學校檔號：　　　　2526T02

執事先生：

<div align="center">

邀 請 招 標

承 投 提 供 影 印 機 服 務 項 目

(供應商不可在信封面上顯示公司的身份)

</div>

現誠邀貴公司承投提供隨附的投標附表上所列的物料及服務。倘貴公司不擬接納部分訂貨，請於投標附表上清楚註明。

投標表格必須填妥<u>一式兩份</u>，並放置信封內封密。信封面應清楚註明：

<div align="center">

<u>承投提供影印機服務項目投標書</u>

</div>

投標書應寄往 <u>九龍斧山平定道10號　佛教孔仙洲紀念中學收</u>，並須於<u>2026年1月9日</u>中午十二時前送達上述地址。逾期的投標，概不受理。 貴公司的投標書有效期為90天，由上述截止截標日期起計。如在該90天內仍未接獲訂單，則是次投標可視作落選論。另外亦請注意，貴公司必須填妥投標表格，否則標書概不受理。

倘貴公司未能或不擬投標，亦請盡快把投標表格寄回上述地址，並列明不擬投標的原因。

學校邀請招標承投所需物品及服務時，會以整批形式考慮接受供應商的投標。

（　　　　　）

2025年12月19日

PART 1: Project Background and Objectives

My School is committed to supporting its development and enhancing the efficiency of its administration and teaching operations. As part of this commitment, the school plans to replace some existing photocopiers and install new machines in designated locations. The school hereby invites eligible suppliers (hereinafter referred to as "the Tenderer") to submit proposals and quotations for the "Replacement and Addition of Photocopiers Service" project.

To ensure the stability, efficiency, and modernization of campus document handling services, the School is initiating this procurement exercise. Key objectives include:

- Enhancing the stability and reliability of printing and copying equipment.
- Optimizing equipment placement to meet the specific needs of various areas (e.g., General Office, art room, library, etc.).
- Securing a comprehensive maintenance agreement to ensure timely repair and support services throughout the contract period.

PART 2: Scope of Tender

The scope of this tender includes, but is not limited to, the following services:

- Supply and installation of new or equivalent performance digital multi-functional photocopiers (for detailed models and quantities, please refer to Appendix A: Technical Specifications).
- Provision of a comprehensive maintenance and support service for a period of [e.g., 36 months], including parts replacement, toner supply, and prompt repairs.
- Providing necessary operational training as required by the School to ensure staff proficiency with the new equipment.
- Relocation or disposal of existing old machinery.

Appendix A

<u>Part I</u>

Summary of required system

<u>Tender for Campus-wide Printing Solution</u>

Item	Description	Quantity	Location / Remarks
1	Supply and Installation of Brand-New Black & White Production Copier (136ppm)	1	Print Room
2	Supply and Installation of Brand-New Color Multifunction Copier (80ppm)	1	Print Room
3	Supply and Installation of Desktop Color Multifunction Copier (30ppm)	2	Library
4	Supply and Installation of Color Multifunction Copier (30ppm)	1	VA
5	Supply and Installation of Centralized Print Management System (CMS)	1	Server
6	Octopus Top-up Kiosk with CMS Integration	1	Library

Item No.1 - Mandatory Requirement: 136ppm or above Black and White Production Copier

