

香 島 中 學

HEUNG TO MIDDLE SCHOOL

九龍又一村桃源街33號

33 TO YUEN STREET, YAU YAT CHUEN, KOWLOON, HONG KONG.
TEL: 2779 0182, 2779 5997 FAX: 2779 0731 <http://www.heungto.edu.hk>

School Reference No. : ITED2025031

5 March 2025

Dear Tenderer,

Invitation to Tender

Tender for Service Provision of Internet Access through WIFI Service for Heung To Middle School

You are invited to tender for the item(s) described in the enclosed tender forms. In returning your tender, please:

- Seal your envelope, please do not specify your company name on the envelope;
- Return tender forms, **in duplicate**, to

"The Principal
Heung To Middle School,
33 To Yuen Street,
Kowloon Tong, Hong Kong "

Your tender should be forwarded to arrive not later than 12:00 noon on 7 April 2025 (Monday). Late tenders will not be accepted. Your tender will remain open for 30 days, and you may consider your tender to be unsuccessful if no order is placed with you at or before 12:00 midnight of the 30th day after the Tender Closing date. You are requested to note that unless Form I & Form II of the tender Form are completed, the tender will not be considered.

If you are unable or do not wish to quote/tender, it would be appreciated if you return the written Notice for Declining Tender Invitation form (Form III) with reason to the above address at your earliest convenience.

Should you require further information, please contact Miles Tang at 27790182.

Yours faithfully,



Dr. Wong Chung Leung

Principal, Heung To Middle School

TERMS AND CONDITIONS

1. Definition

"School" means – Heung To Middle School.

"Form I", *"Form II"* and *"Form III"* respectively mean - Form I, Form II and Form III which are annexed to and form parts of this invitation to tender.

"School Working Day" means – any day not being either a Hong Kong public holiday or a Saturday or a Sunday.

"Schedule" means – Form I to Form II which is annexed to and forms part of this invitation to tender.

"Tender Validity Period" means the period commencing on the date when the tender is submitted and ending at 12:00 midnight (Hong Kong time) of the 30th day after the Tender Closing Date.

"Tender Closing Date" means – 7/4/2025(Monday).

"Tender Closing Time" means – 12:00 noon (Hong Kong time) on the Tender Closing Date.

2. Tender

- (a) The tender relates to the supply of all the Goods specified in the Schedule.
- (b) The invitation to tender shall not be altered by the Tenderer. Any modification considered necessary by the Tenderer should be the subject of a separate letter accompanying the tender. Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.
- (c) Tenders are to be submitted in duplicate and are to be completed in ink or typescript. Tenders not so submitted may not be considered.
- (d) Complete information should accompany the tender. Tenders may not be considered if complete information, including but not limited to descriptive literature, catalogues and documentary evidence, is not given with the tender or if any particulars and data asked for in the invitation to tender are not furnished in full.
- (e) Each Tenderer shall not submit more than one tender in this Tender
- (f) All tenders are subject to these Terms of Tender.

3. Dates and Times

- (a) Tenders Validity Period

Tenders shall remain open until the end of the Tender Validity Period. If Tenderers are unable to comply with this requirement, they must clearly state the alternative Tender Validity period for which their tender is valid for acceptance. If before the expiry of the Tender Validity Period or (as the case may be) the alternative Tenders Validity Period their offer is withdrawn, they are advised that due notice will be taken of their action and this may well prejudice their future standing as a School supplier.

- (b) Tender Closing Date and Time

All tenders must be received by the School before the Tender Closing Date and Time (Hong Kong Time). Late tenders will not be considered.

In case a rainstorm black warning or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. (Hong Kong Time) and 12:00 noon (Hong Kong Time) on the closing date, the tender closing time will be extended to 12:00 noon (Hong Kong Time) on the next School Working Day.

4. Price

(a) The prices to be quoted by the Tenderer are to be in Hong Kong dollars. Such prices shall be net prices allowing for all trade and cash discounts and shall include the cost of containers, packing, packing materials and delivery. The prices to be quoted by the Tenderer must only be shown on the Schedule provided in the invitation to tender.

(b) Prices quoted

It will be assumed, unless Tenderers clearly stipulate otherwise, that their offers will remain valid for the duration of the Contract. Therefore no request for price variation will be considered. If, however, a Tenderer wishes to submit a conditional offer which contains a price variation clause, he may do so, with the clear understanding that such an offer may prejudice the award of the Contract. In any such case the basis of the price variation formula should be clearly stipulated and accepted by the School in writing.

