



東灣莫羅瑞華學校
Tung Wan Mok Law Shui Wah School

香港 大嶼山 石壁
Shek Pik, Lantau Island, Hong Kong
Tel:2980 2383 Fax:2980 3241 E-mail:office@twmls.edu.hk

School Ref. No.: T18/19-09

Company name:

Company address:

19 July 2019

By Registered Mail

Dear Sirs,

INVITATION TO TENDER LETTER
TENDER FOR THE DESIGN & SUPPLY OF ICT INFRASTRUCTURE

You are invited to tender for the service of design and supply of ICT infrastructure as specified in the enclosed tender document.

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

“Tender for the Design and Supply of ICT Infrastructure”

The envelope should be addressed to **Tung Wan Mok Law Shui Wah School, Shek Pik, Lantau Island** and arrive **not later than 2 pm on 2 August 2019 by registered mail**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

If you are unable or do not wish to tender, it would be appreciated if you would return the tender form with reason to the above address at your earliest convenience.

Tenderers are required to signify their understanding and confirm compliance with the anti-collusion clause set out in the Annex 1 and declare conflict of interest by signing and returning the confirmation letter (Appendix 1 to Annex 1 and Annex 2). The submission of tender without such confirmation letter will be disqualified.

The school reserves the right to select on basis other than price and do not have to award the supplier to the lowest price bidder.

Tenders will be accepted on an “overall” basis.

Yours faithfully,



CHEUK Tak Kan Paul
Principal

Anti-collusion Clause

- i) The Tenderer shall not communicate to any person other than Tung Wan Mok Law Shui Wah School (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 quote or otherwise collude with any other person in any manner whatsoever in the tendering process until the quotation is notified by the School of the outcome of the tendering exercise. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach of rules and laws or non-compliance, invalidate his tender.

- ii) Sub-clause (i) above shall have no application to the Tenderer's communications in strict confidence with his own insurers or brokers to obtain an insurance quotation for computation of quotation price and communications in strict confidence with his consultants/sub-contractors to solicit their assistance in preparation for tender submission.

- iii) The Tenderer shall submit to the School a duly signed letter in the form set out in Appendix 1 to the effect that he understands and will abide by these clauses. The letter shall be signed by a person authorized to sign the contract on the Tenderer's behalf.

To: Tung Wan Mok Law Shui Wah School

Dear Sirs,

Tender No. T18/19-09
Confirmation Letter for Compliance with
Anti-Collusion Clauses in Tender

We/I _____ of
(Name of the Tenderer)

(Address of the Tenderer)

refer to my / our submission of the above tender.

We/I confirm that before We/I sign this confirmation letter, We/I have read and fully understood the anti-collusion clauses in the tender.

We/I confirm that as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, We/I had not communicated to any person other than Tung Wan Mok Law Shui Wah School (hereinafter referred to as the School) the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not We/I or that other person should quote or otherwise colluded with any other person in any manner whatsoever and undertake that at any time thereafter in the tendering process for the above tender until We are/I am notified by the School of the outcome of the tendering exercise and other than the Excepted Communications referred to in the last paragraph of this letter We/I will not communicate to any person other than 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 We/I or that other person should tender or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression “Excepted Communications” means our/my communications in strict confidence with our/my own insurers or brokers to obtain an insurance quotation for computation of quotation price and communications in strict confidence with our/my consultants or sub-contractors to solicit their assistance in preparation of tender submission.

Signed for and on behalf of the Tenderer with Company Chop

Date

To: Tung Wan Mok Law Shui Wah School

Dear Sirs,

Tender No. T18/19-09
Form of Declaration of Conflict of Interest

In respect of the subject tender exercise, tenderers are required to declare that no member of your company is family member, close friend or one of close personal relationship with any of the member of Tung Wan Mok Law Shui Wah School, Contract Administrator and the subject schools.