Supply and Installation of Brand-New 136ppm or above B&W Production Copier

Quantity Required: **One Unit**

		Yes	No

	Description / Specification	Please circle Yes / No		If "no", please specify
	Machine General Features			
1	Laser Printing Black and White Production Copier	Yes	No	
2	System Memory 2GB RAM	Yes	No	
3	HDD Drive 640GB	Yes	No	
4	Dual Toner Bottle and Tandem Paper Tray for Non-Stop Reloading	Yes	No	
5	Minimum with 3 Paper Trays total 3,300-Sheet Capacity	Yes	No	
6	Support Paper Weight 60-256gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language with Program Shortcut Keys for Frequently Used Settings	Yes	No	
	Copying Features			
9	Minimum: 136 or up A4 pages per minute (B&W)			pages per minute
10	First Copy Output Time in less than 4.6 sec (B&W)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
	Printing Features			
13	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
14	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
15	Max Printing Resolution 2,400 x 4,800 dpi	Yes	No	
16	Support Windows 8.1-11, Macintosh OS X v10.15 or later	Yes	No	
17	Print directly from USB and SD card storage device	Yes	No	
	Scanning Features			
18	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
19	Scanning Speed 140 / 280 images per minute (Simplex / Duplex)	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB and SD card storage device	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDFA	Yes	No	
23	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
	Finisher Features			
24	Saddle Stich Booklet Magazine Creation	Yes	No	
25	Preprinted Cover Sheet Insertion	Yes	No	
26	Corner Staple Maximum: 100 Sheet (200 Pages in Duplex)	Yes	No	
27	Hole Punch Maximum: 100 Sheet (200 Pages in Duplex)	Yes	No	
28	Booklet Staple Maximum: 30 Sheet (120 Pages Booklet Magazine)	Yes	No	
29	Booklet Fold without Staples	Yes	No	
30	Non-standard Paper Size Finishing Support	Yes	No	
	Production Machine Stability Features			
31	Built-in Temperature and Humidity Monitoring	Yes	No	
32	Cooling Bar Maintain Steady Temperature	Yes	No	
33	Ultrasound Double Feed Detection	Yes	No	
34	Mechanical Registration with Auto Duplex Adjustment (<0.5mm)	Yes	No	
35	Oil-less Belt-fusing Design	Yes	No	
	Environmental & Security Standard			
36	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
37	Energy Star Recognition or EMSD Energy Label	Yes	No	
38	Low Temperature Toner Cartridge	Yes	No	
39	Must include DOSS and HDD encryption	Yes	No	

Item No.2 - Mandatory Requirement: 80ppm or above Color Multifunction Copier

Supply and Installation of Brand-New 80ppm or above Color Multifunction Copier	**Yes**	**No**

Quantity Required: **One Unit**

	Description / Specification	**Please circle Yes or No**		**If "no", please specify**
	Machine General Features			
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 8GB	Yes	No	
3	SSD Drive 1TB	Yes	No	
4	Tandem Paper Tray Support Machine Non-Stop Reload Paper	Yes	No	
5	Minimum with 3 Paper Trays total 3,600-Sheet Capacity	Yes	No	
6	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
7	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
8	Supported Paper Size from A5-A3, F4	Yes	No	
9	Touch Screen Color Panel in Multiple Language	Yes	No	
	Copier Features			
10	Minimum: 80 / 80 or up A4 pages per minute (B&W / Color)	/	pages per minute	
11	First Copy Output Time in less than 4.8 / 6.4 sec (B&W / Color)	Yes	No	
12	Auto Duplex Unit	Yes	No	
13	Magnification 25-400% in 1% step	Yes	No	
14	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
15	Single Color Removal in Black and White Meter Count	Yes	No	
	Printer Features			
16	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
17	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
18	Max Printing Resolution 2,400 x 4,800 dpi	Yes	No	
19	Support Windows 8.1-11, Macintosh OS X v10.15 or later	Yes	No	
20	Print directly from USB and SD card storage device	Yes	No	
	Scanner Features			
21	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
22	Scanning Speed 150 / 300 image per minute (Simplex / Duplex)	Yes	No	
23	Scan to Email / Network Folder	Yes	No	
24	Scan to USB and SD card storage device	Yes	No	
25	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDFA	Yes	No	
26	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
	Finisher Features			
27	Saddle Stich Booklet Magazine Creation	Yes	No	
28	Preprinted Cover Sheet Insertion	Yes	No	
29	Corner Staple Maximum: 65 Sheet (130 Pages in Duplex)	Yes	No	
30	Hole Punch Maximum: 65 Sheet (130 Pages in Duplex)	Yes	No	
31	Booklet Staple Maximum: 20 Sheet (80 Pages Booklet Magazine)	Yes	No	
32	Booklet Fold without Staples	Yes	No	
	Environmental & Security Standard			
33	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
34	Energy Star Recognition or EMSD Energy Label	Yes	No	
35	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
36	Must include DOSS and HDD encryption	Yes	No	

Item No.3 - Mandatory Requirement: 30ppm or above Desktop Color Multifunction Copier

Supply and Installation of 30ppm or above Desktop Color Multifunction Copier	**Yes**	**No**

