



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.: Q202702

23 October 2026

Dear Sir/Madam,

INVITATION TO SUBMIT WRITTEN QUOTATION FOR THE PROVISION OF SFXC Lift 1 Maintenance Services

1. You are invited to quote for the supply of the stores or services as specified in the enclosed document titled as "*Written Quotation Schedule*". If you are not prepared to accept a partial order, please state this clearly on the submitted quotation.
2. Your sealed written quotation (along with the completed "*Written Quotation Form*" and "*Written Quotation Schedule*" attached), **in duplicate**, should be clearly marked as follows on the envelope:

"Q202702 Written Quotation: SFXC Lift 1 Maintenance Services"

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 12 November 2026. Late submissions will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your bid to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless the "*Written Quotation Form*" is completed, the quotation will not be considered.

3. If you are unable or do not wish to submit a quotation, it would be appreciated if you would return this letter and the attached content to the school address at your earliest convenience.
4. Written Quotations will be accepted on an overall basis. Please contact Ms. LO Mei Yan at 2393 2271 for technical inquiries for this quotation. For administrative inquiries, please contact Mr. LAM Kai Man via the same number.

Yours faithfully,

LEUNG Man Fai
Principal





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WRITTEN QUOTATION FORM FOR THE PROVISION OF

SFXC Lift 1 Maintenance Services

(to be completed and submitted in duplicate)

School Reference No.: **Q202702**

Closing Date: **12 November 2026**

Contact Person(s):

Ms. LO Mei Yan – Technical Inquiries

– Tel: 2393 2271

Mr. LAM Kai Man – Administrative Inquiries

– Tel: 2393 2271

PART I

The undersigned hereby offers to supply all or any part of the items described in the Written Quotation 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 Written Quotation 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; written quotations shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the School is not bound to accept the lowest or any written quotations and reserves the right to accept all or any part of any written quotation within the period during which the written quotation 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 WRITTEN QUOTATION VALIDITY

With reference to Part I of this Written Quotation Form, it is reconfirmed that the validity of written quotation 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 written quotation is reconfirmed, the pre-printed clause specified in the Company's written quotation/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.

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



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- (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.)

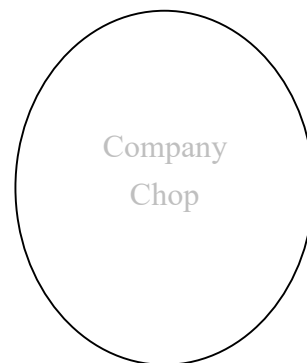
Duly authorized to sign quotations for and on behalf of: -

(Company Name)

whose registered office is situated at _____

(Company Address)

Telephone No.: _____





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ST. FRANCIS XAVIER'S COLLEGE

INVITATION FOR WRITTEN QUOTATION AND TECHNICAL SPECIFICATION FOR LIFT MAINTENANCE AND SERVICING

Service Specification

1. Statutory Qualifications and Basic Requirements of Contractor

- 1.1 Statutory Registration: The contractor must be a Registered Lift Contractor recognized by the Electrical and Mechanical Services Department (EMSD) of the Hong Kong Special Administrative Region, and legally registered and operating in Hong Kong for 5 years or more.
- 1.2 Regulatory Record: Within three months prior to the tender closing date, the contractor must not have received any warning letters or disciplinary actions issued by the EMSD.
- 1.3 OEM or Same Model Experience: Priority will be given to contractors who can provide OEM technical authorization, or possess substantial records of maintaining the same lift model (Otis lifts) as our school.
- 1.4 Employees' Compensation and Public Liability Insurance: The contractor must purchase sufficient Employees' Compensation Insurance for all technical personnel assigned to the school, and must hold Public Liability Insurance (Third-Party Liability Insurance) of not less than HK\$30,000,000 (Thirty Million Hong Kong Dollars).
- 1.5 Site Inspection Prior to Tender Submission: Contractors are advised to conduct a site inspection at the school at 3:30 p.m. on Friday, 6 November 2026 prior to tender submission to understand and familiarize themselves with the scope of works.