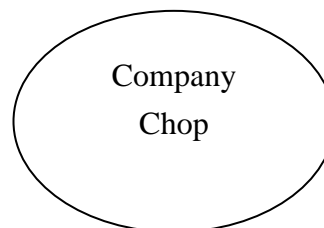
Should there be any close personal relationship between the members of your company and the employer of the contract administrator, you are required to give particulars of the personal relationship of the concerned member and strictly prohibited for tenders to offer advantages to any staff member of Tung Wan Mok Law Shui Wah School, Consultant or other vendors appointed by Tung Wan Mok Law Shui Wah School, particularly to the responsible staff for contract administration.

Name (in block letters): _____

Signature: _____ in the capacity of _____

(state official position, e.g. Director, Manager, Secretary, etc.)

Date: _____



Conflict of Interest: No / Yes (*please circle as appropriate*)

(If yes, please give the name and particulars of the member and describe your relationship with that member below.

Name _____

Relationship _____

TENDER FORM FOR THE DESIGN & SUPPLY OF ICT INFRASTRUCTURE

Name and Address of School:

Tung Wan Mok Law Shui Wah School, Shek Pik, Lantau Island

School Ref. No: T18/19-09

Tender Closing Date and Time: **2 pm on 2 August 2019**

PART I

The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein against the date of a firm order placed by the school at the price or prices quoted in the tender schedule free of other charges. In so doing, the undersigned 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 tender remains open. The undersigned 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 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 5 July 2019. 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.

Tender and all accompanying documents must be submitted in duplicate to the address and before the deadline set forth in the covering notice. All submissions have to be sealed and marked "Tender" with the Tender Reference and the closing date on the envelope and addressed to the principal.

Name (in block letters): _____

Signature: _____ in the capacity of _____

(state official position, e.g. Director, Manager, Secretary, etc.)

Date: _____

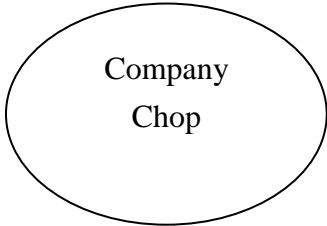
Duly authorized to sign tender for and on behalf of : -

whose registered office is situated at _____

_____ Hong Kong.

Telephone No.: _____

Fax No. _____



TERMS OF TENDER

1. Invitation to Tender

1.1 Tung Wan Mok Law Shui Wah School (“the School”) plans to deploy two new network infrastructures for the new site located in **12 Wong Yin Street, Tuen Mun**.

1.2 The School will enhance / top up the IT infrastructure so as to set up necessary optical network and WiFi environment in the School premises for supporting e-learning. Regarding the enhancement of optical network and WiFi infrastructure, a contractor will be hired to design, build, operate and maintain the whole optical network and WiFi infrastructure.

1.3 By submitting a Tender, a Tenderer will be regarded to have agreed to all the terms and conditions set out in the Tender Document.

2. Validity Period

2.1 A Tender once submitted by a Tenderer will be binding on the Tenderer.

2.2 It is a mandatory requirement of this Invitation to Tender that a Tender shall remain valid and open for acceptance for a period of not less than **90 days** after the Tender Closing Date.

2.3 If a Tenderer offers in its Tender a validity period that is shorter than the period referred to in 2.2, its Tender will not be considered.

3. Quantity

The quantity shown against each item in “Technical Specifications” is an estimate only and such estimate must be regarded as being given for the reference of the Tenderer when preparing the Tender Document and shall not be binding on the School.

4. Quotation of Prices

4.1 Unless otherwise provided for in the Tender Document, a Tenderer shall quote all prices in Hong Kong Dollars. Such prices shall be net prices and shall include but not limited to the cost of transportation, packing, packing materials, delivery, installation and testing of the Goods and related Services as the case may be.

4.2 Tenderer shall ensure that all prices quoted in its Tender are accurate before it submits the Tender. Under no circumstances will the School accept any request for price adjustment on grounds that a mistake has been made in the tender prices by the Tenderer. The Tenderer shall be bound by the Tender prices quoted in its Tender if the Tender is accepted by the School.

