



嗇色園主辦可銘學校

Ho Ming Primary School (Sponsored by Sik Sik Yuen)



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學校檔號：HMBDBAND/2026-2029/01

敬啟者：

招標

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投標書必須填具一式兩份，並放置信封內封密。信封面上須清楚註明：**承投提供「2026-2029 學年學校寬頻上網服務」**

投標書應寄往 新界天水圍天柏路 2 號嗇色園主辦可銘學校收啟，並須於 2026 年 6 月 16 日(星期二)中午十二時正前寄達或送達本校。茲請注意：逾期送達的投標或表格資料有所缺漏，概不受理。

貴公司/機構之標書有效期由截止日期起計 90 天內仍屬有效，如在有效期內仍未接獲通知，是次報價則作落選論。學校招標承投所需服務時，會以「整批」形式考慮接受供應商的投標。倘 貴公司未能或不擬報價，亦煩請盡快把本函及不擬承投表格寄回上述地址，並列明不擬投標的原因。

如有查詢，請致電 2445 0101 與劉月嬌主任或許家威先生聯絡。

嗇色園主辦可銘學校

校長 譚鳳婷謹啟

二零二六年五月二十二日

Basic Information and Scope of Tender Services

School Reference No.: HMBDBAND/2026-2029/01

Tender Item: Provision of "School Broadband Internet Services for the 2026-2029 School Years"

I. Basic Information

- **Project:** "School Broadband Internet Services for the 2026-2029 School Years"
- **Details:** For details regarding the quotation, please refer to the Tender Quotation Schedule.

II. Tender Evaluation Criteria

- Equipment Quality, Service, and Maintenance: **30%**
- Company Background, Relevant Experience, and Installation Works: **10%**
- Price: **60%**

Note: Tenderers whose scores in "Equipment Quality, Service, Maintenance, and Others" and "Company Background and Relevant Experience" fail to meet the passing standard will not be considered.

III. Terms and Details of Engineering Services

- Tenderers must provide a quotation for every single item listed in this engineering checklist and specifications. All amounts must be calculated in Hong Kong Dollars (HKD). Any item left unpriced will be deemed to have been included in the total contract sum.
- The quantities specified in the quotation form are for reference purposes only. All works must be completed by the tenderer on a lump-sum basis covering both labor and materials (all-inclusive). All permanent and temporary materials, transportation, loading/unloading, wages, and labor fluctuations, etc., shall be included in the total contract sum.
- The exact dates of the construction period will be negotiated and agreed upon with the school.

- Tenderers must provide a free on-site warranty and maintenance period of at least 1 year for the entire service.

IV. Service Pledges and Requirements

Subcontracting and Assignment

- Without the prior written consent of the Incorporated Management Committee (IMC), the contractor shall not subcontract, assign, transfer, or otherwise dispose of the contract or any part thereof, or any rights and obligations specified below.
- Without the prior written consent of the IMC, the contractor shall not enter into any subcontract with any person for the performance of any part of the contract. If the contractor deems it necessary to subcontract part of the work or services, the contractor must submit the proposed subcontracting agreement to the IMC for review and approval. The IMC reserves the right to approve the subcontracting and determine the terms and conditions of the contract.
- Even if the contractor enters into a subcontract for the performance of any part of the contract, the contractor shall still bear full responsibility and cannot be relieved of any of the obligations listed below. The contractor shall remain liable for the acts, defaults, or negligence of any subcontractor, their employees, and agents.

Insurance and Labor Compliance

- Tenderers must ensure that employees engaged by them are covered by employees' compensation insurance (labor insurance) and are provided with retirement schemes. The tenderer pledges not to employ illegal workers to execute the school's service contract.
- If the tenderer fails to fulfill the service contract due to a breach of this regulation, the school reserves the right to terminate the contract immediately via verbal or written notice. The tenderer will not receive any compensation and shall be held liable for all losses incurred by the school due to the contract termination.
- During the construction period, tenderers must do their utmost—including but not limited to purchasing appropriate engineering and labor insurance—to prevent any injury or damage to the school, members of the public, other individuals, school assets, school users, and workers due to the construction works. Should any such incidents occur, the tenderer must bear all resulting

responsibilities and compensations. During construction, the contractor must purchase engineering labor insurance, third-party liability insurance, and all-risk liability insurance (with a minimum coverage amount of HKD 5 million or above).

