

書面報價 / 投標書

寄

新界 上水 金錢村

金錢村何東學校

校長 收

承投 / 承辦 Wifi系統 保養及上網

---

截止書面報價 / 截標日期： 2020 年 8 月 17 日（星期 一 ）

註：

1. 請用本校提供的回郵信封寄回「書面報價 / 投標書」
2. 請勿在「書面報價 / 投標書」封面上顯示貴公司的名稱

金錢村何東學校  
書面報價邀請書 / 招標書

日期：18-07-2020  
掛號郵件

公司名稱及地址：

執事先生：

邀請書面報價 / 招標

承投提供 Wifi系統 保養及上網 (請註明物料或服務類別)

現誠邀貴公司承投提供隨附的書面報價 / 投標附表上所列的物料或服務。倘貴公司不擬接納部分訂貨，請於書面報價 / 投標附表上清楚註明。

2. 書面報價 / 投標表格必須填妥 一式兩份，並放置信封內封密。信封面應清楚註明：

(承投 Wifi系統 保養及上網 項目) 書面報價單 / 投標書

書面報價單 / 投標書應寄往 新界上水金錢村金錢村何東學校，並須於 2020 年 8 月 17 日 中午十二時前送達上述地址。逾期的書面報價 / 投標，概不受理。貴公司的書面報價單 / 投標書有效期為 90 天，由上述截止報價 / 截標日期起計。如在該 90 天內仍未接獲訂單，則是次書面報價 / 投標可視作落選論。另外亦請注意，貴公司必須填妥書面報價 / 投標表格第 II 部分，否則標書概不受理。

3. 倘貴公司未能或不擬報價 / 投標，亦請盡快把書面報價 / 投標表格寄回上述地址，並列明不擬報價 / 投標的原因。

4. 學校邀請書面報價 / 招標承投所需物品 / 服務時，會以 \*「整批」 / 「分組」 / 「分項」形式考慮接受供應商的書面報價 / 投標。



金錢村何東學校

吳毓琪

署任校長：吳毓琪 謹啟

2020 年 7 月 18 日

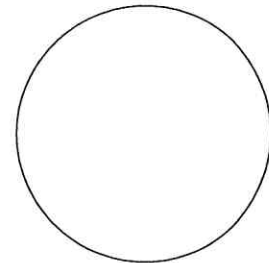
\*請刪去不適用者

金錢村何東學校  
書面報價 / 投標附表  
(須填妥一式兩份)

(第4、5和6項須由供應商填寫)

(1) 項目編號	(2) 物品說明/規格	(3) 所需 數量	(4) 單價 (元)	(5) 總價 (元)	(6) 提供的送貨服 務
1	Wifi系統 保養及上網 (三年保養)  <u>須由供應商送貨</u>				

本公司/本人明白，如收到學校訂單後未能供應書面報價/投標書上所列物料或服務，本公司/本人須負責賠償學校從另處採購上述物料或服務的差價。



公司印鑑

供應商名稱：\_\_\_\_\_

獲授權簽署報價單/投標書的代表的姓名及署名

姓名(請以正楷填寫)：\_\_\_\_\_ 簽署：\_\_\_\_\_

日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

金錢村何東學校  
承投供應物料的書面報價 / 投標表格

承投供應 Wifi 系統保養及上網 (註明物料類別) 的書面報價/投標表格

學校名稱及地址：上水金錢村金錢村何東學校

截止書面報價/截標的日期和

時間(由校方填寫)：2020 年 8 月 17 日(星期一)中午十二時前

### 第I部分

下方簽署人願意按照所列的價格(其他費用全免),以及校方提供的任何圖則及/或規格,供應夾附的書面報價/投標附表上所列的全部或部分項目,而交貨期限已於正式訂單上註明。下方簽署人知悉,所有未經特別註明的項目,如已在英國標準規格內有所訂明,則須符合該等規格,書面報價單/投標書由上述截止日期起計90天內仍屬有效;校方不一定採納索價最低的書面報價單/投標書或任何一份書面報價單/投標書,並有權在書面報價單/投標書有效期內,採納某份書面報價單/投標書的全部或部分內容。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,而其公司所供應的各個項目並無侵犯任何專利權。

