



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

新界 屯門 旺賢街 12 號
12 Wong Yin Street, Tuen Mun, N.T.
Tel:2980 2383 Fax:2980 3241 E-mail:office@twmls.edu.hk

By Registered Mail

School Ref. No.: T20/21-04

23 April 2021

Company name:

Company address:

Dear Sir,

**INVITATION TO TENDER LETTER
TENDER FOR THE PROVISION AND INSTALLATION OF
PUBLIC ADDRESS SYSTEM**

You are invited to tender for the supply and/or undertaking services of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

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

“Tender for the Provision and Installation of Public Address System”

(Tender Ref.: T20/21-04)

(Closing date & time: 2 pm on 17 May 2021)

The envelope should be addressed to **Tung Wan Mok Law Shui Wah School, 12 Wong Yin Street, Tuen Mun** and arrive **not later than 2 pm on 17 May 2021 by registered mail**. If a black rainstorm warning signal is issued or typhoon signal No. 8 or above is in effect for any duration between 9:00 a.m. (Hong Kong time) and 2:00 p.m. (Hong Kong time) on the Tender Closing Date, the tender closing time will be deferred to 2:00 p.m. (Hong Kong time) on the next weekday (i.e. except Saturday and Sunday) other than public holiday after the black rainstorm warning signal or typhoon signal No.8 or above is cancelled. Late tenders will not be accepted.

Your tender will remain open for 120 days from the above “Closing Date”, and you may consider your tender to be unsuccessful if no order is placed with you within 120 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.

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

Encl.

A. Notes for Tenderers

1. Tender Documents

This tender document consists of the following:

- Part A - Notes for Tenderers
- Part B - Terms & Conditions
- Part C - Tender Schedule
- Part D - Tender Form
- Part E - Information of Tenderer
- Part F - Declaration of Interests
- Part G - Site visit and briefing
- Part H - Floor Plan (LG/F to 2/F)

2. Tenderer's Enquiry

Clarification and questions relating to this tender must be submitted in writing (via e-mail) to the following:

Mr. Cheuk (Principal of Tung Wan Mok Law Shui Wah School)

E-mail: principal@twmlsws.edu.hk

3. Tenderers are requested to provide information for the following items:-

i) Company Profile including

History, size of operation and scope of business. Please also provide copies of relevant companies' registration documents such as business registration certificate.

ii) Proposed Hardware

An optimal hardware proposal for successful operation of the solution

iii) Project Reference

A list of relevant projects in reverse chronological order completed within last 3 years in the following format:-

Client information

- Referee name
- Position
- Phone / Fax / Email
- Company name
- Industry
- No. of employees

Project information

- Project name
- Location of project
- Key project details
- Project start date and completion date
- Name of key team member of the tenderer
- Hardware configuration
- Application / release installed
- Date of installation
- Modification made, if any

iv) Tender Schedule (Please refer to **Part C**)

v) Tender Form (Please refer to **Part D**)

vi) Information of Tenderer (Please refer to **Part E**)

vii) Declaration of Interests

Details of any existing or potential conflict of interest should be provided, if any. Please refer to **Part F**.

viii) Exceptions

Tenderer's proposed contract shall be fully compliant with the Invitation to Tender and the Service Requirements. However, tenderer may list in an attachment to its tender documents its proposed exceptions, the reason thereof and the effects of such proposals on its proposed contract / quotation. Tung Wan Mok Law Shui Wah School shall be under no obligation to accept any proposed exception.

Tenderers are requested to note items 4 to 9 below.

4. Assessment of Tenders

The evaluation will focus on the selection of a reliable and experienced tenderer, capable of delivering the required works, tools and services within the agreed time frame and providing on-going support to Tung Wan Mok Law Shui Wah School.

In making selection, Tung Wan Mok Law Shui Wah School will not only consider cost but also the proposal with the best combination of attributes that provides the desired services. Consideration will be given to the following criteria:

Technical (70%)

- Company background 5%
- Relevant experience on similar project 15%
- Level of services to be provided including solution, project team size, technical skills of support team, etc. 50%

Fee (30%)

Tentative Project Time Frame

Project Milestones	Tentative Date
Tender Invitation	2021.04.23
Briefing Session	3:30 pm on 2021.04.30
Tender submission due date	2:00 pm on 2021.05.17
Interview (if necessary)	2021.05.24
Notice of Award	2021.05.31

5. Contract Negotiation

At the completion of the selection process, Tung Wan Mok Law Shui Wah School will enter into negotiations with the selected tenderer to draft the final agreement. The final agreement must stipulate that the solution specified will satisfy the functions as stated in the tender & proposal at the stated growth rates. Tenderers should also be aware that the following documents will be included as attachments to the final agreement:

- a. This request for proposal
- b. The tenderer's proposal
- c. Revisions to the tenderer's proposal
- d. The tenderer's financial statements
- e. Related sales literature
- f. An implementation plan identifying the tasks to be completed, the assigned responsibilities and the scheduled completion dates.

