

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. : ITED2026037

Date: 24<sup>th</sup> March, 2026

Dear Sir,

**Invitation to Tender**

**Tender for the Supply/Service of Campus-wide Printing Solution**

You are invited to the tender for the supply and undertaking services of the items as specified in the enclosed tender schedule. Your sealed tender, in duplicate, should be clearly marked on the outside envelope. It should be addressed to The Principal, Heung To Middle School, 33 To Yuen Street, Yau Yat Chuen, Kowloon, and forwarded to arrive not later than noon, 27<sup>th</sup> April, 2026. Late tenders will not be accepted. Your tender will remain open for 90 days from the above closing date, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part I to Part VIII of the tender form are completed, the tender will not be considered. In addition to the contents of tender, suggestions are welcome if you have any.

Please ensure that prices quoted in the tender are accurate before submission of your tender. We will not accept any request for price adjustment on grounds that a mistake has been made. Price changes after the proposal closing date will not be considered.

Tenders will be accepted on an "overall" basis.

It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accepts advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement.

If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender form 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

Tender form for the supply of: **Campus-wide Printing Solution**

Name and Address of School: Heung To Middle School

33 To Yuen Street, Yau Yat Chuen, Kowloon.

Tender Closing Date: **27<sup>th</sup> April, 2026 at 12:00 noon**

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## **PART I**

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term quoted against the date of a firm at the price or the prices quoted free of all other charges and in accordance with any acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall **remain open for 90 days** after the closing date stated above; 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 his Company's Business Registration and Employees' Compensation Insurance Policy do not to his knowledge infringe any patent.

## **PART II**

### **Reconfirmation 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 90 days.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to the 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.

Date this \_\_\_\_\_(Day) of \_\_\_\_\_(Month)\_\_\_\_\_ (Year)

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

(State official position, e.g.: Director, Manager, Secretary, etc.)

Duly authorized to sign tender for and on behalf of:

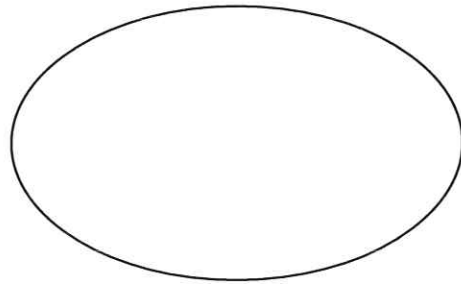
\_\_\_\_\_

whose registered office is situated at

\_\_\_\_\_ Hong Kong.

Telephone No.:

Fax No.:



Company Chop

**TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

**Part III - Hardware Requirements**

**A. 2 units of B/W Production Grade Copiers for G/F & 2/F printing room**

Mandatory Requirements:

Item	Descriptions	Applicable (Yes / No)	Please specify detail if necessary
<b>Main Features</b>			
1	Brand New Machine	Yes / No	
2	Standard Monthly Capacity : Minimum 100,000 copies or prints	Yes / No	
3	Speed of Copying / Printing: Copier at G/F: Minimum 130 pages per minute (A4) & 50 pages (A3) per minute Another one at 2/F: Minimum 110 pages per minute (A4) & 45 pages (A3) per minute	Yes / No	____ PPM (A4) ____ PPM (A3)  ____ PPM (A4) ____ PPM (A3)
4	Print Resolution: Minimum 1,200 x 1,200 dpi x 8 bit	Yes / No	____ x ____ dpi x ____ bit
5	Paper Input Capacity: Minimum 2,500 sheets with Tandem Tray	Yes / No	Total capacity: ____ sheets
6	Paper Trays x 4	Yes / No	Number of tray for loading A3 Paper ____
7	Paper Type Handling: Plain paper, Thick paper up to 300 gsm	Yes / No	
8	Stapling: Minimum 100 sheets, single or dual stapling	Yes / No	
9	Booklet Maker- Saddle staple for booklet : A3 to A4 booklet at least 20 sheets(80 pages)	Yes / No	
10	Inserter Included (Optional): Preprinted material insertion up to 200gsm as inner pages or cover	Yes / No	
11	User Panel Interface : Traditional Chinese + English	Yes / No	
12	Operator could preview, insert & edit copy / scan jobs in the machine panel before job execute	Yes / No	
13	Max Power Consumption	____ W	
14	One Pass Duplex automatic document feeder	Yes / No	
15	Scan Resolution :200 / 300 / 400 / 600dpi selectable	Yes / No	
16	Duplex automatic document feeder paper weight: 50-350 gsm	Yes / No	
17	Environmental and Safety Certified : e.g. Blue Angle, Energy Star, RoHS...etc	Yes / No	

