



# 伊斯蘭脫維善紀念中學

## Islamic Kasim Tuet Memorial College

香港特別行政區柴灣翠灣街二十二號  
22 Tsui Wan Street, Chai Wan, HKSAR.  
Website : <http://www.iktmc.edu.hk>

Tel.: 2570 9066  
Fax: 2887 3164  
E-mail : [iktmc@learn.iktmc.edu.hk](mailto:iktmc@learn.iktmc.edu.hk)

School Ref. No.: IKTMC23/24- Intranet -01

Date: December 22, 2023

Dear Sir/Madam,

### **Invitation to Tender** **Tender for the Supply of Intranet Services 2023/2026**

You are invited to tender for the supply of the services as specified in the enclosed tender schedule.

1. Your sealed tender, in duplicate, should be clearly marked on the envelope (You are reminded not to identify your company on the envelope.) :

#### Tender for the Supply of Intranet Services 2023/2026

The envelope should be addressed to The Principal, Islamic Kasim Tuet Memorial College, 22 Tsui Wan Street, Chai Wan, Hong Kong and arrive not later than 12:00 noon on January 12, 2024. Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless the tender forms (Appendix 1) and tender schedules (Appendix 2) are completed, the tender will not be considered.

2. If you are unable or do not wish to tender, it would be appreciated if you would return this letter together with the tender documents and fill the Notice to Reject (Appendix 3) with reason to the above address at your earliest convenience.

3. Tenders will be accepted on a group basis.

4. Contact  
For inquiries, please contact Mr. Pang Kin Wah  
Tel. 2570 9066 Fax. 2887 3164

Yours faithfully,

Zareenah S. Y. Ho  
Principal

**Tender Form**  
**For the Supply of Intranet Services 2023/2026**

(to be completed in duplicate)

Name of School: Islamic Kasim Tuet Memorial College  
Address of School: 22 Tsui Wan Street, Chai Wan, Hong Kong  
School Ref. No. IKTMC23/24- Intranet -01  
Tender Closing Date and Time: 12:00 noon on January 12, 2024

**PART I**

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 REMAIN OPEN FOR 90 DAYS after the Closing Date; and 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. 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 WRITTEN QUOTATION/TENDER VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of the tender offered by this company remains open for 90 days from January 12, 2024

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

**PART III**

**SAFEGUARDING NATIONAL SECURITY**

The undersigned acknowledges that notwithstanding anything to the contrary in the tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- c) the school reasonably believes that any of the events mentioned above is about to occur.

PART IV1. Prevention of Bribery Ordinance

The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.

If a school employee or supplier or contractor has committed any of the above offenses, the tender will not be considered, and the contract signed will be invalidated even if it has come into effect.

2. The contractor shall not sub-contract, assign or otherwise transfer or dispose of the contract or any part thereof or any rights and obligations without the prior written consent of the IMCs.
3. The contractor shall not, without the prior written consent of the IMCs, enter into any sub-contract with any person for the performance of any part of the contract. If the contractor considers it necessary to sub-contract the work/services, the contractor shall submit the proposed sub-contract to the IMCs for approval. The IMCs reserve the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract.
4. The contractor shall remain fully liable and shall not be relieved from any of its relevant obligations by entering into any sub-contract for the performance of any part of the contract and the contractor shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Name (in block letters) : \_\_\_\_\_

Signature : \_\_\_\_\_ in the capacity of \_\_\_\_\_ (state official position e.g. Director, Manager, Secretary)

Duly authorised to sign written quotations/tenders for and on behalf of : -

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

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

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

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

**TENDER SCHEDULE**

**For the Supply of Intranet Services 2023/2026**

(to be completed in duplicate)

- Tentative implementation date: 1 March 2024;
- Subscription end date: 31 August 2026;
- Payment will be made annually;
- Details should be provided for all the items below. Separate sheets should be provided if necessary;
- All items should fully support English and Chinese language;
- The systems should be accessible through the Apps (item1, 2 and 3) and web browser;
- The quantity and types of Item 5c will be confirmed later;
- The specifications and cost for Item 5c should be provided for consideration;