(c) Accuracy of Tender Prices

Tenderers should make certain the prices quoted are accurate before submitting their quotations. Under no circumstances will the School accept any request for price adjustment on grounds that a mistake has been made in the tender prices.

5. Compliance with Regulations and Standards

All goods shall comply with relevant latest statutory obligations, government regulations and Code of Practice.

6. Delivery of Goods

All goods should be delivered on time to the School upon receiving orders from authorized staff of the School. Defective goods should be returned to the tenderer at no cost to the School.

7. Terms of Payment

The Tenderer shall quote the amount in Hong Kong Dollars. And the subscription will be paid in arrears of each month during the subscription period.

8. Acceptance

The successful Tenderer will receive a contract document (in duplicate) which the successful Tenderer shall sign within 7 days. Tenderers who do not receive any notification within the Acceptance Validity Period of their offer shall assume that their tenders have not been accepted.

9. Alternative Proposals and Negotiation

Alternative proposals, which improve the value of the offer, may be submitted. The School reserves the right to negotiate with any Tenderer about the terms of the offer.

10. Saving

The School is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender at any time within the Tender Validity Period.

11. New Information Relevant to Qualified Status

Tenderers should inform the School in writing immediately of any factor which might affect their qualified status as a registered supplier with the School, or as a qualified supplier for a particular product. The School reserves the right to review their qualified status in the light of any new information relevant to their qualification.

12. Contractors' Performance Monitoring

Tenderers are advised that should they be awarded the contract their subsequent performance will be monitored and may be taken into account when their future tenders are evaluated. In evaluating performance, the School may also take into account conduct which is in breach of any Hong Kong ordinance, regulation or other legislation even though the standards of the Goods or Service may not be thereby adversely affected. In such case, the School reserves the right to terminate the contract immediately without compensation.

13. Cancellation of Tender

Without prejudice to the School's right to cancel the tender, where there are changes of requirement after tender closing date for operational or whatever reasons, the School is not bound to accept any conforming tender and reserves the right to cancel the tender.

TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

PART A – Wi-Fi REQUIREMENTS SPECIFICATION

1. Introduction

The Contractor is invited to

- Build up a Wi-Fi network in Heung To Middle School (The School); and
- Provide and maintain a Wi-Fi service through subscription mode.

2. Background

The School will enhance or top up the IT infrastructure so as to set up the necessary Wi-Fi environment in the school premises (full Wi-Fi coverage in ALL classrooms) for supporting e-learning in class. Regarding the enhancement of Wi-Fi infrastructure, we would like to hire a contractor to design, build, operate and maintain the whole infrastructure; and to pay for the service by subscription thereafter, through a **subscription** model.

3. User Requirements

This section specifies the user requirements of the School of the Wi-Fi network. The Contractor shall be capable of supporting the requirements set out below.

3.1. Standard Provision

- **Wi-Fi Internet Connectivity** – use Wi-Fi 6 network or above in a standard classroom. The minimum number of classrooms to be covered shall be at least equal to the number of approved classes for the 2025/26 school year, that is 24 classrooms.
- **Number of Concurrent Connection** – commensurate with the maximum 40 devices, in a class with at least 2.5Mbps upload / download bandwidth per connection.
- **Authentication Method** – use 802.1x standard based authentication and AD server integrated single sign-on services.
- **Session Control** – the authentication service can support one device or multiple devices to connect based on user group (student, teachers).
- **Existing Network Facilities** – can use the existing Wi-Fi network of the School.
- **Broadband Network** – use the School's existing broadband for the Wi-Fi service.
- **Managed Service** – operate the Wi-Fi network using managed service model, provide end-to-end service with single point of contact including configuration, provisioning of service, proactive monitoring, maintenance and regular reporting.
- **Service Level Agreement** – ensure at least 99.7% availability of the Wi-Fi service, support four-hour response time and four-hour service recovery with active monitoring, helpdesk support with support hours from Mon to Sat 8:00 am to 6:00 pm, and provide monthly monitoring reports for the School.
- **Contract End Arrangement** – All provisions of trunks, conduits, cables, LAN ports, switches, routers, firewalls, access points, controllers and power points shall be considered as fixture of the School and shall become the property of the School.

