



Buddhist Hung Sean Chau Memorial College

10 Ping Ting Road, Hammer Hill, Kowloon, Hong Kong.

Telephone: 2322-6915

Fax No.: 2351-3614

香港佛教聯合會主辦
九龍斧山平定道十號

佛教孔仙洲紀念中學

招標書

學校檔號：**2223T08**

執事先生 / 女士：

承投提供 2022-2023年度 購買影印機及提供相關影印服務

現誠邀 貴公司承辦提供隨附的投標附表上所列的物品及服務。倘 貴公司不擬接納部分訂貨，請於投標附表上清楚註明。

1. 投標表格及附件必須填妥一式兩份，並放置信封內封密。信封面應清楚註明：
(承投學校檔號：**2223T08**, (2022- 2023年度 購買影印機及提供相關影印服務) 投標書。
投標應寄往 九龍斧山平定道10號 佛教孔仙洲紀念中學，並須於 2023年3月23日(星期四)中午12時前送達上述地址。逾期的投標書概不受理。 貴公司的投標書有效期為90天，由上述截止投標書日期起計。如在該90天內仍未接獲訂單，則是次投標書可視作落選論。另外亦請注意， 貴公司必須填妥投標書附表(附件一) 至 (附件五)並一式兩份，否則投標書概不受理；如不擬投標，請填寫(附件四)便可。
2. 倘若2023年3月23日(星期四)上午09時至中午12時期間，天文台發出黑色暴雨警告信號或八號(或以上)的熱帶氣旋訊號，截標日期將順延至下一個工作天的同一時間。
3. 本校將考慮投標所提供之服務及質素為重點，而非單以價低者得為準，並保留選擇承辦商之最終決定權，任何投標表格及有關文件一概不會發還。
4. 倘 貴公司未能或不擬投標書，亦請儘快把投標表格寄回上述地址，並列明不擬投標書的原因 (請填寫不擬投標通知書)。
5. 請勿在投標書封面上顯示 貴公司的身份。
6. 學校邀請投標書承辦所需物品及服務時，會以「整批」、「分組」或「分項」形式考慮接受供應商的投標書。

校長

陳詩韻



謹啟

2023年2月22日

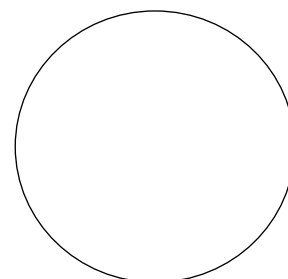
附件：書面報價 / 投標書附表(附件一)、承辦投標表格(附件二)、有關防止賄賂條例及利益衝突申報(附件三)、不擬書面報價 / 投標通知書(附件四)、所需產品資料 (附件五)

書面報價 / 投標書附表
(須填妥一式兩份)

(第 4、5 和 6 項須由供應商填寫)

(1) 項目編號	(2) 物品說明 / 規格	(3) 所需 數量	(4) 單價 (元)	(5) 總數 (元)	(6) 提供 送貨服務
1	彩色影印機附設可接駁網絡、傳真、掃描及相關影印服務 請參閱附件 (英文版)	1			
2	彩色影印機附設可接駁網絡、掃描及相關影印服務 請參閱附件 (英文版)	2			
3	黑白影印機附設可接駁網絡、掃描及相關影印服務 請參閱附件 (英文版)	2			
			總價 (元)		

本公司 / 本人明白，如收到學校訂單後未能供應書面報價 / 投標書上所列物品及服務，本公司 / 本人須負責賠償學校從另處採購上述物品及服務的差價。



公司印鑑

供應商名稱： _____

獲授權簽署報書面報價 / 投標書的代表的姓名及署名

姓名 (請以正楷填寫)： _____

簽署： _____

日期： _____

◆ 如可以請 貴公司提供一份完整報價單，謝謝！

承投書面報價 / 投標書表格
(須填妥一式兩份)

承投供應 **2022-2023 年度 購買影印機及提供相關影印服務**

的書面報價 /
投標書表格

學校名稱及地址： 佛教孔仙洲紀念中學

九龍斧山平定道 10 號

學校檔號(由校方填寫)： 2223T08

截止書面報價/截標的日期和時間(由校方填寫)： 2023-03-23(星期四)中午 12 時正

第 I 部分

下方簽署人願意按照正式訂單上訂明的日期及所列的價格，以及校方提供的任何圖則及規格，包括勞工、材料及其他所有費用，以及校方所提出的細則，提供書面報價/投標書附表上所列項目的物品及服務。下方簽署人知悉，所有未經特別註明的項目，均須按照該細則的規定提供物品及服務；書面報價/投標書由上述截止日期起計 90 天內仍屬有效；校方不一定採納索價最低的書面報價單/投標書或任何一份書面報價單/投標書，並有權在書面報價單/投標書的有效期內，採納某份書面報價單/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，而其公司所提供的物品及服務不會損壞學校的校舍。