18	Size of machine with all functions listed above	W_____ x D_____ x H_____ cm
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**Productivity Information**

19	Copy Productivity (May Trail Run for Result Confirmation)							
	Original (A4)	Copies	A4 with Corner Stapling Only		Booklet with Half-Fold Only		Booklet with Half-Fold & Stapling	
			Simplex	Duplex	A3 Booklet	A4 Booklet	A3 Booklet	A4 Booklet
19A	4 Pages	40 Sets	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec
19B	12 Pages	40 Sets	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec
19C	20 Pages	40 Sets	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec	_____Sec
Remarks:	<p>-Each job is individual.</p> <p>-The original is 70gsm white plain paper fed in the device by hard copy.</p> <p>-Copies are printed on 70gsm white plain paper.</p> <p>-Time is recorded when start button pressed &amp; stopped when the last product arrived output tray.</p> <p>-Assumed no maintenance service and consumables renew during the production.</p> <p>-School may take it as reference and reserve the right for further action if the machines delivered to school with a different result from above table.</p>							

**B. 1 units of Color Multi-functional Copier for G/F printing room**

**Mandatory Requirements:**

Item	Descriptions	Applicable (Yes / No)	Please specify detail if necessary
<b>Main Features</b>			
1	Brand New Machine	Yes / No	
2	Speed : Copying / Printing Minimum 35 PPM (A4)	Yes / No	
3	Print Resolution: Minimum 1,200 x 1,200 dpi x 8 bits	Yes / No	
4	Paper weight : Minimum 70 – 300 gsm	Yes / No	
5	Paper size: A3 & A4	Yes / No	
6	Paper Input Capacity: Minimum 1,000 sheets	Yes / No	_____ sheets
7	Combine Copy & Print (2 in 1, 4 in 1)	Yes / No	
8	User Panel Interface: Traditional Chinese + English	Yes / No	
9	Touch Screen Panel and able to customize user interface with frequently used icons and features	Yes / No	
<b>Scanning Features</b>			
10	Scanning Speed: Minimum 100 PPM one pass duplex scan	Yes / No	
11	Scan Resolution : 200 / 300 / 400 / 600 dpi selectable	Yes / No	
12	Color Remove	Yes / No	
<b>Environmental Protection</b>			
13	Environmental and Safety Certified : e.g. Blue Angle, Energy Star, RoHS...etc	Yes / No	
<b>Dimension</b>			
14	Size of machine with all functions listed above	W_____ x D_____ x H_____ cm	

**C. 1 units of Color Copier with copy, print, scan and fax function for 1/F Principal's Office**

Mandatory Requirements:

Item	Descriptions	Applicable (Yes / No)	Please specify detail if necessary
<b>Main Features</b>			
1	Brand New Machine	Yes / No	
2	Speed : Copying / Printing Minimum 35 PPM (A4)	Yes / No	____ PPM (A4) ____ PPM (A3)
3	Print Resolution: Minimum 1,200 x 1,200 dpi x 8 bits	Yes / No	____ x ____ dpi x ____ bits
4	Paper weight : Minimum 70 – 300 gsm	Yes / No	
5	Paper size : A5, A4, A3 & F4	Yes / No	
6	Paper Input Capacity: Standard A4/A3 Paper tray x 4 and 1 Bypass tray (Total 1,000 sheets or higher) with Envelope Feeder	Yes / No	
7	With fax output collecting tray		
8	User Panel Interface : Traditional Chinese + English	Yes / No	
<b>Scanning Features</b>			
9	Scanning Speed:Minimum 100 PPM one pass duplex scan	Yes / No	
10	Scan Resolution : 200 / 300 / 400 / 600 dpi selectable	Yes / No	
11	Color Remove	Yes / No	
<b>Environmental Protection</b>			
12	Environmental and Safety Certified : e.g. Blue Angle, Energy Star, RoHS...etc	Yes / No	
<b>Dimension</b>			
13	Size of machine with all functions listed above	W_____x D_____x H_____cm	

**D. 1 units of Color Multi-functional Copier with Octopus System for 1/F Library**

Mandatory Requirements:

Item	Descriptions	Applicable (Yes / No)	Please specify detail if necessary
<b>Main Features</b>			
1	Brand New Machine	Yes / No	
2	Speed : Copying / Printing Minimum 35 PPM (A4)	Yes / No	
3	Print Resolution: Minimum 1,200 x 1,200 dpi x 8 bits	Yes / No	
4	Paper weight : Minimum 70 – 300 gsm	Yes / No	
5	Paper size: A3 & A4	Yes / No	
6	Paper Input Capacity: Minimum 1,000 sheets	Yes / No	_____ sheets
7	Combine Copy & Print (2 in 1, 4 in 1)	Yes / No	
8	User Panel Interface: Traditional Chinese + English	Yes / No	
9	Touch Screen Panel and able to customize user interface with frequently used icons and features	Yes / No	
10	Octopus Payment System with auto upload transaction record function	Yes / No	
11	Support Alipay(HK/CN wallet), WeChat Pay(HK/CN wallet), PayMe, FPS	Yes / No	
12	Support QR Code scan-to-pay function	Yes / No	
<b>Scanning Features</b>			
13	Scanning Speed: Minimum 100 PPM one pass duplex scan	Yes / No	
14	Scan Resolution : 200 / 300 / 400 / 600 dpi selectable	Yes / No	
15	Color Remove	Yes / No	
<b>Environmental Protection</b>			
16	Environmental and Safety Certified : e.g. Blue Angle, Energy Star, RoHS...etc	Yes / No	
<b>Dimension</b>			
17	Size of machine with all functions listed above	W_____x D_____x H_____cm	

**E. 2 units of Color A4 Desktop Printers**

Mandatory Requirements:

Item	Descriptions	Applicable (Yes / No)	Please specify detail if necessary
<b>Main Features (Mandatory)</b>			
1	Brand New Machine	Yes / No	
2	Speed : Printing Minimum 40 pages per minute (A4)	Yes / No	_____ PPM (A4)
3	Print Resolution: Minimum 1200 x 1200 dpi	Yes / No	_____ x _____ dpi
4	Paper weight : Minimum 60 – 220 gsm	Yes / No	_____ gsm
5	Paper Input Capacity: Minimum 500 sheets	Yes / No	_____ sheets
6	Warm-Up Time: ≤45 seconds	Yes / No	_____ seconds
7	First Copy Out Time: ≤10 seconds for B/W; ≤10 seconds for Color	Yes / No	≤__ seconds for B/W ≤__ seconds for Color
8	Memory Capacity: Minimum 1 GB RAM	Yes / No	
9	Connectivity(Please specify detail):		
<b>Environmental Protection</b>			
10	Environmental and Safety Certified : e.g. Blue Angle, Energy Star, RoHS...etc	Yes / No	
<b>Dimension</b>			
11	Size of machine with all functions listed above	W_____ x D_____ x H_____ cm	