4.3 All prices under the Contract will remain valid for the duration of the Contract Period. Application for increase in prices during the Contract Period will not be entertained by the School except otherwise instructed and agreed by the School.

5. Offer of Products

Tenderer must not offer to supply any used or refurbished goods, products or equipment to the School. If a Tenderer fails to comply with this requirement, its Tender will not be further considered and it may be refrained from receiving any invitation to tender from the School for a prescribed period in the future. By submitting a Tender, the Tenderer undertakes and guarantees that all goods, products and equipment it offers in response to this Invitation to Tender are brand-new.

6. Tender Closing Date

6.1 Tenderer shall return their Tender Documents not later than 2:00 pm on 2 August, 2019 – by Hand or by Registered mail.

In case of submission by hand, the Tender Documents duly completed in sealed envelope(s) shall be placed into the Tender Box of the Ground Floor of Tung Wan Mok Law Shui Wah School at **Shek Pik, Lantau**, Hong Kong.

6.2 In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted before 12:00 noon on the Tender Closing Date, the closing time will be postponed to 2:00 pm of the next working day.

7. Negotiations

The School reserves the right to negotiate with any Tenderer the terms of the Tenderer’s offer and Conditions of the Contract.

8. Tender Evaluation

8.1 To promote a fair tender evaluation process, and to select the most advantageous Tender to the School, the tender evaluation criteria are open to all Tenderers. The assessment criteria in details are as follows.

Item Ref.	Criteria	Maximum Criteria Marks
a	Company background including scope of service, qualification, certificates, patent certificate, etc.	10%
b	Overall network design concept	15%
c	Track record and Job references (School reference of optical network installation with contact person)	45%
d	Price	30%
TOTAL:		100%

9. Scope of Work

9.1 The Tenderer shall submit a quotation with detailed design and specifications for network enhancement in the campus as listed in the tender requirements.

9.2 The tenderer shall provide a quotation for on-site maintenance including all materials and labor for the warranty period.

9.3 The tenderer shall provide a quotation for on-site maintenance including all materials and labor after the warranty period, on 1-year, 3-year or 5-year basis.

9.4 The successful tenderer shall provide the most efficient and effective delivery of the project with strategic planning to facilitate the implementation of network enhancement in the School.

9.5 The successful tenderer shall fully meet the requirements and specifications listed in the tender.

9.6 The successful tenderer shall provide all the basic installation and configuration of all the equipment in the project.

10. Contract Period

The project shall be completed within 40 calendar days after the award of tender.

11. Fail to complete within Contract Period

If the Contractor fails to carry out all or any part of the Services and Works provided for in the Contract within the Contract Period, the School may at its absolute discretion claim for compensation of HK5,000.00 for each one calendar day past the Contract Period.

12. Warranty Period

12.1 Warranty period is a period of 12 months from the date of School's acceptance of the goods, services and works.

12.2 During the warranty period, the Contractor is required to maintain and rectify defects in the goods and works.

12.3 The Contractor warrants to provide free replacement or repair of any defect in the goods or works to the School during the warranty period .

13. Technical Specifications

13.1 General requirements

- a. Tenderer shall provide solution which fully meets the deployment requirements in the tender.
- b. Tenderer shall provide a Project Manager to co-ordinate in the Project.
- c. Tenderer shall provide a detailed working schedule when submitting the tender documents.
- d. Tenderer shall provide one year on-site maintenance and support including all materials and labor which covers,
 - i. Optical fiber network
 - ii. All network equipment: core switches, access switches and ONUs
 - iii. Firmware upgrade
 - iv. Unlimited switches and ONU configuration (e.g. VLAN)

- e. The Helpdesk Service shall be available to answer enquiries and complaints originated from the School in 4 hours during the warranty period.
- f. Replacement for any switch failure shall be provided within 24 hours (throughout the checking and repairing period).

