



德貞女子中學

Tack Ching Girls' Secondary School

9 Hing Wah Street West, Shamshuipo, Kowloon, H.K.
Tel.: 2729 3211 Fax: 2725 1779
<http://www.tackching.edu.hk>

標書學校檔號：2526_GEN004

敬啟者：

招標

承投「影印機服務 (2026-2030)」

現誠邀 貴公司承投「影印機服務 (2026-2030)」。倘 貴公司不擬接納部分服務內的要求，請於標書附表上清楚註明。供應商必須領有合法的營業牌照。

36. 投標表格必須填具一式兩份，放入註明「標書」的信封內封密，並貼上已提供之信封封面。請勿在封面上顯示 貴公司的身份。
37. 投標書須以郵寄掛號方式或人手送交九龍深水埗興華街西九號德貞女子中學校長收，並須於 2026 年 1 月 7 日中午 12 時正或之前送達上述地址。逾期的投標，概不受理。
38. 貴公司的投標書有效期為 90 天，由上述截標日期起計。如在該 90 天內仍未接獲訂單，則是次投標可視作落選論。另外亦請注意 貴公司必須填妥投標表格第 III 部分，否則標書概不受理。
39. 學校招標承投所需服務時，會以整份形式考慮接受供應商的投標。
40. 倘 貴公司未能或不擬投標，亦煩請盡快把投標表格寄回上述地址，並列明不擬投標的原因。
41. 競投人、其僱員及代理人，不得向學校僱員、法團校董會成員或負責考慮與本合約相關事宜的有關委員會的任何家長或學生代表提供利益(香港法例第 201 章《防止賄賂條例》所界定的「利益」)。競投人、其僱員及代理人向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。學校亦可因此取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。
42. 如有查詢，可致電 2729 3211 聯絡陳恆垣老師 / 張偉賢老師。

德貞女子中學校長



莊嘉璐 謹啟

2025 年 12 月 11 日

備註：假如在截止當日上午 10 時後(香港時間)黑色暴雨警告信號或八號熱帶氣旋警告信號或更高警告信號仍然生效，該項招標的截止時間，順延至下一個工作日中午 12 時(香港時間)，星期六、星期日及公眾假期除外。

德貞女子中學
標書學校檔號：2526_GEN004
承投「影印機服務（2026-2030）」附表
(須填寫一式兩份)

第一部份：投標者注意事項

- 1 學校資料：
 - 1.1 學校名稱：德貞女子中學
 - 1.2 學校地址：九龍深水埗興華街西九號
 - 1.3 聯絡人：陳恆垣老師 / 張偉賢老師
 - 1.4 電話：27293211
 - 1.5 傳真號碼：27251779
 - 1.6 聯絡電郵：tcgss@tackching.edu.hk
- 2 標書簡介：
 - 2.1 內容：為本校提供影印機服務，以及八達通收費系統(內容詳見第二部份)。
 - 2.2 影印機安裝地點：深水埗興華街西九號德貞女子中學(內容詳見第二部份)。
 - 2.3 承投資格：承辦商**必須**是根據香港法例第 32 章《公司條例》成立或註冊的合法團體。
- 3 承辦商須履行在投標服務內容的所有項目。承辦商不得在簽訂合約後將合約全部或部分轉讓予別人或委託別人代為承辦，否則校方將終止已簽訂合約而毋須作出賠償，而承辦商須向校方賠償學校從別處採購上述物品／服務的差價。
- 4 若有下列情況，學校可以隨時終止承辦商合約並保留一切追訴之權利：
 - 4.1 危害國家安全罪行
 - 4.1.1 承辦商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
 - 4.1.2 繼續僱用承辦商或繼續履行合約不利於國家安全；或
 - 4.1.3 學校合理地認為上述任何一種情況即將出現。
 - 4.2 未能履行合約的承諾。
 - 4.3 破產或犯刑事案或行為有損學校校譽。
- 5 承辦商經營上的盈虧，一概與本校無關。
- 6 校方有權不接納任何投標書而不需作任何解釋。
- 7 校方保留對本章程及一切有關文件的解釋權。
- 8 根據〈防止賄賂條例〉，在學校採購過程中，學校不容許屬下員工向供應商和承辦商提供或收取利益（包括佣金）供應商和承辦商亦不得容許屬下員工向學校員工提供或收取利益（包括佣金）否則均屬違法。
- 9 以上條款細節，在學校及承辦商協商同意下，可作更改修訂，以應合約期內的情況變化。
- 10 標書批核委員會評審範疇：
評審委員會將按下準則例進行甄選，以選取合適的承辦商。

評審範疇	描述
1. 產品及服務質素	評估投標商所提供的產品規格及服務能否滿足校方所列之要求
2. 價格	評估整體費用
3. 公司經驗及服務聲譽	評估該公司在該項產品及服務上，行內的經驗和顧客的口碑