2. Equipment Details

This contract covers Lift No. 1 currently in operation at St. Francis Xavier's College:

- Location: St. Francis Xavier's College, 45 Sycamore Street, Tai Kok Tsui, Kowloon (Passenger Lift No. 1)
- Quantity: 1 unit (serving 6 floors)
- Service Floors / Landings: Ground Floor (G/F), 1st to 5th Floors (1/F, 2/F, 3/F, 4/F, 5/F), totaling 6 stops
- Manufacturer & Model: Otis / Model: EL380
- Equipment No.: E3130 (Contract Reference No.: 51ME3130)
- Rated Capacity: 1,250 kg
- Rated Speed: 1.0 m/s
- Travel Height: Approx. 17.6 meters

3. Contract Period

From 1st December 2026 to 31st August 2029 (both days inclusive).

4. Scope of Service and Core Service Indicators (Key Specification Clauses)

This contract is a "Full Comprehensive Maintenance Contract". The contractor shall be responsible for routine preventive maintenance, statutory inspections, spare parts supply and replacement, fault troubleshooting, and 24-hour emergency call-out and rescue services for the school's lift, ensuring that the lift is maintained in a safe, reliable, and good operating condition at all times.

4.1 Spare Parts Specification: Genuine / OEM Spare Parts Only



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4.1.1 OEM Guarantee: During the contract period, when carrying out any routine maintenance, component adjustment, repairs, or wear-and-tear replacements, the contractor must supply brand-new, qualified genuine parts and components manufactured by the Original Equipment Manufacturer (OEM, i.e., Otis Genuine).

4.1.2 Proof of Quality: Before replacing major spare parts, the contractor must proactively present to the school the original manufacturer's parts factory certificate, genuine qualification label, or procurement proof.

4.1.3 Prohibition of Unauthorized Substitutes: Without prior written approval and consent from the school, the use of second-hand parts, non-OEM modified parts, refurbished parts, or third-party substitutes is strictly prohibited. If alternative components must be used due to extreme and special market obsolescence/discontinuation, the contractor must obtain written safety and compatibility guarantees from the OEM or an independent Registered Lift Engineer, and receive written approval from the school prior to installation.

4.2 Spare Parts Delivery Period: Repair Parts Delivery Guaranteed Within 14 Days (14-Day Delivery Guarantee)

4.2.1 Regular Local Stocking: The contractor must maintain regular stock of consumable and operational spare parts and components for this lift model in its local Hong Kong warehouse.

4.2.2 Delivery Time Limit: If lift operating components suffer breakdown or wear requiring spare parts ordering and replacement, starting from the date of confirmation of repair by the school or inspection confirmation by the contractor, all spare parts must arrive at the school site and complete installation and testing within fourteen (14) calendar days to restore normal operation of the lift.

4.2.3 Delay Liability: If the contractor fails to arrive and complete repairs within 14 days due to supply chain delays, the contractor must state the reasons in writing in detail and provide a concrete remedial plan. The school reserves the right to deduct monthly maintenance fees or procure from another vendor with the price difference borne by the contractor.

4.3 Breakdown Response & Inspection SLA

The contractor must provide a 24-hour hotline service, 365 days a year, for breakdown reporting and emergency call-outs:

4.3.1 Same-Day Response Commitment: Once the school or school representative issues a notification of equipment abnormality, damage, or fault (whether via telephone, email, or instant messaging report), the contractor's hotline center or responsible supervisor must formally respond to the school by phone or in writing on the same day, confirming receipt of notification and recording fault details.

4.3.2 On-Site Inspection within Three Days: For all general breakdown reports that do not involve immediate life-threatening danger (such as abnormal operating noise, unsmooth door systems, mechanical wear, etc.), the contractor must assign qualified technical personnel to attend the school site within three (3) working days after notification is issued, to conduct detailed inspection, troubleshoot root causes, and submit preliminary handling proposals.

4.3.3 Emergency Trapped Passenger Incidents and Sudden Major Outages (Immediate Response):



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Trapped Passengers: Upon receiving a report of trapped passengers in the lift, the contractor's emergency rescue team must arrive at the school site within 30 minutes to rescue trapped passengers.

Major System Breakdown: In the event of an emergency breakdown causing complete lift shutdown, the contractor must arrive at the site within 1 hour to perform resets and emergency repairs.

