深水埔街坊福利會小學
SHAMSHUIPO KAIFONG WELFARE ASSOCIATION PRIMARY SCHOOL

香港九龍深水埗汝州街88號
88 Yu Chau Street, Shamshuipo, Kowloon, H.K.
電話 Tel.：2381 9504　2381 6909　傳真 Fax：2391 4112
電子郵箱　E-mail：admin@sspkw.edu.hk

招標邀請書

學校檔號：**T2425-08**

執事先生：

招標

承投「2025 年至 2030 年 4 部打印機租賃服務」

現誠邀　貴公司/機構承投提供投標附表上所列的項目。倘　貴公司/機構不擬提供部份項目，請於投標附表上清楚註明。**投標書必須一式兩份，置於密封信封**，信封面需清楚註明：「**承投『2025 年至 2030 年 4 部打印機租賃服務』**」，並註明郵寄地址及收件人：「九龍深水埗汝州街 88 號深水埔街坊福利會小學校長收」，於截止日期 **2025 年 5 月 16 日下午 4 時前**送達本校。逾期遞交投標書，概不受理。

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。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，有關投標書單將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。

此外，根據教育局於 2024 年 11 月 8 日發出的《資助學校採購程序指引》，基於維護國家安全，教育局容許本校即使招標文件中有任何相反的規定，學校保留以其公司/機構曾經、正在或有理由相信其公司/機構曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其公司/機構資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除其公司/機構。

若出現下列任何一種情況，學校可以立即終止合約：

(a) 其公司/機構曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
(b) 繼續僱用其公司/機構或繼續履行合約不利於國家安全；或
(c) 學校合理地認為上述任何一種情況即將出現。

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由上述截止日期起計，　貴公司/機構的投標書有效期為 90 天，如在有效期內仍未接獲通知，則是次投標可視作落選論。另外亦請注意，　貴公司/機構必須填妥投標表格第 **II** 部份，否則概不受理。倘　貴公司/機構未能或不擬投標，亦煩請盡快把本函寄回上述地址，並列明不擬投標的原因。

如有查詢，請致電 **2381 9504** 與**羅子麟老師**或**陳恩聖先生**聯絡，專此奉達。

敬祝

台安

校　　長：_____

張麗雲

校　　印：_____

2025 年 4 月 25 日

深水埗街坊福利會小學
承投「2025 年至 2030 年 4 部打印機租賃服務」
投標表格（須填具一式兩份）

學校名稱及地址：深水埗街坊福利會小學
九龍深水埗汝州街88號2號

學　校　檔　號：**T2425-08**

截止日期及時間：**2025年5月16日 下午4時正**

第I部分

下方簽署人願意按照所列的價格（其他費用全免），以及校方提供的要求，供應夾附的投標附表上所列的全部或部分項目。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/機構的非牟利註冊證明及僱員補償保險均屬有效，而其公司/機構所供應的各個項目並無侵犯任何專利權。下方簽署人同意校方只向其公司/機構名稱的銀行戶口進行付款。

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/機構的投標書有效期由上述截止日期起為90天。下方簽署人亦同意，投標書的有效期一經再行確定，本公司/機構就該事項註明於投標表格內的預印條文，即不再適用。

第III部分

維護國家安全

下方簽署人確認即使招標文件中有任何相反的規定，學校保留以其公司/機構曾經、正在或有理由相信其公司/機構曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其公司/機構資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關其公司/機構。