- 11 投標者必須交回的文件：
 - 11.1.1 整份投標表格及投標附表
 - 11.1.2 另紙列出各項器材的相關資料〔包括品牌、型號、規格等〕
 - 11.1.3 商業登記證副本
 - 11.1.4 過去12個月內向 貴公司租用影印機的學校／機構名單

第二部份：產品及服務價格

本公司明白，如被接納成為「影印機服務(2026-2030)」承辦商，須遵照標書內及下列的所有條文。

甲. 設備及服務類

(1) 項目編號	(2) 物品／服務 說明／規格	(3) 所需數量	由供應商填寫
			(4) 總價〔元〕
	合約期：60 個月 標書內的影印機及所有系統須於 <u>2026年2月1日</u> 或以前完成更換及安裝。 合約包括下列事項。 A) 學校向承辦商購買影印機及打印機及相關的軟件(項目 A-H) (買機合約) B) 影印費(學校按用量向承辦商支付費用) ## 本校對以下之機種性能要求，詳列於本附表的第三部份。		
A	商用多功能黑白影印機 連釘裝功能 (全新機) 地點：校務處 影印速度：每分鐘 96 張 A4 或以上	2 台	買機合約 一 筆過費用 (合共)： \$ _____
B	多功能彩色影印機 (全新機) 地點：校務處 1 台， 教員室 2 台) 影印速度：每分鐘 30 張 A4 或以上	3 台	
C	多功能彩色影印機 連八達通收費系統 (翻新機) 地點：圖書館 影印速度：每分鐘 30 張 A4 或以上	1 台	
D	八達通付款系統 (連接圖書館影印機以讓學生按量付款進行複印/ 列印)	1 套	
E	黑白鐳射打印機(純列印功能) (全新機) 地點：校務處 1 台，教員室 1 台，	2 台	
F	多功能黑白鐳射打印機(掃描連列印功能) (全新機) 地點：112 室 1 台	1 台	
G	進階文件掃描工具	1 套	
H	文件處理軟件	1 套	
I	其他要求： 1. 合約期內免費提供碳粉 2. 合約期內免費提供上門維修、保養及零件更換 3. 合約期內，上述各項 <u>費用維持不變</u> 。 4. 合約期內：除上述 A-G 所列的費用外， <u>不能就以上項目向本校索取任何額外的費用</u> (如軟件費、物料費等)		

乙. 影印費

針對上述的機型，請提供每頁的收費。

對應甲部之機種	黑白 A4	黑白 A3	彩色 A4	彩色 A3		
A 商用多功能黑白影印機連書冊釘裝功能(全新機)	\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)				
B 多功能彩色影印機(全新機)	\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)			\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)
C 多功能彩色影印機(翻新機)	\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)			\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)
E 黑白鐳射打印機(純列印功能)(全新機)	\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)				
F 多功能黑白鐳射打印機(掃描連列印功能)(全新機)	\$____(單面) \$____(雙面)	\$____(單面) \$____(雙面)				
小冊子釘	\$_____/盒 每盒____釘					
角釘	\$_____/盒 每盒____釘					

****備註：

- 承辦商除上述所列的費用外，承辦商不得向校方另外收取其他費用，如軟件、驅動程式費、授權費、運輸費等。
- 承辦商在合約期內，上述各項費用維持不變。

第三部份：設備性能

本公司按 貴校要求，分別提供以下規格的機種供學校使用。

請投標商在右欄上以「✓」表示 貴公司的機種是否能達到本校所列之要求。

A) 商用多功能黑白影印機連書冊釘裝功能 (全新機)

數量：2 台 (校務處 2 台)

Mandatory Specification of Two Units of Black and White Production Type Multi- Function Copier with Booklet Finishers (96 B/W ppm or above)

