

Tender Document for

**QEF Project:**  
**Interactive Whiteboard & Construction Works**

Marymount Secondary School

**(Ref: EDB/QEF/2020/0848)**

**Date: 26 May 2023**

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# Marymount Secondary School

## Tender Document for QEF Project I: Interactive Whiteboard & Construction Works (Ref: EDB/QEF/2020/0848) Invitation to Tender

### PART I:

<b>Reference # :</b>	EDB/QEF/2020/0848
<b>Procuring Authority</b>	Marymount Secondary School
<b>Works</b>	To provide equipment, services and/or solutions of the following items: <ol style="list-style-type: none"> <li>1. Supply and install Interactive Whiteboard, MDM Management Software for IWB, PA System and Sliding Cabinet System.</li> <li>2. Provide and maintain Training, Technical Support and Warranty Service of the above installations.</li> </ol>
<b>Description</b>	The Contractor shall be responsible for the design, build, operate and maintain the whole infrastructure; and to pay for the service by subscription thereafter, through a subscription model.
<b>Contact</b>	Ms. Melody Poon Marymount Secondary School 123 Blue Pool Road, Happy Valley, Hong Kong Tel: (852)2572-8221; Fax: (852)2572-9371; Email: melody@mss.edu.hk
<b>Closing Date / Time</b>	Not later than <b>12:00noon, 19 June, 2023 (Monday)</b>
<b>Submission of Tender</b>	Your sealed tender, in duplicate, should be clearly marked on the outside envelope : <b>Tender for QEF Project I: Interactive Whiteboard &amp; Construction Works</b> The envelope should be addressed to <b><u>Marymount Secondary School, 123 Blue Pool Road, Happy Valley, Hong Kong</u></b> not later than <b><u>12:00noon, 19 June, 2023 (Monday)</u></b> .
<b>Remarks:</b>	The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such details; tenders shall <b>REMAIN OPEN FOR 90 DAYS</b> after the Closing Date; and <u>the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open.</u> The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

## PART II

### RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from \_\_\_\_\_ .

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

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of : -

\_\_\_\_\_

whose registered office is situated at

\_\_\_\_\_ Hong Kong.

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Company Chop

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**Part A**  
**Terms of Tender**

## A) Terms of Tender

### 1. Single Point of Contact

Although the products bid could be from various sources, the Tenderer is required to be the single point of contact for all related activities such as purchase, delivery, installation, training, maintenance, etc.

### 2. Format of Tender and Information to be provided with the Tender

The Tender shall be prepared simply and economically, providing a straight forward delineation of the Tenderer's capabilities to satisfy the requirements of this Tender. The Tenderer shall submit the following with the Tender:-

- 2.1 Where relevant, the Tenderer is required to provide a deviation table illustrating how, if any, the performance of the offered system or equipment deviates from the specification requirements. Irrespective of whether such a deviation table is submitted with the Tender, the Tenderer must append the full specification including standard equipment catalog, customized manufacturing details, special design/installation/testing methodology etc. pertinent to the Tender Documents when submitting the tender. Failure to enclose such technical information shall invalidate the Tender.
- 2.2 Completion of Part D: Tender Schedule and Item Specifications:
  - a. All the information required in Part D: Tender Schedule must be completed in duplicate.
  - b. All the Item Specifications listed on the pages following the Tender Schedule MUST be ticked and signed, accordingly. In addition, any remarks or alternatives must be stated clearly in respective rows.
  - c. The Form of Tender must be completed and signed, accordingly.
  - d. The Confirmation Letter for Compliance with Probity and Anti-Collusion Clauses in Tender must be completed and signed, accordingly.
- 2.3 Detailed description of the system and every item of equipment offered, together with full technical literature and catalogues must be included when submitting the tender.
- 2.4 Statement of reliability (mean time between failure, and mean time to repair) for the equipment offered.
- 2.5 All the terms and conditions and requirements contained in the Tender Documents shall be binding on the Contractor upon acceptance of its tender by the School. However, tenderers may recommend alternatives by specifying exceptions to the original items. Should a tenderer wish to specify exception to any original item, it must supply additional information and give reasons and explain the advantages for the school to consider.

3. Sample Submission /Equipment Demonstration

The Tenderer may be required to submit, during the Tender evaluation stage, samples of the proposed equipment for technical evaluation purposes. In addition, it may be required to submit documentation, special maintenance tools and any special testing equipment that may be necessary for thorough technical evaluation of the submitted samples.

The Tenderer may be required to arrange a product demonstration upon request by the School to prove that the proposed equipment can meet the functional and technical specified in the Tender's Item Specifications. Failure to arrange the demonstration or the performance of the system in the demonstration cannot meet the Tender Specification will result in the disqualification of the Tender.

All associated costs including those of delivery and collection of samples and other items to and from the School shall be borne by the Tenderer.

4. Fixed Price Tender

All tender prices should be quoted in Hong Kong Dollars. The tender price shall be a "fixed price tender" for carrying out the Works in conformity with the General Conditions of Contract, Drawings and Specifications, Schedule of Equipment, Software, Materials & Rates, and Schedule of Maintenance in every respect to the satisfaction of the School.

The tender price shall include without limitation to the cost of all labour, materials, cutting and waste, duties, royalties, packing, freight, shipping, insurance, godown or other storage costs, delivery to site, hoisting and fixing in the required position, plant, supervision and all things and matters necessary for the carrying out, and timely and satisfactory completion of, the entire Works detailed in the Contract or otherwise incidental to the due and proper performance of the Contract by the Contractor whether or not expressed in the General Conditions of Contract, Drawings and Specifications, Schedule of Equipment, Software, Materials & Rates and Schedule for Maintenance in every respect to the satisfaction of the School.