5. Statutory Inspection & Maintenance Work Procedures

All work procedures of the contractor must fully comply with Chapter 618 of the Laws of Hong Kong, "Lifts and Escalators Ordinance", its subsidiary regulations, and Codes of Practice:

5.1 Bi-weekly Routine Maintenance: Routine maintenance shall be performed once every two weeks (not less than twice a month), work including but not limited to: cleaning, lubrication, fine-tuning, adjustment, and testing of electric motors, main driving machines, brakes (braking system), wire ropes, speed governors, door lock interlocks, safety gears, landing door tracks, and light curtains, and thoroughly clearing debris in the lift pit and car top.

5.2 Annual Statutory Comprehensive Inspection (Annual Inspection):

A thorough examination conducted by a Registered Lift Engineer at intervals not exceeding 12 months (including no-load and unloaded safety device tests).

The contractor shall represent the owner to submit statutory test results (Form LE11) to the EMSD, handle application and fee payment for the lift "Permit to Use", and properly post it inside the lift car. Government statutory fees for the Permit to Use shall be paid by the contractor on behalf of the School (related costs must be clearly listed in the quotation).

5.3 Five-Year Full Load Safety Test (Separately Charged): In accordance with Section 23 of the Ordinance, dynamic braking tests for safety gear, overload sensors, and braking systems shall be conducted under full load conditions upon expiry of the statutory cycle.

5.3.1 Service Availability Target: The contractor must ensure that the monthly "Service Availability Rate" of the lift is not less than 99% (excluding normally scheduled preventive maintenance).

5.4 Handover and Takeover Inspection:

Prior to taking over lift maintenance at the school, the new contractor must notify the Director of EMSD using Form LE3 at least 7 days before starting maintenance work, as required by the Ordinance.

Within two weeks after the contract takes effect, the contractor must submit a detailed status inspection report of the entire lift system to the school for record-keeping.

6. Construction Hours, Campus Safety, and Work Logbook

6.1 Non-Office Hour Operations: Except for emergency repairs, all routine inspections, maintenance, major parts replacement, or testing works shall, in principle, be scheduled during non-school hours or non-office hours (e.g., after school on weekdays, Saturdays, or school holidays) to ensure the personal safety of all teachers and students and avoid noise interference with teaching.

6.2 Work Logbook: The contractor must strictly adhere to statutory requirements to provide and maintain the statutory logbook specified by EMSD inside the school lift machine room. Date, arrival time, technicians' names, details of work, list of replaced parts, and departure time for each attendance must be recorded in detail for review and countersignature by the



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School's designated representative.

- 6.3 **Obligation to Report Accidents:** In the event of a major lift accident listed under the legislation, upon notification, besides immediately cordoning off the affected area and taking emergency repair measures, the contractor must arrange for an investigation by a Registered Engineer and submit the statutory incident notification (Form LE27) to the Director of EMSD within 24 hours of becoming aware of the accident, with a copy provided to the School.

7. Coverage of Maintenance Contract

This contract is a Full Comprehensive Maintenance Contract (excluding the lift full-load safety test carried out every five years). The quoted monthly fee must fully include all the following items, and the contractor shall not impose extra charges under any pretext:

- **Routine Inspections & Lubrication:** All routine bi-weekly inspections, daily adjustments, lubricating oils, and materials.
- **Wear & Tear Replacements:** Items requiring replacement due to normal wear and tear and component aging.
- **Emergency Call-outs & Labor:** 24-hour call-out repairs, general fault troubleshooting, trapped passenger rescue, and emergency repairs (including labor, employees' compensation insurance, and overtime surcharges).
- **Holiday & After-Hours Service:** No additional labor fees shall be charged for attendance on Sundays, public holidays, or non-office hours.
- **Exceptions:** Repairs to damage caused by vandalism, fire, natural disasters, flooding or other events beyond the contractor's control may be charged separately, subject to the School's prior written approval.
- **Main Machine & Driving System:** Main driving machine, worm gear, gears, thrust bearings, drive sheaves and their bearings; Brake coils, brake contacts, and brake linings.
- **Motor & Generator System:** Motor windings, rotating elements, commutators, brushes, bearings; Hydraulic lift plunger packing, hydraulic valves, and oil pipes.
- **Control & Electrical System:** Controller, floor selector, dispatching equipment; All relays, solid-state components, sensors, resistors, capacitors, transformers; All contacts, leads, timers, computer and microcomputer equipment; All wire ropes, chains, conductor cables, and machine room wiring.
- **Safety & Hoistway System:** Governor and all its components (e.g., sheaves, shafts, bearings, contacts, jaws); Car and counterweight Guide Rails, Guide Shoes, Buffers; All limit switches, tensioning devices, compensating rope assemblies; Carframe, Car Safety Mechanism, and platform.
- **Door System:** Automatic door operators, car door and landing door Hangers, door rails, door contacts, door lock Interlocks.
- **Consumables & Parts:** All lubricants prepared by OEM Otis; Mechanical, electrical, electronic parts, and circuit boards (all must be brand-new OEM genuine parts).