3.2. Deliverables

3.2.1. The Contractor is required to provide the following deliverables for the Wi-Fi network design:

- Master Activity Plan
- Network Configuration Report and Network Diagram
- Network Test Plan and Network Test Result Report
- Operation Manual for End User

3.2.2. The Contractor is required to provide the monthly monitoring report with the following items:

- Network Health Report
- Network Usage Report
- Reporting of security incidents
- Reporting on trend and statistics of incident and their analysis
- Reporting of the failure rate for all equipment with detailed fault analysis
- Problem log and incident log for critical failure of the network
- Statistical report on the type and no. of calls
- Summary of the outstanding enquiry for the month-to-date

4. Technical Specification (Standard Provision)

4.1. Wi-Fi Network

- 4.1.1. The Wireless LAN (WLAN) System of the Wi-Fi network shall support simultaneous dual-operation-mode that is FAT Access Point (AP) and Thin Access Point are both supported together with WLAN Controller. WLAN Controller shall be capable of fully centralized provisioning, configuration and monitoring all APs functionalities; a backup of the WLAN Controller shall be available.
- 4.1.2. The thin client WLAN Access Point (AP) shall be a high performance wireless network access device, which shall be connected with the Power over Ethernet (PoE) Access Switches via Structured Cabling System. Appropriate type of connection cables between WLAN APs and the antenna shall be provided.
- 4.1.3. The WLAN APs shall be compatible on both Wi-Fi 6 with IEEE 802.11a/b/g/n/ac wave2/ax standard or above, support dual band of minimum 2x2:2 in 2.4GHz and 2x2:2 in 5GHz as well as OFDMA, MU-MIMO and Internal antennas.
- 4.1.4. The Contractor shall design the WLAN System to provide the coverage for the required wireless coverage place. The received signal strength measurement from the Wi-Fi Service at the Wi-Fi client device (such as tablet PC or notebook computer) is no worse than -68 dBm. The Contractor shall provide certificate or test report to illustrate that the Wi-Fi client device for testing satisfies the power emission requirement.
- 4.1.5. The WLAN AP shall support DHCP, PoE, WPA2, WPA3, IEEE 802.1x and certificate authentication.
- 4.1.6. The WLAN System shall support automatic channel selection, protocol filtering, multicast or broadcast storm filtering and load balancing.

- 4.1.7. The WLAN system shall allow single or multiple devices per user account to be authenticated using 802.1x and single sign-on service integrated with the School's existing AD server.
- 4.1.8. Each WLAN AP shall be able to support at least concurrent 40 users connecting to the network simultaneously. In no circumstance shall the speed of data transmission symmetrically fall below the data rate requirement at any place or any corner or any highly congested area within the areas being covered. In case the transmission speed is below the said data rates, the Contractor shall be responsible for all remedial measures to rectify or configure fine-tuning of antenna or even increase the quantity of the WLAN AP at Contractor's own costs in order to meet the data rate requirement as mentioned in the Specification. A complete set of catalogues with brand and model shall be submitted and highlighted for reference. The catalogues shall show all the features and technical specifications of the products and systems.
- 4.1.9. The system shall provide bandwidth control per connection.
- 4.1.10. The WLAN shall allow different authentications by using Service Set Identifiers (SSIDs).
- 4.1.11. The SSIDs shall be able to be set hidden from searching by Wi-Fi devices. The devices have to manually set SSID to make connection.
- 4.1.12. Individual APs shall be allowed to be assigned by more than one SSIDs.
- 4.1.13. Antennas of APs shall be capable of detecting user locations in real time for direction switching while devices in motion.
- 4.1.14. The DHCP server shall support at least 30 queries/sec.
- 4.1.15. The WLAN system shall suspend the session of the user once the session control is expired and the suspension time shall be configured by the school.
- 4.1.16. The Contractor shall in provision of the service comply with non-interference requirements of and shall not cause interference prohibited under the Telecommunication Ordinance (Cap 106) or any other laws or regulation of Hong Kong.
- 4.1.17. The WLAN System shall provide termination of idle sessions and control of the duration features.
- 4.1.18. The WLAN System shall support client roaming across Access Points.
- 4.1.19. The WLAN system shall cover all areas specified under this tender.
- 4.1.20. The quotation shall include the cost to provide sufficient quantity and its cabling work required, including but not limited to supply and install the Fibre optics, Cat 6 cable, Conduit, cable patch panel, cable faceplate, Cable patch cord.
- 4.1.21. The Contractor shall provide complete set of WLAN Systems which consist of Wireless Access Point, Connection Cable, Authentication System, Wireless LAN Controller, PoE Switch, horizontal UTP Cat 6 cable/OM3 Fiber, patch cable UTP Cat 6 / OM3 Fiber Optics, any required license and all associated accessories.
- 4.1.22. All access points (AP) shall be certified by OFCA and copy of certificates issued by OFCA shall be attached to the proposals.
- 4.1.23. The Contractor shall ensure that there is no interference between WLAN Access Points due to limited non-overlapping channels assignment when the WLAN AP is installed. The Contractor shall be responsible at his own costs for providing solution to eliminate the interferences including but not limited to reassignment of the non-overlapping channels, adding extra APs with lower transmission power and/or replacement of the WLAN AP.