- Tenderers shall bear all liabilities arising from complaints, lawsuits, or compensation claims caused by the construction or supply, and shall compensate the school for all losses sustained and all expenses paid as a result.
- Tenderers must pay local workers employed to execute the contract a monthly wage that is not lower than the statutory minimum wage set by the Hong Kong Government; failure to comply may render the contract invalid. The school may also cancel the awarded contract, and the bidder shall be legally liable for any loss or damage suffered by the school.

Conflict of Interest and Prevention of Bribery

- If the tenderer, or any/all of its partners or shareholders, is an employee of the school or a relative of an employee, the tenderer must explicitly declare this in the tender proposal.
- Tenderers, their employees, and agents shall not offer any advantages (as defined under the Prevention of Bribery Ordinance, Chapter 201 of the Laws of Hong Kong) to school employees, members of the IMC, or any parent or student representatives on the relevant committees responsible for considering matters related to this contract. Offering any advantage to such persons may constitute an offense under the Prevention of Bribery Ordinance and may render the contract invalid. The school may also cancel the awarded contract, and the bidder shall be legally liable for any loss or damage suffered by the school.
- According to the school's policy, staff members are strictly prohibited from soliciting or accepting any gifts, money, or other forms of advantages while executing school duties without special approval from the IMC. Any violation will lead to disciplinary action, and the school will consider reporting the matter to the ICAC. If your company encounters any school staff soliciting advantages, please inform the school immediately.

Tender Process and Anti-Collusion

- During the evaluation process, tenderers may be invited to send representatives to present and explain the contents of their tender proposals to the School Academic Committee; however, the evaluation will still be strictly based on the written content of the tender proposal.

- The school only accepts tenders submitted in the name of a company. Tenderers must hold a valid Business Registration (BR) registered in the Hong Kong Special Administrative Region. **Two copies of the valid Business Registration Certificate must be submitted along with the tender; otherwise, the tender will be disqualified.**
- The school will place primary focus on the quality of services provided by the tenderer and reserves the right of final decision in selecting the supplier/contractor. No tender forms or related documents will be returned.
- Tenderers must ensure that the preparation of the tender does not involve any agreement, arrangement, communication, understanding, promise, or undertaking with any other person regarding prices, tendering procedures, or any terms of the tender. If any tenderer violates this clause, the school reserves the right to invalidate the tender submitted by the said tenderer and seek damages.
- Bid-rigging is inherently a breach of the Competition Ordinance and is classified as a serious anti-competitive behavior under the Competition Ordinance (Chapter 619). Tenderers engaging in bid-rigging behaviors may bear legal liabilities, including fines and other sanctions, under the Competition Ordinance.
- When submitting the tender, tenderers must enclose a Confirmation of Non-Collusive Tendering signed by an authorized person and submit it to the school.
- The school's procurement personnel will verify the business registration and past service records. When necessary, companies may be requested to provide financial status proofs, financial statements, or bank reference letters. The school requires the directors of the tendering company to sign these documents for verification as an indispensable part of the tender submission, confirming their legal validity and accountability.
- If the submitted tender lacks essential information, the evaluation score for that particular item will be directly reduced to zero, and the school has no obligation to request further information from the tendering company.

Operational Implementation

- Installation, testing, and delivery services for all items must be provided by the contractor.
- This service must include both labor and materials, and the school will not accept any additional charges after the contract is signed.

National Security Clauses

- If a supplier/contractor breaches the following terms, the school has the right to disqualify the supplier/contractor and terminate the relevant contract on the grounds of national security:
- Notwithstanding any contrary provisions in the quotation/tender documents, the school reserves the right to disqualify a supplier/contractor on the grounds that the supplier/contractor has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that may constitute or cause the occurrence of offenses endangering national security. The school may also exclude the relevant supplier/contractor if it is deemed necessary for safeguarding national security, or for protecting public interest, public morals, public order, or public safety in Hong Kong.
- The school may terminate the contract immediately upon the occurrence of any of the following circumstances:
 - The contractor has engaged or is engaging in acts or activities that may constitute or cause the occurrence of offenses endangering national security or are detrimental to national security;
 - The continued employment of the contractor or the continued performance of the contract is detrimental to national security; or
 - The school reasonably believes that any of the above situations is about to occur.