13.2 Wifi

- a. All WiFi equipment shall be connected to the new optical network infrastructure.
- b. Each AP shall provide concurrently 40 students WiFi access in each classroom.
- c. The bandwidth for 40 concurrent WiFi access shall be at least 1Mbps for both upload and download per connection for browsing web pages.
- d. WiFi Internet Connectivity – Use IEEE 802.11 a/b/g/n/ac Wave2 network for all WiFi nodes. The minimum number of classrooms to be covered shall be at least 30.
- e. Allow multiple devices per user account to be authenticated.
- f. Internet Content Filtering Service – based on filtering profile commonly adopted by most schools.
- g. A separate broadband service with duplex bandwidth 1Gbps shall be assigned to the WiFi service.
- h. Managed Service – operate the WiFi network using managed service model, provide end-to-end service including provision, monitoring and maintenance service including SSID and VLAN configuration.
- i. WiFi Controller – Manage all WiFi APs in the School on site. Setting and configuration of WiFi VLAN by (i) MAC address and (ii) SSID are required.
- j. Provide and install racks for the network devices.
- k. Tenderer shall provide a WiFi solution for both standard provision and add-on solution. The WiFi service shall cover the locations shown in the table below.

Floor	Room
LG/F	Guard room, Emergency vehicle access area, Basketball court and covered playground
	Staff Room
	General Office
	Principal's Office
	Conference Room
	Social Worker Room x 3
	Elective Subject Room 1-2
	Classroom 1-4
	Staff Common Room
	Medical Inspection Room
	Interview Room A & B
	Printing Room & Security Room
	PE Store

G/F	Visual Arts Room
	Library
	Design & Technology Workshop
	Integrated Science Lab
	Home Economics Room
	Small Group Teaching Room 1
	Classroom 5-10
	Resource Room & Multi-purpose Room
1/F	Classroom 11-16
	Music / General Purpose Room
	Small Group Teaching Room B
	Computer Assisted Learning Room
	Server Room
	Computer Room
	Flat Roof
2/F	Assembly Hall
	Student Activity Centre
	Multi-purpose Room 2
	Canteen
	Flat Roof
5/F	Sports Area

13.3 Optical / CAT 6 Network

- a. Provide and install fibers from the server room to the locations shown in the table below.

Floor	Room
LG/F	Staff Room
	General Office
	Principal's Office
	Conference Room
	Social Worker Room x 3
	Elective Subject Room1-2
	Classroom 1-4
	Staff Common Room
	Medical Inspection Room
	Interview Room A & B
	Printing Room & Security Room
	Covered playground
	G/F
Library	
Design & Technology Workshop	
Integrated Science Lab	
Home Economics Room	
Small Group Teaching Room 1	
Classroom 5-10	
Resource Room & Multi-purpose Room	

1/F	Classroom 11-16
	Music / General Purpose Room
	Small Group Teaching Room B
	Computer Assisted Learning Room
	Server Room
	Computer Room
2/F	Assembly Hall
	Student Activity Centre
	Multi-purpose Room 2
	Canteen
5/F	Sports Area

- b. Provide and install ONU protection boxes.
- c. Fusion Splicing is preferred to be used in the optical network.
- d. Provide and install CAT 6 copper UTP cabling which supports 1Gbps.
- e. Offer a solution that can provide dedicated 1G bandwidth per optical node for all classrooms concurrently.
- f. Provide and install a **SEPARATED** CAT 6 network for Island Hostel premises.

The locations are shown in the table below.