Quantity Required: **Two Units**

	Description / Specification	Please circle Yes or No		If "no", please specify
	Machine General Features			
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Drive 320GB	Yes	No	
4	Built-in with 1 Paper Trays total 250-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 60-220gsm	Yes	No	
7	Supported Paper Size from A5-A4, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
	Copier Features			
9	Minimum: 30 / 30 or up A4 pages per minute (B&W / Color)	/		pages per minute
10	First Copy Output Time in less than 7.2 / 8.6 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
13	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
14	Single Color Removal in Black and White Meter Count	Yes	No	
	Printer Features			
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
17	Max Printing Resolution 1,200 x 1,200 dpi	Yes	No	
18	Support Windows 8.1-11, Macintosh OS X v10.15 or later	Yes	No	
19	Print directly from USB storage device	Yes	No	
	Scanner Features			
20	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
21	Scanning Speed 40 / 80 image per minute (Simplex / Duplex)	Yes	No	
22	Scan to Email / Network Folder	Yes	No	
23	Scan to USB storage device	Yes	No	
24	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDFA	Yes	No	
25	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
	Environmental & Security Standard			
26	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
27	Energy Star Recognition or EMSD Energy Label	Yes	No	
28	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
29	Must include DOSS and HDD encryption	Yes	No	

Item No.4 - Mandatory Requirement: 30ppm or above Color Multifunction Copier

Supply and Installation of 30ppm or above Color Multifunction Copier

Yes	No

Quantity Required: **One Unit**

	Description / Specification	Please circle Yes or No		If "no", please specify
	Machine General Features			
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 4GB	Yes	No	
3	HDD Drive 320TB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-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: 30 / 30 or up A4 pages per minute (B&W / Color)	/	pages per minute	
10	First Copy Output Time in less than 4.5 / 6.9 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
13	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
14	Single Color Removal in Black and White Meter Count	Yes	No	
	Printer Features			
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
17	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
18	Support Windows 8.1-11, Macintosh OS X v10.15 or later	Yes	No	
19	Print directly from USB storage device	Yes	No	
	Scanner Features			
20	Auto Reverse Document Feeder (ARDF)	Yes	No	
21	Scanning Speed 80 image per minute	Yes	No	
23	Scan to Email / Network Folder	Yes	No	
24	Scan to USB storage device	Yes	No	
25	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDFA	Yes	No	
26	Scan Resolution up to 1,200 x 1,200 dpi	Yes	No	
	Finisher Features			
27	Saddle Stich Booklet Magazine Creation	Yes	No	
28	Preprinted Cover Sheet Insertion	Yes	No	
29	Corner Staple Maximum: 50 Sheet (100 Pages in Duplex)	Yes	No	
30	Hole Punch Maximum: 50 Sheet (100 Pages in Duplex)	Yes	No	
31	Booklet Staple Maximum: 15 Sheet (60 Pages Booklet Magazine)	Yes	No	
32	Booklet Fold without Staples	Yes	No	
	Environmental & Security Standard			
33	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
34	Energy Star Recognition or EMSD Energy Label	Yes	No	
35	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
36	Must include DOSS and HDD encryption	Yes	No	

Item No.5 - Mandatory Requirement: Centralized Print Management System (CMS)