第 II 部分

再行確定書面報價單 / 投標書的有效期

有關書面報價單/投標書的第 I 部分，現再確定本公司的書面報價單/投標書有效期由截標日起計為 90 天。

下方簽署人亦同意，書面報價單/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)：

簽署人：

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：—

_____ 公司簽署書面報價單/投標書，該公司在

_____ 香港註冊的辦事處地址為

電話號碼：_____

傳真號碼：_____

有關防止賄賂條例及利益衝突申報

(須填妥一式兩份)

確定遵守防止賄賂條款

競投人、其僱員及代理人不得向學校僱員、校董會 / 法團校董會成員，或負責考慮與本合約相關事宜的有關委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員或代理人向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

代表簽署：_____ 代表姓名(正楷)：_____

職位：_____ 日期：_____年_____月_____日

利益衝突申報及資料保密

1. 你有沒有與佛教孔仙洲紀念中學內任何人士或業務上有利益關係(註譯 1) ?

有 沒有 (如有，請說明)。

2. 你的家人或親屬(註譯 2)有沒有擔任此學校的現任職位?

有 沒有 (如有，請提供姓名及關係)。

3. 本人已細閱學校就利益衝突方面所制定的政策，並明白其內容。是次參與投標的商戶與本人及直系親屬並沒有業務往來或任何直接或間接的財務利益。並承諾不會在未經學校授權下披露有關報價或招標的資料。

註譯 (1) 個人利益包括你參予經營/承包學校的各項服務等。

註譯 (2) 你的家人或親屬包括：

- a. 你的配偶 b. 你的父母 c. 你的配偶父母 d. 你的兄弟姐妹及其配偶；以及
e. 你或你的配偶的子女及其配偶

申報人姓名

申報人簽署

日期

佛教孔仙洲紀念中學

不擬書面報價 / 投標通知書

致:佛教孔仙洲紀念中學書面報價 / 投標審批委員會

有關承投: 2223T08 2022-2023 年度 購買影印機及提供相關影印服務

(截標日期: 2023 年 3 月 23 日(星期四)中午 12 時正, 本人抱歉未能提供報價,

理由如下: (請於適用方格內加上✓號)

原因	註(如需填寫)
<input type="checkbox"/> 書面報價 / 投標貨品不在本公司的供應 / 服務範圍之內	_____
<input type="checkbox"/> 未能符合書面報價 / 投標規格	_____
<input type="checkbox"/> 未能按照編排送貨	_____
<input type="checkbox"/> 未能按照截標日期報價 / 投標	_____
<input type="checkbox"/> 書面報價 / 投標的貨量太少	_____
<input type="checkbox"/> 其他理由(請說明)	_____ _____ _____

書面報價 / 投標公司名稱 : _____

獲授權簽署書面報價 / 投標書的代表簽署

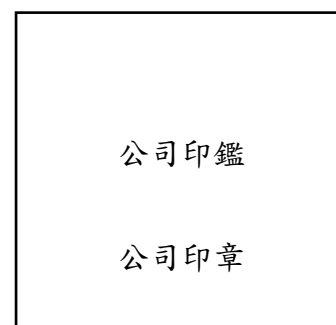
: _____

姓名(請以正楷填寫) : _____

職銜 : _____

(請註明職位, 如董事、經理、秘書等)

日期 : _____



Tender Schedule

(To be completed in duplicate)

Part I

Summary of required system

Tender for Campus-wide Printing Solution

Item	Description	Quantity	Location
1	Supply and Installation of Color Multifunction Copier (45ppm)	2	Office
2	Supply and Installation of Color Multifunction Copier (60ppm)	1	Staff Room
3	Supply and Installation of Black and White Multifunction Copier (60ppm)	2	Staff Room
4	Supply and Installation of Centralized Print Management System (CMS)	1	Server

Item No.1 - Mandatory Requirement: 45ppm or above Color Multifunction Copier

Supply and Installation of Brand New 45ppm or above Color Multifunction Copier

Yes	No
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Quantity Required: **Two Units (Office)**