8. Contract Termination Clauses and Penalties

- 8.1 **Written Notice Period:** During the contract period, if either party wishes to terminate the contract prematurely, formal written notice must be given to the other party at least three months in advance.
- 8.2 **Termination for Unsatisfactory Service Performance:** If the contractor fails to fulfill the standards set out in this specification (e.g., failure to provide OEM genuine parts, spare parts delivery repeatedly exceeding 14 days, failure to respond on the same day or inspect on-site within 3 days after repair reports, unsatisfactory EMSD ratings, etc.), and fails to make significant improvements within 14 days after a written warning letter is issued by the school,



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the school reserves the right to terminate the contract unilaterally with immediate effect without any compensation, and the contractor shall indemnify the school for all administrative expenses and the engineering cost difference resulting from re-engaging a third party.



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Written Quotation Price Schedule

(to be completed in duplicate)

(Settled in HKD; Prices fixed during contract period, non-adjustable/no extra charges)

Service Item Description	Period 1 (1/12/2026 – 31/8/2027)	Period 2 (1/9/2027 – 31/8/2028)	Period 3 (1/9/2028 – 31/8/2029)
1. Service Items: Requirements detailed in Items 1 to 8 above	Monthly Fee: HK\$ _____	Monthly Fee: HK\$ _____	Monthly Fee: HK\$ _____
2. Annual Lift Examination (Once per year) After annual inspection each year, contractor responsible for applying for lift "Permit to Use" and paying relevant fees.	Annual Fee: HK\$ _____	Annual Fee: HK\$ _____	Annual Fee: HK\$ _____

Optional / On-Demand Items

(Note: Not routine contract payments, serving as reference pricing and assessment basis for special circumstances or major repairs)

No.	Item Description	Quotation Unit	Fee (HKD)
3.1	Replacement of complete set of main suspension wire ropes (inclusive of labor and genuine OEM materials)	Complete Set Replacement	HK\$ _____
3.2	Lift full-load safety test every 5 years (Section 23)	Per Test	HK\$ _____
3.3	Specialist engineer investigation and report fee for submitting Form LE27 to EMSD in the event of a serious lift accident.	Per Report	[] Free included / HK\$ _____
3.4	Additional technician call-out labor charge for human damage / force majeure accidents (Normal office hours)	Per Hour	HK\$ _____
3.5	Additional technician call-out labor charge for human damage / force majeure accidents (Non-office hours / Holidays)	Per Hour	HK\$ _____



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Mandatory Response Table

Item	Tender Contractor Specific Details	Response
1. OEM Spare Parts Supply Guarantee	a. Our company confirms 100% supply of genuine OEM spare parts b. Ability to provide manufacturer's certificate of compliance upon replacement	a. Yes / No b. Can / Cannot
2. Spare Parts Delivery Period Commitment	Our company confirms that wear-and-tear parts are guaranteed to arrive and complete restoration within 14 calendar days	[] Agree to fully comply / [] Other (please specify): _____
3. Breakdown Response & On-Site Inspection SLA	a. Acknowledge and confirm receipt of breakdown report on the same day b. Inspect and troubleshoot on-site within 3 working days for general breakdowns c. Arrive within 30 minutes when trapped passengers are reported d. Arrive within 1 hour when total lift breakdown occurs	a. [] Commit to comply b. [] Commit to comply c. [] Commit to comply d. [] Commit to comply
4. Maintenance Experience for Same Lift Model	a. Number of Otis EL380 or same-brand/same-model lifts currently under maintenance b. Number of secondary and primary schools currently served (The school reserves the right to call for verification)	a. _____ units b. Secondary: _____ ; Primary: _____ ; Name of secondary school: _____ Name of primary school: _____



