



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

School Ref. No.: IKTMC25/26- PRINTINGSERVICE-01

Date: 31 March, 2026

Dear Sir/Madam,

INVITATION TO TENDER
Tender for the
Supply of Printing Service

1. You are invited to tender for the supply of the services as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule (Appendix 2).
2. Your sealed written 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 Printing Service

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 27 April, 2026. 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.

3. 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.
4. Tenders will be accepted on a group basis.
5. Contact
For inquiries, please contact Mr. Cheng Chung Nun or Mr. Pang Kin Wah
Tel. 2570 9066 Fax. 2887 3164

Yours faithfully,
Zareenah S. Y. Ho
Principal

Enclosure: 4

Tender Form **For the Supply of Printing Service**

(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. IKTMC25/26- PRINTINGSERVICE-01
 Tender Closing Date and Time: 12:00 noon on 27 April, 2026

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 27 April, 2026.

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 quotation/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 IV

ANTI-COLLUSION

- a) The undersigned shall not communicate to any person other than Islamic Kasim Tuet Memorial College (hereafter referred to as 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 he 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

TENDER SCHEDULE
For the Supply of Printing Service

(to be completed in duplicate)

Columns 2 to be completed by Supplier.

Please provide details on the separate sheet if necessary.

Address for providing printing service and the installation of printers/copier [Elevator access available]:

Islamic Kasim Tuet Memorial College (1/F – 6/F), 22 Tsui Wan Street, Chai Wan, Hong Kong

PART A – Supply and Installation of B/W Production Grade Printer / Copier
(2 units; Room 115D & Room 103C with CMS)
(A3, Corner & 2-point Stapling, Holes Punching, Booklet Stapling)

Item	(1) Expectations	(2) Please fill in
1	Production Engine Technology with Monthly Capacity up to 300,000 copies or prints	Monthly Capacity up to _____ copies or prints
2A	Output Speed at least 100 pages (A4) per minute	_____ pages per minute (A4)
2B	Output Speed at least 50 pages (A3) per minute	_____ pages per minute (A3)
3	Dual Scan Feeder with up to 600 dpi selectable	DO / DO NOT have Dual Scan Feeder
4A	Support Paper Weight: 55 gsm to 300 gsm	Support minimum _____ gsm Paper
4B		Support maximum _____ gsm Paper
5	Auto Duplex support up to 250 gsm Paper	Up to _____ gsm Paper
6A	3,000 Sheets Paper Capacity (80 gsm Plain Paper)	Max _____ sheets A4 Paper
6B		Max _____ sheets F4A Paper
6C		Max _____ sheets A3 Paper
7	Humidity Protection Technology to avoid moisture affection for Paper in Trays	Please describe your technology: _____ _____ _____
8A	Corner Stapling, 2-point Stapling & Holes Punching with Max sheets (Corner) up to 100 sheets capacity	Max sheets (Corner): _____
8B		Max sheets (2-Point): _____
8C		Max sheets (Holes Punch): _____
9	Half-Fold with up to 5 sheets capacity	Max sheets: _____
10	Tri-Fold with up to 3 sheets capacity	Max sheets: _____

Item	(1) Expectations	(2) Please fill in
11A	Booklet Stapling (A4/A3) with up to 20 sheets	Max sheets A4 Booklet: _____
11B		Max sheets A3 Booklet: _____
12	Post Inserter with 2 Trays for Preprinted material insertion as inner pages or cover	YES / NO DO / DO NOT charge meter click
13a	User Panel Language in Traditional Chinese	YES / NO
13b	User Panel Language in English	YES / NO
14	Max Copy/Print Quantity per job submission	Up to _____ (set per job submission)
15	Skip blank page function on document scanning	YES / NO
16	Scanning functions with AI features	Please describe your technology: _____ _____ _____
17A	Minimum 3.3 GHz CPU	_____ GHz CPU
17B	Minimum 12 GB RAM	_____ GB RAM
17C	Minimum 1000 GB Hard Disk	_____ GB Hard Disk
18	Usage Report could be sorted by users, subject & class (Print and Copy volume could be separated)	CAN / CANNOT
19	Operating System Compatibility: Windows 10/11 Windows Server 2012/2016/2019/2022 Mac OS X 10.10 & above Interface Type: (Ethernet 10/100/1000 base) Network Protocol: TCP / IP, IPX / SPX, Ether Talk	YES / NO
20A	Copy Productivity Test: A3 Booklet with Half-Fold & Stapling	4 Pages, 40 Sets: _____ Sec
20B		8 Pages, 40 Sets: _____ Sec
20C		12 Pages, 40 Sets: _____ Sec
20D		16 Pages, 40 Sets: _____ Sec
21	Consumable Price (Staple)	Single Staple: \$ _____ per _____ Dual Staple: \$ _____ per _____

**PART B – Supply and Installation of Colour Multifunctional Printer / Copier
(1 unit; Room 115D with CMS)
(A3, Corner & 2-point Stapling, Holes Punching, Booklet Stapling)**