5. Tendering Cost

The Tenderer should note that all costs in the preparation of the Tender shall be borne by the Tenderer, irrespective of whether the Tender is successful or not.

6. Tenderer's Past Performance

The School reserves the right to independently check with user departments, companies, or consultants who have previously awarded contracts to the Tenderer, and to validate the past performance of the Tenderer. If requested, the Tenderer shall provide all necessary assistance in this evaluation exercise.

7. Terms of Offer

The School is not obliged to accept the lowest tender or any tender, and reserves the right to negotiate with any tenderer about the terms of its tender and/or to accept all or any part of tender at its absolute discretion.

8. Tender Validity

The Tender submitted by the Tenderer shall remain open for 90 days from the Closing Date. No adjustment to the tender price may be made as a result of any variation in exchange rate between Hong Kong dollar and any other currency or as a result of any fluctuation in the cost of the labour, materials, equipment and constructional plant and any other cost incurred by the Contractor in the execution of the Works.

9. Award Criteria

The Contract will be awarded to the most advantageous tender in terms of price, quality, delivery, technical merit and specified performance standards. Short-listed tenderers may be interviewed and requested to give a presentation.

10. Tenderer's Communication

All proposals, information and responses from the Tenderer must be submitted in writing. The terms of the Tender Documents and all proposals, information and responses submitted by the successful tenderer (the "Contractor") shall, unless otherwise specifically excluded, be incorporated into a part of the final agreement between the School and the Contractor (the "Contract") upon acceptance of its tender by the School.

11. Tenderer Enquiries

Enquiries about the Tender Documents should be directed to:

Ms. Melody Poon  
Marymount Secondary School  
123 Blue Pool Road, Happy Valley  
Hong Kong  
Tel: (852)2572-8221  
Fax: (852)2572-9371  
Email: melody@mss.edu.hk

All correspondence shall also be copied to:

Dr. Daphne Ho  
Principal  
Email: principal@mss.edu.hk

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*All the items stated in Part A: Terms of Tender are noted.*

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Sign

## **Part B**

### **General Conditions of Contract**

## B) **General Conditions of Contract**

### 1. Definitions and Interpretation

In the Tender Documents, unless the context otherwise requires, the following words and expressions shall have the following meanings:

- **“Closing Date”** means **12:00noon, 19 June 2023, Monday.**
- **“Coordinator(s)”** means such person(s) as may be appointed by the School for the time being to act as the Coordinator of the Works and notified to the Contractor.
- **“School”** means Marymount Secondary School
- **“Site”** means the lands and other places provided by the School for the execution of the Works.
- **“Works”** means all the work and things to be executed, supplied and or carried out by the Contractor under the Contract.

### 2. Non-Exclusive Contractor

The Contract contemplated herein is non-exclusive, and the School reserves the right, notwithstanding the conclusion of the Contract with the Contractor, to engage other supplier(s) or contractor(s) to supply any products and/or to provide any service similar to the Works or any thereof at any time and from time to time. However, the Contractor will be obliged to accept orders placed by the School as contemplated herein.

### 3. Division of Tender

Tenderers may elect to tender for part or all of the Works. The School also reserves the right to accept all or any part of a Tender unless the Tenderer expressly stipulates otherwise in its Tender.

### 4. Extent of Contract

The Contractor shall, subject to the provisions of the Contract, execute the Works and provide all labour, materials, equipment, transport to and from the Site or in and about the Works and everything whether of a temporary or permanent nature required in and for such execution so far as the necessity for providing the same is specified in or reasonably to be inferred from the Contract.

### 5. Sub-contract

The Contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations hereunder without the prior written consent of the SMC/IMC.

6. Quantity

Any quantity provided in the Tender Documents is as estimate of the probable requirements and such estimates must be regarded as being given as assistance to tenderers only when preparing the Tender Documents and not as being a figure to which the School binds itself to adhere. No claim for any additional quantities for any item which may be or becomes necessary for the proper execution of the Works will be considered.

7. Duties and Powers of the Coordinator(s) and the Principal

- a. The Coordinator(s) shall carry out such operational and technical duties as is specified in the Contract with due expedition. The Contractor shall take instructions, order or directions only from the Coordinator(s), the Principal or persons authorized by the School.
- b. The duties of the Coordinator(s) are to watch and inspect the Works, to test and examine any materials and equipment to be used and workmanship employed by the Contractor in connection with the Works.
- c. Authorized signers of the School, including the Principal, shall authorize all matters requiring sign off or approval on behalf of the School in respect of the Tender Documents or Contract.

8. General Obligations of the Contractor

- a. Work to be to the Satisfaction of the Coordinator

The contractor shall execute, complete and maintain the Works in strict accordance with the Contract to the satisfaction of the Coordinator and shall comply with the Coordinator's instructions on any matter related to the Contract, whether mentioned in the Contract or not.

- b. Compliance with Law

The Contractor shall execute the Works and carry out the Contract to the satisfaction of the School at its absolute discretion and shall in all respects comply with all applicable laws in Hong Kong.

For the purposes of the Contract, any act, default or omission of any of the Contractor's directors, officers, employees, agents or contractors shall be deemed to be the act, default or omission of the Contractor.