### 第II部分

再行確定書面報價單/投標書的有效期

有關本書面報價單/投標書的第I部分,現再確定本公司的書面報價單/投標書有效期由 2020 年 8 月 17 日 起計為90天。

下方簽署人亦同意,書面報價單/投標書的有效期一經再行確定,其公司就該事項註明於書面報價/投標表格內的預印條文,即不再適用。

日期：                     年                      月                      日

姓名(請以正楷填寫)：

\_\_\_\_\_

簽署人：

\_\_\_\_\_

職銜：

(請註明職位，例如董事、經理、秘書等)

\_\_\_\_\_

上方簽署人已獲授權，代表：

公司簽署書面報價單/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：

\_\_\_\_\_





# PART I – WiFi REQUIREMENTS SPECIFICATION

## 1. Introduction

The Contractor is invited to

- Maintain a WiFi network in Kam Tsin Village Ho Tung School (The School); and
- Provide and maintain a WiFi service through subscription mode.

## 2. Background

The School will **enhance / top up** the IT infrastructure so as to set up the necessary WiFi environment in the school premises (full WiFi coverage in ALL classrooms) for supporting e-learning in class. Regarding the enhancement of WiFi infrastructure, we would like to hire a contractor to design, build, operate and maintain the whole infrastructure; and to pay for the service by subscription thereafter, through a **subscription** model.

## 3. User Requirements

This section specifies the user requirements of the School of the WiFi network. The Contractor shall be capable of supporting the requirements set out below.

### 3.1 Standard Provision

- **WiFi Internet Connectivity** – use IEEE 802.11a/b/g/n/ac. network or above in a standard classroom. The minimum number of classrooms to be covered shall be at least equal to the number of approved classes for the 2020/21 school year, that is **25** classrooms/point.
- **Number of Concurrent Connection** – commensurate with the maximum number of students, say **40**, in a class with at least **1.5Mbps** upload / download bandwidth per connection.
- **Number of classrooms using WiFi concurrently.**
- **Authentication Method** – use 802.1x standard based authentication single sign-on services.
- **Internet Content Filtering Service** – based on filtering profile commonly adopted by most schools and managed by vendors.

- **Existing Network Facilities** – not rely on any existing network facilities and cabling of the School, nor interfere with the existing WiFi network of the School. The Wi-Fi network shall be physically separated from the school network
- **Broadband Network** – use separate broadband with 16 fixed IPs for the WiFi service. Provide at least 1Gbps Internet connection at school
- **Managed Service** –operate the WiFi network using managed service model, provide end-to-end service with single point of contact including configuration, provisioning of service, proactive monitoring, maintenance, radio country code, channel and power setting, MAX clients number limitation for each radio, SSID and mapping VLAN management, built-in and external portal management, including social login, One-click, Voucher login methods, Portal page customization, language configuration, web and telnet security configuration, AP load balancing and roaming setting, RRM auto RF planning and regular reporting.
- **Service Level Agreement** – ensure at least 99.7% availability of the WiFi service, support four-hour response time and four-hour service recovery with active monitoring, helpdesk support with support hours from Mon to Sat 8:00 am to 6:00 pm, and provide monthly monitoring reports for the School.
- **Contract End Arrangement** – All provisions of trunks, conduits, cables, LAN ports and power points shall be considered as fixture of the School and shall become the property of the School. The Contractor shall remove or keep those provisions according to the instruction of the School. Contractor can remove the network equipment such as switch, routers, and access points.
- **Tenders will be disqualified and not be allowed to enter into the next stage if they fail to meet any of these mandatory requirements**

### 3.2 Add-on Service (to be aligned with PART II)

- **WiFi coverage** – to include special rooms and open areas
- **Authentication Method** – user account system being used by school, etc.
- **Session Control** – Other requirements
- **WLAN system access control** – specific request on MAC address filtering.