4.1.24. The WLAN System shall support Web GUI management.

4.1.25. The WLAN System shall support IPV6 addressing method.

4.2. Core Switch

4.2.1. The Core Switch would be responsible for connecting all PoE access switches in typical floors for WLAN AP.

4.2.2. The Core Switch shall be capable of providing the required bandwidth, QoS, and policy-based routing to carry all sorts of information including video, voice, data, image, etc.

4.2.3. Each Core Switch shall provide a Gigabit Ethernet connection to each PoE Access Switch in typical floors.

4.2.4. The Core Switch shall support Layer 2 and Layer 3 switching and capable of providing the wired speed performance.

4.2.5. The Core Switch shall support basic IP unicast routing protocols, Static route, Routing Information Protocol (RIPv1, RIPv2), inter VLAN routing.

4.2.6. The Core Switch shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control, Spanning-Tree Protocol.

4.2.7. The Core Switch shall support WebGUI Management, Access Control Lists (ACLs), DHCP Interface and SNMP.

4.2.8. The Core Switch shall support VLANs including support for IEEE 802.1Q and IEEE 802.1p.

4.3. PoE Access Switch

4.3.1. The Access Switches shall be deployed to provide high performance interconnectivity between the Core Switches and the WLAN APs on typical floor.

4.3.2. The Access Switch shall consist of 8/12/24/48 x 10/100/1000Base-T Ethernet ports, with minimum of 1 x 1000Base-T / 1000Base-SX SFP Gigabit Ethernet uplink ports connected with the Core Switch.

4.3.3. The Access Switch shall be used for connecting the WLAN APs. The Contractor shall determine the Maximum power loading of the devices to be connected with the PoE Access Switches. The Contractor shall provide additional PoE Access Switch(es) if the total power loading summed up from the PoE devices exceeds the maximum power loading capacity of the PoE Access Switch.

4.3.4. The Access Switches shall support VLAN configuration.

4.3.5. The Access Switches shall be at wired speed.

4.3.6. The Access Switches shall be provided sufficient port density to meet all the required links.

4.3.7. The Access Switches shall support PoE and shall conform to IEEE 802.af / IEEE 802.3af standard, which delivers power over single copper UTP cable for WLAN AP.

4.3.8. The Access Switches shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control, IEEE 802.1D Spanning-Tree Protocol.

4.3.9. The Access Switches shall support Virtual local area network (VLANs) including support for IEEE 802.1Q and IEEE 802.1p.

4.3.10. The Access Switches shall support WebGUI Management, Access Control Lists (ACLs), DHCP Relay and SNMP.

4.4. Firewall

- 4.4.1. The performance of the Firewall shall not be degraded with 100% Internet bandwidth utilization.
- 4.4.2. Network Address Translation (NAT) is required.
- 4.4.3. Access Control Policy, Content Filtering and Anti-Malware services are required.
- 4.4.4. The configuration settings of the appliance shall be allowed to export to files for backup and restore for rapid recovery and shall control all incoming and outgoing Internet traffic.
- 4.4.5. The configuration settings of the appliance shall support blocking specific network ports, including ports of Transmission Control Protocol (TCP) and User Datagram Protocol (UDP). Blocking denial of service (DoS) attacks and malformed packet attacks shall also be configured.
- 4.4.6. The firewall policy should be applied to control network traffic such that public users should be prohibited to access the internal network segments of the School.
- 4.4.7. The firewall should be capable of allowing part of the Wi-fi users to access the School's network.