**F. Supply and Installation of Centralized Management System for campus-wide printing(Software)**

Description/ Specification		Yes/No
1	Print quota (for copy and print) by pages or cost with user code	
2	Web based management	
3	Support Mobile Print by shared accounts or personal accounts (e.g. Windows, Mac OS, iPad, Android, etc.)	
4	Support Active Directory User Authentication and Synchronization (User ID and password)	
5	Support different users to submit print jobs in non-domain shared PC / iPad	
6	Usage Control – allow to control the usage of individual user by functions (e.g. Color, B/W, copy, print, scan, fax)	
7	Integrated with Existing Domain User Suggested method:	
8	Filtering and Restrictions Suggested method:	
9	Shared accounts for departments or functions	
10	Detailed Logging	
	a. Documents Name	
	b. No. of pages	
	c. Who & where	
	d. Load of each printer / copier	
11	Varies type of automatic scheduled report for administration and monitor (e.g. by month, user, department etc.)	
12	Solution of charging with not less than 500 accounts	
13	Support card system and password login	
14	Cards are compatible with eClass, if applicable.	
15	Card Readers for all machines in this tender for user login provided	
16	Total 7x Device License for all machines to perform follow me print in this tender	
17	Other login method for user convenience Please provide detail:	
18	Server Software & Hardware Requirements Please provide detail:	
19	Free Maintenance period	Year(s)

**End of PART III**

**Part IV - Equipment & Service Requirements**

**A. Consumable Requirement**

Please include the consumable cost of the (Toner Cartridge, Waste Toner Bottle, Transfer Unit and Maintenance Kit etc.) for the hardware equipment separately from their net price for evaluation.

**B. Maintenance Requirement**

1. Maintenance cost of the **first five years Warranty Maintenance** for the hardware equipment is included. Yes / No
2. Minimum recovery time (with 1 working day) after repairing order is received. Yes / No
3. Automatic toner replenishment Yes / No
4. Automatic meter reporting through computer network Yes / No
5. Free basic installation services and on-site training Yes / No
6. In case where a copier/printer cannot be repaired within 1 working day, a backup machine can be provided. Yes / No

Please specify any contingency solution if a backup machine cannot be provided:

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- C. **Security Requirements**      Services Provider/Contractor must obtained the ISO 27001 Information Security Management System ( ISMS ) to assure the scanning process and work flow are under strict supervision and control.

**Part V - Basis of Acceptance**

Offer will be considered on an overall basis, partial/incomplete offer will be rejected.

**Part VI – Declaration**

The Contractor shall declare that the products offered have been approved by the Government Logistics Department to be included in the Standing Offer Agreement and that the prices quoted do not exceed the maximum prices stated in the Standing Offer Agreement. Tenders will be accepted on an overall basis.

**Part VII – Pricing Scheme**

1	Monthly Rental	HK\$ _____ per month (x 60 months)
2	a) Meter per copy/print for B/W : HK \$ _____  b) Meter per copy/print for Color: HK \$ _____  Same Charge for A3/A4	Yes /No
3	Staple Price - Corner: \$ _____ Per Box with _____ Shots  Staple Price - Booklet: \$ _____ Per Box with _____ Shots	
4	Increment of charges within contract period	Yes /No
5	Retroactive meter yearly is required	Yes /No
6	Free Delivery & Installation	Yes /No
7	Free on site training sessions after installation	Yes /No
8	Free annual refresh training	Yes /No

**Part VIII – Selection Criteria**

Tender Approving Committee would review the tender according to the following ratio :

1. Price score weight: 40%;
2. Service score weight: 60%.

We / I understand that if we / I fail to supply the stores as offered in our / my tender upon accepting school’s order, We are / I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

Name of Tenderer: \_\_\_\_\_

Signature of Person Authorized to Sign Tender: \_\_\_\_\_

Date: \_\_\_\_\_

Company Chop