Item No.	Description/ Specification	Provided
1	Console Type Design	Yes / No
2	Provide Model _____(Please provide the product catalog)	Yes / No
3	A4 Copying/Printing Speed At least 96 pages per minute	Yes / No
	A3 Copying/Printing Speed At least 52 pages per minute	Yes / No
4	Print Resolution: At least 4,800 x 2,400 dpi	Yes / No
5	Scanning Speed At least 220 images (B/W and Colour) per minute	Yes / No
6	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)	Yes / No
7	Respirable suspended particles (PM10) _____µg/m3	Yes / No
8	Fine suspended particles (PM2.5) _____µg/m3	Yes / No
9	Fine suspended particles (PM 1) _____µg/m3	Yes / No
10	Registration Accuracy Not More Than + -0.5mm	Yes / No
11	Adjust the Registration in 0.1mm steps for printing on non-din compliant formats	Yes / No
12	Dual Toner Bottles Allow Change-on-the-fly, Uninterrupted Output	Yes / No
13	Duty Cycle: 2,900,000 Prints per month	Yes / No
14	Tandem Tray Design: Non-stop operation while refilling bond paper, 100% productivity	Yes / No
15	Load-while-run convenience for paper, new jobs and toner	Yes / No
16	Temperature control system with cooling bar system	Yes / No
17	Fully Support Newsprint paper use	Yes / No
18	Transfer Belt Design	Yes / No
19	Paper Size: Minimum A5 – SRA3	Yes / No
20	Paper Weight: Min 52 – 256 GSM	Yes / No
21	Magnification: Pre-set + Zoom (25-400%)	Yes / No
22	Copy / Print Quantity: 1-9999 sets of Job	Yes / No
23	HDD Min. 640GB Hard Disk Drive	Yes / No
24	Must include DOSS and HDD encryption	Yes / No
25	Build in USB + SD Card Slot	Yes / No

26	Touch Colour Panel Interface: Must Include Traditional Chinese, Simplified Chinese and English	Yes / No
27	Support Customization Finishing Program(for one key common use)	Yes / No
28	Standalone Purge Tray(for Clear Jam Paper)	Yes / No
29	Machine production by Biomass Plastic (e.g., BP plastic)	Yes / No
30	Ultrasonic Paper Feed Detection Sensor (for prevent Double Feed)	Yes / No
31	Customization setting on Paper Type Use Include Size, Weight and Category (Plain Paper, Recycle Paper, Newsprint Paper, Powder Paper, Drawing Paper, NCR Paper) (for automatic regulate machine operation)	Yes / No
32	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum	Yes / No
33	Network Printer/ Scanner Controller	Yes / No
34	Colour Scan Available	Yes / No
35	Support Colour Erase Function	Yes / No
36	Support Cloud Handwriting Removal (Scan Erase Function)	Yes / No
37	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR	Yes / No
38	Support Cloud OCR, Scan to Searchable PDF	Yes / No
39	Support Cloud Document Comparison	Yes / No
40	Support Cloud Document Translation with various languages	Yes / No
41	Support Cloud Odd Size Scanning	Yes / No
42	Support Transfer of the Billing/Invoice from Hong Kong's major public service provider, e.g. Towngas Bill, CLP Bill, HK Electric Bill, Water Service Department Bill, etc.	Yes / No
43	Support Transfer of the Billing/Invoice from Mainland China, e.g. Taxi Receipt, BR, Water Bill, Electric Bill, etc.	Yes / No
44	Support Cloud Cheque Scan, auto data extraction from cheque	Yes / No
45	Support Authentication with the Software EZ Charger using IC Card or Pin Code	Yes / No
46	Support User Code Authentication	Yes / No
47	Function1 - Set Numbering	Yes / No
48	Set Numbering Feature 1: Enable text settings such as Page Type, Font Size, Text Density, Text Rotation on generated Serial Numbers on documents	Yes / No

49	Set Numbering Feature 2: Scan Settings – Original Type: Text or Photo quality scanning and resolution Colour mode - Choose from: 'Auto Colour Sensor', 'Colour', or 'Black & White' Resolution - Scan Resolution Choose from: '200 dpi', '400 dpi', or '600 dpi'.	Yes / No
50	Set Numbering Feature 3: Enable text settings such as Digit, Font Size, Page Type(Place a serial number on the 'First Page' of each document set only or on All Pages), Text Density, Text Rotation	Yes / No
51	Set Numbering Feature 4: Serial Number Positioning	Yes / No
52	Set Numbering Feature 5: Character input before serial number / Booklet format setting	Yes / No
53	Function 2 - Watermarking	Yes / No
54	Watermark Feature 1: Enable text settings such as Page Type, Font Size, Text Density, Text Rotation on watermark template	Yes / No

55	Watermark Feature 2: Setting Details – Font Size - Choose from: ‘Auto’, ‘12-pt’, ‘16-pt’, or ‘24-pt’. Page Type (Place Watermark on the ‘First Page’ of each document set only or on ‘All Pages’ Text Density - density setting for the Watermark. Choose from: Normal, Light, Lightest. Text Rotation - for text direction of the Watermark. Choose from: Horizontal, Vertical or Diagonal.	Yes / No
56	Watermark Feature 3: Watermark Positioning	Yes / No
57	Watermark Feature 4: Additional Feature Setting for Watermark – Booklet feature/Punch Feature	Yes / No
58	Watermark Feature 5: Manual input characters of the Watermark.	Yes / No
59	Watermark Feature 6: Able to create watermark template and choose different templates to use afterwards	Yes / No
60	User guide of Set Numbering and Watermark Functions must be provided	Yes / No
61	Booklet Finisher with Saddle Stitch (Front Door Open Design for Refilling Staple)	Yes / No
62	Support at least 20 sheets booklet finishing	Yes / No
63	Support at least 80 sheets corner or edge staple finishing	Yes / No
64	Half Folding without Stapling	Yes / No
65	Non-standard paper size finishing support	Yes / No
66	Support Stack and Cross sorting	Yes / No
67	Environmental and Safety Certified: E.g., Blue Angel, Energy Star, ROHS... etc	Yes / No
68	Energy Saving: EMSD Energy Label	Yes / No
69	Hong Kong Green Label Certified, Carbon Audit	Yes / No
70	After the photocopier is installed, the supplier can provide free air quality index testing to prove that the data provided by your company is accurate	Yes / No

