



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- Intranet -01

Date: 7 July, 2026

Dear Sir/Madam,

Invitation to Tender **Tender for the Supply of Intranet Services 2026/2029**

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

1. 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 Intranet Services 2026/2029

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 July, 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.

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 2026/2029

Appendix 1

(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- Intranet -01

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

PART I

The undersigned (acting on behalf of the Contractor/Company) 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 (acting on behalf of the Contractor/Company) 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 (acting on behalf of the Contractor/Company) 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 contractor/company remains open for 90 days from 27 July, 2026.

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

PART III**SAFEGUARDING NATIONAL SECURITY**

The undersigned (acting on behalf of the Contractor/Company) acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this contractor/company on the grounds that this contractor/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 (acting on behalf of the Contractor/Company) also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- a) this contractor/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 contractor/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 (acting on behalf of the Contractor/Company) 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 the school of the outcome of the tender exercise. Any breach of or non-compliance with this sub-clause by the undersigned (acting on behalf of the Contractor/Company) shall, without affecting the undersigned (acting on behalf of the Contractor/Company)'s liability for such breach or non-compliance, invalidate his tender.

- b) Sub-clause (a) of this Clause shall have no application to the undersigned (acting on behalf of the Contractor/Company)'s communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with his consultants / sub-contractors to solicit their assistance in preparation of tender submission.

PART V

PREVENTION OF BRIBERY ORDINANCE

- a) 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.
- b) 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.

PART VI

OTHERS

1. The contractor/company 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.
2. The contractor/company 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/company considers it necessary to sub-contract the work/services, the contractor/company 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.
3. The contractor/company 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/company shall be responsible for the acts, defaults or neglect of any sub-contractor, its employees and agents.

Dated this _____ of _____ 20_____.
(Day) (Month) (Year)

Name (in block letters) : _____

Position: _____ Signature: _____

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

(Contractor/Company Name)

whose registered office is situated at (Company Address) _____
_____ Hong Kong.

Company's Business Registration Number : _____

Telephone No. : _____

Fax No. : _____

TENDER SCHEDULE**For the Supply of Intranet Services 2026/2029**

(to be completed in duplicate)

Requirements:

- Tentative subscription/billing start date: 1 September 2026
- Subscription end date: 31 August 2029
- 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

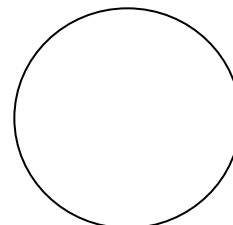
Item	Description	Specifications	Please fill in						
1	Smartphone Parent App Service (Site license for 401-500 users)	● OS: iOS / Android / HarmonyOS ● View school information / announcement / event / homework list ● Push notification ● Parents able to sign back parent eNotices to school ● Student attendance - Push notification of daily attendance record	Site license: (Quote cost for different numbers of users) <table><tr><td>Number of users</td><td>Cost per year</td></tr><tr><td>_____ to _____</td><td></td></tr><tr><td>_____ to _____</td><td></td></tr></table> Cost per extra license: _____	Number of users	Cost per year	_____ to _____		_____ to _____	
Number of users	Cost per year								
_____ to _____									
_____ to _____									
2	Smartphone Staff App Service (Site license for 70-130 users)	● OS: iOS / Android / HarmonyOS ● View school news / events / school information ● Teachers able to keep track of signed parent eNotices ● Teachers able to input homework and update submission status ● Teachers able to record students' performance in class ● Teachers able to view the contact details of staff and students ● Teachers able to communicate with group members by instant messaging and photo sharing ● Teachers able to view and sign Staff eCirculars ● Push notification ● School-based banner displayed on Smartphone Teacher App ● Student attendance - Teachers able to take class attendance and view attendance status ● iMail - Teachers able to check iMail ● eInventory - Teachers and users able to perform Stocktake and view List of Items	Site license: (Quote cost for different numbers of users) <table><tr><td>Number of users</td><td>Cost per year</td></tr><tr><td>_____ to _____</td><td></td></tr><tr><td>_____ to _____</td><td></td></tr></table> Cost per extra license: _____	Number of users	Cost per year	_____ to _____		_____ to _____	
Number of users	Cost per year								
_____ to _____									
_____ to _____									

