

Munsang College

Tender No. : WQ-1617-IR-001

Written Quotation : FOR LIFT MAINTENANCE SERVICE FOR
THE PERIOD FROM 1ST OCTOBER 2016 TO
31ST AUGUST 2019

Details : As attached including

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

Closing Date : 12:00 noon on 16th August, 2016

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

For Reference Only

School Ref. No.: WQ-1617-IR-001

14th July, 2016

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
FOR LIFT MAINTENANCE SERVICE
FOR THE PERIOD FROM 1ST OCTOBER 2016 TO 31ST AUGUST 2019

You are invited to quote for Lift Maintenance Service for the period from 1st October 2016 to 31st August 2019 as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, 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 16th August, 2016**. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your written quotation 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 written quotation form is completed, the written quotation will not be considered.

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

A school site visit is scheduled for 22nd July, 2016 (Friday) at 10:00 am. in our Administration centre.

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

Yours sincerely,

Kuby CHAN
Principal

encl.

Munsang College
Written Quotation Schedule for Lift Maintenance Service
For the period from 1st October 2016 to 31st August 2019

服務資格

承辦商必須具備認可資格及符合下列要求：

- 必須為機電工程署註冊升降機承辦商及已在香港註冊五年或以上。
- 於過往三個月內並未收到由香港特別行政區政府機電工程署發出的警告信。
- 如能提供與本校相同機種電梯保養記錄，則獲優先考慮。

視察場地

- 提交書面報價前，建議承辦商於二零一六年七月廿二日(星期五)派代表親臨本校視察，以了解和熟習工程範圍。

合約期

- 由二零一六年十月一日至二零一九年八月三十一日(包括首尾兩日)

升降機位置

- 香港九龍城東寶庭道八號民生書院H座大樓(二號升降機)

數量：一部

服務範圍

- 本校升降機全保承包維修保養
- 定期例行檢查(包括檢驗升降機的電動機、制動器及控制設備、升降通道及升降機機廂的門或閘所設有的聯鎖裝置、清理升降機槽垃圾等)。
- 承辦商須處理故障通知、檢查、服務、修理、保養、改裝、供應、安裝、測試及檢測升降機裝置，配合學校的要求。所有物料、設備、器具須來自原廠或有聲譽的製造商。

定期檢查及服務情況

為了確保升降機的設備安全地運作，法例規定升降機擁有人安排其擁有的升降機由註冊升降機承辦商進行下列工作：

- 每星期檢查一次，包括清潔、添油及調校(根據《升降機及自動梯條例》第15條(2))
- 每隔不超逾一年徹底檢驗升降機及其所有相聯設備或機械一次(定期檢驗)(根據《升降機及自動梯條例》第22條)
- 每隔不超逾五年，在滿載的情況下測試安全設備、超載感應器和制動器等相聯設備或機械(根據《升降機及自動梯條例》第23條)
- 所有定期維修工程應有良好的規劃、協調、充足的人手、妥善的組織。

接管現有裝置

- 承辦商在接管升降機保養工作時，應確保具備所需技術、資源及取得備用零件的能力，以確保升降機的保養及維修。
- 新承辦商必須按照《一般規例》第 3 條或第 18 條，在不遲第一次保養工作開始前的 7 日，以表格 LE3 通知機電工程署署長。
- 承辦商接管升降機的維修工作後，須對升降機裝置進行定期測試／詳細檢驗，並於合約生效日起兩星期內向機電工程署提交升降機裝置的測試／檢驗報告。報告的副本應交本校作記錄。

施工時間

- 承辦商須派合資格及富經驗的技術人員到校，於非學校的辦公時間(建議逢星期六下午)內進行改裝、檢查、服務、測試、調校及維修。

零件存貨、更換、代組件的使用

- 承辦商須保持零件、設備或其他所需組件存貨充足，以保持該系統在任何時間內保持安全及運作正常。
- 如沒有充分理由，不能使用替代產品更換原裝設備、零件或組件，並需由製造商保證，不會因使用替代產品而影響升降機系統的安全及正常運作。

工作日誌

- 承辦商須負責保存各項裝置工程的工作日誌。承辦商須將每次出勤及每次安裝的詳細工作紀錄寫入工作日誌，作為一項維修記錄。
- 如承辦商更換工作日誌記錄冊或合約完結時，應歸還給學校存檔。