6. Award of Contract

- a. Tung Wan Mok Law Shui Wah School reserves the right to select any tender in part or in entirety or to reject all tenders.
- b. Tung Wan Mok Law Shui Wah School will notify the successful tenderer of the acceptance of its offer in writing. No legal or financial commitments of any kind shall be implied until a mutually agreeable contract is drawn up and signed.

7. Unsuccessful Tenders

Tenderers who have not been notified of the acceptance of their tenders within 120 days after the closing date / time for submission of tenders (unless otherwise extended) may assume that their tenders are unsuccessful.

8. Payment Schedule

The payment would be broken down according to project milestones.

- a. 40% upon contract signing
- b. 25% upon 50% of completion (with submission of an interim report)
- d. 30% upon completion (with submission of a final report)
- e. 5% expiring of 12-month defect liability period

9. Penalty Clause

Project should be run on schedule and on the track of final project plan mutually-agreed in the design stage. Project delay prior with mutual written agreement by both Tung Wan Mok Law Shui Wah School and the Tenderer is acceptable.

If project delays without prior mutual agreement happens, the Tenderer should provide detailed report and remedy action. The Tenderer should compensate Tung Wan Mok Law Shui Wah School as follows:

No. of calendar days delayed (mutually agreed final project plan)	Penalty applied to the Tenderer
>1 day	HK\$ 1,000 per day

B. Terms & Conditions

1. Tung Wan Mok Law Shui Wah School (“TWS”) reserves the right to amend or supplement the information in this Tender.
2. The Tender shall be deemed open for acceptance for 120 calendar days after the tender closing date.
3. TWS is not bound to accept the lowest of any tender and reserves the right to accept all or any part of the tender submitted by the bidder. TWS is not bound to accept any conforming tender and reserves the right to cancel the Tender.
4. TWS may modify the tender document prior to the tender closing date by issuing an addendum to all invited bidders whenever necessary. If bidder fails to notify TWS of any error found in the Tender document, he shall bid at his own risk, and if, awarded the Contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.
5. Responses to this Tender will be without obligation to TWS and do not constitute a binding contract between TWS and bidder.
6. All prices quoted including all hardware, installation, labor, services and all other possible costs and activities required to complete the project should be in Hong Kong dollars. TWS will not be responsible for the cost of any additional item or work that is necessary to complete the project but has not been quoted by the bidder.
7. No request for price variation will be considered after the tender closing date. If, however, bidder wishes to submit a conditional offer which contains a price variation clause, he may do so in writing but such an offer may prejudice the award of the Tender.
8. The bidder warrants that its employees have the necessary skill, experience, qualifications and expertise to perform the installation works as set out in this Tender Document.
9. The awarded bidder shall provide all equipment, tools and materials necessary for the proper and efficient performance of the installation works to the satisfaction of TWS.
10. The delivery of Goods and installation works of network infrastructure must be completed **in 80 calendar days**. **Noisy works is not allowed in June 2021 from 09:00 am to 4:30 pm around the area close to the assembly hall on 2/F.**
11. The Goods and installation works supplied should comply with the Specification and Terms & Conditions as described in this Tender Document. If the Goods and works fail to comply with the Specification and Terms & Conditions as described in this Tender Document, TWS may by notice in writing (i) reject all or part of the Goods and Works delivered, or (ii) require the awarded bidder to replace all or part of the Goods and Works delivered to the satisfaction of TWS, free of all costs or (iii) terminate the whole or any part of the Contract.

