

招標書
(請提示供應商不可在信封面上顯示該公司的身份)

學校檔號：2021/1/IT/1

公司名稱及地址：

執事先生：

邀請招標
承投提供 聖公會聖本德中學全校印刷服務

現誠邀 貴公司承投提供隨附的投標附表上所列的物料或服務。倘貴公司不擬接納部分訂貨，請於投標附表上清楚註明。

投標表格必須填妥一式兩份，並放置信封內封密。信封面應清楚註明：

承投 聖公會聖本德中學全校印刷服務(服務由2022年2月8日開始) 項目 投標書

投標書應寄往 彩虹村藍鐘路11號 _____，

並須於二零二一年十一月二十六日中午十二時前送達上述地址。逾期的投標，概不受理。貴公司的投標書有效期為90天，由上述截標日期起計。如在該90天內仍未接獲訂單，則是次書面報價/投標可視作落選論。另外亦請注意，貴公司必須填妥投標表格第VII及VIII 部分，否則標書概不受理。本校可安排十一月十日下午實地視察有關影印場地或線路安排，出席實地視察與否亦視作服務表現考慮之一。

倘 貴公司未能或不擬報價/投標，亦請盡快把投標表格寄回上述地址，並列明不擬投標的原因。

學校邀請招標承投所需物品/服務時，會以分項形式考慮接受供應商的書面報價/投標。

二零二一年十一月三日

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如出席實地視察，請掃描右方二維碼登記。



附表

Tender Schedule

(To be completed in duplicate)

Part I

Summary of required system

Tender for Campus-wide printing solution

Item	Description	Quantity	Remarks
1	Supply & Installation of Supporting Software for Copier & Printer	1 set	
2	Supply & Installation of B&W Production Copier (100ppm or above) with finisher (Hardware 1)	1 units	
3	Supply & Installation of Color Multi-functional Copier (30ppm) (Hardware 2)	3 units	
3	Supply & Installation of Color and Fax Multi-functional Copier (30ppm) (Hardware 3)	1 unit	
4	Supply & Installation of Color Multi-functional Copier (20ppm) (Hardware 4)	1 unit	
5	Supply & Installation of Color Laser Printer (30ppm) (NOT multi-function) (Hardware 5)	1 unit	

Tender Schedule

(To be completed in duplicate)

Part II

Supporting campus-wide printing solution (Software)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Print QUOTA (for print AND copy) by pages or cost with user code login in parallel for all printing device across the campus		
2	Support third-party printing device across the campus		
3	Support Print release by card authentication for copiers		
4	Automatically send monthly usage report by users		
5	100% Web-based administration allowing admin control from anywhere on the network		
6	Cross-platform support for both servers and clients. Available for Windows, Mac, Linus, Novell and Unix		
7	Integration of Microsoft Active Directory for Authentication		
8	Differential print charging allowing costs to be defined per printers with varied prices for color, duplex and large form printing		
9	Advanced reporting in PDF, HTML and excel. Have reports automatically generated via email with schedule		
10	Full support for multiple print servers and monitoring of local desktop printers (e.g. USB or LPT etc)		
11	User tools and client software to allow users to view balance and usage history		
12	Self maintaining system requiring minimal administration		
13	Manage all Generic printers from one location		
14	Policy to encourage users use less paper and meter a. e.g. charge less when users use booklet or duplex printing		
15	Integrated with Existing Domain User a. Users use same set of username and password to access for copy & print		
16	Filtering and Restrictions a. Deny print jobs based on number of pages b. Deny expensive print jobs (e.g. users are not allowed to print/copy more than 100s pages)		

	c. By combining filter rules, administrators can alleviate printer jams, queue hogging, and avoid wasteful print jobs		
17	Shared accounts for departments or functions (Open day etc.)		
	a. For budget control in each project, function and department		
18	Detailed Logging		
	a. Documents Name		
	b. No. of pages		
	c. Who & where		
	d. Load of each printer / copier		
	e. Report Template		
19	Varies type of report for administration and monitor (E.g. by month, user, department etc.)		
20	Software update paper cut system and card reader		

Tender Schedule

(To be completed in duplicate)

