



# ST. FRANCIS XAVIER'S COLLEGE

45, Sycamore Street, Taikoktsui, Kowloon, Hong Kong.

Tel.: (852)2393-2271 Fax.: (852)2391-6101

<http://www.sfxc.edu.hk>

School Ref. No.: **T202507**

**7 July 2025**

Dear Sir/Madam,

## **TENDER INVITATION FOR THE PROVISION OF RENTAL SERVICES FOR FIVE PHOTOCOPIERS 2025-2028**

1. You are invited to provide a quote for undertaking services for the items specified in the enclosed tendering documents. If you are not prepared to accept a partial order, please state this clearly on the tendering schedule.
2. Your sealed tender, **in duplicate**, should be clearly marked on the outside envelope:  
**"T202507 Tender for the Provision of Rental Services for 5 Photocopiers 2025-2028"**

The envelope should be addressed to St. Francis Xavier's College, 45, Sycamore Street, Taikoktsui, Kowloon, and forwarded to arrive no later than 12:00 noon on 15 August 2025. 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 these 90 days. You are requested to note that unless the Tender Form is completed, the tender will not be considered.

3. If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the attached content to the school address at your earliest convenience.
4. Tenders will be accepted on an overall basis. For inquiries, please contact Mr. Calvin Wong via telephone at 2393 2271.

Yours faithfully,

LEUNG Man Fai  
Principal



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## **TENDER FORM FOR THE PROVISION OF RENTAL SERVICES FOR FIVE PHOTOCOPIERS 2025-2028**

Name and Address of School: St. Francis Xavier's College  
45, Sycamore St., Taikoktsui, Kowloon.

School Reference No.: **T202507**

Tender Closing Date: 15 August 2025

School Contacts: Mr. Calvin Wong – Tel: 2393 2271

### **PART I**

The undersigned hereby offers to supply all or any part of the items described in the Tender Schedule attached with the 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 tenders 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 items which his Company offers to supply do not to his knowledge infringe any intellectual properties.

### **PART II**

#### **RECONFIRMATION OF TENDER VALIDITY**

With reference to Part I of this Tender Form, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from the above closing date.

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.

### **PART III**

#### **SAFEGUARDING NATIONAL SECURITY**

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation documents, the School reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.



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## TENDER FORM T202507 (CONT.)

The undersigned also acknowledges that the School may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the School reasonably believes that any of the events mentioned above is about to occur.

Dated this \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

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

in the capacity of \_\_\_\_\_.  
(State official position, e.g. Director, Manager, secretary, etc.)

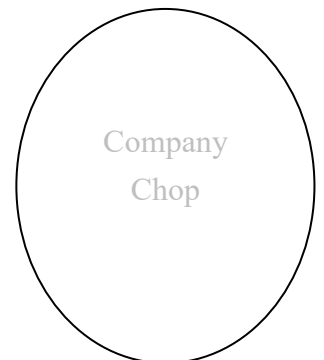
Duly authorized to sign tenders for and on behalf of: -

\_\_\_\_\_  
(Company Name)

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

\_\_\_\_\_  
(Company Address)

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





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## SPECIFICATION & QUOTATION OF THE FIVE PHOTOCOPIERS

Specifications	Basic requirement	Suppliers Offer (Yes/No/Specification)
Contract period	3 years (36 installments) (Starting from 01/10/2025)	
Brand / Model (Green Machine Acceptable)	Photocopier 1 (B/W, Mass Production Model) – Printing Room Photocopier 2 (B/W, Mass Production Model) – 2/F Printing Room Photocopier 3 (B/W) with fax function – General Office Photocopier 4 (B/W & Colour) – Printing Room Photocopier 5 (B/W & Colour) with Octopus function – Library	
Hard disk memory capacity	RAM: $\geq 2$ GB HDD: $\geq 320$ GB (Photocopier 4,5) HDD: $\geq 400$ GB (Photocopier 1,2,3)	
Resolution	Photocopier 4,5 : Scan & Print: $\geq 600\text{dpi} \times 600\text{dpi}$ Photocopier 1,2,3 : Scan: $\geq 600\text{dpi} \times 600\text{dpi}$ Print: $\geq 1200\text{dpi} \times 1200\text{dpi}$	
Warm-up time	$\leq 3$ min.	
First copy time	$\leq 4$ sec.	
Copy / Print speed	Photocopier 1: B/W : $\geq 80\text{ppm}$ (A4)	
	Photocopier 2: B/W : $\geq 80\text{ppm}$ (A4)	
	Photocopier 3: B/W : $\geq 80\text{ppm}$ (A4)	
	Photocopier 4: B/W & Colour : $\geq 75\text{ppm}$ (A4)	
	Photocopier 5: B/W & Colour : $\geq 75\text{ppm}$ (A4)	
Scanning	Scan-to-Email (with LDAP support), Scan-to-Folder (SMB/FTP), Scan-to-URL, Scan-to-Media (USB/SD Card)	
Scan speed	$\geq 75\text{ppm}$ (A4)	
Max. original size	A3 or ledger	
Output size	A3-A5 (Tray), A3-B6 (multiple bypass)	
Paper weights	60-250g/m <sup>2</sup>	
Power consumption	$\leq 3.5\text{kW}$	
Energy Efficiency Labeling	Energy Star Compliance and EMSD Energy Label or equivalent	
Punching	2 and 4 holes selectable (Photocopier 1,2,3)	Max _____ Sheets per job
Folding	Centre-fold and three-fold capacities (Photocopier 4,5)	Max _____ Sheets per job
Stapling	Minimum 60 sheets, Corner and 2 points stapling	Max _____ Sheets per job
	A4 with Corner Stapling Only (4 Pages 40 Sets)	_____ sec.
Booklet Stapling	Automatic folding and Centre stapling of up to 30 sheets (A3 or A4 booklet)	Max _____ Sheets per job
	Booklet with Half-Fold & Stapling (A3 or A4 booklet)	A3 booklet _____ sec. A4 booklet _____ sec.