- c. Offering Gratuities

- i. The Tenderer shall not, and shall procure that its employees, agents and sub-contractor shall not, solicit or accept an advantage as defined in the Prevention of Bribery Ordinance, Cap 201 in connection with the tendering and execution of the Contract.
- ii. Failure to so procure or any act of offering, soliciting or accepting advantage referred to in sub-clause (i) of this Clause committed by the Tenderer or by an employee,

agent or sub-contractor of the Tenderer shall, without affecting the Tenderer's liability for such failure and act, result in its tender being invalidated.

d. Anti-Collusion

- i. The Tenderer shall not communicate to any person other than the School the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not it or that other person should or should not tender or otherwise collude with any other person in any manner whatsoever in the tendering process until the Tenderer is notified by the School of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate its tender.
- ii. Sub-clause (i) of this Clause shall have no application to the Tenderer's communications in strict confidence with its own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with its consultants/ sub-contractors to solicit their assistance in preparation of tender submission.
- iii. The Tenderer shall submit to the School a duly signed letter in the form set out in Part F Declaration on Compliance with the Anti- Collusion Requirements. The letter shall be signed by a person authorized to sign the Contract on behalf of the Tenderer.

e. Cost of Additional and Alternative Works

The Contractor will be responsible for the cost of any additional or alternative works to suit the equipment delivery, storage, installation and commissioning requirements if such have not been highlighted clearly by the Contactor and confirmed acceptable by the School before the award of the Contract.

9. Termination of Contract

Without prejudice to the other provisions of the Contract, the School shall be entitled forthwith to terminate the Contract at any time by notice in writing to the Contractor if:

- a. The Contractor commits any breach of any of the provisions of the Contract and, in the case of a breach capable of remedy, fails to remedy the same within seven (7) days after receipt of a written notice giving particulars of the breach and requiring it to be remedied;
- b. A receiver is appointed over any of the property or assets of the Contactor or the Contractor makes any voluntary arrangement with its creditors or become subject to an administration order;
- c. The Contractor becomes bankrupt or goes into liquidation; or
- d. The Contractor ceases, or threatens to cease, to carry on business,

Provided that any waiver by the School of any breach on the part of the Contractor of any of the terms of the Contract shall not be considered as a waiver of any subsequent breach of the same or any other terms of the Contract, and the rights of the School to terminate the Contract shall be without prejudice to any other right or remedy of the School in respect of

the breach concerned or any other reach, and the termination of the Contract shall be without prejudice to any obligations or rights of the School which have accrued prior to such termination;

Provided further that the termination of the Contract by the School however causes shall be without prejudice to any obligations of the Contractor and/or the rights of the School which have accrued prior to such termination, and shall not affect any provision of the Contract which is expressly or by implication provided to come into effect on or to continue in effect after such termination.

Without prejudice to the generality of the foregoing, if the Contractor shall fail to execute the Works or any part thereof required under the Contract or refuses to comply with any instruction or order given by the Coordinator, the Coordinator's Representative or the School in accordance with the Contract, the School shall be entitled to carry out such work or instruction by its own workmen or by other contractors. Without prejudice to any other right or remedy of the School, all losses, damages, costs and expenses including without limitation any additional expenses suffered or incurred by the School shall be borne by the Contractor absolutely and the School shall be entitled to deduct any such sum from monies due to the Contractor under this Contract or under any other contact between the School and the Contractor.

11. Guarantee and Damages for Non-completion

The Contractor shall fully guarantee that the Works and any part will be performed as contemplated under the Contract for a period as stated in Section 2(a) of Part G: Form of Tender commencing from the date of acceptance of the Works by the School.

If the Contractor fails to complete the Works by the date for completion stated in Section 2(a) of the Form of Tender or within any extended time (as permitted by the School for causes of delay attributable to the acts of the School or its agents) and the Coordinator certifies in writing that in his opinion the same ought reasonably so to have been completed, then without prejudice to any other remedy, the Contractor shall pay to the School a sum calculated at the rate of HK\$1,000 per day as liquidated and ascertained damages for the period during which the works shall so remain or have remained incomplete, and the School may deduct such sum for any monies due to the Contractor under this Contract or under any other contract between the School and the Contractor.

12. Payment

The Contractor shall be entitled to payment within 30 calendar days after the completion of any tests and submission of test reports as required under the Contract.

13. Independent Contractor

The Contractor shall act as an independent contractor and not as an employee, partner or agent of the School, and the Contractor and any of its directors, officers, employees, agents or contractors shall have no authority to act for or to bind the School in any manner whatsoever.

14. Governing Law

The Contract shall be governed by and construed in all respects in accordance with the laws of Hong Kong.

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*All the items stated in Part B: General Conditions of Contract are noted.*

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Sign

**Part C**  
**General Requirements**  
**& Acceptance Conditions**

## 1. General Requirements

### 1.1 Scope of Works

1.1.1 The works shall include without limitation the design, supply, installation, connection, testing and commissioning of the purchase of various IT equipment (the “Scope of Work”). The Contractor shall submit a proposal of the solutions according to the specifications indicated in the following parts of this tendering document.

1.1.2 The Scope of work under the Contract shall require the whole of the labour and materials necessary for the complete execution of the Works as required under the Tender Documents. It shall include not only the major items of equipment shown or specified but also all the incidental sundry components necessary for the execution of the Works, whether or not these sundry components are mentioned in works including cabling connecting all system elements, etc. are also included in the Scope of Works under the Contract.

1.1.3 The Contractor might be required to work outside office hour at its own cost to meet the Programme of the Works as specified in the Tender Documents.

### 1.2 Case of Conflict

Where any ambiguity, discrepancy or conflict arises between this Part and any other Parts of the Tender Documents, the requirements specified in this Part shall prevail.

### 1.3 Site of Works

1.3.1 Each tender shall be deemed to have obtained all necessary information concerning the Site conditions which may affect or influence this tender and shall be fully aware of the Scope of Works involved. The Tenderer shall also identify any potential equipment transportation difficulty, security and advice the Coordinator of any necessary course of action in the Tender Documents, otherwise it is deemed to accept that the installation environment is suitable for the system specified in the Contract to perform its function in accordance Contractor agrees to execute the works and carry out the Contract at the Site on an “as is” and “where is” basis and solely as a result of its own inspection and on the basis of the terms and conditions set out in the Tender Documents.