Supply and installation of Centralized Print Management System

Yes	No

Quantity Required: **One System (Support all machine in this tender)**

	Description / Specification	Please circle Yes or No		Please Specify
	Authentication Features			
1	eClass Smart Card Login, PIN Login, Windows AD Login, Google Login	Yes	No	
2	Unlimited Users Account with AD/Google Address Book Synchronization	Yes	No	
3	Support Existing Card Type and provided Card Reader install to MFD	Yes	No	
4	Logout through Swipe Card Again or Set Predefined Logout Timer	Yes	No	
	Print Anywhere (Follow Me Printing)			
5	Setup ONE "Virtual" Print Queue & Users Can Release Print at Any MFD	Yes	No	
6	Users can Choose "Print All" to Release all Submitted Print Jobs	Yes	No	
7	Allow Individual or Multiple Print Jobs to be Released and Deleted	Yes	No	
8	Release at any Desktop Printer without Display Panel by Scan Printer QR Code and Select Print Jobs through Mobile Device	Yes	No	
9	Allow Users to Change Print Settings at MFD Panel before Print Release (e.g. Quantity, Duplex, Color, etc.)	Yes	No	
	Quota Management			
10	Print Quota Parallel to all Printing Devices within the Campus	Yes	No	
11	Differential Print Charge for MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
12	Device Functions are limited to Authorized Users or Groups	Yes	No	
13	Shared Quota Group (Subject Accounts, Project Groups, Events, etc.)	Yes	No	
14	Auto Quota Reset (Monthly, Quarterly, Yearly, etc.)	Yes	No	
15	Generate Quota Top-up Voucher for Self-serviced Top-up	Yes	No	
16	Share Quota Group Batch Import by Excel for Management	Yes	No	
	Advanced Printing Support			
17	Bring Your Own Device (BYOD) enabled for iOS and MAC, Android, Windows and Chrome OS with Centralized Print Accounting	Yes	No	
18	Cloud Print from Outside Campus and Release when Return (e.g. WFH)	Yes	No	
19	Apple Device AirPrint & MAC Postscript Print Compatible	Yes	No	
20	Support Web Print or Email to Print	Yes	No	
21	Pop-up Authentication Dialog for Print Submission at Public Workstation	Yes	No	
22	Tracking USB & SD Card Direct Printing through MFD Panel Plugin Slot	Yes	No	
	Scan Workflow			
23	"Scan to Me" send to AD Personal Email & Home Directory Folder	Yes	No	
24	Scan to Cloud including Google Drive, OneDrive, SharePoint, Dropbox, BOX, Evernote and pCloud with Single Sign-on (SSO) at MFD Panel	Yes	No	
25	OCR Text Recognition – Scan to Word and Searchable PDF	Yes	No	
26	Multiple language OCR support including English, Traditional Chinese and Simplified Chinese	Yes	No	
27	Scan Image Enhancement with Auto Rotate, Blank Page Removal, etc.	Yes	No	
	Reporting and Management			
28	100% Web-based Administration	Yes	No	
29	Support for any Brand Printer and MFD Monitoring	Yes	No	
30	Support Print Managed Policy to Redirect or Deny Huge Print Jobs	Yes	No	
31	Print Script to Prompt Alerts to User for Unreasonable Print Job	Yes	No	
32	Capture Devices Status Information, e.g. toner, paper tray	Yes	No	
33	Email Reminder Alert when Toner Level is Low	Yes	No	
34	Report Export as PDF, HTML and Excel with Auto Scheduling	Yes	No	
35	Database Backup to Independent Storage for Disaster Plan and Restore	Yes	No	

Item No.6- Mandatory Requirement: Octopus Top-up Kiosk with CMS Integration

Supply and Installation of Octopus Top-up Kiosk with CMS Integration

Yes	No

Quantity Required: **One Unit**

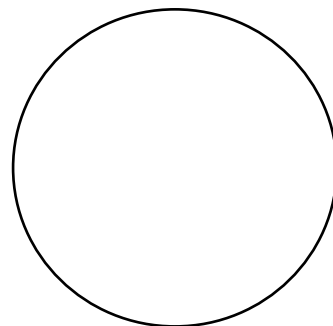|	Description / Specification	Please circle Yes or No		Remarks
	System General Features			
1	"One to Many" Approach for Student Top-up at a Dedicated Octopus Kiosk and Quota Usage Across Multiple MFD and Printers	Yes	No	
2	Octopus Payment Solution Integration to the School's CMS	Yes	No	
3	Self-Serviced Value Top-up Step by Step without Support Staff Involvement for Help	Yes	No	
4	Multiple Wallet for Each Student Account	Yes	No	
5	School Can Schedule Free Quota Periodically to CMS 1st Wallet (e.g. Semester, Month, Year)	Yes	No	
6	Quota Top-up to CMS 2nd Wallet by Octopus Payment at Octopus Kiosk	Yes	No	
7	Quota Deduction to CMS 2nd Wallet while All Scheduled Quota Being Used in CMS 1st Wallet	Yes	No	
8	Student Can Enjoy CMS Features Including Follow Me Printing, Scan to Me, Scan to Cloud (One Drive & Google Drive), OCR Scanning, Mobile Printing and Cloud Printing	Yes	No	
	Quota Top-up Procedure			
9	Enter Student ID at Touch Display or Swipe Student Identity Card at Smart Card Reader to Begin Top-up	Yes	No	
10	Account Balance and Basic Information Shown on Kiosk Display	Yes	No	
11	School Predefined Top-up Value Amount Selection by One Touch (e.g. $1.0, $2.0, $5.0, $10.0)	Yes	No	
12	Manually Enter Ad-hoc Top-up Amount using Touch Keypad	Yes	No	
13	Available for School to Set Maximum Top-up Value	Yes	No	
14	Swipe Octopus Card at Octopus Reader for Payment Top-up to the CMS 2nd Wallet	Yes	No	
15	Both Octopus and Student ID are Not Required for Lock Card During the Whole Process	Yes	No	
16	Touchless Top-up Payment Mechanism Support Using Octopus Card, Octopus Watches, Mini Octopus Keyring, Octopus Ornament	Yes	No	
17	Support Mobile Smart Octopus Usage including Apple Pay, Samsung Pay, Huawei Pay	Yes	No	
	Receipt and Reporting			
18	Electronic Receipt sending to Student Email after Value Top-up	Yes	No	
19	Receipt Backup Send to the School's Predefined Email	Yes	No	
20	Automated Email for Daily Transaction Record to School	Yes	No	
21	Monthly Statement Report with Daily Breakdown	Yes	No	
22	Direct Credit after Deduction of OCL Handing Fee to the School's Dedicated Bank Account by Autopay	Yes	No	