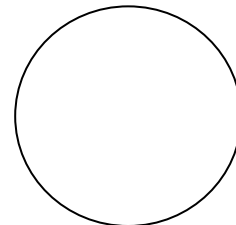
Item	Description	Specifications	Please fill in						
1	Smartphone Parent App Service (Site license for 401-500 users)	<ul style="list-style-type: none"> <li>● OS: iOS / Android / HarmonyOS</li> <li>● View school information / announcement / event / homework list</li> <li>● Push notification</li> <li>● Parents able to sign back parent eNotices to school</li> <li>● Student attendance - Push notification of daily attendance record</li> <li>● Message system for internal communication</li> </ul>	<p>Site license: (Quote cost for different numbers of users)</p> <table border="1" data-bbox="1038 1016 1506 1252"> <thead> <tr> <th data-bbox="1038 1016 1331 1120">Number of users</th> <th data-bbox="1331 1016 1506 1120">Cost per year</th> </tr> </thead> <tbody> <tr> <td data-bbox="1038 1120 1331 1182">_____ to _____</td> <td data-bbox="1331 1120 1506 1182"></td> </tr> <tr> <td data-bbox="1038 1182 1331 1252">_____ to _____</td> <td data-bbox="1331 1182 1506 1252"></td> </tr> </tbody> </table> <p>Cost per extra license: _____</p> <p>Other additional functions:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	Number of users	Cost per year	_____ to _____		_____ to _____	
Number of users	Cost per year								
_____ to _____									
_____ to _____									

<p>2</p>	<p>Smartphone Staff App Service (Site license for 70-130 users)</p>	<ul style="list-style-type: none"> <li>● OS: iOS / Android / HarmonyOS</li> <li>● View school news / events / school information</li> <li>● Teachers able to keep track of signed parent eNotices</li> <li>● Teachers able to input homework and update submission status</li> <li>● Teachers able to record students' performance in class</li> <li>● Teachers able to view the contact details of staff and students</li> <li>● Teachers able to communicate with group members by instant messaging and photo sharing</li> <li>● Teachers able to view and sign Staff eCirculars</li> <li>● Push notification</li> <li>● School-based banner displayed on Smartphone Teacher App</li> <li>● Student attendance - Teachers able to take class attendance and view attendance status</li> <li>● Mail system for internal communication</li> </ul>	<p>Site license: (Quote cost for different numbers of users)</p> <table border="1" data-bbox="1038 226 1506 465"> <thead> <tr> <th>Number of users</th> <th>Cost per year</th> </tr> </thead> <tbody> <tr> <td>_____ to _____</td> <td></td> </tr> <tr> <td>_____ to _____</td> <td></td> </tr> </tbody> </table> <p>Cost per extra license: _____</p> <p>Other additional functions:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Number of users	Cost per year	_____ to _____		_____ to _____	
Number of users	Cost per year								
_____ to _____									
_____ to _____									
<p>3</p>	<p>Smartphone Student App (Site license for 401-500 users)</p>	<ul style="list-style-type: none"> <li>● OS: iOS / Android / HarmonyOS</li> <li>● View school information / announcement / calendar / homework list</li> <li>● Push notification</li> <li>● Students able to view parent eNotices of school</li> <li>● Individual school banner displayed on Smartphone Student App</li> <li>● Mail system for internal communication</li> <li>● Timetable - Students able to view daily timetable</li> </ul>	<p>Site license: (Quote cost for different number of users)</p> <table border="1" data-bbox="1038 1151 1506 1391"> <thead> <tr> <th>Number of users</th> <th>Cost per year</th> </tr> </thead> <tbody> <tr> <td>_____ to _____</td> <td></td> </tr> <tr> <td>_____ to _____</td> <td></td> </tr> </tbody> </table> <p>Cost per extra license: _____</p> <p>Other additional functions:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Number of users	Cost per year	_____ to _____		_____ to _____	
Number of users	Cost per year								
_____ to _____									
_____ to _____									