**PART C – Supply and Installation of Colour Multifunctional Printer / Copier
(1 unit; Room 103C with CMS) (A3, Corner Stapling)**

**PART D – Supply and Installation of Colour Multifunctional Printer / Copier
(1 unit; Library 3/F) (A3)**

Item	(1) Expectations	(2) Please fill in
1	Production Engine Technology with Monthly Capacity up to 150,000–200,000 copies or prints	Monthly Capacity up to _____ copies or prints
2A	B/W & Colour Output Speed at least 30 pages (A4) per minute	_____ pages per minute (A4)
2B	B/W & Colour Output Speed at least 25 pages (A3) per minute	_____ pages per minute (A3)
3	Dual Scan Feeder with up to 600 dpi selectable	DO / DO NOT have Dual Scan Feeder
4A	Support Paper Weight: 60 gsm to 300 gsm	Support minimum _____ gsm Paper
4B		Support maximum _____ gsm Paper
5	Auto Duplex support up to 250 gsm Paper	Up to _____ gsm Paper
6A	2,000 Sheets Paper Capacity (80 gsm Plain Paper)	Max _____ sheets A4 Paper
6B		Max _____ sheets F4A Paper
6C		Max _____ sheets A3 Paper
7	Scan Destination(s): SMB(PC), E-mail, FTP, Box, USB	YES/NO
8	Scan Format(s) and Function: PDF, Compact PDF, Encrypted PDF, JPG, TIFF	YES/NO
9	Support Long Paper (Banner) Printing Minimum size: 297 x 1200 mm	YES/NO
10A	PART B ONLY Corner Stapling, 2-point Stapling & Holes Punching with Max sheets (Corner) up to 65 sheets capacity	Max sheets (Corner): _____
10B		Max sheets (2-Point): _____
10C		Max sheets (Holes Punch): _____
11	PART B ONLY Half-Fold with up to 5 sheets capacity	Max sheets: _____

Item	(1) Expectations	(2) Please fill in
12	PART B ONLY Tri-Fold with up to 3 sheets capacity	Max sheets: _____
13A	PART B ONLY Booklet Stapling (A4/A3) with up to 20 sheets	Max sheets A4 Booklet: _____
13B		Max sheets A3 Booklet: _____
14	PART C ONLY Corner Stapling to 50 sheets capacity	Max sheets (Corner): _____
15	Post Inserter with 2 Trays for Preprinted material insertion as inner pages or cover	DO / DO NOT charge meter click
16	User Panel Language in Traditional Chinese & English	YES / NO
17	Max Copy/Print Quantity per job submission	Up to _____ (Set per job submission)
18	Skip blank page function on document scanning	YES / NO
19	Scanning functions with AI features	Please describe your technology: _____ _____ _____
20A	Minimum 1.6 GHz CPU or equivalent	_____ GHz CPU
20B	Minimum 4 GB RAM	_____ GB RAM
20C	Minimum 250 GB Hard Disk	_____ GB Hard Disk
21	Usage Report could be sorted by users, subject & class (Print and Copy volume could be separated)	CAN / CANNOT
22	Operating System Compatibility: Windows 10/11 Windows Server 2012/2016/2019/2022 Mac OS X 10.10 & above Interface Type: (Ethernet 10/100/1000 base) Network Protocol: TCP / IP, IPX / SPX, Ether Talk	YES / NO
23A	PART B ONLY Copy Productivity Test: A3 Booklet with Half-Fold & Stapling	4 Pages, 40 Sets: _____ Sec
23B		8 Pages, 40 Sets: _____ Sec
23C		12 Pages, 40 Sets: _____ Sec
23D		16 Pages, 40 Sets: _____ Sec

Item	(1) Expectations	(2) Please fill in
24	PART B & C ONLY Consumable Price (Staple)	Single Staple: \$ _____ per _____ Dual Staple: \$ _____ per _____

**PART E – Supply and Installation of A4 B/W or Colour Multifunctional Printer
(8 units; Room 103-with fax, Room 105-with fax, Room 106, 115, 207, 407, 506, 607 with CMS)**

Item	(1) Expectations	(2) Please fill in
1	Support A4 to A5 Paper for Print / Scan / Copy / Fax	YES / NO
2	B/W Output Speed at least 40 pages (A4) per minute	_____ pages per minute (A4)
3	Colour Scanning (duplex) at least 40 pages (A4) per minute	_____ pages per minute (A4)
4	Scan Format: TIFF, JPEG, PDF	YES / NO: Scan Format: _____
5	Scan Destination: email / FTP / SMB / USB Flash Drive	YES / NO: Scan Destination: _____
6A	Support Paper (A4 to A5): 70 gsm to 120 gsm	Support minimum _____ gsm Paper
6B		Support maximum _____ gsm Paper
7	500 Sheets Paper Capacity (80 gsm Plain Paper)	Max _____ sheets A4 Paper
8a	User Panel Language in Traditional Chinese	YES / NO
8b	User Panel Language in English	YES / NO
9	Minimum 1 GB RAM	_____ GB RAM
10	Operating System Compatibility: Windows 10/11 Windows Server 2012/2016/2019/2022 Mac OS X 10.6 & above	YES / NO