4.5. Service Requirements

- 4.5.1. The Contractor shall be responsible for the total project management and shall assign a person to act as the single contact point to the School regarding all related activities of the contract. This single contact point cannot be transferred to a sub-contractor unless explicitly agreed by the School. Contractor should formally inform the School in writing if there is a change of contact point.
- 4.5.2. The Contractor shall provide rack/cabinet or use existing school rack if there is available rack space. All switches/firewall shall be properly installed into wall mounted cabinet or rack.
- 4.5.3. Cables shall be labelled with connected port and its device id.
- 4.5.4. All the equipment shall be labelled with an identifiable id.
- 4.5.5. The placement of cables, cabinets, racks and appliances shall be shown on the network diagram.
- 4.5.6. Switches and/or other appliances shall be properly installed into cabinet/rack with appropriate ventilation.
- 4.5.7. 13A power cord(s) shall be bundled with appliance(s).
- 4.5.8. Cable shall be properly set up onto appropriate cable management guide.
- 4.5.9. Contractor should make sure that the actual environment is suitable for the installation and operation of equipment with School agreement in advance, and make necessary suggestions, if any.

4.6. Service Level Requirements

- 4.6.1. The Contractor shall provide incident/problem report to the School within 5 working days after each incident and the resolution taken.
- 4.6.2. The Contractor shall derive mechanism, including forms and reference tables for measuring and recording the Service Level Measures, to ease the administration and monitoring by the School.
- 4.6.3. Advance notice by at least 2 weeks shall be given to the School prior to all scheduled maintenance. At most 4 scheduled maintenances per year are excluded from the calculation of Service Levels. No more than 1 hour service interruption or an agreed time slot is accepted for each scheduled maintenance.

4.6.4. Service Level, expressed in percentage, is the ratio of actual available time to the scheduled available time for the Wi-Fi network of the School and is calculated according to the following formula:

Service Availability Level = (Schedule Uptime within the month– Unscheduled Downtime within the month) / Scheduled Uptime within the month, where

Scheduled Uptime: The duration, in unit of minutes, for the WiFi network of the School is scheduled to be available for the month. The duration will exclude the scheduled downtime, which is defined as duration agreed between the School and the Contractor during which the service may be deliberately made unavailable to users.

Unscheduled Downtime: The amount of time, in unit of minutes, that the service are unavailable due to equipment failure or other reasons under the responsibility of the Contractor.

4.7. Service Level Rebates

4.7.1. The Service Rebates to the School operate as liquidated damages for the performance fallen short of the target service levels over a period of one month. The service measures stipulated in 4.6 will be used to determine the Service Rebates in Service Availability (S1) and Service Resumption Time (S2).

4.7.2. The application of the Service Level Rebates adjustment to the monthly charge will commence with effective from the acceptance of the reliability test.

4.7.3. For each month, the Service Rebates for different service measures (S1, S2) will be calculated as below if the Contractor cannot meet the target Service Levels for the Wi-Fi network of the School under the availability agreed:

Failure Hour x [(Yearly Subscription Fee) / (365 x 24)] x 2, where

Failure Hour: The unscheduled downtime or the time to resume the network due to the failure of hardware or software which is provided by the Contractor. Failure Hour is calculated in the increment of 0.5 Hour.

4.7.4. The Service Rebates of the Wi-Fi network of the School, if any, will be paid by crediting the invoice of the following month.

4.8. Helpdesk Service

4.8.1. The Helpdesk Service shall maintain dedicated hotline, including phone, email and fax, for enquiries and complaints.

4.8.2. The Helpdesk Service shall answer enquiries and complaints originated from the School concerning the Service.

4.8.3. The Helpdesk Service shall operate from Mon to Sat 8:00 am to 6:00 pm.

4.8.4. The Helpdesk Service shall maintain call logs on enquiries and complaints. The information shall be included but not be limited to date, time, description of issues, contact information, and follow-up actions. The Contractor shall observe and comply with Personal Data (Privacy) Ordinance in handling all information relating to these enquiries and complaints.

4.8.5. The Contractor shall provide the following information concerning the Helpdesk service related to the implementation of the Service:

- Detailed information of the helpdesk office, such as address, phone number, fax number; and
- Facilities, computer systems and equipment provided in the helpdesk office, such as private branch exchange (PBX), keyline telephone system (KTS), interactive voice response system (IVRS) and voice recording system.