Part III

Supply & Installation of B&W Production Copier (Hardware 1)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Console Type Design		
2	Simplex multi-copy speed must not less than 100 pages per minute (A4)		
3	Duplex multi-copy speed must not less than 100 pages per minute (A4)		
4	True 600×600 dpi print resolution		
5	Production Design		
6	Tandem Tray Design: Non-stop operation while refilling bond paper, 100% productivity		
7	Load-while-run convenience for paper, new jobs and toner		
8	Network Printer/ Scanner Controller		
9	Color Scan Available		
10	Booklet Finisher (Front Door Open Design for refill staple)		
11	Auto Meter Reporting		
12	Auto Toner Replenishment		
13	Auto Fault Notification		
14	Production Engine Technology with Monthly Capacity up to 300,000 copies or prints		
15	Output Speed at least 50 pages (A3) per minute		
16	Corner Stapling, 2-point Stapling & Holes Punching with up to 100 sheets capacity		
17	Booklet Stapling (A3/A4/F4A) with up to 20 sheets capacity		
18	Post Inserter with 2 Trays for pre-printed material insertion as inner pages or cover		
19	User Panel Language in Traditional Chinese & English		
20	ePrintFlow Management System: User could send a print job to the machine with user, subject & class information, hold the print job in the machine and include an email notification automatically to Approver		
21	Usage Report could be sort by users, subject & class (Print and Copy volume could be separated)		

Tender Schedule

(To be completed in duplicate)

Part IV

Supply & Installation of Color Multifunctional Copier (Hardware 2)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Laser Beam Scanning and electro-photographic printing		
2	Indicator information screen is displayed		
3	Copy/ Printing Speed: 30 pages per minutes (B&W and Color)		
4	All Paper Trays Must Support up to 256gsm bond paper		
5	Bypass Tray Support up to 300 gsm bond paper		
6	Bypass Tray Duplex Printing		
7	Printing Resolution: True 600 dpi x 600 dpi or above		
8	Support Color Erase and Scan erase Color function		
9	Auto Meter Reporting		
10	Auto Toner Replenishment		
11	Auto Fault Notification		

Part V

Supply & Installation of Color and Fax Multi-functional Copier (30ppm) (Hardware 3)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Laser Beam Scanning and electro-photographic printing		
2	Indicator information screen is displayed		
3	Copy/ Printing Speed: 30 pages per minutes (B&W and Color)		
4	All Paper Trays Must Support up to 256gsm bond paper		
5	Bypass Tray Support up to 300 gsm bond paper		
6	Bypass Tray Duplex Printing		
7	Printing Resolution: True 600 dpi x 600 dpi or above		
8	Support Color Erase and Scan erase Color function		
9	Auto Meter Reporting		
10	Auto Toner Replenishment		
11	Auto Fault Notification		
12	Fax Function		

Tender Schedule

(To be completed in duplicate)

Part VI

Supply & Installation of Color Multifunctional Copier (Hardware 4)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Laser Beam Scanning and electro-photographic printing		
2	Copy/ Printing Speed: 20 pages per minutes (B&W and Color)		
3	All Paper Trays Must Support up to 256gsm bond paper		
4	Printing Resolution: True 600 dpi x 600 dpi		
7	Auto Meter Reporting		
8	Auto Toner Replenishment		
9	Auto Fault Notification		
10	Integrate with payment system		

Part VII

Supply & Installation of Color Laser Printer (Hardware 5)

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	Laser Beam Scanning and electro-photographic printing		
2	Printing Speed: 30 pages per minutes (B&W and Color)		
3	Paper Trays Must Support up to 256gsm bond paper		
4	Printing Resolution: True 1,200 dpi x 1,200 dpi		
5	Support Duplex printing		
6	Support Network printing		
7	Auto Meter Reporting		
8	Auto Toner Replenishment		
9	Auto Fault Notification		

Part VII

Pricing Scheme

School is looking for a financial scheme with

- a. monthly 90,000 B&W and 800 color copies
- b. printing services charge by 60 months contractual period
- c. remaining print quota can be rolled over to the next month

Remarks:

The school does not have a lift therefore all moving expenses should be included.

Charge for Financial Scheme (60 months)

Monthly Fee: HK\$ _____ per month

Excess Meter rate

B&W: HK\$ _____ per copy

Color: HK\$ _____ per copy

Tender Schedule

(To be completed in duplicate)

Part VIII

Service & Maintenance

Item No.	Description/ Specification	Provided	
		(Yes / No)	
1	when the performance of MFP is not satisfied within the contract period, an MFP with comparable features and capabilities would be swapped		
2	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		
3	5 years onsite warranty including all spare parts & labor cost		
4	4 hours repair response time (if not, please specify repair response time : ____)		
5	Auto Toner Replenishment		
6	Auto Meter reporting		
7	Auto Fault notification		
8	Print management software(paper cut)		
9	The size of the photocopier must be able to pass through the door of the printing room and fitted in the printing room.		