be paid <u>after</u> contract end: Yes / No</p> <p>i) Excess Black and White Meter Rate HKD\$ _____ per page</p> <p>ii) Excess Color Meter Rate (Full Color) HKD\$ _____ per page</p> <p>Excess Color Meter Rate (2 Color), if applicable HKD\$ _____ per page</p> <p>Excess Color Meter Rate (Single Color), if applicable HKD\$ _____ per page</p>
4A.	<p>Production Copier/Printer Staple Price: HKD\$ _____ per box (Min. purchase amount: HKD\$_____)</p> <hr/> <p>Free Boxes Staples per year during 3 years Contract Period Yes (_____ boxes per year) / No</p>
4B.	<p>Console Color Multifunction Copier/Printer Staple Price: HKD\$ _____ per box (Min. purchase amount: HKD\$_____)</p> <hr/> <p>Free Boxes Staples per year during 3 years Contract Period Yes (_____ boxes per year) / No</p>
5.	<p>- Onsite maintenance (including spare parts replacement): Yes / No</p> <p>- Monthly onsite inspection Yes (_____ time(s) per month) / No</p>
6.	<p>Service call request through IOS / Android mobile app Yes / No</p>
7.	<p>Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert Yes / No</p>
8.	<p>Remote Firmware Update & Remote MFP Panel Support Yes / No</p>

Description	
9.	Free delivery for All Copiers/Printers and consumables (including toners, staples, etc): Campus 1: 5 Ling Kwong Street, Tiu Keng Leng, Tseung Kwan O, NT Campus 2: 1 Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O, NT
10.	Satisfaction Guarantee include loan machine during urgent maintenance and same grade machine model replacement for problem machines
Company Background, Financial Statements and Case Reference:	
Tender Schedule Part I, Part II and Part III must be completed for further evaluation.	
Scoring Criteria:	
A) Company Background, Financial Statements and Case Reference (10%)	
B) Proposed Equipment Specification and Technology (10%)	
C) Price and Charges (80%)	

本公司 明白，如收到學校訂單確定通知書後未能供應投標書上所列物品，須負責賠償學校從其他供應商採購上述物品的差價。

公司蓋印

服務供應商
名稱 : _____

簽署人 : _____

簽署人姓名 : _____

簽署人職位[#] : _____

日期 : _____

[#]請註明職位，例如董事、經理、秘書等

Part III: Payment and Maintenance (Confidential) – Plan 2 (For 5 years)

Description	
1.	All Machines Rental Cost options:
A)	By monthly (for 60 months) HKD\$ _____ per month
B)	By yearly (for 5 years) HKD\$ _____ per year
C)	For 5 years (Prepaid in advance) HKD\$ _____ for 5 years
2.	Meter Charge:
	Same meter charge for A4 and A3 paper size Yes / No
	Black and White: Total 25 million pages for 5 years HKD\$ _____ per month
	Color: Total 750,000 pages for 5 years HKD\$ _____ per month
3.	Excess Meter charge should be paid <u>after</u> contract end: Yes / No
i)	Excess Black and White Meter Rate HKD\$ _____ per page
ii)	Excess Color Meter Rate (Full Color) HKD\$ _____ per page
	Excess Color Meter Rate (2 Color), if applicable HKD\$ _____ per page
	Excess Color Meter Rate (Single Color), if applicable HKD\$ _____ per page
4A.	Production Copier/Printer Staple Price: HKD\$ _____ per box (Min. purchase amount: HKD\$_____)
	Free Boxes Staples per year during 3 years Contract Period Yes (_____ boxes per year) / No
4B.	Console Color Multifunction Copier/Printer Staple Price: HKD\$ _____ per box (Min. purchase amount: HKD\$_____)
	Free Boxes Staples per year during 3 years Contract Period Yes (_____ boxes per year) / No
5.	- Onsite maintenance (including spare parts replacement): Yes / No
	- Monthly onsite inspection Yes (_____ time(s) per month) / No
6.	Service call request through IOS / Android mobile app Yes / No
7.	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert Yes / No
8.	Remote Firmware Update & Remote MFP Panel Support Yes / No

