

**Invitation to Tender Letter**  
**(Suppliers should be reminded not to identify their companies on the envelopes)**

School Ref. No. 2020-21/TSS001

Date : 27th May, 2021

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR THE SUPPLY OF  
**TECHNICAL SUPPORT SCHEME**

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

Your sealed tender, **in duplicate**, should be clearly marked on the envelope:

Tender for “ TECHNICAL SUPPORT SCHEME “

A tender will be disqualified if the bidder discloses its identity on the sealed tender envelope. The envelope should be addressed to **The Principal, The IMC of Shatin Tsung Tsin Secondary School, 1 Mei Tin Road, Tai Wai, Shatin, New Territories** and arrive not later than 12:00 noon on 21st June, 2021. In case a black rainstorm warning signal or typhoon signal No. 8 or above is valid for any duration between 9:00 a.m. and 12:00 noon, the closing time will be extended to 12:00 noon on the next weekday (i.e. except Saturday, Sunday and public holiday). 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 Part II of the tender form is completed, the tender will not be considered.

You are reminded that 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.

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 Incorporated Management Committee of Shatin Tsung Tsin Secondary School. The contractor shall not, without the prior written consent of the aforementioned Incorporated Management Committee, 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 aforementioned Incorporated Management Committee for approval. The aforementioned Incorporated Management Committee reserves the right to grant permission for sub-contracting and determine the terms and conditions of the sub-contract. 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.

For tenders and purchases involving wages, the bidder must comply with the requirements of the Statutory Minimum Wage.

Failure to comply with any of the above requirements in this letter and the enclosed documents will render a tender invalid and the tender will not be further considered.

**If you are unable or do not wish to tender, it would be appreciated if you return the tender form with reason to the above address or by fax ( 2604 7350 ) or by email to [info@sttss.edu.hk](mailto:info@sttss.edu.hk) at your earliest convenience.**

Tenders will be accepted on an overall basis.

Yours sincerely,

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Ms. LEUNG Kit-yin  
Principal

**TENDER FORM FOR THE SUPPLY OF  
TECHNICAL SUPPORT SCHEME**

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Name and Address of School : **The IMC of Shatin Tsung Tsin Secondary School,  
1 Mei Tin Road, Tai Wai, Shatin, New Territories.**

School Ref. No. : **2020-21/TSS001**

Tender Closing Date and Time : **21st June, 2021 12:00 noon**

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**PART I**

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; 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 tender remains open. The undersigned also warrants that his/her Company's Business Registration and Employee's Compensation Insurance Policy are currently in force and that the items which his/her Company offers to supply do not to his/her knowledge infringe any patents.

**PART II**

**RECONFIRMATION OF TENDER VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from 21st June, 2021.

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

Date this \_\_\_\_\_ day of \_\_\_\_\_ .

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

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

Duly authorized to sign tenders for and on behalf of :

\_\_\_\_\_

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

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

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

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

**THE IMC OF SHATIN TSUNG TSIN SECONDARY SCHOOL**  
**2020-2021 TENDER SCHEDULE**

( Column 4,5 & 6 to be completed by Supplier )

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (\$)	(5) Total Amount (\$)	(6) Delivery Offered
1.	<u>駐校資訊科技技術員(TSS)</u>  請參照附頁	1			

- (i) We agree to ask our staff to undergo the Sexual Conviction Record Check (SCRC) and allow the school to have access to the checking results in written form.
- (ii) We /I understand that if we/I fail to provide service or the checking results of the SCRC 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 service are obtained from elsewhere.

Company Chop

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

Name and Signature of Person authorized to sign Tender :

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

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

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

## 1 year (Technical Support Scheme) TSS contract

駐校資訊科技技術員(TSS)

所需學歷：

中六畢業 或 中七畢業 加 相關電腦及網絡證書 (e.g. MCP, CCNA 等) 或 相關工作經驗

工作時間：8:00AM-5:30PM

星期一至五 及 特別日子(例如開放日，一年不多於五天)

大假：一年 14 天 (主要在學校假期使用，例如聖誕假、農曆新年假、復活節假及暑假)

工作範圍：

- 支援及解決學校員工使用電腦時的問題
- 維持學校網絡及無線網絡運作正常
- 管理及更新學校伺服器
- 管理及更新學校網頁及其他網站(例如 eClass, ESDA platform, websams, …等)
- 維持全校電腦、影音系統及門禁系統運作正常，如遇簡單問題可即時解決，如遇硬件問題，可聯絡保養公司維修
- 購置電腦使用的消耗性用品(例如碳粉、光碟 …等)
- 聯絡保養公司為學校電腦、影音產品定期保養及更新學校軟件 License
- 定期檢查學校電腦、影音系統及門禁系統
- 更新全校電腦系統、影音系統等的資產管理(Inventory)
- 其他學校指派之工作

提供服務公司必須在合約期間，提供一切有關員工之技術支援，包括電話或高級技術人員支援，讓有關之 TSS 員工可以解決有關日常工作範圍之困難。

另外亦請列明在緊急情況下(例如：Server Down 機)可提供之緊急支援服務及時數。

提供服務公司必須在合約內訂明：若有關之 TSS 員工請假，提供服務之公司必須提供其他技術支援員工以支援學校日常運作。

合約期：1/9/2021 至 31/8/2022

\* 除基本收費外，提供服務的公司可列出分配到校之員工的工作經驗 (包括在本校工作的服務經驗)，並列出因此所需的每月額外收費。而有關的額外收費只會在服務公司能提供以上員工到校的情況下才可收取。