

# Munsang College

Tender No. : SSB-1516-IR-007

Tender : MULTIFUNCTIONAL PRINTING DEVICES  
AND PRINTING SYSTEM

Details : As attached including

1. Invitation Letter (*for reference only*)
2. Tender Schedule
3. Tender Form for Services/Stores

Closing Date : 12:00 noon on 29<sup>th</sup> February, 2016

Contact Person : Mr. Kwok Chun Chi (Tel: 3655 3427)

*For Reference Only*

School Ref. No.: SSB-1516-IR-007

4<sup>th</sup> February, 2016

Dear Sir/Madam,

INVITATION TO TENDER  
FOR MULTIFUNCTIONAL PRINTING DEVICES AND PRINTING SYSTEM

You are invited to tender for multifunctional printing devices and printing system as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

Your sealed tender, in duplicate, should have the attached label adhered and delivered by hand or by registered mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 29<sup>th</sup> February, 2016**. 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 II of the tender form is completed, the tender will not be considered.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

Should you have any queries, please contact our Mr. Kwok CC at 3655 3427. If you are unable or do not wish to tender, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Yours sincerely,

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Kuby CHAN  
Principal

encl.

**MUNSANG COLLEGE  
TENDER FOR  
MULTIFUNCTIONAL PRINTING DEVICES AND PRINTING SYSTEM**

**Part A: Specifications of Color Multifunctional Devices**

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Quantity required	5. Remarks
1	<b>Full Console Version Color Multifunction Devices (Able to Print, Copy and Scan through network)</b>			
	1.1	Copying speed of minimum 45 - 50 pages per minute or above		
	1.2	Scanning Speed of minimum 120 ipm (A4 and A3 size, duplex) or above		
	1.3	Scanning and Printing Resolution of minimum 600 dpi x 600 dpi or above		
	1.4	Minimum 2,000 sheets paper cabinet of A4 and A3 sized paper		
	1.5	Able to enable Duplex printing and copying		
	1.6	Multiple copying up to 999 copies or above		
	1.7	Support Paper weight between 60 – 200 gsm or above		
	1.8	Zoom ratio from 25% to 400%		
	1.9	Minimum 80 GB Hard Disk Drive		
	1.10	User Panel Interface: Support both Traditional Chinese and English		
	1.11	Support sorting function		
	1.12	Support paper size from A5, A4, A3 and envelope		
	1.13	With bypass tray and auto reverse document feeder		
	1.14	Support remote power-off function		
	1.15	Support preview function when scanning		
	1.16	Connect computers and serve as a Network Printer & Scanner (Able to scan to existing School File Server, eClass and Aerodrive)		
	1.17	Support printing through both Air Print (iOS) & Mobile Print (Android)		
	1.18	Support Mifare/ HID card authentication (Able to support existing staff card format)		
	1.19	Support job selection on multifunction copier panel (tailor-made of screen display is required with sample)		
1.20	With fax function		29 sets	
	Green aspect		6 sets out of 29 sets	
	Please specify if any			

2	<b>Desktop Version Color Multifunction Devices (Able to Print, Copy and Scan through network)</b>		4 sets	
	2.1	Copying speed of minimum 30 - 35 pages per minute or above		
	2.2	Scanning Speed of minimum 20 ipm or above (A4 and A3 size, duplex)		
	2.3	Scanning and Printing Resolution of minimum 600 dpi x 600 dpi or above		
	2.4	Minimum 500 sheets paper cabinet of A4 sized paper		
	2.5	Able to enable Duplex printing and copying		
	2.6	Multiple copying up to 999 copies or above		
	2.7	Support Paper weight between 60 – 200 gsm or above		
	2.8	Zoom ratio from 25% to 400% or above		
	2.9	Minimum 80 GB Hard Disk Drive		
	2.10	User Panel Interface: Support both Traditional Chinese and English		
	2.11	Support sorting function		
	2.12	Support paper size from A5, A4 and envelope		
	2.13	With bypass tray and auto reverse document feeder		
	2.14	Support remote power-off function		
	2.15	Support preview function when scanning		
	2.16	Connect computers and serve as a Network Printer & Scanner (Able to scan to existing School File Server, eClass and Aerodrive)		
	2.17	Support printing through both Air Print (iOS) & Mobile Print (Android)		
	2.18	Support Mifare/ HID card authentication (Able to support existing staff card format)		
	2.19	Support job selection on multifunction copier panel (tailor-made of screen display is required with sample)		
<b>Green aspect</b>				
2.20	Please specify if any			