- **MAC Address Monitoring** – The lists of filtering and filtered MAC addresses are to be monitored by Kam Tsin Village Ho Tung School
- **Internet Content Filtering Service** – School **MUST** have **FULLY** administrative right to manager internet content filtering service
- **Hardware configuration** – School **MUST** have the **FULLY** rights to configure Access Point controller and firewall setting
- **Integration of networks** – system integration with existing network with secure design.
- **Internet addresses subscription & configuration** – for Internet access to school internal resources.
- **Monitoring of WiFi network** – specific request on monitoring of WiFi network by School.
- **Support hours** – extended support hours and/or reduced time for recovery.
- **Contract End Arrangement** – All provisions of trunks, conduits, cables, LAN ports and power points shall be considered as fixture of the School and shall become the property of the School. The Contractor shall remove or keep those provisions according to the instruction of the School. Contractor can remove the network equipment such as switch, routers, and access points.
- **Tenders will be disqualified and not be allowed to enter into the next stage if they fail to meet any of these mandatory requirements**

### **3.3. Deliverables**

3.3.1 The Contractor is required to provide the following deliverables for the WiFi network design:

- Master Activity Plan
- Network Configuration Report and Network Diagram
- Network Test Plan and Network Test Result Report
- Operation Manual for End User
- User Acceptance Test Plan
- Exit Plan

3.3.2 The Contractor is required to provide the monthly monitoring report

with the following items:

- Network Health Report
- Network Usage Report
- Reporting of security incidents
- Reporting on trend and statistics of incident and their analysis
- Reporting of the failure rate for all equipment with detailed fault analysis
- Problem log and incident log for critical failure of the network
- Statistical report on the type and no. of calls
- Summary of the outstanding enquiry for the month-to-date

#### **4. Technical Specification (Standard Provision)**

##### **4.1 WiFi Network**

4.1.1 The Wireless LAN (WLAN) System of the WiFi network shall support simultaneous dual-operation-mode that is FAT Access Point (AP) and Thin Access Point are both supported together with WLAN Controller. WLAN Controller shall be capable of fully centralized provisioning, configuration and monitoring all APs functionalities; a backup of the WLAN Controller shall be available.

4.1.2 The thin client WLAN Access Point (AP) shall be a high performance wireless network access device, which shall be connected with the Power over Ethernet (PoE) Access Switches via Structured Cabling System. Appropriate type of connection cables between WLAN APs and the antenna shall be provided.

4.1.3 The WLAN APs shall be compatible with dual-radio dual-band, up to 400Mbps for 2.4G (2\*2 MIMO), up to 4.8Gbps for 5G (4\*4 MIMO), up to 6 spatial streams, wireless access rate up to 5.2Gbps per AP. Supports concurrent 802.11a/b/g/n/ac.

4.1.4 The Contractor shall design the WLAN System to provide the coverage for the required wireless coverage place. The received signal strength measurement from the WiFi Service at the WiFi client device (such as tablet PC or notebook computer) is no worse than -68 dBm. The Contractor shall provide certificate or test report to illustrate that the WiFi

client device for testing satisfies the power emission requirement.

4.1.5 The WLAN AP shall support DHCP, PoE, WPA2, IEEE 802.1x and certificate authentication.

4.1.6 The WLAN System shall support automatic channel selection, protocol filtering, multicast/broadcast storm filtering and load balancing.

4.1.7 The WLAN system shall allow single or multiple devices per user account to be authenticated using 802.1x single sign-on service.

4.1.8 Each WLAN AP shall be able to support at least concurrent 40 users connecting to the network simultaneously. In no circumstance shall the speed of data transmission symmetrically fall below the data rate requirement at any place or any corner or any highly congested area within the areas being covered. In case the transmission speed is below the said data rates, the Contractor shall be responsible for all remedial measures to rectify or configure fine-tuning of antenna or even increase the quantity of the WLAN AP at Contractor's own costs in order to meet the data rate requirement as mentioned in the Specification. A complete set of catalogues with brand and model shall be submitted and highlighted for reference. The catalogues shall show all the features and technical specifications of the products and systems.

4.1.9 The system shall provide bandwidth control per connection.

4.1.10 The WLAN shall allow different authentications by using Service Set Identifiers (SSIDs).

4.1.11 The SSIDs shall be able to be set hidden from searching by WiFi devices. The devices have to manually set SSID to make connection.

4.1.12 Individual APs shall be allowed to be assigned by more than one SSIDs.

4.1.13 Antennas of APs shall be capable of detecting user locations in real time for direction switching while devices in motion.

4.1.14 The DHCP server shall support at least 30 queries/sec.

4.1.15 The WLAN system shall suspend the session of the user once the session control is expired and the suspension time shall be configured by the school.