若出現下列任何一種情況，學校可以立即終止合約：

(d) 其公司/機構曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；

(e) 繼續僱用其公司/機構或繼續履行合約不利於國家安全；或

(f) 學校合理地認為上述任何一種情況即將出現。

日期：_____年 _____月 _____日

姓名（請以正楷填寫）：_____

簽署：_____ 職銜：_____

上方簽署人已獲授權，代表：——

_____公司/機構簽署投標書，

該公司/機構在香港註冊的辦事處地址為 _____

_____

電話號碼：_____

傳真號碼：_____

電郵地址：_____

公司/機構印鑑

深水埔街坊福利會小學

承投「2025 年至 2030 年 4 部打印機租賃服務」

投標附表（須填具一式兩份）

學校檔號：**T2425-08**

服務要求：

Mandatory Specification of Campus-wide printing solution				
Item No.	**Description/ Specification**	**Provided**		**Remark**
		Yes	**No**	
1	Print anywhere			
2	Support Two-Factor authentication			
3	"Go Green" alert message to user			
4	Allow user to enter reason when perform colour printing			
5	Support Colour Detection Mode			
6	Support printing from Bring Your Own Device (BYOD) including iOS, Android, Windows, Mac OSX and Chromebook			
7	Able to print from internet including Windows, Android and iOS device (air print)			
8	Support Google Cloud Print, Web Print and Email to Print			
9	Cloud printing supported, user can submit print job through internet on Chromebook, Windows and MAC OS			
10	Usage tracking on USB printing, web browser printing and apps printing at multi-function device's panel			
11	Support different users to submit print job in non-domain shared PC / iPad			
12	Differential print charging allowing costs to be defined per printer with varied prices for colour, duplex and large form printing			
13	Point-of-sales (POS) system built-in. Able to charge on stationery, accessories, etc			
14	TopUp/Pre-Paid Cards – Payment method for student			
15	Support multi-wallet for each user account a) Free quota – Scheduling to add or reset value in every year / semester b) Top-up quota – Add value by Octopus payment			
16	Ease to synchronize quota (B/W and Colour) in different multifunctional devices			
17	Friendly user portal to view balance and usage history			
18	Changing print job settings at the multi-function device			
19	Support English, Traditional Chinese and Simplified Chinese user interface at the multi-function device			
20	Scan to local server folder, network folder, SharePoint, OneDrive, Google Drive, Dropbox, etc.			
21	Cloud OCR – Scan as Word or Searchable PDF			
22	Multi-language OCR support including English, Traditional Chinese, Simplified Chinese, Japanese, etc			
23	Support "Scan to me" feature including email, home folder and cloud storage			
24	Auto paper size and auto colour detection for scanning to cloud storage. User can scan a set of			

Mandatory Specification of Advanced Document Scanning				
Item No.	Description/ Specification	Provided		Remark
		Yes	No	
1	Flexible document and data routing			
2	Scan to localserver folder, network folder, SharePoint, OneDrive, Google Drive, Dropbox, etc.			
3	Distribute the documents with shareable link of cloud storage			
4	Extract data and page separate by QR code, barcode or Zonal OCR			
5	Support real-time OCR scan preview and allow user to modify the metadata at the multi-function device			
6	Smart seeking and list of value supported			
7	Batch deferral supported. Verify documents and modify metadata anywhere through MACOS, Windows PC, iOS and Android device			
8	OCR text with confidence level detection			
9	Support Email to scan			
10	Scan watermark supported			
11	Support AI OCR engine			
12	Unlimited quantity of scanned documents			
13	Encrypted PDF supported: • Input user-defined password at the multifunctional devices • Random password if blank			
14	Scan into searchable PDF			
15	Scan into Word/Excel			
16	Extracting Meta Date from Common Public Service Bills, e.g. CLP, Water Service Department			
17	HKID Card / Passport Recognition			
18	PDF Comparison			
19	Handwriting Removal			
20	Cheque OCR			

Mandatory Specification of One Unit of Colour Multi-function Copier (45 Color ppm or above)				
Item No.	Description/ Specification	Provided		Remark
		Yes	No	
	Must integrate with Campus-wide printing solution			
1	Digital System			
2	Provide Model_____			
3	Support Print Anywhere function			
4	Speed of Copying and Printing			
	a. Colour & BW A4 size page minimum 45 pages/min			
	b. Colour & BW A3 size page minimum 22 pages/min			
6	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)			
	Respirable suspended particles (PM10) _____ μg/m3			
	Fine suspended particles (PM2.5) _____ μg/m3			
	Fine suspended particles (PM 1) _____ μg/m3			
7	Machine Fusing Temperature: Must be lower than 125°C			
8	Speed of Scanning: 120 (simplex) / 240 (duplex) originals per minute			
9	Print Resolution: 4,800 x 1,200 dpi or higher			
10	At least 8GB ram and 256GB SSD			
11	Paper Size: At least A3 - A5			
12	All paper trays must support up to 300gsm bond paper			
13	Support duplex paper weight up to 256gsm			
14	Electronic Duplex and Sorting Function			
15	At least 4 paper trays and 1 bypass tray with 2,300 sheets capacity			
16	Provide envelop tray			
17	Removes single colour from a scanned page			
18	Warm up time not more than 23 seconds			
19	Auto fusing off mode			
20	On / Off timer automatically switches off the device			
21	Colour touch screen panel and able to custom pre-set the display of only frequently used feature on the user interface			
22	Real time animated instructions and LED guidance for resolving paper jams			
23	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum			
24	Support Mobile Print: Apple AirPrintTM, Mopria, Google Cloud Print, NFC			
25	Support Scan to Email, Folder, USB, SD Card			
26	Support Colour Erase Function			
27	Support Cloud Handwriting Removal (Scan Erase Function)			
28	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR, Searchable OCR			
29	Support Cloud Document Comparison			