**Part B: Specifications of Campus wide Print Solution**

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Details	
1	<b>Campus wide Print Solution for the College, Primary School &amp; Kindergarten</b>			
	1.1	Web-based Accounting System which offers accounting and access control on Multi-function Devices		
	1.2	Able to print anywhere		
	1.3	Mifare/ HID Card Reader provided with Site license at least 3,000 user license for campus print solution		
	1.4	Monitor paper, duplex, copy and print usage, and black and white, and color by personal quota		
	1.5	Quota can be refilled by the system automatically with shared Printing and Copying quota		
	1.6	Job volume can be divided by the system automatically by different classes, departments and committees		
	1.7	Reports can be customized and grouped by users which based on different classes, departments and committees		
	1.8	Support Mobility Printing: iOS “Air Print” and Android Mobility Printing with authentication (Active Directory User account)		
	1.9	Voucher generation and system with single sign-on function for value added in user account		
	1.10	Different users roles can be set for different privileges in the administration & management of the system		
	1.11	Scanning: Manually input folder path can be added into private or public address		
	1.12	Provide daily/monthly usage report automatically (auto email notification)		
	1.13	Display paper and electricity usage on the terminal's LED Dashboard Display: (tailor-made of screen display is required with sample)		
	1.14	Convert scanned data to files in searchable PDF, Microsoft Word and Excel format (OCR enabled)		
1.15	Printing meters report can be customized to fit school requirement			

### Part C: Specifications of Print Room Automation Solution

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Quantity required	5. Remarks	
1	<b>Print Production Service - B &amp;W Production Printer with Print-Room Automation System</b>			2 sets	
	1.1	Copying speed of minimum 110 – 130 pages per minute or above			
	1.2	Scanning speed of minimum 200 ipm (A4 size, duplex)			
	1.3	Scanning and Printing Resolution of minimum 600 dpi x 600 dpi			
	1.4	Minimum 4,000 sheets paper cabinet of A4 and A3 sized paper			
	1.5	Able to enable Duplex printing and copying			
	1.6	Multiple copying up to 999 copies or above			
	1.7	Support Paper weight between 60 – 200 gsm			
	1.8	Zoom ratio from 25% to 400%			
	1.9	Minimum 80 GB Hard Disk Drive			
	1.10	User Panel Interface: Support both Traditional Chinese and English			
	1.11	Support sorting function			
	1.12	With bypass tray and Booklet Finisher with corner staple, 2 position staple, hole punch, booklet fold and staple		2 sets	
1.13	Booklet Finisher with transfer belt can operate non-stop booklet production				
	<b>Green aspect</b>				
	1.14	Please specify if any			
2	<b>Job to Print Room Services</b>			2 sets	
	2.1	According to the printing assignment form, it is required to customize a new type of print driver so that staff can print their documents to print room The new printer driver should be able to enforce unified fonts, add barcode and security mark automatically			
	2.2	The new printer driver is expected to store teaching staff's files to a network accessible place for future review			
	2.3	Job Queue status would be displayed on the intranet and monitor (provided by school)			
	2.4	The new printer driver can serve as new electronic school printing assignment form which can facilitate recording down all printing requirement and printing volume to the print management system automatically			
	2.5	An easy to use application should be included for converting printing assignment form information to various print setting			
	2.6	Demonstration or Proof of concept must be prepared during the tender interview (if there is any)			
2.7	Please include a mono use print server to allow print room staff to loan-balance job, hold job and manage print queue				