3	Smartphone Student App (Site license for 401-500 users)	● OS: iOS / Android / HarmonyOS ● View school information / announcement / calendar / homework list ● Push notification ● Students able to view parent eNotices of school ● Individual school banner displayed on Smartphone Student App ● eNotice - Students able to sign back notices to school ● Weekly Diary & News Cutting - Students able to submit newspaper cutting and weekly diary to school ● Timetable - Students able to view daily timetable ● room - Students able to submit online assessments ● iPortfolio - Students able to add or view OLE records	Site license: (Quote cost for different number of users) <table><tr><td>Number of users</td><td>Cost per year</td></tr><tr><td>_____ to _____</td><td></td></tr><tr><td>_____ to _____</td><td></td></tr></table> Cost per extra license: _____	Number of users	Cost per year	_____ to _____		_____ to _____			
Number of users	Cost per year										
_____ to _____											
_____ to _____											
4	Intranet hosting Service Plan	● Intranet System Hosting Subscription Service ● Cloud System Facilities ● 50GB storage ● Backup Service ■ Daily incremental Backup: 7 days cycle ■ Weekly Full Backup: 4 weeks cycle ■ Monthly Full Backup: 3 months cycle ● Intranet System Maintenance ● New Version Upgrade ● Customer Support ● Intranet System Recovery Service ● Linux Software Patch Update Service ● Database Optimization ● Intranet Web SSL Certificate Installation ■ Domain validated certificate ■ 2048 bit industry standard SSL certificate ■ 128/256 bit encryption ■ Email and web support	Storage: <table><tr><td>Storage size</td><td>Cost per year</td></tr><tr><td>_____ to _____</td><td></td></tr><tr><td>_____ to _____</td><td></td></tr><tr><td>_____ to _____</td><td></td></tr></table> Cost for extra storage: Will the records of students be accessible after they have left the school? Yes / No Will the record of a student require a license to be accessible after he or she has left the school? Yes / No	Storage size	Cost per year	_____ to _____		_____ to _____		_____ to _____	
Storage size	Cost per year										
_____ to _____											
_____ to _____											
_____ to _____											
5a	eAttendance	● Different time-zone setting									

	(Student)	- Supporting weekly or day-cycle calendar - Outing or leave record - Report generation - Report format suitable for importing into WebSAMS - Report format updates upon WebSAMS import requirements change - Notification to parents on students attendance - Attendance check accessible by student and parent users over the web and smartphone App	Cost per year: _____
5b	eAttendance (Staff)	- Different time-zone setting - Supporting weekly or day-cycle calendar - Outing or leave record - Report generation - Group setting for different arrive and leave time - Notification to staff on attendance - Attendance check accessible by staff over the web and smartphone App	Cost per year: _____
5c	SmartCard Reader	- Card readers that are compatible with the system - Including set-up and maintenance on ensuring the device with the provided system 1-year SmartCard Reader warranty	Provide different models of card readers available with: - Specifications - Cost per unit - Installation cost per unit - Warranty cost after the 1-year warranty
5d	EM Smartcards	- RFID EM Card 3-year warranty - One customized card design for student users and staff users 4 Colors Printing with photo, and barcode for standard library systems	Cost per unit: _____
6	Training and manual materials	- Staff training - Student training - Parent training	Annually for new staff, parents and students

7	System Migration and adaptation	• Migration of the data and content in the current system (eClass) • Compatibility of the system to the current hardware including SmartCards and SmartCard readers	Cost of data and content migration: _____ Compatibility: - SmartCard: Yes / No - SmartCard reader: Yes / No
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The Company/I understand that if we/I fail to supply the services as offered in our/my tender upon accepting school's order, the Company is/ I am prepared to pay the price difference to the school if such services are obtained from elsewhere.



Company Chop

Name of Contractor/Company: _____

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 2026/2029

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- Intranet -01

Tender Closing Date and Time: 12:00 noon, 27 July, 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 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 ☐)

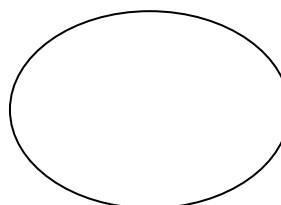
Name of Company: _____

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 Intranet Services 2026/2029 ".

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

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

Tender for the Supply of Intranet Services 2026/2029

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

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