Description	
9.	Free delivery for All Copiers/Printers and consumables (including toners, staples, etc): Campus 1: 5 Ling Kwong Street, Tiu Keng Leng, Tseung Kwan O, NT Campus 2: 1 Kan Hok Lane, Tiu Keng Leng, Tseung Kwan O, NT
10.	Satisfaction Guarantee include loan machine during urgent maintenance and same grade machine model replacement for problem machines
Company Background, Financial Statements and Case Reference:	
Tender Schedule Part I, Part II and Part III must be completed for further evaluation.	
Scoring Criteria:	
D) Company Background, Financial Statements and Case Reference (10%)	
E) Proposed Equipment Specification and Technology (10%)	
F) Price and Charges (80%)	

本公司 明白，如收到學校訂單確定通知書後未能供應投標書上所列物品，須負責賠償學校從其他供應商採購上述物品的差價。

公司蓋印

服務供應商 名稱 : _____

簽署人 : _____

簽署人姓名 : _____

簽署人職位[#] : _____

日期 : _____

[#]請註明職位，例如董事、經理、秘書等

承辦商遵守道德承擔要求的聲明

致：香港華人基督教聯會真道書院

標書檔號：	LA-2122-GA/PRINTER
標書標題：	中小學影印機供應服務

根據本標書的道德承擔條文，我們確認，我們已遵守以下條款，並確保我們的董事、僱員、分判承辦商、代理人了解以下條款：

(a) 在開展與本標書有關的業務時，禁止參與本標書的董事、僱員、代理人及分判承辦商提供、索取或接受《防止賄賂條例》（香港法例第201章）第2節所定義的任何利益；

(b) 要求參與本標書的董事、僱員、代理人及分判承辦商以書面方式向我們申報其個人／財務利益與他們在本標書有關的職責之間的任何衝突或潛在衝突。如果該等衝突或潛在衝突已獲披露，我們將立即採取必要的合理措施，盡可能緩解或消除所披露的衝突或潛在衝突；

(c) 禁止參與執行本標書的董事及僱員參與本標書外、可能會造成或可能引致他們在本標書有關的職責與其個人／財務利益發生衝突的任何工程或工作（無論有無薪酬），並須要求分判承辦商採取同樣的行動；

(d) 採取所有必要措施，確保由僱主或代表僱主託付予我們的任何機密／受保密權涵蓋的資料或數據不會洩露予除本標書允許的人士以外的第三方。

公司蓋印

服務供應商：
名稱：_____

簽署人：_____

簽署人姓名：_____

簽署人職位[#]：_____

日期：_____

[#]請註明職位，例如董事、經理、秘書等

香港華人基督教聯會真道書院
承投中小學影印機供應服務
承辦商聲明

學校名稱：香港華人基督教聯會真道書院

學校地址：將軍澳勤學里一號

標書檔號：LA-2122-GA/PRINTER

截標日期 / 時間：2022年5月6日下午二時正

第一部份 一般細則

下方簽署人願意按照所列之價格，包括所有配套服務，以及校方提供的任何細則之規定，供應夾附的投標附表上所列的全部或部份項目。下方簽署人知悉，投標書由上述截標日期計九十天內仍屬有效；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份內容。下方簽署人亦保證其公司的商業登記、勞工保險及相關經營牌照均屬有效，而其公司所供應的各個項目並無侵犯任何專利權。

第二部份 現行確定投標書的有效期

現行確定投標書的第一部份，本公司的投標書有效日期至_____年_____月_____日。下方簽署人同意，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。

