

TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**Item No.1 - Mandatory Requirement: 55ppm or above Color Multifunction System****Supply and Installation of A3 Color Multifunction Machine (Staff Room)**Quantity Required: **Two Units**

	Description / Specification	Please circle Yes or No		If not, Please Specify
Machine General Features				
1	Digital Printing Multifunctional System	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 250GB	Yes	No	
4	Minimum with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 90-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 55 A4 pages per minute (B&W / Color)	Yes	No	
10	First Copy Output Time less than 3.7 / 5.2 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T	Yes	No	
14	Printer Language include PCL and PDF Direct Print	Yes	No	
15	Max Printing Resolution True 2,400 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
19	Scanning Speed 80 / 160 image per minute (Simplex / Duplex)	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 600 dpi or above	Yes	No	
Mobility Features				
24	Support for Mobile Printing with Free Apps on IOS and Android	Yes	No	
25	Apple Air Print Enable	Yes	No	
26	Available for Google Cloud Print	Yes	No	
Environmental & Security Standard				
27	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
28	Energy Star Recognition and EMSD Energy Label	Yes	No	
29	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
30	Must include HDD overwrite & encryption	Yes	No	
Additional Features or Function (Optional)				

Item No.2 - Mandatory Requirement: 55ppm or above Color Multifunction System**Supply and Installation of A3 Color Multifunction Machine (Staff Room & School Office)**Quantity Required: **Two Units**

	Description / Specification	Please circle Yes or No		If not, Please Specify
Machine General Features				
1	Digital Printing Multifunctional System	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 250GB	Yes	No	
4	Minimum with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 90-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 55 A4 pages per minute (B&W / Color)	Yes	No	
10	First Copy Output Time less than 3.7 / 5.2 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T	Yes	No	
14	Printer Language include PCL and PDF Direct Print	Yes	No	
15	Max Printing Resolution True 2,400 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
19	Scanning Speed 80 / 160 image per minute (Simplex / Duplex)	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 600 dpi or above	Yes	No	
Finishing Features				
24	Saddle Stich Booklet Creation	Yes	No	
25	Preprinted Cover Sheet Insertion	Yes	No	
26	Corner Staple Maximum: 50 Sheet (100 Pages in Duplex)	Yes	No	
27	Booklet Staple Maximum: 16 Sheet (64 Pages Booklet Magazine)	Yes	No	
28	Booklet Fold without Staples	Yes	No	
Mobility Features				
29	Support for Mobile Printing with Free Apps on IOS and Android	Yes	No	
30	Apple Air Print Enable	Yes	No	
31	Available for Google Cloud Print	Yes	No	
Environmental & Security Standard				
32	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
33	Energy Star Recognition and EMSD Energy Label	Yes	No	
34	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
35	Must include HDD overwrite & encryption	Yes	No	
Additional Features or Function (Optional)				

Item No.3 - Mandatory Requirement: 30ppm or above Color Multifunction System**Supply and Installation of A3 Color Multifunction Machine (Library, Foyer, Computer Room and G08)**Quantity Required: **Four Units**

	Description / Specification	Please circle Yes or No		If not, Please Specify
Machine General Features				
1	Digital Printing Multifunctional System	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 250GB	Yes	No	
4	Minimum with 4 Paper Trays total 2,000-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 90-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 30 A4 pages per minute (B&W / Color)	Yes	No	
10	First Copy Output Time less than 4.9 / 7.1 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T	Yes	No	
14	Printer Language include PCL and PDF Direct Print	Yes	No	
15	Max Printing Resolution True 2,400 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF) or	Yes	No	
	Auto Reverse Document Feeder (ARDF)	Yes	No	
19	Scanning Speed 80 image per minute	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 600 dpi or above	Yes	No	
Mobility Features				
24	Support for Mobile Printing with Free Apps on IOS and Android	Yes	No	
25	Apple Air Print Enable	Yes	No	
26	Available for Google Cloud Print	Yes	No	
Environmental & Security Standard				
27	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
28	Energy Star Recognition and EMSD Energy Label	Yes	No	
29	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
30	Must include HDD overwrite & encryption	Yes	No	
Additional Features or Function (Optional)				

Item No.4 - Mandatory Requirement: 20ppm or above Color Multifunction System**Supply and Installation of A3 Color Multifunction Machine (Social Worker Room, Lab. Prep. Rm)**Quantity Required: **Two Units**