B) 多功能彩色影印機(全新機)

數量：3 台（校務處 1 台，教員室 2 台）

Mandatory Specification of Three Units of New Colour Multi-function Copier with Fax Function (30 Color ppm or above)

Item No.	Description/ Specification	Provided
1	Digital System	Yes / No
2	Provide Model_____	Yes / No
3	Support Print Anywhere function	Yes / No
4	Speed of Copying and Printing	Yes / No
	a. Colour & BW A4 size page minimum 30 pages/min	Yes / No
	b. Colour & BW A3 size page minimum 18 pages/min	Yes / No
5	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)	Yes / No
	Respirable suspended particles (PM10) _____ $\mu\text{g}/\text{m}^3$	Yes / No
	Fine suspended particles (PM2.5) _____ $\mu\text{g}/\text{m}^3$	Yes / No
	Fine suspended particles (PM 1) _____ $\mu\text{g}/\text{m}^3$	Yes / No
6	Speed of Scanning: 150 (simplex) / 300 (duplex) originals per minute	Yes / No
7	Print Resolution:4,800 x 1,200 dpi or higher	Yes / No
8	At least 8GB ram and 256GB HDD	Yes / No
9	Paper Size: At least A3 - A5, Fax Function	Yes / No
10	All paper trays must support up to 300gsm bond paper	Yes / No
11	Support duplex paper weight up to 256gsm	Yes / No
12	Provide envelop tray	Yes / No
13	At least 4 paper trays and 1 bypass tray with 2,300 sheets capacity	Yes / No
14	Electronic Duplex and Sorting Function	Yes / No
15	Removes single colour from a scanned page	Yes / No
16	Warm up time not more than 24 seconds	Yes / No
17	Auto fusing off mode	Yes / No
18	On / Off timer automatically switches off the device	Yes / No
19	Colour touch screen panel and able to custom pre-set the display of only frequently used feature on the user interface	Yes / No
20	Real time animated instructions and LED guidance for resolving paper jams	Yes / No
21	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum	Yes / No
22	Support Mobile Print: Apple AirPrint™, Mopria, Google Cloud Print, NFC	Yes / No
23	Support Scan to Email, Folder, USB, SD Card	Yes / No
24	Support Colour Erase Function	Yes / No
25	Support Cloud Handwriting Removal (Scan Erase Function)	Yes / No
26	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR, Searchable OCR	Yes / No
27	Support Cloud Document Comparison	Yes / No
28	Support Cloud Document Translation with various languages	Yes / No
29	Support Cloud Odd Size Scanning	Yes / No
30	Support Lock-print function	Yes / No
31	Configure the machine to interrupt a print job in progress at any time while performing a job of a specific function, e.g., interrupting a job of the Copy function job to print another printer function job (When printing of the interrupting function finishes, the interrupted print job resumes automatically)	Yes / No
32	PxP-EQ Toner development	Yes / No
33	International Energy Star Recognition	Yes / No

34	Any unique feature regards to environmentally friendly issue	Yes / No
35	Auto Meter Reporting	Yes / No
36	Auto Toner Replenishment	Yes / No
37	Auto Fault Notification	Yes / No
38	The Document Processing Software mentioned above will be installed on these machines	Yes / No

C) 多功能彩色影印機連八達通收費系統（翻新機）

數量：1 台（圖書館）

Mandatory Specification of One Unit of Colour Multi-function Copier with Octopus Payment (30 Color ppm or above)

Item No.	Description/ Specification	Provided
1	Digital System	Yes / No
2	Provide Model _____ (Please provide the product catalog)	Yes / No
3	Support Print Anywhere function	Yes / No
4	Speed of Copying and Printing	Yes / No
	a. Colour & BW A4 size page minimum 30 pages/min	Yes / No
	b. Colour & BW A3 size page minimum 17 pages/min	Yes / No
5	Please provide Hong Kong government approved data analysis data (indoor air quality index data O3 , PM10 , PM2.5 , PM1)	Yes / No
	Respirable suspended particles (PM10) _____ $\mu\text{g}/\text{m}^3$	Yes / No
	Fine suspended particles (PM2.5) _____ $\mu\text{g}/\text{m}^3$	Yes / No
	Fine suspended particles (PM 1) _____ $\mu\text{g}/\text{m}^3$	Yes / No