30	Support Cloud Document Translation with various languages			
31	Support Odd Size Scanning			
32	Configure the machine to interrupt a print job in progress at any time while performing a job of a specific function, e.g., interrupting a job of the Copy function job to print another printer function job (When printing of the interrupting function finishes, the interrupted print job resumes automatically)			
33	PxP-EQ Toner development			
34	International Energy Star Recognition			
35	Any unique feature regards to environmentally friendly issue			
36	Auto Meter Reporting			
37	Auto Toner Replenishment			
38	Auto Fault Notification			

Mandatory Specification of Two Units of Colour Multi-function Copiers (35 Color ppm or above)				
Item No.	**Description/ Specification**	**Provided**		**Remark**
		Yes	**No**	
	Must integrate with Campus-wide printing solution			
1	Digital System			
2	Provide Model_____			
3	Support Print Anywhere function			
4	Speed of Copying and Printing			
	a. Colour & BW A4 size page minimum 35 pages/min			
	b. Colour & BW A3 size page minimum 18 pages/min			
6	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)			
	Respirable suspended particles (PM10) _____ μg/m3			
	Fine suspended particles (PM2.5) _____ μg/m3			
	Fine suspended particles (PM 1) _____ μg/m3			
7	Machine Fusing Temperature: Must be lower than 125°C			
8	Speed of Scanning: 120 (simplex) / 240 (duplex) originals per minute			
9	Print Resolution: 4,800 x 1,200 dpi or higher			
10	At least 2GB ram and 320GB HDD			
11	Paper Size: At least A3 - A5			
12	All paper trays must support up to 300gsm bond paper			
13	Support duplex paper weight up to 256gsm			
14	Electronic Duplex and Sorting Function			
15	At least 4 paper trays and 1 bypass tray with 2,300 sheets capacity			
16	Provide envelop tray			
17	Removes single colour from a scanned page			
18	Warm up time not more than 21 seconds			

19	Auto fusing off mode			
20	On / Off timer automatically switches off the device			
21	Colour touch screen panel and able to custom pre-set the display of only frequently used feature on the user interface			
22	Real time animated instructions and LED guidance for resolving paper jams			
23	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum			
24	Support Mobile Print: Apple AirPrintTM, Mopria, Google Cloud Print, NFC			
25	Support Scan to Email, Folder, USB, SD Card			
26	Support Colour Erase Function			
27	Support Cloud Handwriting Removal (Scan Erase Function)			
28	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR, Searchable OCR			
29	Support Cloud Document Comparison			
30	Support Cloud Document Translation with various languages			
31	Support Odd Size Scanning			
32	Configure the machine to interrupt a print job in progress at any time while performing a job of a specific function, e.g., interrupting a job of the Copy function job to print another printer function job (When printing of the interrupting function finishes, the interrupted print job resumes automatically)			
33	PxP-EQ Toner development			
34	International Energy Star Recognition			
35	Any unique feature regards to environmentally friendly issue			
36	Auto Meter Reporting			
37	Auto Toner Replenishment			
38	Auto Fault Notification			

Mandatory Specification of One Unit of Colour Multi-function Copier (20 Color ppm or above)				
Item No.	**Description/ Specification**	**Provided**		**Remark**
		Yes	**No**	
	Must integrate with Campus-wide printing solution			
1	Digital System			
2	Provide Model_____			
3	Support Print Anywhere function			
4	Speed of Copying and Printing			
	a. Colour & BW A4 size page minimum 20 pages/min			
	b. Colour & BW A3 size page minimum 12 pages/min			
6	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)			
	Respirable suspended particles (PM10) _____ µg/m3			
	Fine suspended particles (PM2.5) _____ µg/m3			