	Description / Specification	Please circle Yes or No		If not, Please Specify
Machine General Features				
1	Digital Printing Multifunctional System	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 250GB	Yes	No	
4	Minimum with 4 Paper Trays total 2,000-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 90-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 20 or above A4 pages per minute (B&W / Color)	Yes	No	
10	First Copy Output Time less than 6.3 / 8.7 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T	Yes	No	
14	Printer Language include PCL and PDF Direct Print	Yes	No	
15	Max Printing Resolution True 2,400 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF) or	Yes	No	
	Auto Reverse Document Feeder (ARDF)	Yes	No	
19	Scanning Speed 54 image per minute	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 600 dpi or above	Yes	No	
Mobility Features				
24	Support for Mobile Printing with Free Apps on IOS and Android	Yes	No	
25	Apple Air Print Enable	Yes	No	
26	Available for Google Cloud Print	Yes	No	
Environmental & Security Standard				
27	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
28	Energy Star Recognition and EMSD Energy Label	Yes	No	
29	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
30	Must include HDD overwrite & encryption	Yes	No	
Additional Features or Function (Optional)				

Item No.5 - Mandatory Requirement: 110ppm or above Production System

Supply and Installation of A3 Black and White Production Machine (Print Room)

Quantity Required: **One Unit**

Description / Specification		Please circle Yes / No		Please Specify
Machine General Features				
1	Please State the Production Machine Country of Origin			
2	Support Maximum Monthly Volume up to 1,000,000 A4 Pages	Yes	No	
3	VCSEL Technology with Laser Beams Printing	Yes	No	
4	System Memory 2GB RAM	Yes	No	
5	HDD Drive 160GB	Yes	No	
6	Dual Toner Bottle and Tandem Paper Tray for Non-Stop Production	Yes	No	
7	Minimum with 3 Paper Trays total 3,300-Sheet Capacity	Yes	No	
8	Support Paper Weight 52-256gsm	Yes	No	
9	Supported Paper Size from A5-A3, F4	Yes	No	
10	Touch Screen Color Panel in Multiple Language	Yes	No	
Copying Features				
11	Minimum: 110 or up A4 pages per minute (B&W)	Yes	No	
12	First Copy Output Time less than 5.6 sec (B&W)	Yes	No	
13	Auto Duplex Printing Unit	Yes	No	
14	Magnification 25-400% in 1% step	Yes	No	
Printing Features				
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL and PDF Direct Print	Yes	No	
17	Max Printing Resolution True 2,400 x 2,400 dpi	Yes	No	
18	Support Windows Vista/7/8/10	Yes	No	
19	Print directly from USB	Yes	No	
Scanning Features				
20	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
21	Scanning Speed 120 / 220 image per minute (Simplex / Duplex)	Yes	No	
22	Scan to Email / Network Folder	Yes	No	
23	Scan to USB	Yes	No	
24	Scan Resolution up to 600 dpi or above	Yes	No	
Finishing Features				
25	Saddle Stich Booklet Creation	Yes	No	
26	Preprinted Cover Sheet Insertion	Yes	No	
27	Corner Staple Maximum: 100 Sheet (200 Pages in Duplex)	Yes	No	
28	Booklet Staple Maximum: 20 Sheet (80 Pages Booklet Magazine)	Yes	No	
29	Booklet Fold without Staples	Yes	No	
30	Non-standard Paper Size Finishing Support	Yes	No	
Machine Stability Features				
31	Built-in Temperature and Humidity Monitoring	Yes	No	
32	Cooling System Design – Maintain Steady Machine Temperature	Yes	No	
33	Double Feed Detection	Yes	No	
34	Mechanical Registration with Auto Adjustment within 0.8 mm	Yes	No	
35	Belt-fusing Design and Steel Roll Heat Transfer	Yes	No	
Environmental & Security Standard				
36	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
37	Energy Star Recognition and EMSD Energy Label	Yes	No	
38	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
39	Must include HDD overwrite & encryption	Yes	No	
Additional Features or Function (Optional)				

Item No.6 - Mandatory Requirement: Centralized Print Management System**Supply and installation of Centralized Print Management System**Quantity Required: **One Unit**