	Description / Specification	Please circle Yes or No		If "no", please specify
Machine General Features				
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 4GB	Yes	No	
3	HDD Drive 320GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 45 / 45 or up A4 pages per minute (B&W / Color)	/		pages per minute
10	First Copy Output Time in less than 3.6 / 5.4 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
13	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
14	Single Color Removal in Black and White Meter Count	Yes	No	
Printer Features				
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
17	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
18	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
19	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
20	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
21	Scanning Speed 120 / 240 A4 images per minute (Simplex / Duplex)	Yes	No	
22	Scan to Email / Network Folder	Yes	No	
23	Scan to USB and SD card storage device	Yes	No	
24	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
25	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
Fax Features (One Unit Required)				
26	Support for G3 fax, Internet fax (T.37), IP fax (T.38), LAN-Fax, Paperless fax, Direct SMTP fax	Yes	No	
27	Fax Forwarding to FTP/ SMB Folder with Email Alert to Admin User	Yes	No	
28	Fax Reception Forward to Email as Attachment	Yes	No	
29	LAN Fax on network PC without printing hardcopy	Yes	No	
30	Fax Resolution up to 400 x 400 dpi	Yes	No	
Finisher Features				
31	Machine Built-in Internal Type Finisher	Yes	No	
32	Preprinted Cover Sheet Insertion	Yes	No	
33	Corner Staple Maximum: 50 Sheet (100 Pages in Duplex)	Yes	No	
34	Dual Staple Maximum: 50 Sheet (100 Pages in Duplex)	Yes	No	
35	Non-standard Paper Size Finishing Support	Yes	No	
Environmental & Security Standard				
36	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
37	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
38	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
39	Must include DOSS and HDD encryption	Yes	No	

Item No.2 - Mandatory Requirement: 60ppm or above Color Multifunction Copier

Supply and Installation of Brand New 60ppm or above Color Multifunction Copier

Yes	No
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Quantity Required: **One Units** (Staff Room)

Description / Specification		Please circle Yes or No		If "no", please specify
Machine General Features				
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 4GB	Yes	No	
3	HDD Drive 320GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 60 / 60 or up A4 pages per minute (B&W / Color)	/		pages per minute
10	First Copy Output Time in less than 2.9 / 4.2 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
13	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
14	Single Color Removal in Black and White Meter Count	Yes	No	
Printer Features				
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
17	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
18	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
19	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
20	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
21	Scanning Speed 120 / 240 A4 image per minute (Simplex / Duplex)	Yes	No	
22	Scan to Email / Network Folder	Yes	No	
23	Scan to USB and SD card storage device	Yes	No	
24	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
25	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
Environmental & Security Standard				
26	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
27	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
28	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
29	Must include DOSS and HDD encryption	Yes	No	

Item No.3 - Mandatory Requirement: 60ppm or above Black and White Multifunction Copier

Supply and Installation of Brand New 60ppm or above B&W Multifunction Copier

Yes	No
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Quantity Required: **Two Units (Staff Room)**

Description / Specification		Please circle Yes or No		If "no", please specify
Machine General Features				
1	Laser Printing Black and White Multifunctional Copier	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 320GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 60 or up A4 pages per minute (B&W)	/		pages per minute
10	First Copy Output Time in less than 2.3 sec (B&W)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
14	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
15	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
19	Scanning Speed 120 / 240 A4 image per minute (Simplex / Duplex)	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB and SD card storage device	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
Environmental & Security Standard				
24	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
25	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
26	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
27	Must include DOSS and HDD encryption	Yes	No	

Item No.7 - Mandatory Requirement: Centralized Print Management System (CMS)

Supply and installation of Centralized Print Management System

Yes	No
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Quantity Required: **One Unit (Server)**

