



聖芳濟各書院

St. Francis of Assisi's College

香港 粉嶺欣盛里一號
1, Yan Shing Lane, Fanling, N.T., Hong Kong

(852) 2677 9709 (school)
(852) 2677 9759 (fax)
E-mail: principal@sfac.edu.hk
Website: www.sfac.edu.hk

書面報價

(請供應商不可在書面報價書封面上顯示公司的身份)

學校檔號：Quote/20230915/PRINT/1200

日期：2023年9月15日

執事先生：

書面報價

承投多功能影印機及打印管理系統

1. 現誠邀 貴公司承投提供隨付的投標附表上所列的項目。倘 貴公司不擬接納部分訂貨/設備，請於投標附表上清楚註明。
2. 報價表格必須填具一式兩份，並放置信封內封密。

信封面應清楚註明：

(承投多功能影印機及打印管理系統) 書面報價

書面報價書應寄往：新界粉嶺欣盛里一號 聖芳濟各書院，

並須於 2023年10月6日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。

3. 中報價公司須於 2023 年 10 月 16 日至 2023 年 10 月 28 其間完成報價書上項目，否則中報價公司須負責賠償學校從另處採購上述物品的差價及損失。
4. 倘 貴公司未能或不擬報價，亦煩請盡快把本函及報價表格寄回上述地址，並列明不擬投標的原因。

隨函附上以下文件 (共 6 份) 以供參考：

- (1) 報價附表 2 份；
 - (2) 所需服務內容 2 份；
5. 如 貴公司就上述招標項目有任何查詢或需要到本校進行實地視察，請致電 2677 9709 與張偉川先生聯絡。



聖芳濟各書院 馬慧茹校長

2023年9月15日



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書面報價附表 (須填具一式兩份)

項目	所需物品	總價(元)
1	多功能影印機及打印管理系統 (詳見附頁 : Quotation Description)	**須由投標者填寫**

本公司 / 本人明白，如收到學校訂單後未能於 2023 年 10 月 16 日至 2023 年 10 月 28 日其間完成報價書上項目，須負責賠償學校從另處採購上述物品的差價及損失。

報價者：_____

_____ 公司印鑑

由獲授權簽署

報價書的代表簽署：_____

日期：_____



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Appendix: Quotation Description

- A. 1 unit of Brand New Monochrome Multifunction Copier with Booklet Finisher
- B. 1 unit of Brand New Color Multifunction Copier
- C. Centralized Printing Management Solution
- D. Service & Warranty

Item	Description		
A	Monochrome Multifunction Copier with Booklet Finisher:		
	Specifications	Applicable (Yes/ No)	If not, please provide detail
1	1 unit of Monochrome Multifunction Copier are required. (with copy, print, scan functions)		
2	Memory Capacity: 2 GB RAM, 128 GB SSD		
3	Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi		
4	Printing Resolution: at least True 1,200 x 1,200 dpi		
5	Paper size: at least Max. A3; Min A5		
6	Handles paper weight through paper trays: At least 52-300 gsm		
7	Copying / Printing Speed: <u>At least 65</u> pages per minute		
8	Scanning Speed: at least 240 ppm one pass dual scan		
9	Auto scanning orientation correction / rotation		
10	Auto blank-page removal in scanning		
11	Console Design with at least 4 Paper Trays and 1 Bypass Tray (Standard)		
12	Paper capacity at least 3,000 sheets or higher (included Bypass Tray)		
13	Output Tray Capacity at least 500 sheets (total)		
14	Duplex Automatic Document Feeder Capacity: Minimum 250 sheets		
15	Duplex Automatic Document Feeder Paper Weight: at least 40-200gsm		
16	Touch Screen Panel and able to customize user interface with frequently used icons and features		
17	Supported Operating System: Windows 11 & macOS 12		
18	Card Reader for Staff ID is required for authentication of Centralized Printing Management Solution		
19	Support stapling, punching and booklet finishing functions		
20	Staple capacity of Booklet Finisher at least 50 sheets		
21	Number of Holes : 2-hole / 4-hole punch		
22	Total Dimensions: W_____ x D_____ x H_____ mm		



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B

Color Multifunction Copier:

	Specifications	Applicable (Yes/ No)	If not, please provide detail
1	1 unit of Color Multifunction Copier are required. (with copy, print, scan functions)		
2	Memory Capacity: 4 GB RAM, 128 GB SSD		
3	Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi		
4	Printing Resolution: at least True 1,200 x 1,200 dpi		
5	Paper size: at least Max. A3; Min A5		
6	Handles paper weight through paper trays: At least 52-300 gsm		
7	Copying / Printing Speed: <u>At least 30</u> pages per minute		
8	Scanning Speed: at least 160 ppm one pass dual scan		
9	Auto scanning orientation correction / rotation		
10	Auto blank-page removal in scanning		
11	Console Design with at least 4 Paper Trays and 1 Bypass Tray (Standard)		
12	Output Tray Capacity at least 500 sheets (total)		
13	Duplex Automatic Document Feeder Capacity: Minimum 130 sheets		
14	Duplex Automatic Document Feeder Paper Weight: at least 38-128gsm		
15	Touch Screen Panel and able to customize user interface with frequently used icons and features		
16	Supported Operating System: Windows 11 & macOS 12		
17	Card Reader for Staff ID is required for authentication of Centralized Printing Management Solution		
18	Total Dimensions: W_____ x D_____ x H_____ mm		



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C

Centralized Printing Management Solution:

	Specifications	Applicable (Yes/ No)	If not, please provide detail
1	Compatible with item/devices provided		
2	Same user interface on all devices for same user experience		
3	Web based management		
4	Support only one universal print queue for all printers		
5	Analytic dashboard displays at management and administrative perspective		
6	Analytic dashboard with comparison of yearly usage and monthly usage		
7	Real Time user usage analytic and project usage		
8	Support Print anywhere by smart card authentication or account password.		
9	Support quota management and assign different functions for users		
10	Copy/Print count based on user, user group, department, or function events		
11	Integration of Microsoft Active Directory for authentication		
12	Integrated with existing domain users (Users use same set of usernames and passwords)		
13	Driverless Printing for one to one PC		
14	Report generation by CSV, PDF and Excel		
15	Support email alert administration		
16	Support report generation by date		
17	Automated (scheduled) report generation		
18	Configuration (full detail and summary)		
19	Support unlimited user account		
20	Real time monitoring on devices status including tray, drum, and toner		
21	Support scanning to different designated locations at same time (workflow)		
22	Able to support all existing multi-functional photocopier		
23	System Migration - Vendor Shall be responsible to migrate the data in the existing system to the suggested system		



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D Service & Warranty:			
	Descriptions	Applicable (Yes/ No)	If not, please provide detail
1	The copier will be replaced at no charge, with an identical model of a copier with comparable features and capabilities if the performance of equipment is not satisfied within 5 years (or 5 years for purchase plan). A brand new machine will be substituted for a new copier that requires replacement within 3 months of original purchase. (which must be printed in the terms and condition in the contract)		
2	Minimum 5-year free warranty starting from the date of acceptance of the goods, which include all spare parts & labor costs		
3	Free on-loan machine as a backup support in case of emergency		
4	Internet remote support		
5	Auto meter reporting, proactive fault alert, consumable management, and green reporting		
6	On-site service with recovery time not more than 4 hours after receiving phone call		
7	Professional trainer will be assigned for staff and students		
8	Contract period: 60 months		
9	Monthly Charge: \$ _____ /month		
10	a) Cost per copy/print for Black & White: \$ _____ b) Cost per copy/print for Color: \$ _____		
11	Annual Increment: _____		



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	Specifications	Applicable (Yes/ No)	If not, please provide detail
1	1 unit of Monochrome Multifunction Copier are required. (with copy, print, scan functions)		
2	Memory Capacity: 2 GB RAM, 128 GB SSD		
3	Scan resolution: 600 dpi, 400 dpi, 300 dpi, 200 dpi		
4	Printing Resolution: at least True 1,200 x 1,200 dpi		
5	Paper size: at least Max. A3; Min A5		
6	Handles paper weight through paper trays: At least 52-300 gsm		
7	Copying / Printing Speed: <u>At least 65</u> pages per minute		
8	Scanning Speed: at least 240 ppm one pass dual scan		
9	Auto scanning orientation correction / rotation		
10	Auto blank-page removal in scanning		
11	Console Design with at least 4 Paper Trays and 1 Bypass Tray (Standard)		
12	Paper capacity at least 3,000 sheets or higher (included Bypass Tray)		
13	Output Tray Capacity at least 500 sheets (total)		
14	Duplex Automatic Document Feeder Capacity: Minimum 250 sheets		
15	Duplex Automatic Document Feeder Paper Weight: at least 40-200gsm		
16	Touch Screen Panel and able to customize user interface with frequently used icons and features		
17	Supported Operating System: Windows 11 & macOS 12		
18	Card Reader for Staff ID is required for authentication of Centralized Printing Management Solution		
19	Support stapling, punching and booklet finishing functions		
20	Staple capacity of Booklet Finisher at least 50 sheets		
21	Number of Holes : 2-hole / 4-hole punch		
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Color Multifunction Copier:

	Specifications	Applicable (Yes/ No)	If not, please provide detail
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6	Handles paper weight through paper trays: At least 52-300 gsm		
7	Copying / Printing Speed: <u>At least 30</u> pages per minute		
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11	Console Design with at least 4 Paper Trays and 1 Bypass Tray (Standard)		
12	Output Tray Capacity at least 500 sheets (total)		
13	Duplex Automatic Document Feeder Capacity: Minimum 130 sheets		
14	Duplex Automatic Document Feeder Paper Weight: at least 38-128gsm		
15	Touch Screen Panel and able to customize user interface with frequently used icons and features		
16	Supported Operating System: Windows 11 & macOS 12		
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Centralized Printing Management Solution:

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15	Support email alert administration		
16	Support report generation by date		
17	Automated (scheduled) report generation		
18	Configuration (full detail and summary)		
19	Support unlimited user account		
20	Real time monitoring on devices status including tray, drum, and toner		
21	Support scanning to different designated locations at same time (workflow)		
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2	Minimum 5-year free warranty starting from the date of acceptance of the goods, which include all spare parts & labor costs		
3	Free on-loan machine as a backup support in case of emergency		
4	Internet remote support		
5	Auto meter reporting, proactive fault alert, consumable management, and green reporting		
6	On-site service with recovery time not more than 4 hours after receiving phone call		
7	Professional trainer will be assigned for staff and students		
8	Contract period: 60 months		
9	Monthly Charge: \$ _____ /month		
10	a) Cost per copy/print for Black & White: \$ _____ b) Cost per copy/print for Color: \$ _____		
11	Annual Increment: _____		



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承投多功能影印機及打印管理系統(須填具一式兩份)

學校名稱：聖芳濟各書院

學校地址：新界粉嶺欣盛里一號

學校檔號 (由校方填寫)：Quote/20230915/PRINT/1200

截止日期 / 時間 (由校方填寫)：2023 年 10 月 6 日 中午十二時前

第 I 部分

下方簽署人願意按照所列的價格(其他費用全免)·以及校方提供的任何圖則及/或規格·供應夾附的報價附表上所列的全部或部分項目·而交貨期限已於正式訂單上註明。下方簽署人知悉·所有未經特別註明的項目·如已在英國標準規格內有所訂明·則須符合該等規格·報價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報價書或任何一份報價書·並有權在報價書有效期內·採納某份報價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·而其公司所供應的各個項目並無侵犯任何專利權。



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第 II 部分

再行確定報價書的有效期

有關本投標書的第 I 部分，現再確定本公司的報價書有效期

由 _____ 年 _____ 月 _____ 日至 _____ 年 _____ 月 _____ 日，為 90 天。

下方簽署人亦同意，報價書的有效期一經再行確定，其公司就該事項註明於報價表格內的預印條文，即不再適用。

第 III 部分

維護國家安全

下方簽署人確認即使報價 / 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。



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日期 _____年 _____月 _____日

簽署人 _____

職銜 _____

(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

_____公司簽署報價書，該公司在香港註冊

的辦事處地址為 _____

電話號碼： _____

傳真號碼： _____

備註：承辦人、其僱員及代理人不得向學校僱員、校董會成員、或負責考慮本標書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」)。假如承辦人、其僱員及代理人在履行本合約時，觸犯〈防止賄賂條例〉所訂明的任何罪行，則學校可取消合約，而承辦人須為學校因此而蒙受的任何損失或損害負上的法律責任。



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承投多功能影印機及打印管理系統(須填具一式兩份)

學校名稱：聖芳濟各書院

學校地址：新界粉嶺欣盛里一號

學校檔號 (由校方填寫)：Quote/20230915/PRINT/1200

截止日期 / 時間 (由校方填寫)：2023 年 10 月 6 日 中午十二時前

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聖芳濟各書院

St. Francis of Assisi's College

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第 II 部分

再行確定報價書的有效期

有關本投標書的第 I 部分，現再確定本公司的報價書有效期

由 _____年 _____月 _____日至 _____年 _____月 _____日，為 90 天。

下方簽署人亦同意，報價書的有效期一經再行確定，其公司就該事項註明於報價表格內的預印條文，即不再適用。

第 III 部分

維護國家安全

下方簽署人確認即使報價 / 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。



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日期 _____年 _____月 _____日

簽署人 _____

職銜 _____

(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

_____公司簽署報價書，該公司在香港註冊

的辦事處地址為 _____

電話號碼： _____

傳真號碼： _____

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