Payment and Maintenance

	Description		
1	Monthly Service Fee (36-month)	HKD$_____ / Month	
2	Monthly Black and White Free Meter	**145,000 Meter Count**	
3	Monthly Color Free Meter	**550 Meter Count**	
4	Unused Free Meter Roll Over Period for Accumulation	_____ Month	
5	Excess Black and White Meter Rate	HKD$_____ / page	
6	Excess Color Meter Rate	HKD$_____ / page	
7	Same Charge for All Paper Sizes	Yes	No
		If no, Please Specify:	
8	Optional Accessories (if any)		
	I.	$_____ / Month	
	II.	$_____ / Month	
	III.	$_____ / Month	
9	Staple Price		
10	Other Offers (if any)		
11	On-site maintenance service time	Within_____ Hours	
12	Onsite inspection, maintenance, spare parts replacement	Yes	No
13	Service call request through IOS / Android mobile app	Yes	No
14	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert	Yes	No
15	Remote Firmware Update & Remote MFP Panel Support	Yes	No
16	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:

Service Provider failed to comply with the mandatory requirement will render its quotation invalid and not to be considered further

Assessment
A. Company Background and Case Reference (20%)
B. Proposed Equipment Specification and Technology (40%)
C. Price and Charges (40%)

投標者須知：
1. 校方有絕對權利選擇整體合理及信譽良好之公司承辦本校影印機服務，並不一定採納報價最低的投標書。
2. 承辦商所提供學校的所有相關硬件必需是全新的 (Item No.1 & Item No.2)，不接受翻新良品。
3. 投標者須提交 (1) 服務學校名單、年期及服務內容；(2) 商業登記。
4. 如有任何查詢，請聯絡陳健文老師 (電話：2322 6915) 。

本公司/本人明白，如收到學校訂單後未能供應投標書上所列物料或服務，本公司/本人須負責賠償學校從另處採購上述物料或服務的差價。

公司印鑑

供應商名稱：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

獲授權簽署投標書的代表的姓名及署名

姓名(請以正楷填寫)：＿＿＿＿＿＿＿＿＿＿＿　　　　簽署：＿＿＿＿＿＿＿＿＿＿＿＿

日期：＿＿＿＿＿＿＿＿＿＿＿

承投提供影印機服務項目投標表格

學校名稱及地址： 佛教孔仙洲紀念中學 九龍斧山平定道10號

學校檔號： 2526T02

截標的日期和時間： 2026年1月9日 中午12時

第I部分

下方簽署人願意按照正式訂單上訂明的日期及所列的價格,包括勞工、 材料及其他所有費用,以及校方所提出的細則,提供投標附表上所列項目的服務。下方簽署人知悉,所有未經特別註明的項目,均須按照該細則的規定提供服務;投標書由上述截止日期起計90天內仍屬有效;校方不一定採納索價最低的投標書或任何一份投標書,並有權在投標書的有效期內,採納某份投標書的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效,而其公司所提供的服務不會損壞學校的校舍。

第II部分
再行確定投標書的有效期

有關本投標書表格的第I部分,現再確定本公司的投標書有效期由截標日起計為90天。 下方簽署人亦同意,投標書的有效期一經再行確定,其公司就該事項註明於投標表格內的預印條文,即不再適用。