PART F – Supply and Installation of Centralized Management System (CMS) (For machines in this tender)**(11 units; Room 103C x 2, Room 115D Colour Copier, Room 103-fax, Room 105-fax, Room 106, 115, 207, 407, 506, 607)****[Except: Room 115D-Production, Library 3/F]**

Item	(1) Expectations	(2) Please fill in
1	License for 1,000 users	_____ User License
2	Centralized Administration – provide a centralized way to manage the printing infrastructure including device status, settings and print queue	YES / NO
3	Active Directory User Authentication and Synchronization (User ID, Password, email address, Card Number)	YES / NO
4	Web Interface for both administrators and users	YES / NO
5	Usage Control – allow control usage of individual user by functions (e.g. Color, B/W, copy, print, scan, fax)	YES / NO
6	Usage from Android devices could be recorded in individual quota	YES / NO
7	Usage from IOS devices could be recorded in individual quota	YES / NO
8	WIFI printing from different subnet(s)	YES / NO
9	Automatic Usage Report Generation	YES / NO
10	Detail reports of all individual user / department or group	YES / NO
11	Support print anywhere – release print job at any connected MFP with authentication	YES / NO
12	Available to perform user authentication	Card / PIN / username & password
13	3 Years Warranty and Support Service	_____ Years Warranty Provided
14	Device License for machines in this tender	YES / NO
15	Security print function	YES / NO
16	NO extra cost involved in 3 Years Contract Period in case: <ul style="list-style-type: none"> - Update Version of CMS - Troubleshoot of abnormal scenario related to Printing - Bug Fixing 	YES / NO

PART G – Desktop B/W Printer (3 units; Room 102, 103A, 103)

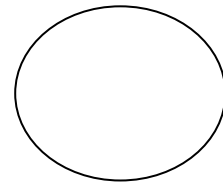
Item	(1) Expectations	(2) Please fill in
1	B/W Output Speed at least 30 pages per minute	_____ ppm (B&W)
2	Print Resolution: Up to 1,200 x 1,200 dpi	YES / NO
3	Max Original Size: A4	YES / NO
4	Paper Trays: Minimum 250 sheets	_____ sheets
5	Two-sided printing support (up to A4 size)	YES / NO
6	Memory: Minimum 1 GB RAM	_____ GB RAM
7	OS Support: Windows 10/11, Server 2016/2019/2022, Mac OS 12/13/14	YES / NO
8	Output Paper Weight: 60-163 gsm (Bypass up to 230 gsm)	Support minimum _____ gsm

PART H – Pricing Scheme

Item	(1) Description	(2) Details
1	Order QTY	Part A: 2 Units, Part B: 1 Unit, Part C: 1 Unit, Part D: 1 Unit Part E: 8 Units, Part F: CMS, Part G: 3 Units
2	Monthly Rental Payment by School	36 months contract (expected effective from July 2026) Please state the monthly rental fee for each machine: HKD _____
3	a. Free copies quota included in Monthly Rental Payment School reference: current minimum usage i) 135,000 pages B/W per month ii) 5,000 pages Color per month	_____ pages B/W per month _____ pages Color per month
	b. Annual cumulative quota	Total annual quota is (monthly quota × 12). Excess is only calculated after the annual quota is exceeded.
4	Excess Meter Rate	HKD _____ per pages (B/W) HKD _____ per pages (Color)
5.	Payment Term	a. Monthly Rental Statement: A monthly statement shall be issued for the fixed monthly rental payment only. This statement shall show the current meter readings for tracking purposes.

Item	(1) Description	(2) Details
		b. Annual Excess Settlement: An annual statement shall be issued at the end of each contract year. This statement shall calculate the total annual excess usage (total actual yearly usage minus total annual free quota).
6	Same Charge for A3 / A4	Yes / No
7	All Brand New Machine	Yes / No
8	Minimum 3 years free warranty (parts, consumables, labour)	Yes / No
9	One set of spare toner for each printer supplied	Yes / No
10	Machine replacement if performance not satisfied within 3 years	Yes / No
11	Delivery & Installation Charge	Yes / No (if Yes, specify: _____)
12	Auto Meter Reading / Consumables Ordering / Parts Renewal Notification	Yes / No
13	Vendor to settle existing contract charges (not exceeding \$30,000)	Yes / No
14	Estimated Machine Delivery Period: Mid-July 2026	Yes / No

We/I understand that if we/I fail to supply the products or 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 Printing Service

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.: IKTMC25/26- PRINTINGSERVICE-01

Tender Closing Date and Time: 12:00 noon, 27 April, 2026

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 products 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)

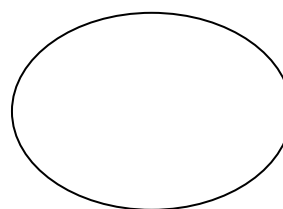
Name of Supplier: _____

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 Printing Service".

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 Printing Service

School Ref. No.: IKTMC25/26- PRINTINGSERVICE-01

Tender Closing Date and Time: 12:00 noon, 27 April, 2026