<p>4</p>	<p>Intranet hosting Service Plan</p>	<ul style="list-style-type: none"> <li>● Intranet System Hosting Subscription Service</li> <li>● Cloud System Facilities</li> <li>● 50GB storage</li> <li>● Backup Service                             <ul style="list-style-type: none"> <li>■ Daily incremental Backup: 7 days cycle</li> <li>■ Weekly Full Backup: 4 weeks cycle</li> <li>■ Monthly Full Backup: 3 months cycle</li> </ul> </li> <li>● Intranet System Maintenance</li> <li>● New Version Upgrade</li> <li>● Customer Support</li> <li>● Intranet System Recovery Service</li> <li>● Linux Software Patch Update Service</li> <li>● Database Optimization</li> <li>● Intranet Web SSL Certificate Installation                             <ul style="list-style-type: none"> <li>■ Domain validated certificate</li> <li>■ 2048 bit industry standard SSL certificate</li> <li>■ 128/256 bit encryption</li> <li>■ Email and web support</li> </ul> </li> </ul>	<p><b>Storage:</b></p> <table border="1" data-bbox="1038 226 1506 528"> <thead> <tr> <th>Storage size</th> <th>Cost per year</th> </tr> </thead> <tbody> <tr> <td>_____ to _____</td> <td></td> </tr> <tr> <td>_____ to _____</td> <td></td> </tr> <tr> <td>_____ to _____</td> <td></td> </tr> </tbody> </table> <p><b>Cost for extra storage:</b></p> <p>Will the records of students be accessible after they have left the school?</p> <p>Yes / No</p> <p>Will the record of a student require a license to be accessible after he or she has left the school?</p> <p>Yes / No</p>	Storage size	Cost per year	_____ to _____		_____ to _____		_____ to _____	
Storage size	Cost per year										
_____ to _____											
_____ to _____											
_____ to _____											
<p>5a</p>	<p>Attendance (Student)</p>	<ul style="list-style-type: none"> <li>● Different time-zone setting</li> <li>● Supporting weekly or day-cycle calendar</li> <li>● Outing or leave record</li> <li>● Report generation</li> <li>● Report format suitable for importing into WebSAMS</li> <li>● Report format updates upon WebSAMS import requirements change</li> <li>● Notification to parents on students attendance</li> <li>● Attendance check accessible by student and parent users over the web and smartphone App</li> <li>● Support all the users in item 1, item 2, and item 3</li> </ul>	<p>Cost per year: _____</p>								
<p>5b</p>	<p>Attendance (Staff)</p>	<ul style="list-style-type: none"> <li>● Different time-zone setting</li> <li>● Supporting weekly or day-cycle calendar</li> <li>● Outing or leave record</li> <li>● Report generation</li> <li>● Group setting for different arrive and leave time</li> <li>● Notification to staff on attendance</li> <li>● Attendance check accessible by staff over the web and</li> </ul>	<p>Cost per year: _____</p>								

		<ul style="list-style-type: none"> <li>● smartphone App</li> <li>● Support all the users in item 2</li> </ul>	
5c	SmartCard Reader	<ul style="list-style-type: none"> <li>● Card readers that are compatible with the system</li> <li>● Including set-up and maintenance on ensuring the device works properly with the provided systems in this tender</li> <li>● 1-year SmartCard Reader warranty</li> </ul>	Provide different models of card readers available with: <ul style="list-style-type: none"> <li>- Specifications</li> <li>- Cost per unit</li> <li>- Installation cost per unit</li> <li>- Warranty cost after the 1-year warranty</li> </ul>
5d	EM Smartcards	<ul style="list-style-type: none"> <li>● RFID EM Card that are compatible with item 5c</li> <li>● 3-year warranty</li> <li>● One customized card design for student users and staff users</li> <li>● 4 Colors Printing with photo, and barcode for standard library systems</li> </ul>	Cost per unit: _____  Time needed to deliver after order placed: _____
6	Training and manual materials	<ul style="list-style-type: none"> <li>● Staff training</li> <li>● Student training</li> <li>● Parent training</li> </ul>	Annually for new staff, parents and students  Cost: _____

We/I understand that if we/I fail to supply the services 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 services are obtained from elsewhere.



Company Chop

Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign the Tender

Name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Notice to Reject**  
**Tender for the Supply of Intranet Services 2023/2026**

If your company is unable or does not wish to tender for the supply of the items as specified in the enclosed tender schedule, please complete this notice and return it to the Principal, Islamic Kasim Tuet Memorial College, 22 Tsui Wan Street, Chai Wan, Hong Kong.

School Reference No.: IKTMC23/24-Intranet-01

Tender Closing Date and Time: 12:00 noon, January 12, 2023

To:  
The Principal,  
Islamic Kasim Tuet Memorial College,  
22 Tsui Wan Street, Chai Wan, Hong Kong

Regarding your school's invitation to our company to tender for the above items, we are unable or do not wish to tender due to the following reasons:

- The products and related services listed above cannot be provided.
- The product and related services requirements and specifications listed above cannot be met.
- The tender cannot be submitted within the deadline.
- Other reasons (please specify): \_\_\_\_\_

(Please put "✓" in the appropriate )

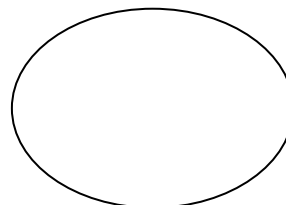
Name of Supplier: \_\_\_\_\_

Name and Signature of Person authorized to sign Tender

Name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

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



Company Chop



Notes on Tendering Procedures

Tenderers must complete the "Tender Form" (Appendix 1) and "Tender Schedule" (Appendix 2) in duplicate, and then put them in a sealed envelope marked " Tender for the Supply of Intranet Services 2023/2026".

The following is the return address label of our school, please cut it out for return mail.

✂-----

Principal,  
Islamic Kasim Tuet Memorial College,  
22 Tsui Wan Street,  
Chai Wan,  
Hong Kong

Tender for the Supply of Intranet Services 2023/2026  
School Ref. No.: IKTMC23/24-Intranet-01  
Tender Closing Date and Time: 12:00 noon, January 12, 2024