4.1.16 The Contractor shall in provision of the service comply with non-interference requirements of and shall not cause interference prohibited under the Telecommunication Ordinance (Cap 106) or any other laws or regulation of Hong Kong.

4.1.17 The WLAN System shall provide termination of idle sessions and control of the duration features.

4.1.18 The WLAN System shall support client roaming across Access Points.

4.1.19 The WLAN system shall cover all areas specified under this tender.

4.1.20 The quotation shall include the cost to provide sufficient quantity and its cabling work required, including but not limited to supply and install the Fibre optics, Cat 6 cable, Conduit, cable patch panel, cable faceplate, Cable patch cord. For the backbone, fibre optic is suggested.

4.1.21 The Contractor shall provide complete set of WLAN Systems which consist of Wireless Access Point, Connection Cable, Authentication System, Wireless LAN Controller, PoE Switch, horizontal UTP Cat 6 cable/OM3 Fiber, patch cable UTP Cat 6 / OM3 Fiber Optics, any required license and all associated accessories.

4.1.22 All access points (AP) shall be certified by OFCA and copy of certificates issued by OFCA shall be attached to the proposals.

4.1.23 The Contractor shall ensure that there is no interference between WLAN Access Points due to limited non-overlapping channels assignment when the WLAN AP is installed. The Contractor shall be responsible at his own costs for providing solution to eliminate the



interferences including but not limited to reassignment of the non-overlapping channels, adding extra APs with lower transmission power and/or replacement of the WLAN AP.

4.1.24 The WLAN System shall support Web GUI management.

4.1.25 FTP service shall not be allowed in the WiFi network (to avoid exchanging credential and files in plain text without any encryption).

4.1.26 The WLAN System shall support IPV6 addressing method.

4.1.27 The WLAN System, Switch deployed must be same brand to ensure the service quality on deployment and after-sales services can be maintained.

## **4.2 Core Switch**

4.2.1 The Core Switch would be responsible for connecting all PoE access switches in typical floors for WLAN AP.

4.2.2 The Core Switch shall be capable of providing the required bandwidth, QoS, and policy-based routing to carry all sorts of information including video, voice, data, image, etc.

4.2.3 Each Core Switch shall provide a Gigabit Ethernet connection to each PoE Access Switch in typical floors. It should support at least 256Gbps switching bandwidth, consist of 24/48 x 10/100/1000Base-T Ethernet ports, with minimum 4 of 10GE Ports Ethernet uplink ports.

4.2.4 The Core Switch shall support Layer 2 and Layer 3 switching and capable of providing the wired speed performance.

4.2.5 The Core Switch shall support basic IP unicast routing protocols, Static route, Routing Information Protocol (RIPv1, RIPv2), inter VLAN routing.

4.2.6 The Core Switch shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control,

Spanning-Tree Protocol.

4.2.7 The Core Switch shall support WebGUI Management, Access Control Lists (ACLs), DHCP Interface and SNMP.

4.2.8 The Core Switch shall support VLANs including support for IEEE 802.1Q and IEEE 802.1p.

4.2.9 The network equipment deployed must be same brand to ensure the service quality on deployment and after-sales services can be maintained.

### **4.3 PoE Access Switch**

4.3.1 The Access Switches shall be deployed to provide high performance interconnectivity between the Core Switches and the WLAN APs on typical floor.

4.3.2 The Access Switch shall consist of 24/48 x 10/100/1000Base-T Ethernet ports, with minimum 4 of 1G SFP Ports connected with the Core Switch.

4.3.3 The Access Switch shall be used for connecting the WLAN APs. The Contractor shall determine the Maximum power loading of the devices to be connected with the PoE Access Switches. The Contractor shall provide additional PoE Access Switch(es) if the total power loading summed up from the PoE devices exceeds the maximum power loading capacity of the PoE Access Switch.

4.3.4 The Access Switches shall support VLAN configuration.

4.3.5 The Access Switches shall be at wired speed.

4.3.6 The Access Switches shall be provided sufficient port density to meet all the required links.

4.3.7 The Access Switches shall support PoE and shall conform to IEEE 802.af / IEEE 802.3af standard, which delivers power over single copper

UTP cable for WLAN AP.