12. TWS reserves the right to defer the payment or terminate the whole or any part of contract by notice in writing to the awarded bidder if the awarded bidder fails to deliver the goods and works according to the agreed date or the Specification and Terms & Conditions as described in this tender document. TWS reserves the right to assign the balance of the uncompleted services to another contractor at which the bidder shall be liable for any sums so incurred in excess of the contract price.
13. The bidder or their staff shall declare his interest if he has any affiliation with TWS. The bidder or their staff shall not offer any advantage as defined in the Prevention of Bribery Ordinance to any Board members or staff of TWS in connection with this tender exercise or the supply of goods in question. If the bidder or their staff are found to have offered any advantage to any Board members or staff, or committed an offence under the Prevention of Bribery Ordinance in connection with this tender exercise, TWS may, without affecting the bidder's liability for such act, invalidate the bidder's tenders, or terminate the contract concerned without entitling the bidder to any compensation.
14. The bidder shall not communicate to any person other than TWS 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 bid, or otherwise collude with any other person in any manner whatsoever in the tender until he is notified by TWS of the outcome of the tender exercise. Any breach of or non-compliance with this clause by the supplier shall, without affecting his liability for such breach or noncompliance, invalidate his tender. This clause shall have no application to the bidder's communications in strict confidence with his own insurers or brokers to obtain an insurance tender for computation of his tender price and communications in strict confidence with his bidders to solicit their assistance in preparation of the tender submission.
15. The bidder shall not, at any time, transfer the Contract, or any part share or interest therein, and the performance of the Contract by the bidder shall be deemed to be personal to him.
16. This Tender will be concluded as a contract commencing from the date of acceptance as specified in the letter of acceptance until fulfillment of all contract obligations.
17. Awarded vendor need to agree not to disclose confidential information to family members, friends, patients, coworkers, or anyone else without permission from TWS. The party also agrees to protect the confidentiality of all information while at TWS and after leaving TWS. The information is TWS's property and may not be kept by or removed by the party without express permission of TWS.

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C. Tender Schedule**(To be completed in duplicate)**

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
1	Preliminary					
1.1	The contractor shall comply with the Labour Department's regulations for safety of works sites.		-	-		
1.2	The contractor shall carry out daily site cleaning and removal of rubbish during the progress of Works. All accumulation of rubbish must be cleared and carted away as they arise. The contractor shall provide an orderly and efficient means of removing rubbish to the satisfaction of the Employer.		-	-		
1.3	The contractor shall provide contractor's all risk, third party liability insurance and Employees' compensation insurances		-			
Sub-total (1)						
2	Demolition					
2.1	Removal of the followings:- a. Existing unused PA system b. Existing damaged / unused cable (if any) c. Existing unused or damaged conduit d. Make good to the removal area		-	-		
Sub-total (2)						

3 PA System (IP Solution)						
Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
3.1	General					
3.1.1	System managing Amplifier (45 zone) - 240W					
3.1.2	External & Remote Control Unit for Digital Zone Selector - Approx. 42 Zone - Including On-site Programming - Support Automatic Bell System for School, Music, Fire Emergency and Pre-recorded Announcement - (Computer to be provided by School) <i>(To be installed in General Office at LG/F)</i>	1 set				
3.1.2	Remote Microphone w/ necessary extension	1 set				
3.1.3	Signal Cable					
3.1.4	uPVC Cable Containment					
3.1.5	Installation Service	1 lot	-	-		
3.2	LG/F					
3.2.1	Teaching Pre-Panel - Input: 1pc 1/4" Jack aux input, 1pc 1/4" Mic input - 2 sets of RJ45 connectors - 2 sets volume control <i>To be Installed in the following areas:-</i> - Classroom 1-4 - Elective Subject Room 1 (Visual Art Room) - Elective Subject Room 2 (Gym Room)	7 sets				

	<p>Duo-ch UHF Wireless Handheld Mic System</p> <ul style="list-style-type: none"> - Frequency for Local License Free Application - 16 Operation Frequency per Mic Channel - Scan Mode to pick up a Clean Channel to Operate - Tone-key Squelch Available to Eliminate External Noise - RF and sound level meters - SLR and 1/4" mixed output wit High/Low Output Adjustment - Include receiver x 1 and handheld mic x1 <p><i>To be installed in the following areas:</i></p> <ul style="list-style-type: none"> - Staff Room - Entrance Hall (Covered Playground) - Playground (Basketball Court) 	2 sets				
3.2.2	<p>Power Amplifier</p> <ul style="list-style-type: none"> - Frequency Response: 50Hz – 20kHz (±3dB) - Loop out (0dB, 10kΩ, balanced, screw terminal) - Connecting to the Speaker Line for Loop-through <p><i>(To be installed in Electrical Room)</i></p>					
3.2.3	<p>Speaker</p>					
	- Classroom 1-4	(6W)				
	- Conference Room	(6W)				
	- Elective Subject Room 1 (Visual Art Room)	(6W)				
	- Elective Subject Room 2 (Gym Room)	(6W)				
	- Staff Room	(6W)				
	- General Office	(6W)				
	- Black Box Theatre	(6W)				
	- Boy's Changing Room	(6W) (IP65)				
	- Entrance Hall (Covered Playground)	(60W) (IP65)				
	- Corridor at LG/F (refer to layout plan)	(6W) (IP65)				
	- Playground & Outdoor Area (refer to layout plan)	(30W) (IP65)				