- 4.8.6. The Contractor shall provide helpdesk staff with the necessary tools, including but not limited to hardware and software, related training for supporting the Service.
- 4.8.7. The Contractor shall not make use of the Helpdesk Service to transmit any message or conduct any activity to the School, which is not connected with the provision of the Service. The School shall have the full discretion to determine whether any such message or activity is in breach of this provision. The Contractor shall forthwith stop transmitting such message or conducting such activity and refrain from doing it further once the School has notified the Contractor in writing or verbally of its determination.

4.9. User Acceptance Test

- 4.9.1. The Contractor shall conduct tests with the School before the service is officially accepted and subscription started. Tests shall include User Acceptance Test for reliability and performance of the hardware and software, and also the monitoring, operation support and all other aspects related to the Service Level Agreement of the Service.
- 4.9.2. The contractor will be required to perform test making reference to the User Acceptance Test and System Test documents at www.edb.gov.hk/ited/wifi900. They include the types of testing to be performed, the requirements to be tested, the testing environment, testing tools and pass/fail criteria as reference to the Contractor.
- 4.9.3. The Contractor shall upon request by the School arrange briefings to the School and/or Responsible Parties of the School, with briefing materials, prior to the User Acceptance Test when required.
- 4.9.4. The Contractor shall provide detailed acceptance test plan and a step by step testing procedure with expected results against the requirements set out in this specification.
- 4.9.5. The Contractor shall provide, configure and set up the proper software and hardware for the School to carry out the User Acceptance Test.
- 4.9.6. The Contractor shall be required to carry out tests to demonstrate that the equipment and system meet the specification and other contractual requirements. The Contractor shall also be responsible for the timely preparation and compilation of all test schedules, test procedures and test reports.
- 4.9.7. The Contractor shall follow the agreed standards as laid down in this specification for the testing methods and procedures.
- 4.9.8. The Contractor shall submit a schedule of site performance and commissioning tests at least 3 working days prior to the commencement of the scheduled commissioning date.
- 4.9.9. Special tools, test equipment, test objects and simulators required for the demonstration of either bench or commissioning tests shall be made available by the Contractor at no extra charge to the School.
- 4.9.10. All test equipment used by the Contractor shall be properly and periodically calibrated. Measuring standards used in calibration shall be traceable to international or national measurement standards, or to an industry recognized manufacturer's reference, subject to approval of the School.
- 4.9.11. Calibration procedures and results shall be documented and signed by certifying body where applicable. The Contractor may be requested to show evidence of calibration of test equipment by submission of copies of these calibration records prior to conduction of any tests.
- 4.9.12. The Contractor shall submit the User Acceptance Test report within 3 working days. The acceptance of the installation will only be granted after receiving a satisfactorily UAT report from the Contractor.
- 4.9.13. All equipment to be installed may be subject to inspection and bench testing. The Contractor shall meet the cost of deliveries for bench test. Notwithstanding, the Contractor shall have carried out the tests in

accordance with the requirements and procedures stipulated in this specification and submitted the associated test reports for inspection.

4.10. Termination of Service

4.10.1. The School reserves the right to terminate all or part of the Service at any time with written notice of 10 working days in advance if:

- The Contractor fails to meet the target service levels under Service Level Requirements for two consecutive months, or three months in total within the committed subscription period;
- The School suspects that unauthorized activity has occurred or is occurring in relation to the Service;
- The provision of the Service will cause the School to be in breach of any applicable law;

4.10.2. The Contractor shall provide to the School and implement the Exit Plan in accordance with:

- The Contractor shall provide to the School an Exit Plan with feasible arrangements before the committed subscription contract date;
- If the School considers the Exit Plan as not satisfactory, it will notify the Contractor with comments. The Contractor shall revise the Exit Plan by taking into consideration of the School's comments and provide to the School with five (5) working days after the date of receiving the School's comments. If the Exit Plan has been considered as not satisfactory for three or more times, the School shall have the right to terminate this Contract by giving 10 days' notice in writing;
- Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
- The Exit Plan shall aim at enabling the School or its authorized parties to perform in substitution for the Contractor and to eliminate or minimize any disruption or deterioration of the Service. The Exit Plan shall contain, but not limited to the following information:
 - Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
 - Any information that is necessary for the School or a new service provider to continue the provision of the Service;
 - Details of the Contractor's personnel and other resources that will assist the School or the School's authorized parties during the handover;
 - All provisions of facilities such as trunks, conduits, cables, LAN ports, switches, routers, access points and power points, shall be considered as fixture of the School venues and shall become the property of the School.
 - The Contractor shall be responsible for the implementation and execution of the Exit Plan and shall ensure that the exit plan is carried out in a timely and orderly manner.