Floor	Room	Lan Node
1/F	Office	5
2/F	Canteen	1
	Quarter for superintendent 1-2	1
3/F	Study Room	1
	Staff Duty & Sleep-in Room 1	1
	Study Room 1	1
	Staff Duty & Sleep-in Room 2	1
4/F	Study Room	1
	Staff Duty & Sleep-in Room 3	1
	Study Room 1	1
	Staff Duty & Sleep-in Room 4	1
5/F	Study Room	1
	Staff Duty & Sleep-in Room 5	1
	Study Room 1	1
	Staff Duty & Sleep-in Room 6	1
6/F	Study Room	1
	Staff Duty & Sleep-in Room 7	1
	Study Room 1	1
	Staff Duty & Sleep-in Room 8	1
	Total:	23

13.4 Networking Requirement

- a. Provide and install key switches providing fully resilience of power supply.
- b. The Core Switches shall be L3 managed with switching capacity > 800 Gbps and stacking bandwidth > 40Gbps.
- c. Provide and install key PoE and non-PoE switches, if applicable.
- d. Provide and install key UPS in all rack locations for at least 30 minutes of uninterrupted power supply.
- e. Provide and install servers with licenses for VLAN IP range assignment as well as Domain Server Services, if applicable.
- f. Any network solution with bandwidth sharing technologies e.g. EPON or GPON etc., will not be accepted.
- g. Mechanical Splicing are not preferred to be used in the optical network.

14. User Acceptance Test (UAT)

14.1 Short Term UAT (1 week)

- a. Network Testing for New Optical Network and System
 - Physical testing for Optical Fiber Network
 - Bandwidth testing for all Optical Nodes via ONUs or switches
 - Performance Evaluation (e.g. whole school HD video broadcast)
- b. Network Testing for New WiFi Network
 - Multiple access testing for each WiFi node with concurrent 40 mobile devices
 - Bandwidth testing for each mobile device (with upstream and downstream bandwidth ~1Mbps)
 - Performance Evaluation

14.2 Long Term UAT (4 weeks)

After completion of short term UAT, there shall be a long term UAT with the period of 4 weeks. The school will perform long term UAT by fully utilizing the new WiFi and Optical Networks. During the period, all the network devices of the School e.g. PCs, mobile devices and servers will access the network as normal operation. The contractor shall assign a dedicated person to handle any failure occurred during the period (a hot line should be assigned and the response time should be <2 hours). The long term UAT will be completed when no failure occurred for 4 consecutive weeks.

15. Completion Report

15.1 A Completion Report is required after completion of the project which shall comprise the following items (List of deliverable items):

- An update network diagram (with optical network infra-structure, Core and Access Switches / ONUs)
- IP assignment and Log-in information for Core and Access Switches/ONUs
- Test report for all fiber nodes
- Port label for all Optical Fiber panels

16. Tender Preparation and Submission

16.1 Tenders are to be completed **in English or Chinese**, in **hardcopy in two sets**, including,

- a. A price proposal
- b. A project schedule with estimated timeline,
- c. A list of school references with contact person and details of the schools with installation of their optical network solution (e.g. number of optical nodes, project installation duration and stability etc.),
- d. Confirmation letter for compliance with anti-collusion clauses in tender,
- e. Form of declaration of conflict of interest,
- f. Tender Form,
- g. Company Business Registration Certificate,
- h. Other certificates or patent certificates, if applicable.

16.2 When completing the Tender Document, a Tenderer shall ensure that the name of the Tenderer is the same as the Company name shown in its Business Registration Certification submitted.

16.3 Unless otherwise stated in the Tender Document, all documents to be submitted by a Tenderer shall either be originals or certified true copies of the documents. If a Tenderer fails to comply with the requirements, its Tender may not be further considered.

17. Payment

Deliverable description	Payment (%)
Delivery of Project Equipment and Materials	0%
Completion of switch Installation and configuration	0%
Completion of User Acceptance Test and submission of Testing Report	100%
TOTAL:	100%

18. Enquiry

For enquiry, please contact **LEE Chi Fong (Mr.)** of the School at lcf@twmlsws.edu.hk or by phone at **2980 2383**.

The envelope cover should be marked as follows:

The Principal

Tung Wan Mok Law Shui Wah School

Shek Pik, Lantau Island

(Tender for the Design and Supply of ICT Infrastructure)

Tender Reference: T18/19-09

Tender Closing Date & Time: 2 pm on 2 August 2019