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
3.3	G/F					
3.3.1	<p>Teaching Pre-Panel</p> <ul style="list-style-type: none"> - Input: 1pc 1/4" Jack aux input, 1pc 1/4" Mic input - 2 sets of RJ45 connectors - 2 sets volume control <p><i>To be installed in the following areas:</i></p> <ul style="list-style-type: none"> - Classroom 5-10 - Small Group Teaching Room A - Visual Arts Room (中華文化館) - Library - Design & Technology Workshop (Stem Lab) - Home Economics Room - Integrated Science Lab - Resource Room (Mindfulness) - Multipurpose Room (Mindfulness) 					
3.3.2	<p>Power Amplifier</p> <ul style="list-style-type: none"> - Frequency Response: 50Hz – 20kHz (±3dB) - Loop out (0dB, 10kΩ, balanced, screw terminal) - Connecting to the Speaker Line for Loop-through <p><i>(to be installed in Electrical Room)</i></p>					
3.3.3	<p>Pre-Amplifier & Plug In Module (Digital Mixer) w/ Remote Panel zone Manager and Audio Converter</p> <ul style="list-style-type: none"> - Resource Room and Multi-purpose Room (Mindfulness) 	1 set				
3.3.4	<p>Mixer Amplifier</p> <ul style="list-style-type: none"> - Resource Room and Multi-purpose Room (Mindfulness) 	2 nos.				

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
3.3.5	Speaker					
	- Classroom 5-10 (6W)					
	- Small Group Teaching Room A (6W)					
	- Visual Arts Room (中華文化館) (6W)					
	- Library (6W)					
	- Design & Technology Workshop (Stem Lab) (6W)					
	- Home Economics Room (6W)					
	- Integrated Science Lab (6W)					
	- Resource Room and Multi-purpose Room (Mindfulness) (6W)					
	- Boy's Lavatory (6W) (IP65)					
	- Flat Roof (30W) (IP65)					
	- Corridor at G/F (refer to layout plan) (6W) (IP65)					

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
3.4	1/F					
3.4.1	Teaching Pre-Panel - Input: 1pc 1/4" Jack aux input, 1pc 1/4" Mic input - 2 sets of RJ45 connectors - 2 sets volume control <i>To be installed in the following areas:</i> - Classroom 11-16 - Small Group Teaching Room B - Music /General Purpose Room Computer Room					
3.4.2	Power Amplifier - Frequency Response: 50Hz – 20kHz (± 3 dB) - Loop out (0dB, 10k Ω , balanced, screw terminal) - Connecting to the Speaker Line for Loop-through <i>(to be installed in Electrical Room)</i>					
3.4.3	Speaker - Classroom 11-16 (6W) - Small Group Teaching Room B (6W) - Music /General Purpose Room (6W) - Computer Room (6W) - Computer Assisted Learning Room (Creative Studio) (6W) - Boy's Lavatory (6W) (IP65) - Corridor at 1/F (refer to layout plan) (6W) (IP65) - Flat Roof (30W) (IP65)					

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
3.5	2/F					
3.5.1	<p>Teaching Pre-Panel</p> <ul style="list-style-type: none"> - Input: 1pc 1/4" Jack aux input, 1pc 1/4" Mic input - 2 sets of RJ45 connectors - 2 sets volume control <p><i>To be installed in the following area:</i></p> <ul style="list-style-type: none"> - Student Activity Centre (Dancing Room) 					
3.5.2	<p>Power Amplifier</p> <ul style="list-style-type: none"> - Frequency Response: 50Hz – 20kHz (± 3dB) - Loop out (0dB, 10kΩ, balanced, screw terminal) - Connecting to the Speaker Line for Loop-through <p><i>(to be installed in Electrical Room & Assembly Hall)</i></p>					
3.5.3	<p>Speaker</p> <ul style="list-style-type: none"> - Student Activity Centre (Dancing Room) (6W) - Barrack Room (6W) - Assembly Hall (60W) - Boy's Lavatory (6W) (IP65) - Corridor at 2/F (refer to layout plan) (6W) (IP65) - Flat Roof (30W) (IP65) 					
Sub-total (3)						