1.3.2 The Contractor is required to follow the security measure or rules imposed by the School from time to time governing the access to and working at the Site.

#### 1.4 Time of Works

Access to the Site at the School premises for all execution of the Works or any part thereof is allowed from 8:00am to 6:00pm, Monday to Saturday. However, access to classrooms and classroom corridors is restricted from 3:30pm to 6:00pm for all active School days, unless pre-arranged with the approval of the Coordinator.

Any noisy work is restricted from 3:30pm to 6:00pm for all school days. Prior approval shall be obtained from the Coordinator and the School before the commencement of any noisy work.

The Contractor shall at all times observe and comply with the Noise Control Ordinance Cap. 400.

#### 1.5 Programme of Works

1.5.1 The whole of the Works shall be completed and delivered by 18 August 2023. Any delays must be notified in writing and approved by the School.

1.5.2 The installation shall be carried out, if needed, on the date as instructed by the Coordinator within 30 days from delivery. A simple functionality test shall be performed upon completion of the installation.

1.5.3 The Tenderer shall submit a tender proposal for consideration. Any works which are required to be witnessed by the School, e.g. bench and site acceptance, shall also be entered in the programme with the respective time scales indicated.

#### 1.6 Supervision

The Contractor shall ensure that adequate on site supervision is effected so that the execution of the Works or any part thereof shall be consistent with good practice and in a safe manner, and to the satisfaction of the Coordinator. The Contractor shall also ensure that any electrical work shall be done by a registered electrician, and proof of registration must be submitted prior to the commencement of electrician for the Coordinator's information.

#### 1.7 Prices

The Tenderer shall complete all parts as listed in Part D (Tender Schedule & Specifications) of the Tender Documents. Unit prices shall be quoted in order that if the School so wishes, the quantities to be ordered may be varied. Prices shall be quoted in Hong Kong dollars.

## 1.8 Acceptance Test

1.8.1 The acceptance tests shall comprise an on-site commissioning test and an operability period test.

1.8.2 Any commissioning test report shall be submitted to the Coordinator for his endorsement and retention within one (1) week after the test.

1.8.3 The Contractor shall be responsible for providing testing equipment for any acceptance tests.

### 1.8.4 On-site commissioning test

The on-site commissioning test shall test the performance of the system specified in the Contract after installation against the performance requirements as stipulated in the Tender Documents.

### 1.8.5 Operability period test

(a) Upon the successful completion of the on-site commissioning test, the operability period test shall commence and last for a period of one (1) month.

(b) The system specified in the Contract shall perform in a satisfactory manner throughout the operability period test without faults or defects that may affect the smooth operation of the system specified in the Contract.

(c) Should there be occurrence of faults and defects affecting the smooth operation of the system specified in the Contract, the operability period test shall be extended for another one (1) month after the faults and defects have been rectified by the Contractor.

## 1.9 Defects Liability Period, Maintenance and/or Warranty

The Defects Liability Period or Warranty Period shall be thirty-six (36) months commencing from the date of completion. The contents and extent of work to be carried out by the Contractor within the Defects Liability Period or Warrantee Period shall be as set out in Part D (Tender Schedule & Specifications) of the Tender Documents.

For all the system elements supplied and installed under the Contract, they shall have a life expectancy of at least three (3) years under normal system operations. The Contractor shall be responsible for warranty, maintenance and free of charge replacement within the entire warranty period.

2. Acceptance Condition

- 2.1 The contractor shall be required to carry out tests to demonstrate that the equipment and system specified in the Contract meet the specifications set out in the Part D (Tender Schedule & Specifications) of the Tender Documents and other requirements under the Contract. The Contractor shall also be responsible for the timely preparation and compilation of all test plans, test schedules, test procedures and test reports, if needed.
- 2.2 Final acceptance of the system specified in the Contract shall only be certified if:
- (a) Full compliance and conformance to the requirements specified in the Tender Documents including the specification set out in this Part D (Tender Schedule & Specifications) of the Tender Documents are achieved;
  - (b) No physical damages, blemishes, cracks in the equipment as well as the console, and cables are found.
  - (c) All relevant documentation has been delivered.
- 

*All the items stated in Part C: General Requirements & Acceptance Conditions are noted.*

\_\_\_\_\_  
Sign

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**Part D**  
**Tender Schedule & Specifications**

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## TENDER SCHEDULE

**(To Be Completed In Duplicate)**

(Columns (2), (3), (4) and (5) to be completed by Tenderer)

(1) Item No.	(2) Description / Specification  <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (✓) if "No Offer"
1.1	<p><b><u>Interactive Whiteboard</u></b></p> <p><b><u>Option A:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 75-inch Interactive Whiteboard with Mobile Management Service</li> <li><input type="checkbox"/> Trolley Support 75" - 86" Interactive Displays with adjustable viewing height option</li> </ul> <p><b><u>Option B:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 86-inch Interactive Whiteboard with Mobile Management Service</li> <li><input type="checkbox"/> Trolley Support 75" - 86" Interactive Displays with adjustable viewing height option</li> </ul> <p><i>(Please complete the specification listed on page 31-34.)</i></p>	<p>35 Qty</p> <p>5 Qty</p>			<input type="checkbox"/> No Offer <hr/> Signature
1.2	<p><b><u>Installation of Item 1:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct mounting 75" / 86" IWB x 5 Qty into the <b>Trolley</b> with durable mounting kit</li> <li><input type="checkbox"/> Direct mounting 75" / 86" IWB x 30 Qty into the <b>Custom-Made Sliding Cabinet System</b> (Ref. item 4) with durable mounting kit</li> <li><input type="checkbox"/> Connection of power cable of the IWB to the nearby power socket</li> <li><input type="checkbox"/> Supply and install HDMI x2 cable, USB- Touch cable, Audio- out cable with PVC flat trunk or PVC conduits if necessary</li> <li><input type="checkbox"/> Supply and install 8-Port Gigabit Ethernet Unmanaged Switch</li> <li><input type="checkbox"/> For teacher's desk not located at windows side classroom, supply with Curve PVC floor trunk</li> </ul>	<p>35Qty</p>			<input type="checkbox"/> No Offer <hr/> Signature