6	Speed of Scanning: 120 (simplex) / 240 (duplex) originals per minute	Yes / No
7	Print Resolution: 4,800 x 1,200 dpi or higher	Yes / No
8	At least 4GB ram and 320GB HDD	Yes / No
9	Paper Size: At least A3 - A5	Yes / No
10	All paper trays must support up to 300gsm bond paper	Yes / No
11	Support duplex paper weight up to 256gsm	Yes / No
12	Electronic Duplex and Sorting Function	Yes / No
13	At least 4 paper trays and 1 bypass tray with 2,400 sheets capacity	Yes / No
14	Provide envelop tray	Yes / No
15	Removes single colour from a scanned page	Yes / No
16	Warm up time not more than 21 seconds	Yes / No
17	Auto fusing off mode	Yes / No
18	On / Off timer automatically switches off the device	Yes / No
19	Colour touch screen panel and able to custom pre-set the display of only frequently used feature on the user interface	Yes / No
20	Real time animated instructions and LED guidance for resolving paper jams	Yes / No
21	Support TING Pen, Customizable with any teaching content,100% fit into school curriculum	Yes / No
22	Support Mobile Print: Apple AirPrint™, Mopria, Google Cloud Print, NFC	Yes / No
23	Support Scan to Email, Folder, USB, SD Card	Yes / No
24	Support Colour Erase Function	Yes / No
25	Support Cloud Handwriting Removal (Scan Erase Function)	Yes / No
26	Support Cloud OCR, Scan to Word, Scan to Excel, Business Card OCR,	Yes / No

	Searchable OCR	
27	Support Cloud Document Comparison	Yes / No
28	Support Cloud Document Translation with various languages	Yes / No
29	Support Odd Size Scanning	Yes / No
30	Configure the machine to interrupt a print job in progress at any time while performing a job of a specific function, e.g., interrupting a job of the Copy function job to print another printer function job (When printing of the interrupting function finishes, the interrupted print job resumes automatically)	Yes / No
31	PxP-EQ Toner development	Yes / No
32	International Energy Star Recognition	Yes / No
33	Any unique feature regards to environmentally friendly issue	Yes / No
34	Auto Meter Reporting	Yes / No
35	Auto Toner Replenishment	Yes / No
36	Auto Fault Notification	Yes / No

D) 八達通付款系統

Mandatory Specification of One Unit of New Octopus Payment System

Item No.	Description/ Specification	Provided
1	Allows copying/printing services to be provided on a pay-per-page basis	Yes / No
2	Support Scanning & Faxing Services by Octopus Charge	Yes / No
3	Support Broadband Uploading Data Transaction Record	Yes / No
4	Supports up to 12 charging modes including duplex page discount	Yes / No
5	Accepts payment via Octopus Card	Yes / No
6	Displays charging notification on the terminal's color LCD	Yes / No
7	Provides clear bilingual usage guide and copying/printing status messages	Yes / No
8	Supports "Lock Card" feature to reduce discrepancy risks from tampering or cheating	Yes / No
9	Supports paper tray cassette locks	Yes / No
10	Payment records will be automatically uploaded to Octopus Card Company	Yes / No
11	Clear transaction report will be provided on monthly basis	Yes / No
12	Allow Scan to USB & Printing from USB by Octopus charges	Yes / No
13	Allow Scan to SD Card Scanning & Print from SD by Octopus charges	Yes / No
14	Auto transfer transaction data to Octopus per day	Yes / No
15	Support Five Years Warranty	Yes / No

E) 黑白鐳射打印機(純列印功能) (全新機)

數量：2 台 (校務處 1 台，教員室 1 台)

Mandatory Specification of 2 Units of B/W Laser Printer (43 ppm or above)

Item No.	Description/ Specification	Provided
1	Digital System	Yes / No

2	Provide Model_____	Yes / No
3	Speed of Printing	Yes / No
	a. BW A4 size page minimum 43 pages/min	Yes / No
4	Print Resolution:1200 x 1200 dpi or higher	Yes / No
5	At least 2GB RAM and 320GB HDD	Yes / No
6	Paper Size: At least A6 - A4	Yes / No
7	Support paper weight up to 256gsm	Yes / No
8	At least 1 paper trays and 1 bypass tray with total 600 sheets capacity	Yes / No
9	Electronic Duplex and Sorting Function	Yes / No
10	Auto fusing off mode	Yes / No
11	On / Off timer automatically switches off the device	Yes / No
12	Real time animated instructions and LED guidance for resolving paper jams	Yes / No
13	Support Mobile Print: Apple AirPrint™, Mopria, Google Cloud Print, NFC	Yes / No
14	Support Scan to Email, Folder, USB, SD Card	Yes / No
15	PxP-EQ Toner development	Yes / No
16	International Energy Star Recognition	Yes / No
17	Any unique feature regards to environmentally friendly issue	Yes / No
18	Auto Meter Reporting	Yes / No
19	Auto Toner Replenishment	Yes / No
20	Auto Fault Notification	Yes / No