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報價附表**

(A) Broadband Service Specification (to be completed in Duplicate)

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

(1) Items	(2) Description / Specification	(3) Yes (✓)	(4) No (✓)	(5) Remarks				
A1.	The Contractor shall provide Internet access service at a 7 x 24 basis guarantee service availability of 99.9%.							
A2.	The Contractor shall guarantee 100% Optical Fiber connection between School's server and the internet access gateway.							
A3.	After installation, Contractor shall provide evidence proving that the connection bandwidth is the bandwidth mentioned in the contract or above.							
A4.	The Contractor shall provide free School Domain Name (homing.edu.hk) and sub Domain Name hosting.							
A5.	The Contractor shall provide at least 14 number of real IP to School and a free reverse DNS lookup configuration.							
A6.	<p>The Contractor shall provide free Web Mail accounts for Domain Name (@homing.edu.hk).</p> <p>The minimum requirements for the web mail accounts as below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">No. of free email accounts (@homing.edu.hk)</td> <td style="padding: 5px;">Free Total email storage</td> </tr> <tr> <td style="text-align: center; padding: 5px;">50</td> <td style="text-align: center; padding: 5px;">50 GB</td> </tr> </table>	No. of free email accounts (@homing.edu.hk)	Free Total email storage	50	50 GB			<p>Please specify:</p> <p>i) No. of free email accounts: _____</p> <p>ii) Free Total email storage for all accounts: _____</p> <p>iii) Attachment size limitation: _____</p> <p>iv) Charge for any additional email storage: Yes/No. (If yes, please specify) _____</p>
No. of free email accounts (@homing.edu.hk)	Free Total email storage							
50	50 GB							
A7.	The Contractor shall bear all the setup, installation or lead-in cost under any circumstances.							
A8.	The Contractor shall provide router and modem free on-loan (if necessary).							

A9.	The Contractor shall provide broadband service scalable to higher bandwidth (e.g. 1000Mbps→5000Mbps) upon School's request on special events or functions, which the Contractor shall not charge the School for the temporary upgrade service.			
A10.	Temporary bandwidth upgrade fee is confirmed to be zero for at least twice a year, not less than 2 weeks each.			

(B) Maintenance Details (to be completed in Duplicate)

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

(1) Items	(2) Description / Specification	(3) Yes (✓)	(4) No (✓)	(5) Remarks
B1.	The Contractor shall provide free security management including network firewalling, gateway anti-virus, anti-invention, gateway anti-spam, web content filtering with 24 x 7 monitoring service.			
B2.	The Contractor shall provide 7 x 24 telephone technical hotline support and maintenance.			
B3.	The Contractor shall fix the Internet connection for School within 5 hours in case of broken down of network and connection.			
B4.	If the Contractor are unable to provide Internet connection for School continuously for 15 days or above without reasonable reason (e.g. natural hazard affection all over the world or Southeast Asia), the School reserve the right to rescind the contract immediately.			

(C) Past Experience

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

(1) Items	(2) Description / Specification	(3) Yes (✓)	(4) No (✓)	(5) Remarks
C1.	The Contractor shall provide the list of schools to show their past experience in supplying school broadband Internet service.			

(D) Work for installation (to be completed in Duplicate)

(Column 2 to be completed by Tenderer)

(1) Items	(2) Description / Specification
D1.	<p>Days required for set up/installation: The Contractor shall complete all the installation and provide school broadband Internet service within _____ days upon order confirmation including the testing & commissioning process.</p> <p>Remarks for set up/installation (if any) :</p> <hr/> <hr/> <hr/> <hr/>

(E) Monthly payment for Broadband Plans

(Column 2 to be completed by Tenderer)

(1) Items	(2) Description / Specification
E1.	<p>Contract Period : <u>36 months (1st September 2026 to 31th August 2029)</u></p> <p>The contractor can provide school Broadband Service of symmetrical bandwidth <u>1000</u> Mbps for monthly payment HK\$ _____ .</p>

Notes for Tenderers:-

1. Visits to Site:

Tenderers can visit the site prior to submission of Tenders. Contract Administrator could contact **Mr Andrew Hui (Tel: 2445 0101)** for arrangement of site visit. The address of school is Tin Pak Road 2, Tin Shui Wai, N.T.

2. Statutory Requirements

- 2.1 All works by the Contractor shall comply with the following established regulations by relevant authorities:
 - a. General requirement of the EMSD, LD , FSD, ASD & BD.
 - b. Any other local Authorities having jurisdiction over the installation.
- 2.2 The Contractor shall bear the costs of all fees, permits, testing, stamping of samples, etc., required by any of the above Authorities.

3. Testing & Commissioning

- 3.1 The Contractor shall carry out complete performance tests for all equipment and systems installed by him, make all necessary adjustments, including setting all controls and checking the operation of all overload and safety devices, and commission the installation, and to the Satisfaction of the Head of School, before the installations will be accepted.
- 3.2 Testing and commissioning shall not be considered complete until it has been carried out to the Head of School Satisfaction and acceptance of the results.