(1) Item No.	(2) Description / Specification <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (✓) if "No Offer"
2.	<p><b><u>Supply and Install MDM Management Software for IWB (3 Years License)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remotely batch mode install/ uninstall apps</li> <li><input type="checkbox"/> Simplify batch tasks and workflows</li> <li><input type="checkbox"/> Remote real time screen control and view</li> <li><input type="checkbox"/> Remote control panel device setting</li> <li><input type="checkbox"/> Broadcasting notice to all or selected panels</li> <li><input type="checkbox"/> Panel devices level usage history and reports</li> <li><input type="checkbox"/> Perform all software setup, programming and updates to develop a complete operating system</li> </ul> <p><i>Otherwise please specify:</i></p> <hr/> <hr/> <hr/>	35 Qty			<p style="text-align: center;"><input type="checkbox"/> <i>No Offer</i></p> <hr/> <p style="text-align: center;">Signature</p>
3.	<b><u>Infrared Classroom PA System *(Qty are subjected to school visit)</u></b>				
3.1	<p><b><u>Infrared Amplifier</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Number of Channels:</u></b> 2 Channels</li> <li><input type="checkbox"/> 50-Watt digital hybrid Class D <b><u>power</u></b> amplifier, powers 4 x 8-ohm speakers.</li> <li><input type="checkbox"/> <b><u>Audio inputs</u></b> for computer, DVD and Aux input (Mic / Line level switchable) on rear panel and 1 Audio input on the front panel.</li> <li><input type="checkbox"/> <b><u>Audio outputs:</u></b> one for Assist Listening System (ALS) output with level control on rear panel and the other for lesson capture recording on front panel.</li> <li><input type="checkbox"/> <b><u>Hybrid</u></b> teaching and learning capability.</li> <li><input type="checkbox"/> <b><u>Teacher Voice Priority</u></b> - Channel A microphone is given priority over other line inputs.</li> <li><input type="checkbox"/> <b><u>3-band EQ</u></b> permitting accurate tone correction.</li> <li><input type="checkbox"/> <b><u>Charger connection</u></b> 5V DC USB.</li> <li><input type="checkbox"/> <b><u>Digital Feedback Protection (DFG):</u></b> Reduces the chance of audio feedback.</li> <li><input type="checkbox"/> <b><u>Accommodation:</u></b> up to 2 ceiling sensors for increased mic reception coverage.</li> <li><input type="checkbox"/> <b><u>Power sleep mode</u></b> to conserve energy.</li> </ul> <p><i>Continued next page.</i></p>	33 Qty			<p style="text-align: center;"><input type="checkbox"/> <i>No Offer</i></p> <hr/> <p style="text-align: center;">Signature</p>

(1) Item No.	(2) Description / Specification <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (☑) if "No Offer"
3.1	<b><u>Infrared Amplifier</u></b> Otherwise please specify: <hr/> <hr/> <hr/> Brand: _____ Model: _____				
3.2	<b><u>Infrared Dome Sensor with 15M Cable</u></b> <input type="checkbox"/> <b>Type:</b> Ceiling <input type="checkbox"/> <b>Reception Angle:</b> 360 Degree Full Semi-Spherical (Half Dome) Coverage <input type="checkbox"/> <b>Operating Range:</b> ≥15M Line-Of-Sight <input type="checkbox"/> <b>Reception Area:</b> ≥ 230 sq Metre	33 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature
3.3	<b><u>Speaker</u></b> <input type="checkbox"/> <b>Rated Power</b> 35W RMS <input type="checkbox"/> <b>Unit:</b> Woofer 5.25" + 1" Tweeter <input type="checkbox"/> <b>Frequency Range:</b> 60 - 18KHz <input type="checkbox"/> <b>Sensitivity:</b> 89dB <input type="checkbox"/> <b>Impedance:</b> 8 Ohm <input type="checkbox"/> <b>Size (+/- 100mm):</b> 250 x 170 x 170mm (H x W x D) <input type="checkbox"/> <b>Color:</b> White	33 Pairs (66Qty)			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature
3.4	<b><u>Infrared Handheld Microphone</u></b> <input type="checkbox"/> <b>Number of Channels: 2 Channels</b> (Switchable) <input type="checkbox"/> <b>Mic Type:</b> Condenser, Unidirectional <input type="checkbox"/> <b>Transmission Angle:</b> 360 Degree <input type="checkbox"/> <b>IR Emitter:</b> 2pcs (On Top & Bottom) to prevent blocking by hand <input type="checkbox"/> <b>Battery Used:</b> AA Alkaline / rechargeable battery (Batteries are Not Included)	60 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature

(1) Item No.	(2) Description / Specification <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (☑) if "No Offer"
3.5	<b><u>Infrared Pendant Transmitter</u></b> <input type="checkbox"/> With Lithium Battery, USB-Micro USB Cable, USB Power Adaptor, Detachable Clip & <input type="checkbox"/> <b><u>Safety Breakaway Lanyard</u></b> with Mute Switch, Volume Up/Down, Aux Input <input type="checkbox"/> <b><u>Number of Channels:</u></b> 3 Channels (Push to Talk) <input type="checkbox"/> <b><u>Pilotone Frequency:</u></b> 32.768KHz <input type="checkbox"/> <b><u>Transmission Angle:</u></b> 180°, Conical Location of <input type="checkbox"/> <b><u>IR Emitter:</u></b> Built-in, Top	33 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature
3.6	<b><u>Installation of Item 3:</u></b> <input type="checkbox"/> <b><u>Wall Mount</u></b> Service for Speakers <input type="checkbox"/> <b><u>Cabling</u></b> with PCV Conduits using existing power supply	33 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature
4.1	<b><u>Custom-Made Sliding Green/ Whiteboard Cabinet System</u></b> <input type="checkbox"/> Round Corner with Aluminum Frame, Enamel Green/ Whiteboard Surface with 2 layers <input type="checkbox"/> Cabinet Size: 6300mm x 1280 mm* <input type="checkbox"/> Composed of: ■ 2 Fixed Enamel Green Whiteboard (Each size about: 1300mm x 1200mm), ■ 1 Sliding Enamel Green/ Whiteboard on top layer to cover the IWB (Size about: 790mm X 12000mm), ■ 2 Fixed Notice Boards (Size about: 800mm x 1200mm) ■ Cabinet to contain the IWB (Size about: 2100mm x 1200mm) ■ Chalk Box/ Pen Tray: 2100mm  <i>*Size is subjected to school visit and size should not be smaller than existing greenboard and notice boards.</i>  <i>Otherwise please specify:</i> <hr/> <hr/> <hr/>	30 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature

(1) Item No.	(2) Description / Specification <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (☑) if “No Offer”
4.2	<p><b><u>Dismantle, Disposal and Builders Work</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dismantling existing Greenboard/ Whiteboard, Notice Boards, Screen and Projector</li> <li><input type="checkbox"/> Disposal Job for old boards, unnecessary stuffs, and package of IWB including moving to G/ F for disposal</li> <li><input type="checkbox"/> Relocate speakers/ pipes if necessary for some classrooms</li> <li><input type="checkbox"/> Wall furnishing Job including hole filling, similar color painting job</li> <li><input type="checkbox"/> Connect and install the Apple TV to the HDMI port of the IWB for full operation</li> <li><input type="checkbox"/> Wall Mounting Service for Sliding Board Cabinet System</li> <li><input type="checkbox"/> Relocation conduit work and install all equipment, cables, wiring connectors, connection plates at the project site</li> </ul> <p><i>Otherwise please specify:</i></p> <hr/> <hr/> <hr/>	30 Qty			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature
5.	<p><b><u>Acceptance Test, Technical support and Training of Item 1-3:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide and perform <b>User Acceptance Test</b> with the School in- charges</li> <li><input type="checkbox"/> <b>Technical support</b> for 3 months after acceptance test</li> <li><input type="checkbox"/> Provide minimum 2 hours of <b>Training</b> to the users with a trainer with a degree and 3 years’ experience, please specify training hours if more than 2 hours: _____</li> </ul>	1 lot			<input type="checkbox"/> <i>No Offer</i> <hr/> Signature

(1) Item No.	(2) Description / Specification <b>Only put (☑) if offer; it will be included as payment standard</b>	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	Only Tick (☑) if "No Offer"
6.	<b><u>Warranty and maintenance services with onsite support</u></b> <input type="checkbox"/> Onsite support time: 8:00 a.m. – 5:00 p.m. <input type="checkbox"/> Response time for onsite support is no longer than <b>4 hours</b> from the request. <input type="checkbox"/> Free parts and labour covering all hardware, software and license support of item 1-4 of the above.  <i>Otherwise please specify:</i> <hr/> <hr/> <hr/>	   3 Years   5 Years			   <input type="checkbox"/> <i>No Offer</i>  <hr/> Signature
<b>Total Cost \$</b>					

(7) **Delivery Offer** within 3 weeks of the tender award date.

- *Columns (2), (3), (4) and (5) to be completed by Tenderer.*

(8) **Suggested Work Schedule:**

All equipment must be delivered **on or before 18 August 2023**. Any delay(s) must be notified in writing and be approved by the School.

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

**Name of Tenderer /  
Company:**

**Signature of person  
authorized to sign Tender:**

**Name and Designation of  
the Authorized Signature:**

**Date :**

	Company Chop

**Item #1 – Interactive Whiteboard**

***Quantity: 35 Qty***

***(To Be Completed in Duplicate)***

***Specifications as minimum requirements:***

<b>Product Specification</b>	<b>Details</b>	<b>Please tick ✓ and sign, if comply.</b>	<b>Otherwise, please specify</b>
<b>Brand</b>	_____	<input type="checkbox"/> _____ Sign	
<b>Model</b>	_____	<input type="checkbox"/> _____ Sign	
<b>Size</b>	75" or 86"	<input type="checkbox"/> _____ Sign	
<b>Resolution</b>	4K(UHD) / 3840 X 2160	<input type="checkbox"/> _____ Sign	
<b>Panel Life expectancy</b>	50,000 hours	<input type="checkbox"/> _____ Sign	
<b>Brightness (nits)</b>	≥400	<input type="checkbox"/> _____ Sign	
<b>Contrast Ratio</b>	≥ 4000:1	<input type="checkbox"/> _____ Sign	
<b>Refreshing Frequency</b>	60Hz	<input type="checkbox"/> _____ Sign	
<b>Storage / Memory</b>	64GB / 8GB	<input type="checkbox"/> _____ Sign	
<b>Viewing Angle</b>	178:178	<input type="checkbox"/> _____ Sign	
<b>Cover Glass Thickness</b>	≤ 3.2mm	<input type="checkbox"/> _____ Sign	
<b>Cover Glass Hardness</b>	9H with anti-glare coating	<input type="checkbox"/> _____ Sign	
<b>Connectivity</b>	WIFI connectivity	<input type="checkbox"/> _____ Sign	
<b>Touch technology</b>	Fine IR+	<input type="checkbox"/> _____ Sign	
<b>Touch Points</b>	≥40 points (40pts in Window / 32 in Android)	<input type="checkbox"/> _____ Sign	
<b>Pre-Touch distance</b>	1.5mm	<input type="checkbox"/> _____ Sign	
<b>Gap Distance</b>	< 1.5mm	<input type="checkbox"/> _____ Sign	
<b>Front I/O</b>	Type C HDMI Touch- USB Public USB 3.0 x2 MIC-IN	<input type="checkbox"/> _____ Sign	

