

Munsang College

Tender No. : WQ-1617-IR-002

Written Quotation : FOR MAINTENANCE SERVICE FOR
DRINKING WATER SUPPLY SYSTEM
FOR THE PERIOD FROM 1ST SEPTEMBER
2016 TO 31ST AUGUST 2017

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 22nd August, 2016

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

For Reference Only

School Ref. No.: WQ-1617-IR-002

29th July, 2016

Dear Sir/Madam,

INVITATION TO WRITTEN QUOTATION
FOR MAINTENANCE SERVICE FOR DRINKING WATER SUPPLY SYSTEM
FOR THE PERIOD FROM 1ST SEPTEMBER 2016 TO 31ST AUGUST 2017

You are invited to quote for Maintenance Service for Drinking Water Supply System for the period from 1st September 2016 to 31st August 2017 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 22nd 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 5th August, 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 Maintenance Service for Drinking Water Supply System for the period from 1st September 2016 to 31st August 2017

視察場地

- 提交書面報價前，建議承辦商於二零一六年八月五日(星期五)派代表親臨本校視察，以了解 and 熟習工程範圍。

合約期

- 由二零一六年九月一日至二零一七年八月三十一日(包括首尾兩日)

飲水機位置

- 香港九龍城東寶庭道八號民生書院 A 座至 D 座及 F 座至 H 座大樓(共七座大樓)

數量：供應及安裝五部新飲用水機，提供現場飲用水機保養共三十五部及二組淨水系統。

	逆滲透純水飲用水機	超密度濾芯飲用水機	逆滲透純水系統
	數量 (部)	數量 (部)	數量 (部)
少於 1 年	6	4	0
2 年至 3 年	4	1	0
4 年至 5 年	16	0	0
5 年以上	2	2	2
總 數	28	7	2

服務範圍

- 分別於每年八月底及一或二月(農曆年假期間)各進行一次清洗飲用水機內的水缸一次；
- 定期例行檢查，包括飲水機的冷熱頭出水及停水、檢驗水質及水溫、控制漏水設備等(不限於上述內容)；
- 承辦商須處理故障通知、檢查、服務、修理、保養、改裝、供應及安裝、測試及飲用水機裝置，配合學校的要求。所有物料、設備、零件須來自原廠或有聲譽的製造商。

定期檢查及服務情況

為了確保飲用水機的設備正常地運作，承辦商須定期進行下列工作：

- 最少每兩個月檢查一次，包括清潔、調校、更換濾芯(如適用)、檢查來去水及／或廢水的喉管等；
- 每年四月須與校方協定選取不少於五個有代表性的淨水樣板，再選擇獲教育局認可的註冊實驗室所測試飲用水，並於四月底前提交驗水報告；
- 每年四月須與校方協商時間，徹底檢查飲用水機及其所有相聯設備或機械一次，並於四月底前提交檢查報告；
- 所有定期維修工程應有良好的規劃、協調、充足的人手及妥善的組織。

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(建議學校假期或逢星期六下午)內進行定期更換濾芯、檢查、清洗飲水機水缸及測試及調校等。

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正常運作。
- 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飲用水機或淨化飲用水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

- 承辦商須提供辦公時間(請註明)的召喚維修及非辦公時間的緊急修理服務；
- 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，公眾假期除外；
- 承辦商接獲本校的故障召喚後，承辦商必須派員在四小時內到達校舍檢查及維修，因機件故障而導致裝置停用，須於 72 小時恢復運作或暫借飲用水機作替補。

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飲用水機或相關系統，並負責技術員的勞保及任何責任保險，因技術員出錯而有任損壞需由承辦商負責。

定期詳細檢驗、測試及維修

- 承辦商須根據生產商的建議定期每半年一次作出詳細檢查、測試及／或維修；
- 如發現飲用水機出現異常而無法維修，須交出詳細檢查報告及提交報價單予校方參考；
- 如需收費更換任何部件或配置，須獲校方授權人士簽署作實，否則一概不獲受理。

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，移交所有合約內的裝置給本校。承辦商須確保所有飲用水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；
- 列明更換同類型飲用水機的費用，包括飲用水機的品牌、型號、款式、產地來源、保養年期等。

其他

- 如能提供與本校相同類型號的飲用水機的保養記錄，則獲優先考慮；
- 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，在二零一六年八月廿二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：飲用淨水系統保養服務建議書」。須注意所有遲交建議書一概不被考慮。

WRITTEN QUOTATION FOR
FOR Written Quotation Schedule for Maintenance Service for Drinking Water
Supply System for the period from 1st September 2016 to 31st August 2017

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: WQ-1617-IR-002

Written Quotation Closing Date and Time: 12:00 noon on 22nd 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 22nd 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.