公司蓋印

服務供應商	:	
名稱	:	_____
簽署人	:	_____
簽署人姓名	:	_____
簽署人職位 [#]	:	_____
日期	:	_____

[#]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_____公司簽署
標書，該公司資料如下：

商業登記號碼：			
辦事處地址：			
聯絡電郵：			
電話號碼：		傳真號碼：	

致：香港華人基督教聯會真道書院校董會有限公司

遵守招標文件中的誠信及反圍標條款確認書

標書檔號：	LA-2122-GA/PRINTER
標書標題：	中小學影印機供應服務

[本人/我們]¹， _____ (投標者的名稱)²，謹此提述[本人/我們的]¹就上述合約所作的投標。

- [本人/我們]¹ 確認，於呈交本函件時，除本函件最後一段所提及的豁免通訊外，[本人/我們]¹ 並未：
- 向「香港華人基督教聯會真道書院校董會有限公司」以外的任何人士傳達任何投標金額的資料；
 - 透過與任何其他人士的安排調整任何投標金額；
 - 與任何其他人士就[本人/我們]¹ 或該其他人士是否應或不應投標訂立任何安排；或
 - 在投標過程中以任何方式與任何其他人士串通。

呈交本函件後，在「香港華人基督教聯會真道書院校董會有限公司」通知投標者招標結果之前，除本函件最後一段所提及的豁免通訊外， [本人/我們]¹ 不會：

- 向「香港華人基督教聯會真道書院校董會有限公司」以外的任何人士傳達任何關於投標金額的資料；
- 透過與任何其他人士的安排調整任何投標金額；
- 與任何其他人士就[本人/我們]¹ 或該其他人士是否應投標訂立任何協議；或
- 以其他任何方式與任何其他人士串通。

在本函件中，「豁免通訊」一詞即指[本人/我們]¹ 為獲得保險報價以計算投標價格而向 [本人/我們]¹ 的承保人或經紀人發出受嚴格保密的通訊，以及為獲得 [本人/我們]¹ 的顧問/分判承辦商協助編製標書而向他們發出受嚴格保密的通訊。

公司印章	承辦商名稱	:	_____
	獲授權人士簽署 ³	:	_____
	獲授權簽署人士的姓名	:	_____
	獲授權簽署人士的職位 [#]	:	_____
	日期	:	_____

[#]請註明職位，例如董事、經理、秘書等

1. 刪除不適用者

2. 若投標者包括組成合夥、合營企業或其他形式組織的兩名或兩名以上人士或兩間或以上公司，方括號內的部分應擴展至包括該等人士或公司各自的名稱及地址。

3. 若投標者包括組成合夥、合營企業或其他形式組織的兩名或兩名以上人士或兩間或以上公司，而所有該等人士或公司均須簽署。該等人士或公司各自的簽署人須為獲授權人士，代表該人士或公司簽署本合約。

香港華人基督教聯會真道書院

致：供應商/承辦商

有關本校教職員收受利益的政策

本校已就教職員在執行校務時索取或接受利益制訂明確政策，特此通知貴公司。

根據本校政策，屬下教職員如未獲得〔校董會或指定人員（視情況而定）〕的特別許可，不得在執行校務時索取或接受任何禮物、金錢或其他形式的利益，以維護本校的清廉形象。

本校教職員均須恪守此項政策，並明白如違反政策，將會遭受紀律處分。本校亦會將任何懷疑貪污事件向廉政公署舉報。

作為本校的主要持份者，本校竭誠希望貴公司支持本校的廉政方針。若遇有本校校董／職員向貴公司索取利益的情況，請盡速通知本人。

多謝合作。

香港華人基督教聯會真道書院



校長 曹希銓 博士
二零二二年四月十三日

回郵標籤（請貼於回郵信封上）：

香港華人基督教聯會真道書院（中學部）
新界將軍澳勤學里一號
採購委員會負責人收

承投「中小學影印機供應服務」投標書
標書檔號：LA-2122-GA/PRINTER

截標日期：2022年5月6日下午二時正