第III部分
維護國家安全

下方簽署人確認即使招標文件中有任何相反的規定,學校保留以其公司曾經、正在或有理由相信其公司曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由,取消其公司資格的權利,又或為維護國家安全,或為保障香港的公眾利益、公共道德、公共秩序或公共安全,而有必要剔除其公司。

下方簽署人確認若出現下列任何一種情況,學校可以立即終止合約:

(i) 其公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動;

(ii) 繼續僱用其公司或繼續履行合約不利於國家安全;或

(iii) 學校合理地認為上述任何一種情況即將出現。

姓名： _____ (請以正楷填寫) 日期： _____年____月____日

簽署人： _____ 職位： _____

上方簽署人已獲授權,代表:_____公司簽署投標書,該公司在香港註冊

的辦事處地址為:_____

電話號碼： _____ 傳真號碼： _____

承投提供影印機服務項目投標表格

有關防止賄賂條例及利益衝突申報

確定遵守防止賄賂條款

競投人、其僱員及代理人不得向學校僱員、校董會/法團校董會成員，或負責考慮與本合約相關事宜的有關委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。競投人、其僱員或代理人向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

代 表 簽 署 ：＿＿＿＿＿＿＿＿＿＿＿＿　　代表姓名(正楷) ：＿＿＿＿＿＿＿＿＿＿＿＿

職 位 ：＿＿＿＿＿＿＿＿＿＿＿＿　　日 期：＿＿＿＿年＿＿＿＿月＿＿＿＿日

利益衝突申報及資料保密

1. 你有沒有與佛教孔仙洲紀念中學內任何人士或業務上有利益關係(註釋 1) ？

   ☐ 有　　　☐ 沒有　　　（如有，請說明）。

   ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

2. 你的家人或親屬(註釋 2)有沒有擔任此學校的現任職位？

   ☐ 有　　　☐ 沒有　　　（如有，請提供姓名及關係）。

   ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

3. 本人已細閱學校就利益衝突方面所制定的政策，並明白其內容。是次參與投標的商戶與本人及直系親屬並沒有業務往來或任何直接或間接的財務利益。並承諾不會在未經學校授權下披露有關報價或招標的資料。

   註釋 (1) 個人利益包括你參予經營/承包學校的各項服務等 。

   註釋 (2) 你的家人或親屬包括 ：

   a. 你的配偶　　b. 你的父母　　c. 你的配偶父母　　d. 你的兄弟姊妹及其配偶；以及

   e. 你或你的配偶的子女及其配偶

＿＿＿＿＿＿＿＿＿＿　　　＿＿＿＿＿＿＿＿＿＿　　　＿＿＿＿＿＿＿＿＿＿

　　申報人姓名　　　　　　　　申報人簽署　　　　　　　　　日 期

承投提供影印機服務項目
不擬投標通知書

如 貴公司未能提供 影印機服務 投標，請填妥此表格後，傳真至 2351 3614 或寄回 九龍斧山平定道10號 佛教孔仙洲紀念中學收

致： 佛教孔仙洲紀念中學

學校檔號： 2526T02

截止投標的日期和時間： 2026年1月9日 中午12時

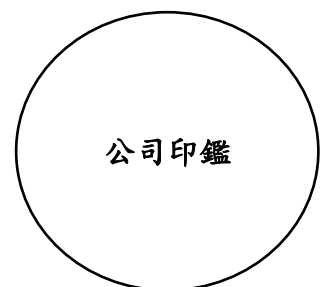有關 貴校邀請本公司承投以上服務，現因以下理由未能投標，特此回覆。

(請在適當的□內加上✓)

□	未能提供貴校所示服務
□	未能符合投標表格規格
□	未能按照截標日期投標
□	未能於指定日期內完成
□	投標的貨量太少
□	其他理由(請說明): _____

姓名： _____ (請以正楷填寫)　　日期： _____年____月____日

簽署人： _____

公司名稱： _____

職位： _____

公司印鑑

上方簽署人已獲授權，代表本公司簽署是次不擬回覆投標通知書。

九龍斧山平定道10號

佛教孔仙洲紀念中學

校長 收

承投提供「影印機服務」招標書

學校檔號：2526T02

截標日期及時間：2026年1月9日 中午12時正