Item	Description	Qty	Brand	Model (Parts No.)	Unit Price (HK\$)	Total Amount (HK\$)
4.0	Completion					
4.1	The contractor shall provide O&M manual upon completion of project.		-	-		
4.2	The contractor shall provide at 2 sessions of training upon completion of project.	2 nos.	-	-		
4.3	The tenderer to specify any other items considered necessary for completion of all the works in accordance with the contract requirement.					
Sub-total (4)						
Grand Total (1+2+3+4):						

Remarks:

- Bidder should specify the brands and models.
- Bidder must provide the installation and quality checking of all hardware and software.
- It is assumed the works and item listed in Item 1.0 to 4.0 is sufficient and necessary for completion of all the works in accordance with the contract requirement. The tenderer shall specify if there is any other item which is necessary for completion of the works.
- The exact quantities and locations of nodes will be confirmed to awarded bidder upon commencement of the project.
- For any variation in the quantity, the amount to be added or deducted shall be adjusted in accordance with the rates quoted in this tender. If rates are not contained or are not applicable, the awarded bidder should provide quotation to TWS for endorsement prior to the installation.

Signature of Authorized Person: _____ Company Chop: _____

Name of Authorized Person: _____ Title: _____

Company Name: _____

Date: _____

D. Tender Form

Name and Address of School:

Tung Wan Mok Law Shui Wah School, 12 Wong Yin Street, Tuen Mun

School Ref. No: T20/21-04

Tender Closing Date and Time: **2 pm on 17 May 2021**

PART I

The undersigned hereby offers to undertake the goods/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 120 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 120 days from 17 May 2021. The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

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 : -

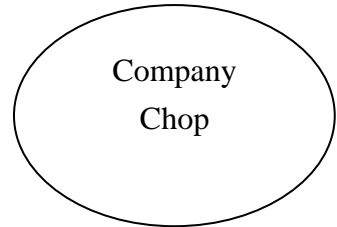
whose registered office is situated at _____

_____ Hong Kong.

Telephone No.: _____

Fax No. _____

Email: _____



E. Information of Tenderer

I/We hereby offer for Provision and Installation of Public Address System for Tung Wan Mok Law Shui Wah School in above and agree to be bound by the Specification and Terms and Conditions as stated in above. I/We also certify that the particulars given by me/us below are correct: -

1. Bidders must provide the following information of their company with the tender for evaluation. Failure to provide the information with details will render the tender invalid.
 - a. Company Profile
 - b. A copy of the current Business Registration Certificate
The number of Business Registration Certificate:

2. No. of calendar days required for the delivery of Goods and Installation works:
*The delivery of Goods and installation works must be completed **in 80 calender days***

3. In the event of any queries relating to this tender, please contact:

Name of Contact Person: _____ Telephone No.: _____

Signature of Authorized Person: _____ Company Chop: _____

Name of Authorized Person: _____ Title: _____

Company Name: _____

Company Address: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

Date: _____

F. Declaration of Interests

To: Principal, Tung Wan Mok Law Shui Wah School

We (Name of Company: _____) hereby declare that:

- We have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with our duties as a contractor of Provision and Installation of Public Address System for Tung Wan Mok Law Shui Wah School.

- We have pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties as a contractor of Provision and Installation of Public Address System for Tung Wan Mok Law Shui Wah School. The particulars of such matter are stated below :

We also acknowledge that we shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration if so required by Tung Wan Mok Law Shui Wah School.

Signature of Authorized Person: _____

Name of Authorized Person: _____

Date: _____

Note :

- (a) Please put a “✓” in the appropriate box
- (b) Please continue on supplementary sheet if necessary

G. Site visit and briefing

RE: Provision & Installation of Public Address System for Tung Wan Mok Law Shui Wah School

Registration Form

Company:	
Registrant:	
Registrant's Contact Number:	
Registrant's Contact Email:	
Participants: (Max. 3 per company)	1.
	2.
	3.

Date & Time:	3:30 p.m. on 30 April 2021
Location:	Conference Room (LG/F), Tung Wan Mok Law Shui Wah School 12 Wong Yin Street, Tuen Mun

Important Notes

1. Please send the completed registration form to **office@twmlsws.edu.hk** on or before 5:00 p.m. on 22 April 2021.
2. Late registration will not be accepted and answered.
3. For enquiries, please contact:
Ms Hui
Direct: 2980 2383
Email: office@twmlsws.edu.hk

H. Floor Plan (LG/F to 2/F)

- 5 pages in total