	Fine suspended particles (PM 1) _____ µg/m3			
7	Machine Fusing Temperature: Must be lower than 125°C			
8	Speed of Scanning: 120 (simplex) / 240 (duplex) originals per minute			
9	Print Resolution: 4,800 x 1,200 dpi or higher			
10	At least 6GB ram and 256GB SSD			
11	Paper Size: At least A3 - A5			
12	All paper trays must support up to 300gsm bond paper			
13	Support duplex paper weight up to 256gsm			
14	Electronic Duplex and Sorting Function			
15	At least 4 paper trays and 1 bypass tray with 2,300 sheets capacity			
16	Provide envelop tray			
17	Removes single colour from a scanned page			
18	Warm up time not more than 24 seconds			
19	Auto fusing off mode			
20	On / Off timer automatically switches off the device			
21	Colour touch screen panel and able to custom pre-set the display of only frequently used feature on the user interface			
22	Real time animated instructions and LED guidance for resolving paper jams			
23	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum			
24	Support Mobile Print: Apple AirPrintTM, Mopria, Google Cloud Print, NFC			
25	Support Scan to Email, Folder, USB, SD Card			
26	Support Colour Erase Function			
27	Support Cloud Handwriting Removal (Scan Erase Function)			
28	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR, Searchable OCR			
29	Support Cloud Document Comparison			
30	Support Cloud Document Translation with various languages			
31	Support Odd Size Scanning			
32	Configure the machine to interrupt a print job in progress at any time while performing a job of a specific function, e.g., interrupting a job of the Copy function job to print another printer function job (When printing of the interrupting function finishes, the interrupted print job resumes automatically)			
33	PxP-EQ Toner development			
34	International Energy Star Recognition			
35	Any unique feature regards to environmentally friendly issue			
36	Auto Meter Reporting			
37	Auto Toner Replenishment			
38	Auto Fault Notification			

Payment Method				
Item No.	Payment Method	Provided		Remark
		Yes	No	
	Part 1: Monthly Plan Pricing			
1.1	60 Monthly Rental HK$ _____.			
1.2	B&W Meter Cost HK$ _____ Per Page			
1.3	Colour Meter Cost HK$ _____ Per Page			
1.4	Same Charge for A3/A4			
1.5	Must be able to carry over the remaining pages to the next month, accumulate 36 months at maximum			
	Part 2: Service Maintenance and Warranty			
2.1	Provide first Five years Warranty Maintenance include all spare parts, labour Cost and Future modifications			
2.2	Automatic meter, toner and spare parts replenishment			
2.3	Automatic fault code alert and trouble shooting			
2.4	Automatic reports generation, including: Paper usage of copy/print/electricity consumption with CO_2 emission details			
2.5	Minimum response time 4 hours after repairing order is received.			
2.6	Free on-loan machine as a backup support in case of unexpected scenario impairing occur			
2.7	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 FREE of CHARGE.			
2.8	If the performance of MFP is not satisfied within the contract period, an identical model of MFP with comparable features and capabilities would be swapped upon 7 days			
	Part 3: Environmental and Safety Certified			
3.1	Provide Blue Angle Certification on Proposed Product			
3.2	Energy Star Label			
3.3	Provide Product must pass the Restriction of Hazardous Substances Directive 2002/95/EC (RoHS)			
3.4	Inhalable Suspended Particulates PM10 Emission & Ozone Emission (incompliance with the Good Class Range of HK IAQ Objectives). Concentration Of PM2.5 and PM1 are also measured.			
3.5	Pass in compliance with the Good Class Range standard of the Guidance Notes for HKIAQ Objectives Scheme. (Inhalable Suspended Particulates PM10 Emission, Ozone Emission, PM2.5 and PM1 are also measured.)			
	Part 4: Others			
4.1	Company Background and Case Reference:			

4.2	Making Scheme is as follows: 1. Company Background and Case Reference (10%) 2. Proposed Equipment Specification and Technology (60%) 3. Price and Charge (30%)			
4.3	Service provider failed to comply with the mandatory speed requirement will render its quotation invalid and not to be considered further			
4.4	Product brochure are required for specification checking			
4.5	Any misleading information will render its quotation invalid and not to be considered further			

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

投標者：_____

獲授權簽署投標書的代表的姓名及署名：

公司/機構印鑑

姓名（請以正楷填寫）：_____ 簽署：_____

職銜：_____ 日期：_____