F) 多功能黑白鐳射打印機(掃描連列印功能) (全新機)

數量：1 台 (112 室 1 台)

Mandatory Specification of 1 Unit of B/W Multi-function Copier (30 ppm or above)

Item No.	Description/ Specification	Provided
1	Digital System	Yes / No
2	Provide Model_____ (Please provide the product catalog)	Yes / No
3	Speed of Copying and Printing	Yes / No
	a. BW A4 size page minimum 30 pages/min	Yes / No
4	Speed of Scanning: 40 originals per minute (BW and Colour)	Yes / No
5	Print Resolution:1200 x 1200 dpi or higher	Yes / No
6	At least 2GB RAM and 320GB HDD	Yes / No
7	Paper Size: At least A6 - A4	Yes / No
8	Support paper weight up to 220gsm	Yes / No
9	At least 1 paper trays and 1 bypass tray with total 350 sheets capacity	Yes / No
10	Electronic Duplex and Sorting Function	Yes / No
11	Removes single colour from a scanned page	Yes / No
12	First Copy Speed not more than 7.2 seconds	Yes / No

13	Auto fusing off mode	Yes / No
14	On / Off timer automatically switches off the device	Yes / No
15	Colour touch screen panel and able to custom pre-setting the display of only frequently used feature on the user interface	Yes / No
16	Real time animated instructions and LED guidance for resolving paper jams	Yes / No
17	Support Mobile Print: Apple AirPrint™, Mopria, Google Cloud Print, NFC	Yes / No
18	Support Scan to Email, Folder, USB, SD Card	Yes / No
19	PxP-EQ Toner development	Yes / No
20	International Energy Star Recognition	Yes / No
21	Any unique feature regards to environmentally friendly issue	Yes / No
22	Auto Meter Reporting	Yes / No
23	Auto Toner Replenishment	Yes / No
24	Auto Fault Notification	Yes / No

G) 進階文件掃描工具

Mandatory Specification of Advanced Document Scanning Tool

Item No.	Description/ Specification	Provided
1	Flexible document and data routing	Yes / No
2	Scan to network folder, SharePoint, OneDrive, Google Drive, Dropbox, etc.	Yes / No
3	Distribute the documents with shareable link of cloud storage	Yes / No
4	Extract data and page separate by QR code, barcode or Zonal OCR	Yes / No
5	Support real-time OCR scan preview and allow users to modify the metadata at the multi-function device	Yes / No
6	Smart seeking and list of value supported	Yes / No
7	Batch deferral supported. Verify documents and modify metadata anywhere through MACOS, Windows PC, iOS and Android device	Yes / No
8	OCR text with confidence level detection	Yes / No
9	Support Email to scan	Yes / No
10	Scan watermark supported	Yes / No
11	Powered by ABBYY OCR engine v12	Yes / No
12	Unlimited quantity of scanned documents	Yes / No
13	Encrypted PDF supported: - Input user-defined password at the multifunctional devices - Random password if blank	Yes / No
14	Scan into searchable PDF	Yes / No
15	Scan into Word/Excel	Yes / No
16	Extracting Meta Date from Common Public Service Bills, e.g. CLP, Water Service Department	Yes / No
17	HKID Card / Passport Recognition	Yes / No
18	PDF Comparison	Yes / No
19	Handwriting Removal	Yes / No
20	Cheque OCR	Yes / No

H) 文件處理軟件**Mandatory Specification of Document Processing Software**

Item No.	Description/ Specification	Provided
1	Support lock-print function, letting user to release print job on the machine by PIN code	Yes / No
2	Support print/copy amount control by setting a maximum print/copy quota	Yes / No
3	Inserting or removing pages from electronic files can be done on MFP's display panel	Yes / No
4	Swapping pages from electronic files can be done on MFP's display panel	Yes / No
5	Cropping out designated area from document can be done on MFP's display panel	Yes / No
6	Customizing and personalizing documents with text and images can be done on MFP's display panel	Yes / No
7	Scanning originals of different sizes at the same time can be done on MFP's display panel	Yes / No
8	Creating batch numbering on your documents for easy identification and distribution can be done on MFP's display panel	Yes / No
9	Masking out sensitive information or highlighting important points on documents can be done on MFP's display panel	Yes / No
10	Designing calendars for daily task planning or event reminders can be done on MFP's display panel	Yes / No
11	Creating envelope with sender and recipient information can be done on MFP's display panel	Yes / No
12	Inserting of company logo or other saved images can be done on MFP's display panel	Yes / No
13	Creating personalized tent cards for functions or events can be done on MFP's display panel	Yes / No
14	Creating and personalizing event tags by assigning texts, icons and colors can be done on MFP's display panel	Yes / No
15	Creating customized greeting cards or invitation cards for any special events or occasions can be done on MFP's display panel	Yes / No