4.3.8 The Access Switches shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control, IEEE 802.1D Spanning-Tree Protocol.

4.3.9 The Access Switches shall support Virtual local area network (VLANs) including support for IEEE 802.1Q and IEEE 802.1p.

4.3.10 The Access Switches shall support WebGUI Management, Access Control Lists (ACLs), DHCP Relay and SNMP.

4.3.11 The PoE Access Switches support aggregation port as source and destination port of mirroring; Flow-based mirroring; VLAN-based mirroring; Many-to-one mirroring; One-to-many mirroring; Cross-device traffic mirroring; RSPAN; ERSPAN

4.3.12 The network equipment deployed must be same brand to ensure the service quality on deployment and after-sales services can be maintained.

#### **4.4 Firewall**

4.4.1 The performance of the Firewall shall not be degraded with 100% Internet bandwidth utilization.

4.4.2 Network Address Translation (NAT) is required.

4.4.3 Access Control Policy is required.

4.4.4 The configuration settings of the appliance shall be allowed to export to files for backup and restore for rapid recovery and shall control all incoming and outgoing Internet traffic, serving as the sole entry and exit point between the Internet and the WLANs in all locations.

#### **4.5 Service Requirements**

4.5.1 The Contractor shall be responsible for the total project

management and shall assign a person to act as the single contact point to the School regarding all related activities of the contract. This single contact point cannot be transferred to a sub-contractor unless explicitly agreed by the School. Contractor should formally inform the School in writing if there is a change of contact point.

4.5.2 The Contractor shall provide rack/cabinet or use existing school rack if there is available rack space. All switches/firewall shall be properly installed into wall mounted cabinet or rack.

4.5.3 Cables shall be labelled with connected port and its device id.

4.5.4 All the equipment shall be labelled with an identifiable id.

4.5.5 The placement of cables, cabinets, racks and appliances shall be shown on the network diagram.

4.5.6 Switches and/or other appliances shall be properly installed into cabinet/rack with appropriate ventilation.

4.5.7 13A power cord(s) shall be bundled with appliance(s).

4.5.8 Cable shall be properly set up onto appropriate cable management guide.

4.5.9 Contractor should make sure that the actual environment is suitable for the installation and operation of equipment with School agreement in advance, and make necessary suggestions, if any.

#### **4.6 Service Level Requirements**

4.6.1 The Contractor shall provide incident/problem report to the School within 5 working days after each incident and the resolution taken.

4.6.2 The Contractor shall derive mechanism, including forms and reference tables for measuring and recording the Service Level Measures, to ease the administration and monitoring by the School.



4.6.3 Advance notice by at least 2 weeks shall be given to the School prior to all scheduled maintenance. At most 4 scheduled maintenances per year are excluded from the calculation of Service Levels. No more than 1 hour service interruption or an agreed time slot is accepted for each scheduled maintenance.

4.6.4 Service Level, expressed in percentage, is the ratio of actual available time to the scheduled available time for the WiFi network of the School and is calculated according to the following formula:

Service Availability Level = (Schedule Uptime within the month – Unscheduled Downtime within the month) / Scheduled Uptime within the month, where

**Scheduled Uptime:** The duration, in unit of minutes, for the WiFi network of the School is scheduled to be available for the month. The duration will exclude the scheduled downtime, which is defined as duration agreed between the School and the Contractor during which the service may be deliberately made unavailable to users.

**Unscheduled Downtime:** The amount of time, in unit of minutes, that the service are unavailable due to equipment failure or other reasons under the responsibility of the Contractor.

#### **4.7 Service Level Rebates**

4.7.1 The Service Rebates to the School operate as liquidated damages for the performance fallen short of the target service levels over a period of one month. The service measures stipulated in 4.6 will be used to determine the Service Rebates in Service Availability (S1) and Service Resumption Time (S2).

4.7.2 The application of the Service Level Rebates adjustment to the monthly charge will commence with effective from the acceptance of the reliability test.

4.7.3 For each month, the Service Rebates for different service measures (S1, S2) will be calculated as below if the Contractor cannot meet the

target Service Levels for the WiFi network of the School under the availability agreed:

Failure Hour x [(Yearly Subscription Fee ) / (365 x 24)] x 2, where

Failure Hour: The unscheduled downtime or the time to resume the network due to the failure of hardware or software which is provided by the Contractor. Failure Hour is calculated in the increment of 0.5 Hour.