5. Sub-Contracts

5.1. The Tenderer shall be the prime Contractor for all the services specified in Part A and Part B of this contract. The Tenderer shall be the single point of contact for all contractual matters.

- 5.2. The Tenderer shall be liable for the performance or breach of any provisions of the contract by Sub-Contractors.
- 5.3. The Tenderer shall provide details of the sub-contract service for the Wi-fi operation and maintenance of the Sub-Contractors in the format listed on Section 5 of Part B. The hierarchy of the sub-contracting shall also be clearly stated below. If there are no Sub-Contractors, please enter nil.
- 5.4. No Sub-Contractor(s) specified in Section 5 of Part B shall be replaced unless prior written consent has been given by the School.
- 5.5. The Tenderer shall ensure that the quality of the service rendered by the Tenderer shall not be affected due to any change of Sub-Contractors;
- 5.6. The Tenderer shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any part of this contract. If request by the School, the Tenderer shall describe which part of the service shall be performed by the Sub-Contractor(s) in the sub-contract(s) between the tenderer and its Sub-Contractor(s).

6. Schedule of Work

- 6.1. The Contractor shall provide the service according to the following schedule.

Phase	Items	Starting Date	Ending Date	Service fee
I	Build up of Wi-Fi network	On or before July 2025	31 Aug 2025	0
II	Subscription of service	1 Sep 2025	31 Aug 2028	Quoted price

7. Delay of Schedule

- 7.1. If the Contractor fails to provide any part of the Wi-Fi service which shall be ready for use in the School within 60 days after the target Ending Date specified in Section 6 of Schedule of Work then notwithstanding anything else contained in this Contract the School shall be entitled to terminate this Contract with forthwith by giving written notice to the Contractor and to recover from the Contractor the amount of all damages and loss suffered by the School resulting from such failure, including without limitation to any damages and loss resulting from the termination of related service orders.
- 7.2. Within one (1) week of the termination of this Contract, the Contractor shall collect its own Hardware and Software at his own cost after the contractor has removed the School Data in the Hardware.
- 7.3. The Contractor shall reinstate and make good the concerned area of the School to the satisfaction of the School after removal of the hardware.

8. Terms of Payment

- 8.1. The subscription will be paid in arrears of each month during the subscription period.

9. Price Proposal

- 9.1. The Service Provider is required to provide a breakdown on the service charges for each of the service items as set out in the Price Proposal at **PART B - PRICE SCHEDULE**. Failure in complying with this requirement will render the quotation disqualified.

9.2. Please note that, the School has the absolute discretion to accept the whole of the Services or just part of the Services as listed out by items in the Price Proposal.

9.3. Set up cost will not be considered as a part of the cost in subscription mode.

10. Invitation for Quotations

10.1. Quotations are invited for the execution of the whole of the Services as described in this document. Quotations for part but not all of the Services will not be considered.

10.2. Please provide two sets of quotation documents for processing of the quotation.

11. Tender Preparation and Submission

11.1. The Service Provider is required to submit the following information and document.

- A Statement of Compliance to provide response that the quotation complies with all requirements stated in this Specification.
- Price Schedule
- No upfront cost or one off cost schools shall be paid throughout the entire subscription period.
- Proposed AP location mark on the Floor plan.
- Proposed Network infrastructure show on the Network Diagram.
- Implementation Plan.
- Wi-Fi Access Point certificates issued by OFCA.
- Product information including technical and descriptive literature and catalogues. Information provided by the manufacturer shall be able to substantiate that the products offered meet the mandatory Technical Specification.

12. Selection and Payment

12.1. School is looking for a contractor based on the following criteria

- Proposed pricing
- Proposed solution
- Equipment and services level
- Case reference
- Other useful information

13. Enquiry

For enquiry, please contact Miles Tang of the School at lyhttang@heungto.edu.hk or by phone at 27790182.