### Part D: Specification of Test and Survey System

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Quantity required	5. Remarks	
1	<b>Test and Survey System</b>		4 sets		
	1.1	User friendly, support Traditional Chinese & English user interface			
	1.2	Support OMR (Optical Mark Reading) scanner and common Image Scanner			
	1.3	Support OMR, IMSR Recognition			
	1.4	User security control function			
	1.5	Build-in question bank for manage historical question			
	1.6	Build-in form designer for create your own form			
	1.7	Works with forms you create from word processor			
	1.8	Support double-sided, multi-page forms			
	1.9	Recognizes low quality forms or images			
	1.10	Model answer sheet and student answer sheets in MC (Multiple Choice)			
	1.11	Model answer can import from Excel format file			
	1.12	Test result calculation lets you assign mark for each correct, wrong or blank question; It also allows different marks for each question, and mark deductions			
	1.13	Build-in report generator for generate your own report			
	1.14	Produces useful reports with graphs & charts			
	1.15	Report profile for personalization			
1.16	Support export data to common file or database format (e.g. ASCII, MS Excel, MS Access, XML)				

### Part E: Specifications of Campus-wide Energy Management Solution (Optional)

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Details
1	<b>Campus wide Energy Management Solution</b>		
	1.1 Provide and install necessary equipment to monitor real-time electricity usage - Update Interval : 1 minute - Measuring Point : 15 Classrooms (S.1 to S.3) - Measuring Item : Total Electricity Consumption for Each Classroom		
2	<b>Cloud-based Platform</b>		
	2.1 Provide and implement cloud-based web platform for monitoring and reporting		
	2.2 Provide a personalize dashboard for individual user		
	2.3 Allow administrator to set alerts on abnormal electricity usage behaviour		
3	<b>Green School Program</b>		
	3.1 Provide Teachers and Staff Training Workshop with Teaching Curriculum (Once per year). Main topics as follows: - How the student green ambassadors can use the system to enhance their actions in reducing the school's environmental impact - How teachers can use the system in the classroom to provide a thematic approach in teaching - How the school can use the system administratively to reduce electricity consumption		
4	<b>Provide Student Green Ambassadors Training (Once per year)</b>		
	4.1 How they can use the system on a regular basis to reduce energy consumption at the school		
	4.2 How they can create a monthly report for their classmates and plan for the upcoming introduction to the full school body		
5	<b>Provide Student Workshops (Twice per year)</b>		
	5.1 Each workshop will have a thematic approach based on identified areas of improvement and school requirements		
	5.2 Ensure on-going progress in - saving energy and - educating students about sustainable living		

**Part F: Supporting Staff and professional service (Optional)**

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Quantity required	5. Remarks	
1	<b>Creation &amp; Submission Service - Learner Support Associate</b>		1 Set  60 working days across 10-month period for each contract year  Equivalent to 2 days per week excluding school holidays		
	1.1	Coordinate support services to platform operation - Online Job Submission and Energy management - Offer on-site support to ensure smooth implementation, please specify the support schedule - Offer ongoing support to provide immediate response to operation enquiry, please provide the support service level			
	1.2	Facilitate the print-room staff with operation guidance			
	1.3	Produce and review monthly report on cost allocation			
	1.4	Document and review the print-room operation flow			
	1.5	Assist and advice on Exam / Test paper layout, please specify with sample			
	1.6	Provide management information reporting including meter volume and billing			
	1.7	Provide carbon footprint audit on printing environment with qualified service provider with objective to obtain external recognition, e.g. Carbon Reduction Certificate, WastewiSe label, Green school award			
	1.8	Professional print advice with Green idea; material, finishing, etc. in line with above recognition criteria			