4.7.4 The Service Rebates of the WiFi network of the School, if any, will be paid by crediting the invoice of the following month.

#### **4.8 Helpdesk Service**

4.8.1 The Helpdesk Service shall maintain dedicated hotline, including phone, email and fax, for enquiries and complaints.

4.8.2 The Helpdesk Service shall answer enquiries and complaints originated from the School concerning the Service.

4.8.3 The Helpdesk Service shall operate from Mon to Sat 8:00 am to 6:00 pm.

4.8.4 The Helpdesk Service shall maintain call logs on enquiries and complaints. The information shall be included but not be limited to date, time, description of issues, contact information, and follow-up actions. The Contractor shall observe and comply with Personal Data (Privacy) Ordinance in handling all information relating to these enquiries and complaints.

4.8.5 The Contractor shall provide the following information concerning the Helpdesk service related to the implementation of the Service:

- Detailed information of the helpdesk office, such as address, phone number, fax number; and
- Facilities, computer systems and equipment provided in the helpdesk office, such as private branch exchange (PBX), keyline telephone system (KTS), interactive voice response system (IVRS) and voice recording system.

4.8.6 The Contractor shall provide helpdesk staff with the necessary tools, including but not limited to hardware and software, related training for supporting the Service.

4.8.7 The Contractor shall not make use of the Helpdesk Service to transmit any message or conduct any activity to the School, which is not connected with the provision of the Service. The School shall have the full discretion to determine whether any such message or activity is in breach of this provision. The Contractor shall forthwith stop transmitting such message or conducting such activity and refrain from doing it further once the School has notified the Contractor in writing or verbally of its determination.

#### **4.9 User Acceptance Test**

4.9.1 The Contractor shall conduct tests with the School before the service is officially accepted and subscription started. Tests shall include User Acceptance Test for reliability and performance of the hardware and software, and also the monitoring, operation support and all other aspects related to the Service Level Agreement of the Service. At least 14 school working days of trial period is expected for service monitoring after testing.

4.9.2 The contractor will be required to perform test making reference to the User Acceptance Test and System Test documents at [www.edb.gov.hk/ited/wifi900](http://www.edb.gov.hk/ited/wifi900). They include the types of testing to be performed, the requirements to be tested, the testing environment, testing tools and pass/fail criteria as reference to the Contractor.

4.9.3 The Contractor shall upon request by the School arrange briefings to the School and/or Responsible Parties of the School, with briefing materials, prior to the User Acceptance Test when required.

4.9.4 The Contractor shall provide detailed acceptance test plan and a step by step testing procedure with expected results against the requirements set out in this specification.

4.9.5 The Contractor shall provide, configure and set up the proper



software and hardware for the School to carry out the User Acceptance Test.

4.9.6 The Contractor shall be required to carry out tests to demonstrate that the equipment and system meet the specification and other contractual requirements. The Contractor shall also be responsible for the timely preparation and compilation of all test schedules, test procedures and test reports.

4.9.7 The Contractor shall follow the agreed standards as laid down in this specification for the testing methods and procedures.

4.9.8 The Contractor shall submit a schedule of site performance and commissioning tests at least 3 working days prior to the commencement of the scheduled commissioning date.

4.9.9 Special tools, test equipment, test objects and simulators required for the demonstration of either bench or commissioning tests shall be made available by the Contractor at no extra charge to the School.

4.9.10 All test equipment used by the Contractor shall be properly and periodically calibrated. Measuring standards used in calibration shall be traceable to international or national measurement standards, or to an industry recognized manufacturer's reference, subject to approval of the School.

4.9.11 Calibration procedures and results shall be documented and signed by certifying body where applicable. The Contractor may be requested to show evidence of calibration of test equipment by submission of copies of these calibration records prior to conduction of any tests.

4.9.12 The Contractor shall submit the User Acceptance Test report within 3 working days. The acceptance of the installation will only be granted after receiving a satisfactorily UAT report from the Contractor.

4.9.13 All equipment to be installed may be subject to inspection and bench testing. The Contractor shall meet the cost of deliveries for bench test. Notwithstanding, the Contractor shall have carried out the tests in



accordance with the requirements and procedures stipulated in this specification and submitted the associated test reports for inspection.