召喚維修及緊急修理服務

- 承辦商須提供全年 24 小時的召喚維修及緊急修理服務。
- 倘若承辦商接獲本校的故障報告後，承辦商須於合理時間內派合資格及富經驗的技術人員到校提供維修及緊急修理服務，包括星期日、公眾假期、暴雨警告或颱風訊號懸掛日。
- 承辦商接獲本校的緊急故障召喚後，承辦商必須派員在一小時內到達事發地點，重設系統以及提供即時緊急服務。如承辦商接獲的緊急故障報告指有任何乘客被困，承辦商應在 30 分鐘內趕抵本校，拯救被困的乘客。其他任何不導致裝置停頓的故障，到達時間可延長至 24 小時。
- 《升降機及自動梯條例》(第 618 章)中第 40 條和第 70 條訂明，如有任何涉及升降機的嚴重事故發生，學校會通知承辦商，當承辦商完成調查後，須根據該條例的詳細要求，需於知悉該事故後的 24 小時內向機電工程署署長提交書面報告。

維修技術員的資格

- 承辦商必須提供合資格的技術員到校維修及修理升降機，並負責技術員的勞保及任何責任保險。

定期詳細檢驗、測試及維修

- 承辦商須根據以下標準對升降機進行定期的詳細檢查、測試及維修：
- 升降機及自動梯條例（第 618 章）
- 升降機工程及自動梯工程實務守則。

報告及證書

- 完成安全設備的詳細檢查或定期測試後，承辦商須根據升降機及自動梯條例，提交適用於升降機裝置的 EMSD/LE11 表格。申請費用將由本校支付。

合約終止或到期移交有關裝置給學校

- 合約期內，承辦商不能將與本校簽訂的合約轉致其他承辦商或第三者。
- 如雙方任何一方有意於合約期後終止合約，必須三個月前以書面形式通知對方。
- 合約終止或到期日一個月之前，承辦商須預先作出安排，移交所有合約的裝置給本校。承辦商須確保升降機及其裝置於移交時性能良好、安全及操作情況令人滿意。
- 倘若承辦商的保養及維修工作未如理想，經本校書面警告後仍未有改善，本校可即時取消合約及更換承辦商，本校則毋須作出任何賠償。如因上述情況，導致本校有任何損失，承辦商須賠償本校的損失。

價格

- 合約期內承辦商所提供給予本校的價格不可變動。
- 列明更換升降機主纜的費用。

其他

- 承辦商提供公司組織架構及長期員工總人數。
- 承辦商須詳列各項服務細則。

服務建議書

- 服務建議書九十日內有效。

送遞

- 請將服務建議書，連同 貴公司以往與學校及/或大型機構的工程記錄，在二零一六年八月十六日正午十二時正或以前親身或以掛號信形式送抵以下地址：九龍城東寶庭道 8 號民生書院行政中心。信封應密封好，而封面應清楚列明「民生書院：升降機(二號)保養服務建議書」。須注意所有遲交建議書一概不被考慮。

WRITTEN QUOTATION FOR
FOR LIFT MAINTENANCE SERVICE
FOR THE PERIOD FROM 1ST OCTOBER 2016 TO 31ST AUGUST 2019

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: WQ-1617-IR-001

Written Quotation Closing Date and Time: 12:00 noon on 16th August 2016

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the written quotation schedule free of all other charges and in accordance with any specifications provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation and reserves the right to accept all or any part of any written quotation within the period during which the written quotations remains open. The undersigned also warrants that his Company's Business Registration and Employees' 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 WRITTEN QUOTATION VALIDITY

With reference to Part I of this written quotation document, it is reconfirmed that the validity of written quotation offered by this company remains open for 90 days from 16th August 2016.

The undersigned also agrees to accept the fact that once the validity of written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation forms in regard to this nature shall NOT apply.

Dated this day of2016.

Name (in block letters): _____

Signature in the capacity of

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

Duly authorized to sign written quotations for and on behalf of :-

.....

whose registered office is situated at

..... Hong Kong.

Telephone No.

Fax No.