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Information & Authorized Legal Signature

"Our company / I have clearly read and fully agree to all the terms and technical specifications above. If selected and appointed by the school, our company guarantees to strictly fulfill all standards of this contract, otherwise we are willing to bear relevant default liabilities and compensate the school for any price difference loss."

- Office Phone: _____
- 24-Hour Emergency Repair Phone: _____
- Fax Number: _____
- Contact Email: _____
- Name of Authorized Signatory (Block Letters): _____
- Signatory Title (e.g. Director / General Manager): _____
- Authorized Signature: _____

Please attach the following documents upon tender submission for reference:

1. Copy of Business Registration Certificate
2. Company's Registered Lift Contractor Certificate Number and Copy of License
3. Copy of Company's Insurance Policy Scope and Amount



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Evaluation Criteria & Weighting

Evaluation Domain	Sub-item & Measurement Metric	Max Score
1. Price	Total price for full contract period (Calculated by inverse formula)	40 points
2. Three Core Indicators	a. OEM spare parts guarantee and documentation b. Spare parts delivery and repair completion within 14 days c. Breakdown response & on-site inspection SLA	20 points 15 points 15 points
3. Otis Model Experience	Experience in maintaining Otis EL380 lifts	10 points
TOTAL Score	Overall Total Score (Out of 100)	100 points

Prevention of Bribery Ordinance

It is an offence under the Prevention of Bribery Ordinance that, without lawful authority or reasonable excuse, school staff accept advantages from suppliers and contractors or the suppliers and contractors offer advantages to school staff in connection with school procurement. Schools must not permit their staff to receive advantages (including payment of commission) from suppliers and contractors. They should also inform all suppliers and contractors in writing that the offer of such advantages to school staff in connection with their official duties is illegal. This could be done by incorporating a statement in the order form or the terms of quotations/ tenders. In any case, schools must not allow the choice of suppliers and contractors to be in any way influenced by any form of advantages, including donations.

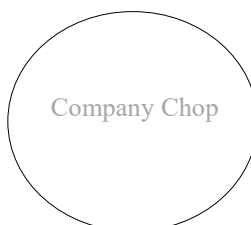
We/I understand that if we/I fail to supply the stores or services as offered in our/my written quotation/tender upon accepting school's order, we are/I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____ Signature: _____

Date: _____



NOTICE FOR DECLINING WRITTEN QUOTATION INVITATION

To: The Principal

St. Francis Xavier's College

45 Sycamore Street, Tai Kok Tsui, Kowloon

Written Quotation Reference: **Q202702**

Written Quotation Subject: SFXC Lift 1 Maintenance Services

Dear Sir/Madam,

We regret to inform you that we are unable to submit a Written Quotation proposal on this occasion due to the following reason(s) *(Please tick the appropriate box(es))*:

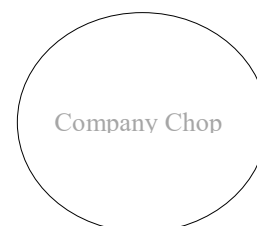
- ☐ Current production capacity/resources are fully committed.
- ☐ Unable to meet the required technical specifications / hardware standards.
- ☐ Unable to meet the delivery schedule or contract period.
- ☐ Financial or payment terms do not align with company policies.
- ☐ Other reasons *(Please specify)*: _____

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation

Name (in block letters): _____ Signature: _____

Date: _____



(Please affix this cover to the document and return it to our school by post or by hand.)

WRITTEN QUOTATION

To:

ST. FRANCIS XAVIER'S COLLEGE
45, Sycamore Street, Taikoktsui,
Kowloon, Hong Kong.

School Reference No.: Q202702

Subject: Q202702 Written Quotation: SFXC Lift 1 Maintenance Services

Closing Date & Time: 12 November 2026 12:00 noon