#### **4.10 Termination of Service**

4.10.1 The School reserves the right to terminate all or part of the Service at any time with written notice of 10 working days in advance if:

- The Contractor fails to meet the target service levels under Service Level Requirements for two consecutive months, or three months in total within the committed subscription period;
- The School suspects that unauthorized activity has occurred or is occurring in relation to the Service;
- The provision of the Service will cause the School to be in breach of any applicable law;

4.10.2 The Contractor shall provide to the School and implement the Exit Plan in accordance with:

- The Contractor shall provide to the School an Exit Plan with feasible arrangements before the committed subscription contract date;
- If the School considers the Exit Plan as not satisfactory, it will notify the Contractor with comments. The Contractor shall revise the Exit Plan by taking into consideration of the School's comments and provide to the School with five (5) working days after the date of receiving the School's comments. If the Exit Plan has been considered as not satisfactory for three or more times, the School shall have the right to terminate this Contract by giving 10 days' notice in writing;
- Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
- The Exit Plan shall aim at enabling the School or its authorized parties to perform in substitution for the Contractor and to eliminate or minimize any disruption or deterioration of the Service. The Exit Plan shall contain, but not limited to the following information:
  - Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
  - Any information that is necessary for the School or a new service

- provider to continue the provision of the Service;
- Details of the Contractor’s personnel and other resources that will assist the School or the School’s authorized parties during the handover;
- All provisions of facilities such as trunks, conduits, cables, LAN ports and power points, shall be considered as fixture of the School venues and shall become the property of the School. The Contractor shall remove or keep those provisions according to the instruction of the School. Contractor can remove the network equipment such as switch, routers, and access points.
- The Contractor shall be responsible for the implementation and execution of the Exit Plan and shall ensure that the exit plan is carried out in a timely and orderly manner.

## **5. Sub-Contracts**

5.1 The Tenderer shall be the prime Contractor for all the services specified in PART I and PART II of this contract. The Tenderer shall be the single point of contact for all contractual matters.

5.2 The Tenderer shall be liable for the performance or breach of any provisions of the contract by Sub-Contractors.

5.3 The Tenderer shall provide details of the sub-contract service for the Wifi operation and maintenance of the Sub-Contractors in the format listed on Section 5 of PART II. The hierarchy of the sub-contracting shall also be clearly stated below. If there are no Sub-Contractors, please enter nil.

5.4 No Sub-Contractor(s) specified in Section 5 of PART II shall be replaced unless prior written consent has been given by the School.

5.5 The Tenderer shall ensure that the quality of the service rendered by the Tenderer shall not be affected due to any change of Sub-Contractors;

5.6 The Tenderer shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any



part of this contract. If request by the School, the Tenderer shall describe which part of the service shall be performed by the Sub-Contractor(s) in the sub-contract(s) between the tenderer and its Sub-Contractor(s).

## 6. Delay of Schedule

6.1 The Contractor shall provide the service according to the following schedule.

Phase	Items	Starting Date	Ending Date	Service fee
I	Maintain of WiFi network	01 Nov 2020	31 Oct 2023	0
II	Subscription of service	01 Nov 2020	30 Oct 2023	Quoted price

6.1 If the Contractor fails to provide any part of the WiFi service which shall be ready for use in the School within 60 days after the target Ending Date specified in Section 8 of Schedule of Work then notwithstanding anything else contained in this Contract the School shall be entitled to terminate this Contract with forthwith by giving written notice to the Contractor and to recover from the Contractor the amount of all damages and loss suffered by the School resulting from such failure, including without limitation to any damages and loss resulting from the termination of related service orders.

6.2 Within one (1) week of the termination of this Contract, the Contractor shall collect its own Hardware and Software at his own cost after the contractor has removed the School Data in the Hardware.

6.3 The Contractor shall reinstate and make good the concerned area of the School to the satisfaction of the School after removal of the hardware.

## 7. Terms of Payment

7.1 The subscription will be paid in arrears of each month during the subscription period.

## **8. Price Proposal**

8.1 The Service Provider is required to provide a breakdown on the service charges for each of the service items as set out in the Price Proposal at **PART II - PRICE SCHEDULE**. Failure in complying with this requirement will render the quotation disqualified.