PART B - PRICE SCHEDULE

1. Price details for Standard Provision

Standard Provision	3 years		School's choice on confirmation
	Monthly price	Annual price	
Wi-Fi Service Subscription (Requirement as stated in Part A) Class rooms: G/F: 002, 004, 006, 小禮堂, 教導處, 體育處外, 學生活動廣場 1/F: 101-104, 106, 108, 圖書館, R11, R14, 總辦公室 2/F: 201 -208, 伺服器室, 資訊科技室, 電腦室, 教師辦公區 A 1,2 (共兩個), 教師辦公區 B 1,2 (共兩個) 3/F: 301- 308, 眾志堂 1,2 (共兩個) 4/F: 401, 403, 405, 407 5/F: 運動場 1,2 (共兩個)			
Total in HK\$			

2. Details of equipment to be proposed in the Buildup of Wi-Fi network in the School

Items	Quantity	Model
WiFi Controllers		
Access Points		
Router/Firewall		
Core Switch		
Access PoE Switches		
LAN Cables		
Others (please specify)		

3. The Tenderer to provide details of the sub-contract service involved in the proposal for the project implementation, service operation and maintenance in the format listed below

Name of Sub-Contractor	Sub-contract service	Roles and responsibility

4. The Tenderer to provide case reference of past deployment in WiFi100/WiFi900 with Sub-Contractors details in the format listed below

Name of School	Name of Sub-Contractor	Sub-contract service	Roles and responsibility

5. A floor plan (provided by the School) is attached.

Annex: Floor Plan of the School

Form I

Tender Form for Service Provision of Internet Access
through WIFI Service for Heung To Middle School

Name and Address of School: Heung To Middle School
33 To Yuen Street, Kowloon Tong

Tender No: _____

Tender Closing Date: 7th April 2025 (12:00 noon)

Part I

The undersigned hereby offers to supply all the services described in the tender schedule with delivery term quoted against the date of a firm order at the price or prices quoted free of all other charges and in accordance with any specifications provided by the School. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standards specifications where such exist. Tenders shall, unless otherwise indicated by the School, remain open until the end of the Tender Validity period; and the School is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that this Company's Business Registration and Workmen's Compensation Insurance Policy are currently in force and that the items which this Company offers to supply do not to my / our knowledge infringe any patents.

Part II

CONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 30 days from 7 April 2025.

The undersigned also agrees to accept the fact that once the Tender Validity Period is reconfirmed, the pre-printed clause specified in the company's tender forms in regard to this nature shall NOT apply.

Part III

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

The undersigned also agrees to accept the fact that once the Tender Validity Period is reconfirmed, the pre-printed clause specified in the company's tender forms in regard to this nature shall NOT apply.

Dated this _____ day of _____ of 2025

Signature _____ in the capacity of _____

with company chop (State official position, e.g. Director, Manager, Secretary, etc.)

duly authorized to sign tenders for and on behalf of _____

_____ whose registered office is situated at _____

_____ Hong Kong.

Telephone No. : _____

Fax No. : _____

Authorized Signature and Company Chop: _____

聲明

營辦商，其僱員及代理人不得向學校僱員、校董會/法團校董會成員，或負責考慮本合約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」)。 假如營辦商，其僱員及代理人在履行本合約時，觸犯 《防止賄賂條例》所訂明的任何罪行，則學校可取消合約，而營辦商須為學校因此而蒙受的任何損失或損害負上法律責任。

本人已細閱上述《防止賄賂條例》的內容，並 會 / 不會 遵守條例中的規定。

Name of Tenderer: _____

Authorized Signature and Company Chop: _____

Date: _____

From III

Notice for Declining Tender Invitation

If you are unable or do not wish to tender, please return this form with reason to “Heung To Middle School, 33 To Yuen Street, Kowloon Tong, Hong Kong”, at your earliest convenience.

To :	Heung To Middle School
School Reference No:	ITED2025031
Invitation to Tender for:	Service Provision of Internet Access through WIFI Service
Tender Submission Closing Date:	7 th April 2025 (12:00 noon)

We are unable to quote/tender owing to the following reason(s):

(Please tick the appropriate box(es).)

- Unable to provide the service / product specified in the tender
- Unable to meet the requirement specified in the tender
- Unable to meet the tender schedule
- Fail to submit the tender by the closing date
- Other (please specify) _____

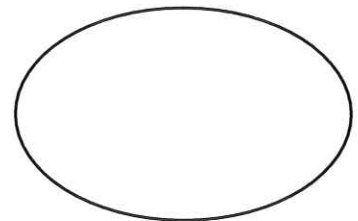
Company / Supplier: _____

Signature: _____

Name in Block: _____

Designation: _____

Date: _____



Company Chop