第五部份：其他 Others

Item No.	Description/ Specification	Provided
	Part 1: Service Maintenance and Warranty	
1	Provide first Five years Warranty Maintenance include all spare parts, labour Cost and Future modifications	Yes / No
2	Automatic meter, toner and spare parts replenishment	Yes / No
3	Automatic fault code alert and trouble shooting	Yes / No
4	Automatic reports generation, including: Paper usage of copy/print/electricity consumption with CO2 emission details	Yes / No
5	Response time 4 hours after repairing order is received	Yes / No
6	Free on-loan machine as a backup support in case of unexpected scenario impairing occur	Yes / No
7	Allows customer to request for the replacement with machine with comparable features and capabilities whenever the performance or quality of machine is depreciated to below normal standard level and operating under normal wear and tear FREE of CHARGE.	Yes / No
8	If the performance of MFP is not satisfied within the contract period, an identical model of MFP with comparable features and capabilities would be swapped upon 7 days	Yes / No
	Part 2: Environmental and Safety Certified	
1	Provide Blue Angle Certification on Proposed Product	Yes / No
2	Energy Star Label	Yes / No
3	Provide Product must pass the Restriction of Hazardous Substances Directive 2002/95/EC (RoHS)	Yes / No
4	Inhalable Suspended Particulates PM10 Emission & Ozone Emission (incompliance with the Good Class Range of HK IAQ Objectives). Concentration Of PM2.5 and PM1 are also measured.	Yes / No
5	Pass in compliance with the Good Class Range standard of the Guidance Notes for HKIAQ Objectives Scheme. (Inhalable Suspended Particulates PM10 Emission, Ozone Emission, PM2.5 and PM1 are also measured.)	Yes / No
	Part 3: Others	
1	Company Background and Case Reference	Yes / No

2	Service provider failed to comply with the mandatory speed requirement will render its quotation invalid and not to be considered further.	Yes / No
3	Product brochures are required for specification checking.	Yes / No
4	Any misleading information will render its quotation invalid and not to be considered further.	Yes / No

第六部份：服務經驗

A. 投標公司的資料

	項目	請填相關年份
1	公司成立年期	_____年
2	相關服務創立時間 *若服務是外判，請提供分判商的資料	_____年
3	公司簡介 (可另紙書寫)	

B. 分判商資料查詢 - 系統硬件和售後服務

為確保向學校妥善地提供商品和服務，若有需要分包判工程和日後的相關維修保養服務合約，請供應商提供以下資料供學校參考和評審。

*分判商被定義為投標者的供應商或任何第三方涉及向學校提供投標項目的硬件和軟件、系統安裝和保用服務和售後支援維修保養等，並不包括佈線和電力等相關工程。

	內容	資料查詢 (是/否)
1	投標者是否需要分判部分或全部產品或*服務予任何第3方公司？ *不包括佈線和電力等相關工程。	☐ 是 (本公司有把全部/部份的產品/服務外判) 若是 - 請回答以下問題和提供有關擬分包商的詳細資料(2-4)。 ☐ 否 (本公司沒有把任何產品/服務外判) 若否 - 無須回答以下問題(2-4)。

2	如系統的<u>硬件和軟件</u>是由分判商提供和研發，請提供分判商的資料如下： 名稱： 地址： 系統的相關履歷和學校經驗：
3	如系統<u>安裝和保用服務、修復錯誤，產品更新</u>等是由分判商提供，請提供分判商的資料如下： 名稱： 地址： 簡單相關履歷和學校工程經驗：
4	如<u>維護保養服務</u>是分判商提供，請提供分包商的資料和簡單相關履歷和學校經驗 名稱： 地址： 簡單相關履歷和學校工程經驗：

*如產品服務是由分包商提供，所有資料必須是分包商的資料和並獲其口確認。

C. 產品服務穩定性和保養維修服務質

量本公司承諾：

1. 在收到學校維修通知後，承諾最遲不少於 _____ 小時，可派維修人員到達學校維修。
2. 如未能於 _____ 天內未能維修完成本公司能夠在 2 天內給校方送上替代機 以作應急之用。
3. 產品零件供應的保證最長年期： _____ 年
4. 如因欠缺零件以作維修，本公司 能夠 / 不能夠 免費 為校方更換不低於原合約規格的替代機。