8.2 Please note that, the School has the absolute discretion to accept the whole of the Services or just part of the Services as listed out by items in the Price Proposal.

8.3 Set up cost will not be considered as a part of the cost in subscription mode.



## **9. Invitation for Quotations**

9.1 Quotations are invited for the execution of the whole of the Services as described in this document. Quotations for part but not all of the Services will not be considered.

9.2 Please provide two sets of quotation documents for processing of the quotation.

## **10. Tender Preparation and Submission**

10.1 The Service Provider is required to submit the following information and document.

- A Statement of Compliance to provide response that the quotation complies with all requirements stated in this Specification.
- Price Schedule
- No upfront cost or one off cost schools shall be paid throughout the entire subscription period.
- Proposed AP location mark on the Floor plan.
- Proposed Network infrastructure show on the Network Diagram.
- Implementation Plan.
- WiFi Access Point certificates issued by OFCA.
- Product information including technical and descriptive literature and catalogues. Information provided by the manufacturer shall be able to substantiate that the products offered meet the mandatory Technical Specification.
- Tenders will be disqualified and not be allowed to enter into the next stage if they fail to meet any of these mandatory requirements

## **11. Selection and Payment**

School is looking for a contractor based on the following criteria

- Proposed pricing
- Proposed solution
- Equipment and services level
- Case reference
- Other useful information

## **12. Enquiry**

For enquiry, please contact Mr. Kwong of the School at 'it@ktvhts.edu.hk' or by phone at 9073 4319.

**3. Details of equipment to be proposed in the Maintain of WiFi network in the School**

<b>Items</b>	<b>Quantity</b>	<b>Model</b>
WiFi Controlllers	1	RUCKUS ZoneDirector 1200
Access Points	25	Ruckus ZoneFlex R500 Access Point
Router/Firewall	1	WatchGuard XTM 5 Series
Core Switch	1	RG-S2910-24GT4XS-E
Access PoE Switches	2	RG-S2928G-24P, T1500G-10PS
LAN Cables		
Others (please specify)		

**4. A floor plan (provided by the School) is attached.**

## PART II - PRICE SCHEDULE

### 1. Price details for Standard Provision

Standard Provision	3 years	School's choice on confirmation
Maintain of WiFi network		
Broadband fee		
Total in HK\$		

### 2. Price details for Add-on Services (Offer will be considered on itemized basis)

Add-on Service		3 years	School's choice on confirmation
Item	Description		
WiFi coverage for other areas	校長室 add 1 AP ( installation Package and 3 years warranty )		



金錢村何東學校  
承投供應物料的書面報價 / 投標表格

承投供應 Wifi 系統保養及上網 (註明物料類別) 的書面報價/投標表格

學校名稱及地址： 金錢村何東學校 上水金錢村

截止書面報價/截標的日期和

時間(由校方填寫)： 2020 年 8 月 17 日 (星期一) 中午十二時前

### 第I部分

下方簽署人願意按照所列的價格(其他費用全免),以及校方提供的任何圖則及/或規格,供應夾附的書面報價/投標附表上所列的全部或部分項目,而交貨期限已於正式訂單上註明。下方簽署人知悉,所有未經特別註明的項目,如已在英國標準規格內有所訂明,則須符合該等規格,書面報價單/投標書由上述截止日期起計90天內仍屬有效;校方不一定採納索價最低的書面報價單/投標書或任何一份書面報價單/投標書,並有權在書面報價單/投標書有效期內,採納某份書面報價單/投標書的全部或部分內容。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,而其公司所供應的各個項目並無侵犯任何專利權。

### 第II部分

再行確定書面報價單/投標書的有效期

有關本書面報價單/投標書的第I部分,現再確定本公司的書面報價單/投標書有效期由 2020 年 8 月 17 日 起計為90天。

下方簽署人亦同意,書面報價單/投標書的有效期一經再行確定,其公司就該事項註明於書面報價/投標表格內的預印條文,即不再適用。

日期： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

姓名(請以正楷填寫)： \_\_\_\_\_

簽署人： \_\_\_\_\_

職銜： \_\_\_\_\_ (請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

\_\_\_\_\_ 公司簽署書面報價單/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： \_\_\_\_\_