	Description / Specification	Please circle Yes or No		Please Specify
Authentication Features				
1	eClass Smart Card Login, PIN Login, Windows AD Login, Google Login	Yes	No	
2	Centralized Management AD / Google Address Book Synchronization	Yes	No	
3	Support School Existing Card Type (eClass EM Card) and provided Card Readers to Multifunction Device in this Tender	Yes	No	
4	Logout through Swipe Card Again or Set Predefined Logout Timer	Yes	No	
Print Anywhere (Follow Me Printing)				
5	Setup ONE "Virtual" Print Queue for Users to Submit Print Jobs	Yes	No	
6	Users can Choose "Print All" at MFD to Release all Submitted Print Jobs	Yes	No	
7	Allow Individual or Multiple Print Jobs to be Released and Deleted	Yes	No	
8	Release Print Jobs at any Brand Desktop Printer without Display Panel by QR Code Scanning and Print Job Selection through Mobile Device	Yes	No	
9	Allow Users to Change Print Settings at MFD Panel before Print Release (e.g. Quantity, Duplex, Color, etc.)	Yes	No	
Quota Management				
10	Print Quota Parallel to all Printing Devices within the Campus	Yes	No	
11	Differential Print Charge for MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
12	Device Functions are limited to Authorized Users or Groups	Yes	No	
13	Shared Quota Group (Subject Accounts, Project Groups, Events, etc.)	Yes	No	
14	Auto Quota Reset (Monthly, Quarterly, Yearly, etc.)	Yes	No	
15	Generate Quota Top-up Voucher for Self-serviced Top-up	Yes	No	
16	Share Quota Group Batch Import by Excel for Management	Yes	No	
Advanced Printing Support				
17	Bring Your Own Device (BYOD) enabled for iOS and MAC, Android, Windows and Chrome OS with Centralized Print Accounting	Yes	No	
18	Provide a Cloud Printing Platform to allow User Submit Print Jobs through Internet from Windows, MAC OS and Chromebook Outside the Campus	Yes	No	
19	Guest Perform Web Print by Uploading Document at Dedicated Web Link	Yes	No	
20	Pop-up Authentication Dialog for Print Submission at Public Workstation	Yes	No	
21	Tracking USB & SD Card Direct Printing through MFD Panel Plugin Slot	Yes	No	
22	Support Auto Color Detection Mode for Quota Deduction	Yes	No	
Scan Workflow				
23	Support "Scan to Me" send to AD Personal Email & Home Directory	Yes	No	
24	Scan to Cloud including Google Drive, OneDrive, SharePoint, Dropbox, BOX, Evernote and pCloud 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	
28	Auto Scan Size and Auto Color Detection without Selection	Yes	No	
Reporting and Management				
29	100% Web-based Administration	Yes	No	
30	Support for any Brand Printer and MFD Monitoring	Yes	No	
31	Support Print Managed Policy to Redirect or Deny Huge Print Jobs	Yes	No	
32	Print Script to Prompt Alerts to User for Unreasonable Print Job	Yes	No	
33	Capture Devices Status Information, e.g. toner, paper tray	Yes	No	
34	Email Reminder Alert for Desktop Printer when Toner Level is Low	Yes	No	
35	Report Export as PDF, HTML and Excel with Auto Scheduling	Yes	No	
36	Database Backup to Independent Storage for Disaster Plan and Restore	Yes	No	

Part II

Payment and Maintenance

Description			
1	Monthly Package Fee (60-Month Contract)	HKD\$ _____ / Month	
	BW Monthly Free Volume	_____ Pages	
	Color Monthly Free Volume	_____ Pages	
	Unused Free Pages Rollover Period for Accumulation	_____ Month	
	Excess Black and White Meter Rate	HKD\$ _____ / Page	
	Excess Color Meter Rate	HKD\$ _____ / Page	
2	Same Charge for All Paper Sizes (including banner print)	Yes	No
		If no, Please Specify:	
3	Optional Items		
	Provide 3 rd Party Testing Report for O ₃ & Particulate Matter Emission Standard for Production Machine	\$ _____	
	Others (If any)	\$ _____	
4	Staple Price		
5	Fee and Charges Frozen Period	_____ Month	
6	Maximum Annual Increment Afterwards	_____ %	
7	On-site maintenance service response time	Within _____ Hours	
8	Onsite inspection, maintenance, spare parts replacement	Yes	No
9	Service call request through IOS / Android mobile app	Yes	No
10	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert	Yes	No
11	Remote Firmware Update & Remote MFP Panel Support	Yes	No
12	Total Satisfaction Guarantee include loan machine during urgent maintenance and same grade machine model replacement for problem machines	Yes	No
Company Background and Case Reference:			
Service Provider failed to comply with the mandatory requirements will render its quotation invalid and not to be considered further			
Tender Schedule Part I & Part II must be completed for further evaluation			
<u>Assessment</u>			
A. Company Background and Case Reference (20%)			
B. Proposed Equipment Specification and Technology (50%)			
C. Price and Charges (30%)			

九龍斧山平定道 10 號

佛教孔仙洲紀念中學

校長 收

承投提供

「2022-2023 年度 購買影印機及提供相關影印服務」

書面報價 / 招標書

招標檔號：2223T08

標書聯絡人：校務處

聯絡人電話：2322 6915

截標日期：2023 年 3 月 23 日(星期四)，中午 12 時正