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Banner Mode	Banner printing size around $\geq$ A4 wide and $\geq$ 1.2m length	
Insertor	Preprinted material insertion as inner pages or cover	Max _____ Sheets per job
Dimensions (W×D×H cm)	Photocopier 1: Around 280 cm x 100cm (Mass Production)	
	Photocopier 2: Around 280 cm x 100cm (Mass Production)	
	Photocopier 3: Around 170 cm x 90cm	
	Photocopier 4: Around 60cm x 70cm x 90cm	
	Photocopier 5: Around 90 cm x 90cm	
Payment System	One Octopus reader support (Photocopier 5)	
Interface	English and Chinese Versions	
Multi-login System	Login ID $\geq$ 200	
Product Safety	Compliance with European Union Standard for Product Safety, Electromagnetic Compatibility and Restriction of Hazardous Substances Directive (RoHs) or equivalent	
Selection Item (AI Function)	General Office Automatic Function (Photocopier 3)	
Central Ventilation System	Central Ventilation System for <b>one machine</b> , which is connected to the machine's main body, can be installed for ventilating Ozone, TVOC, dust, and heat outside the Printing Room. If Yes, please provide the advised connection to the main body with photos and five users of the setup as references (School Name, Contact Person & Title)	
	School Name:	Contact Person & Title:
	Selection Item (Add one additional machine)	
➤ Additional Service and Support	1. Free on-site training for copier use twice a year	
➤ After-Sales Service	2.	
	3.	
	4.	



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Maintenance and Warranty		Yes / No
Technical On-site Support	Response Time: $\leq 4$ hours	
Consumables	Toners, fusing rollers, fusing oil, and any items required to guarantee system runs smoothly.	
Free Warranty	Minimum three-year warranty covering all spare parts for normal wear and tear, consumables, labor costs, and future modifications, including the Octopus Reader.	
Services	Automatic meter reading, Remote preventive maintenance, Automatic consumables ordering	

Pricing arrangement AND Quotation	
Monthly committed copy volume	Photocopier 1+2+3+4+5: 180000/month (B/W), 1500/month (Colour) Including printer toner, regular inspection, supply of parts, maintenance services and warranty, accumulate printing count.
Monthly charge : \$ _____	
Excess copy charge : (B/W) \$ _____ (Colour) \$ _____	



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## Additional Information

### Other requirements:

- 1) The Contractor must install the photocopiers at the designated venues and will, at its best endeavor, maintain them in good working order.
- 2) The Contractor shall provide training to several named operators of the School in the use of the photocopiers.
- 3) It will be assumed, unless supplier clearly stipulates otherwise, that their offers will remain valid for the duration of the contract. Therefore, no request for price variation will be considered. If, however, a supplier wishes to submit a conditional offer which contains a price variation clause, he may do so, with the clear understanding that such an offer may prejudice the award of the contract.
- 4) Second-hand machines (Green machines) with good conditions will be considered. **Please state clearly if the machines are brand new or second-hand.**
- 5) Complimentary delivery and installation services for all copiers are part of the tender.
- 6) All copiers must be installed within two to three days prior to the contract date.

### Tender Selection Criteria:

Rental Price Offered	40%
Functions and Design for School Needs	40%
Additional Service and Support & After-Sales Service	20%