D. 服務經驗

本公司在 2025 年共為_____中學及_____小學提供影印機服務。當中有_____間同時透過本公司安裝八達通系統進行電子收費。
(請另紙列出上述所有學校名稱及相關資料)

以下是其中三間本公司於 2025 年服務的學校資料，三間也使用八達通系統進行收費。如有疑問，可以致電該校與諮詢人查問本公司的服務質素。

(一)	學校名稱：			
	地址：			
	電話：		諮詢人姓名：	職位：
	影印機數量：	有沒有使用八達通：有 / 沒有		
(二)	學校名稱			
	地址：			
	電話：		諮詢人姓名：	職位：
	影印機數量：	有沒有使用八達通：有 / 沒有		
(三)	學校名稱			
	地址：			
	電話：		諮詢人姓名：	職位：
	影印機數量：	有沒有使用八達通：有 / 沒有		

第七部份：投標條件

1. 承辦商倘未能履行應負的責任，本校有權即時終止合約。本校將依照教育局指引，再作標書。屆時承辦人可再參與標書。但獲選與否，並非純以價低者定奪。投標者所列條件及各項因素，將作全面考慮。
2. 承辦商除在本附表第二部份所列的費用外，不得向校方另外收取其他費用，如軟件、驅動程式費、授權費、運輸費等。
3. 承辦商在合約期內，上述各項費用維持不變。
4. 承辦商、其僱員及代理人不得向校方僱員、法團校董會成員或負責甄選承辦商的專責委員會的任何家長或學生代表提供利益（香港法例第 201 章《防止賄賂條例》所界定的「利益」）。承辦商、其僱員代理人向有關人士提供任何利益，可導致合約無效。校方亦可取消批出的合約，而承辦商須為校方蒙受的任何損失或損害，負上法律責任。
5. 承辦合約倘有未盡之處，校方與承辦商在雙方同意下，可作書面修訂，作附帶條件實施。
6. 本校將根據各標書的服務內容、價格、營辦經驗及其他相關資料作出評審。過程中，可能需要邀

請承投者派員向校方講解及闡釋標書內所列內容及資料。

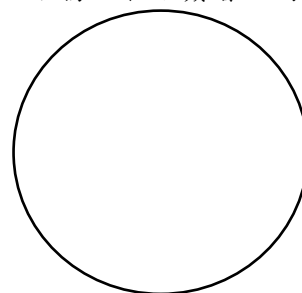
7. 校方將會按標書內容分別進行評審，並有權分別接納中價者的各項計劃書。
8. 校方不一定採納索價最低的投標書或任何一份投標書，並有權在投標書有效期內，採納投標書的全部計劃或其中一份計劃的標書。

* 請剔上適當回覆：

- ☐ 本公司／本人明白，如收到學校通知接納標書後，卻未能提供標書上所列物品／服務，須負責賠償學校重新進行標書而引致之損失。
- ☐ 本公司 不擬承辦 貴校「影印機服務（2026-2030）」。

原因： _____

本公司願按照正式訂明的日期及校方所列出的細則，提供標書上所列項目服務。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效。



公司印鑑

投標者的商業登記號碼： _____

商業登記公司名：

(英文) _____

(中文) _____

在香港註冊的辦事處地址：

(英文) _____

(中文) _____

獲授權簽署標書的代表的姓名(請以正楷填寫)

(英文) _____ (中文) _____

職銜： _____ (請註明職位，例如董事、經理、秘書等)

簽署： _____ 日期： _____

電話號碼： _____ 傳真號碼： _____

電郵地址： _____

學校名稱及地址： 德貞女子中學 九龍深水埗興華街西九號
標書學校檔號（由校方填寫）： 2526_GEN004
截止報價日期／時間（由校方填寫）： 2026 年 1 月 7 日中午 12 時正

下方簽署人確認若出現下列任何一種情況，學校可以立即終止合約：

- I. 其公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- II. 繼續僱用其公司或繼續履行合約不利於國家安全；或
- III. 學校合理地認為上述任何一種情況即將出現。

*姓名（請以正楷填寫）：_____

*職銜：_____（請註明職位，例如董事、經理、秘書等）

*簽署人：_____

*日期：_____年_____月_____日

*上方簽署人已獲授權，代表：

_____ 公司簽署投標書，該公司在香港註冊的辦

事處地址為_____

_____。

*電話號碼：_____ 傳真號碼：_____

*電郵地址：_____

*星號標示欄位必須填寫

九龍深水埗
興華街西九號
德貞女子中學校長收

投標書學校檔號： 2526_GEN004

投標書截止日期： 2026 年 1 月 7 日中午 12 時正

「影印機服務（2026-2030）」投標