**Part G: Learner Support Service & student analytic solution (Optional)**

1. Item No.	2. Descriptions		3. Applicable (Yes / No)	5. Details
1	<b>Service Delivery and Operation Management- Service Management</b>			
	1.1	Please elaborate in details the service methodology for deploying and managing this platform for the contract period		
	1.2	Proven Service Delivery Management Model to take care detailed tasks like, e.g. People Management, Incident Management, Supplier & Partner management		
2	<b>Professionalism</b>			
	2.1	service provider must assign experienced and certified professionals with below certifications for the implementation of the service and for post-deployment services		
	2.2	PMP for deployment and implementation		
	2.3	Certified Six Sigma for managed print consulting services		
2.4	Green IT for deployment, implementation and print consulting services			
3	<b>Project Management</b>			
	3.1	professional with over 5 years of experience with PMP certification in completing managed print services in multiple location campus scenario		
4	<b>Sustainability</b>			
	4.1	Service provider shall have its own recycling facilities providing disposal service for traded-in equipment, if applicable, to ensure no e-waste is being disposed of in Hong Kong and/or being sold to third party		
	4.2	Proposed equipment shall obtain valid Volunteer Energy Efficiency Label issued by EMSD		
	4.3	Service provider shall possess relevant certification from 3rd party industry body, include: - ISO 22301 Societal Security – Business Continuity Management System - ISO 14001 Environmental Management System - ISO 50001 Energy Management System		

**Part H: Maintenance**

1. Item No.	2. Descriptions	3. Applicable (Yes / No)	4. Quantity required	5. Payment Terms (HK\$)
1	Provide Pricing Scheme & Service Maintenance with 6 years free warranty, include supply of toner, all spare parts and labor costs for satisfactory maintenance of the machines. Preventive maintenance services shall be provided periodically during the warranty period.			
2	Meter Charge per copy or print for full color of A4/ A3 size			
3	Please provide the list of your company's current school client name for reference			
4	4 hours recovery time assurance, 2% monthly charges will be deducted per time, per device if failed			
5	Test Demo is required and test date is subject to confirmation			
6	Vendor must provide zero landfill certificates for all trade in existing machines so that we do not generate any electronic waste with the presence of this project			
Remarks: - The charges include the delivery and installation charges - Unlimited free on-site operating training would be provided. - Delivery date is subject to confirmation. - Please state in case any charge that may involve for delivery and installation				
Contract Buyback Arrangement: - The new contract starts from 1 <sup>st</sup> August 2016 or thereafter, no buyback arrangement is needed for the existing contract; - If the contract starts before 1 <sup>st</sup> August 2016, say 1 <sup>st</sup> April 2016, a Buyback of existing machine and contract will be needed, with an estimated amount of \$170,000, including handling charge.				

**Monthly Fee include: 300,000 B&W copies and 3000 Color Copies**

**Option A:** Monthly Fee \_\_\_\_\_ x 12 months x **6 years** = \_\_\_\_\_

**Option B:** Monthly Fee \_\_\_\_\_ x 12 months x **6+3 years** = \_\_\_\_\_

**Excess Meter Rate:**

**Option A:**

B&W HK\$ \_\_\_\_\_ per copy

Color HK\$ \_\_\_\_\_ per copy

**Option B:**

B&W HK\$ \_\_\_\_\_ per copy

Color HK\$ \_\_\_\_\_ per copy

**Authorization and Signature**

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

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

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

Company Chop: \_\_\_\_\_

TENDER FORM FOR MULTIFUNCTIONAL PRINTING DEVICES AND PRINTING SYSTEM

Name of School: MUNSANG COLLEGE

Address of School: 8 Dumbarton Road, Kowloon City, Kowloon.

School Ref. No: SSB-1516-IR-007

Tender Closing Date: **12:00 noon on 29th February, 2016**

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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 order at the price or the prices quoted free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned 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 of 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 Workmen's Compensation Insurance Policy are currently in force and that the items, which his Company offers to supply, do not to his knowledge infringe any patents.

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 from 12:00 noon on 29th February, 2016.

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 this nature shall NOT apply.

Date this \_\_\_\_\_ day of \_\_\_\_\_

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

(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. \_\_\_\_\_