	Description / Specification	Please circle Yes or No		Please Specify
Multiple Login Methods				
1	Smart card login, Windows AD login, LDAP login, Short PIN login with Card Reader (Should support both recent staff card and students card) provided to all MFP	Yes	No	
2	Smart Card Self-Registration by users through entering AD login at machine panel during first time card usage	Yes	No	
3	Support for school existing card type	Yes	No	
4	Logout through swipe card again	Yes	No	
Print Anywhere				
5	Setup ONE "Virtual" print queue for users to have "Follow Me Printing"	Yes	No	
6	Users can choose to release all submitted print job at once	Yes	No	
7	User can select which print job to be released or deleted	Yes	No	
8	Available to change quantity and force B/W at MFP Panel	Yes	No	
Quota Management				
9	When user login to the device, usage record can be tracked	Yes	No	
10	Device functions can be limited to authorized users	Yes	No	
11	Auto reset quota at a specific time range (e.g. Month, quarter, year-end)	Yes	No	
Advanced Printing Support				
12	Supports iOS and Android devices mobile printing	Yes	No	
13	Air Print through IOS device (e.g. iPad, iPhone) without app installation	Yes	No	
14	Support MAC Printing and Google Cloud Printing	Yes	No	
15	Driverless printing for guest users through web print / mobility print	Yes	No	
Scan Workflow				
16	Scan to Personal Email / Home Folder (Scan to Me) Sync with AD	Yes	No	
17	Scan to Cloud (e.g. Google Drive, One Drive, Dropbox Folder)	Yes	No	
18	Self-Registration for Scan to Cloud by Users	Yes	No	
Top-up Card				
19	Value Ticket Generation for Sale to Students	Yes	No	
20	Web Interface for Card Value Top-up	Yes	No	
21	Web Cashier for Office Staff to Perform Fee Collection and School Shop Transactions	Yes	No	
Usage Reporting				
22	Support for multiple report type (by user, by department, by device, by subject code)	Yes	No	
23	Differential charging with quota deducted according to predefined criteria like no. of pages, paper size, B/W or Color, duplex	Yes	No	
24	Advanced reporting in PDF and Excel. Having reports automatically generated via email and send to admin users on schedule (e.g. every month end send automatically)	Yes	No	
25	Ad-hoc report can be generated for special needs (e.g. usage report for a date range like school anniversary period)	Yes	No	
Device Management				
26	Filter and redirection print job from low volume printer to print room	Yes	No	
27	Monitor devices status, e.g. toner, paper tray	Yes	No	
28	Email reminder alert for desktop printer when toner level is low	Yes	No	
29	Web-based administration	Yes	No	
30	Allow admin right granted to selected users	Yes	No	
31	Hardware Check to Feedback Printed Pages for Accurate Reporting	Yes	No	
Additional Features or Function (Optional)				

Payment and Maintenance for 60 months

	Description	Please circle Yes or No		Please Specify
1	Monthly Service Fee	HKD\$ _____ / Month		
2	Monthly Black and White Free Meter	200,000 Meter Count		
3	Monthly Color Free Volume	1,000 Meter Count		
4	Unused Free Volume Roll Over Period for Accumulation	_____ Month(s)		
5	Excess Black and White Meter Rate	HKD\$ _____ / page		
6	Excess Color Meter Rate	HKD\$ _____ / page		
7	Optional Accessories(if any)			
	I.	\$ _____ / Month		
	II.	\$ _____ / Month		
	III.	\$ _____ / Month		
8	Staple Price			
9	On-site maintenance service time	Within _____ Hours		
10	Onsite inspection, maintenance, spare parts replacement	Yes	No	
11	Service call request through IOS / Android mobile app	Yes	No	
12	Total Satisfaction Guarantee include loan machine during urgent maintenance and same grade machine model replacement for problem machines	Yes	No	
Company Background and Case Reference:				
<p>Total Service Guarantee</p> <ul style="list-style-type: none"> - If the performance of MFP is not satisfied within the contract period, and identical model of MFP with comparable features and capabilities would be swapped. - Including hardware, installation, labor, all spare parts and consumable but not limited to toner, developers fusing rollers, fusing oil or any item required to make the system run. - Normal operating suppliers DOES NOT INCLUDE throughput materials, like paper, transparency and etc. 				
Service Provider failed to comply with the mandatory speed requirement will render its quotation invalid and not to be considered further				
<p><u>Assessment</u></p> <p>A. Company Background and Case Reference (10%)</p> <p>B. Proposed Equipment Specification and Technology (30%)</p> <p>C. Price and Charges (60%)</p>				
<p>Tender Meeting</p> <p>Tenderer may be invited to have tender meeting / interview/ presentation after the tender closing date.</p>				

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

Name of Tenderer : _____

Name and Signature of Person authorized to sign Tender:

Name (in block letters): _____

Signature : _____

Date : _____

Company Chop