\_\_\_\_\_  
Sign

Product Specification	Details	Please tick ✓ and sign, if comply.	Otherwise, please specify
<b>Rear I/O</b>	DP/HDMI/Touch-USB RS232 HDMI-OUT Type C USB 2.0 x 2 Qty LAN- OUT LAN- IN Line OUT SPDIF Audio- IN VGA/HDMI2/ Touch-USB USB 3.0 X 3 Qty	<input type="checkbox"/> _____ Sign	
<b>Other special features and general functions</b>			
<b>Whiteboard Function</b>	Support camera input and playback YouTube link in whiteboard	<input type="checkbox"/> _____ Sign	
	Whiteboard app content save in internal storage/USB/ 3rd party cloud/internal cloud	<input type="checkbox"/> _____ Sign	
	Support object grouping, duplicate, preview canvas	<input type="checkbox"/> _____ Sign	
	Support operation mode for switch between application easily	<input type="checkbox"/> _____ Sign	
	Bundle with PC Whiteboard software with support opening and editing android whiteboard content	<input type="checkbox"/> _____ Sign	

\_\_\_\_\_

Sign

Product Specification	Details	Please tick ✓ and sign, if comply.	Otherwise, please specify
<b>Other special features and general functions</b>			
<b>Screen Mirroring</b>	Support Window / MacOS / IOS / Android / ChromeOS	<input type="checkbox"/> _____ Sign	
	Support floating window allows user to use software alongside your shared screen. The mirroring window is moveable and scalable which act like PIP function	<input type="checkbox"/> _____ Sign	
	Support Miracast with touch back function	<input type="checkbox"/> _____ Sign	
	Wireless mirror contents of Window/Mac/IOS/Android/Chrome to screen and mirror screen contents to unlimited mobile devices	<input type="checkbox"/> _____ Sign	
	Do Not Disturb mode block further mirroring requests for maximum concentration	<input type="checkbox"/> _____ Sign	
	Moderator mode support host to authorize user for annotation / control the touch panel / change to host	<input type="checkbox"/> _____ Sign	
	Support 4K video mirroring	<input type="checkbox"/> _____ Sign	
	Support OTA function for both host and client software for all platform to keep up to date IOS protocol	<input type="checkbox"/> _____ Sign	
	Smart control over Android system	<input type="checkbox"/> _____ Sign	
<b>Device Management System</b>	Cloud based Display Management Solution control display settings and update firmware and apps through cloud, and generate usage report (Lifetime)	<input type="checkbox"/> _____ Sign	
	Batch install / uninstall apk by cloud base system without any software install in Window	<input type="checkbox"/> _____ Sign	
	Link up with android login system for centralize control	<input type="checkbox"/> _____ Sign	

\_\_\_\_\_  
Sign

Product Specification	Details	Please tick ✓ and sign, if comply.	Otherwise, please specify
<b>Other special features and general functions</b>			
<b>Signage Broadcast System</b>	Free cloud-based signage system for content control over unlimited device with grouping function	<input type="checkbox"/> _____ Sign	
	Preset scheduling for any time slot within half year	<input type="checkbox"/> _____ Sign	
	Support broadcast of Text / sound / picture / Microsoft office / YouTube / YouTube live broadcasting	<input type="checkbox"/> _____ Sign	
	No software needed to install in PC	<input type="checkbox"/> _____ Sign	
	Assign different role for different user together with account management system for control	<input type="checkbox"/> _____ Sign	
<b>Special functions</b>	Mult-Window: allow 4 android app run together	<input type="checkbox"/> _____ Sign	
	Duo OS: Support duo window which allow 2 apps / 1 app + 1 input signal display side by side	<input type="checkbox"/> _____ Sign	
	Built in recording function (all drawing / system sound / environment sound) – all input	<input type="checkbox"/> _____ Sign	
	Remote control with pointer and spotlight function	<input type="checkbox"/> _____ Sign	
	Support OPS OTG to Android memory	<input type="checkbox"/> _____ Sign	
<b>Accessories</b>	Pen x 2	<input type="checkbox"/> _____ Sign	
	Remote control with sound control	<input type="checkbox"/> _____ Sign	
<b>Payment Schedule</b>	20% in upon Tender confirmation 20% in September 2023 20% in December 2023 20% in March 2024 20 % in June 2024	<input type="checkbox"/> _____ Sign	

- Must include product leaflets/pamphlets when returning the tender.

\_\_\_\_\_  
Sign

**Part E**  
**Form of Declaration of Conflict of Interest**

MARYMOUNT SECONDARY SCHOOL

**Form of Declaration of Conflict of Interest**

In respect of the subject tender exercise, Tenderers are required to declare that no member of your company is family member, close friend or one of the close personal relationship of any staff member of Marymount Secondary School’s Tender Board Committee and Tender Vetting Committee. Should there be any close personal relationship between the members of your company and Marymount Secondary School’s Tender Board Committee and Tender Vetting, you are required to give particulars of the personal relationship of the concerned member. The School strictly prohibit directly or indirectly promising, giving or receiving any type of bribe, kickback, payoff or inappropriate advantage (whether in cash or any other form) to any staff member of Marymount Secondary School’s Tender Board Committee and Tender Vetting, with the intention of influencing that person to assist in obtaining the tender.

Name of Tenderer /  
Company:

Signature of person  
authorized to sign  
Tender:

Name and Designation  
of the Authorized  
Signature:

Date :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Company Chop
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**Declaration of Conflict of Interest: No / Yes \*** (\* = delete if inappropriate)

If “yes”, please give the name and particulars of the member and describe your relationship with the member below.

Name of Tenderer’s Staff: \_\_\_\_\_

Name of Marymount Secondary School’s Staff: \_\_\_\_\_

Relationship: \_\_\_\_\_

## **Part F**

### **Declaration on Compliance with the Anti-Collusion Requirements**

MARYMOUNT SECONDARY SCHOOL

Date: \_\_\_\_\_

To: Dr. Daphne Ho  
Principal  
Marymount Secondary School  
123 Blue Pool Road, Happy Valley  
Hong Kong

Re: Tender Reference No. EDB/QEF/2020/0848

**Tender for QEF Project I: Interactive Whiteboard**

**Confirmation letter for Compliance with Probity and Anti-Collusion Clauses in Tender**

I/we, \_\_\_\_\_ (name of the tenderer) of  
\_\_\_\_\_ (address of the tender) refer to my/our  
tender for the above Tender.

I/we confirm that as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, I/we had not communicated to any person other than the authorized representatives of Marymount Secondary School (hereinafter referred to as 'the School') the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not I/we or that other person should tender or otherwise colluded with any other in any manner whatsoever and undertake that at any time thereafter in the tendering process for the above Tender until the tenderer is notified by the School of the outcome of the tender exercise and other than the Excepted Communications referred to in the last paragraph of this letter I/we will not communicate to any person other than the School the amount of any tender, adjust the amount of any tender by arrangement with any person, make any arrangement with any other person about whether or not I/we or that other person should tender or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression "Expected Communication" means my/our communications is in strict confidence with my/our own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with my/our consultants or sub-contractors to solicit their assistance in preparation of tender submission.

\_\_\_\_\_  
(signed for and behalf of the tenderer)

**Part G**  
**Statement of Personal Data Privacy**

MARYMOUNT SECONDARY SCHOOL

Statement of Personal Data Privacy

All Tenderers must note the purpose of all personal data collected will be used as follows:

1. All personal data provided in a Tender will be used by the School for the purposes of the Invitation to Tender and all other purposes arising from or incidental to it (including for the purposes of tender evaluation, the award of the Contract and resolution of any dispute arising from the Invitation to Tender).
2. By submitting a Tender, a Tenderer is regarded to have agreed to, and to have obtained from each individual whose personal data is provided in the Tender, the consent for the disclosure, use and further disclosure by the School of the personal data for the purposes set out in Paragraph 1, above.
3. An individual to whom personal data belongs and a person authorized by him in writing has the right of access and correction with respect to the individual's personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong). The right of access includes the right to obtain a copy of the individual's personal data provided in the Tender.
4. Enquiries concerning the personal data collected by means of the Invitation to Tender, including the making of access and corrections, should be addressed to the School.
5. All Tendering data will be kept for the purpose of auditing, or for no longer than a period of 6 months, whichever happens first. Afterwards, the data will be shredded and discarded, appropriately.

-----  
I have noted and accept the above ***“Statement of Personal Data Privacy”***.

Name of Tenderer /  
Company:

Signature of person  
authorized to sign  
Tender:

Name and Designation  
of the Authorized  
Signature:

Date :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Chop
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**Part H**  
**Form of Tender**

**MARYMOUNT SECONDARY SCHOOL**  
**FORM OF TENDER**

Date: \_\_\_\_\_

To: Dr. Daphne Ho  
Principal  
Marymount Secondary School  
123 Blue Pool Road, Happy Valley  
Hong Kong

Re: **Tender Reference No. EDB/QEF/2020/0848**  
**Tender for QEF Project I: Interactive Whiteboard & Construction Works**

1. Having inspected the Site, the relevant drawings and specification and other terms and conditions for the Works specified in the Tender Documents, I/we offer to execute and complete the whole of the Works in every respect in conformity with all the requirements as specified in the Tender Documents for the sum of Hong Kong Dollars:

**Option A: \$\_\_\_\_\_ (HKD) Option B: \$\_\_\_\_\_ (HKD)**

2. I/We undertake to execute, complete, deliver and guarantee without further charge the whole of the Works within the time as stated below:

(a) Time for Completion:

All equipment to be delivered on or before 18 August 2023.

Otherwise please specify: \_\_\_\_\_

(b) Guarantee and Service Period: 3 years (see details stated above)

(c) Tender Validity Period Ninety (90) days+

3. The above Works will not be commenced unless and until a written acceptance by the School is received for this tender within the validity period.

4. I/We understand that the School is not bound to accept the lowest or any tender it may receive.

Signature: \_\_\_\_\_ (Name in Block Letters): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Registered address of Tenderer: \_\_\_\_\_

\_\_\_\_\_ Business Registration Number: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ (Name in Block Letters): \_\_\_\_\_

Occupation of Witness: \_\_\_\_\_

Address of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

~~ End of document. ~~