



Po Leung Kuk
Lo Kit Sing (1983) College

保良局羅傑承 (一九八三) 中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong 香港新界青衣長康邨

Tel: 2497 7110
Fax: 2431 1156

School Ref No.: T4/2526/14

Date: 28th May 2026

By Registered Mail

Dear Sir/Madam:

**INVITATION TO WRITTEN QUOTATION /TENDER FOR
THE RENTAL OF MULTI-FUNCTION PRINTING SYSTEM FOR 2026/29**

1. You are invited to tender for the supply and/ or undertaking services of the items as specified in the enclosed written quotation /tender schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation /tender schedule.
2. Your sealed written quotation /tender, in duplicate, should be clearly marked on the outside envelope:

**Written Quotation /Tender for
the Rental of Multi-function Printing System for 2026/29**

The envelope should be addressed to

**Po Leung Kuk Lo Kit Sing (1983) College
Cheung Hong Estate,
Tsing Yi,
N.T.**

and arrive not later than **12:00 noon on 18th June 2026 (Thu)**. Late written quotation /tenders will not be accepted. Your written quotation /tender will remain open for 90 days from the "Closing Date", and you may consider your written quotation /tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the written quotation /tender form is completed, the written quotation /tender will not be considered.

3. 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.

4. The bidder as well as its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in any committee responsible for considering any matters in relation to this quotation/tender. Any such offer by the bidder or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The school may also cancel the contract awarded and hold the bidder liable for any loss or damage the school may sustain.
5. In addition to the written quotation /tender content, it would be appreciated if you have any suggestion or item proposed to us for consideration. And if you are unable or do not wish to quote/tender, it would be appreciated if you would return the written quotation/tender forms to the above address at your earliest convenience.
6. Written quotations /Tenders will be accepted on an *overall'/'~~group~~'/'~~itemized~~' basis.
7. A **briefing session** and **mandatory site visit**:
 - Date: **8th June 2026 (Mon)**
 - Time: **11:00 a.m. – 12:00 noon**
 - Venue: Room 103

Interested tenderers are requested to contact our IT Support Staff, Mr. Vitas Lau at 24977110 by **5th June 2026 (Fri)** to register for the site visit.

Failure to attend the mandatory site visit may disqualify the vendor from the bidding process.

Yours sincerely,


Ms. LAW Wing Chung
Principal



Encl.
IT/ ct

Written Quotation/Tender Schedule

(to be submitted in duplicate, 1 Original + 1 Copy)

School Ref No.: T4/2526/14

PART I– 1.1

One unit of “Brand New” Production Grade B/W Multifunction Copier

Location: **Printing Room**

Model Name: _____

Place of Manufacture: _____

Mandatory Requirements

Item	Descriptions	Applicable (Yes/No)	If Not: Please specify
Main Features			
1	Production Printing Machine	Yes/No	
2	Copying/Printing Speed At least 136 pages per minute (A4) At least 71 pages per minute (A3)	Yes/No	
3	Paper Trays: Min. 7 trays with tandem design (for non-stop operation during refill bond paper)	Yes/No	
4	Standard Capacity: Support at least total 7,000 sheets	Yes/No	
5	Fully Support Newsprint paper use	Yes/No	
6	Duplex Printing & Colour Scanning	Yes/No	
7	Paper Size: Minimum A5 – SRA3	Yes/No	
8	Paper Weight: Min 52 – 256 GSM	Yes/No	
9	Magnification: Preset + Zoom (25-400%)	Yes/No	
10	Copy / Print Quantity: 1-9999 sets of Job	Yes/No	
11	HDD Min. 640GB Hard Disk Drive	Yes/No	
12	Must include DOSS and HDD encryption	Yes/No	

Item	Descriptions	Applicable (Yes/No)	If Not: Please specify
13	Include Single Pass Duplex Feeder	Yes/No	
14	Built in USB + SD Card Slot	Yes/No	
15	Touch Colour Panel Interface: Must Include Traditional Chinese, Simplified Chinese and English	Yes/No	
16	Support Customization Finishing Program (for one key common use)	Yes/No	
17	Standalone Purge Tray (for Clear Jam Paper)	Yes/No	
18	Machine production by Biomass Plastic (e.g. BP plastic)	Yes/No	
19	External Dual Toner Design (for non-stop operation design during replace toner)	Yes/No	
20	Ultrasonic Paper Feed Detection Sensor (for prevent Double Feed)	Yes/No	
21	Physical Cooling Bar System (photo provide) (for prevent output paper curling)	Yes/No	
22	Customization setting on Paper Type Use Include Size, Weight and Category (Plain Paper, Recycle Paper, Newsprint Paper, Powder Paper, Drawing Paper, NCR Paper) (for automatic regulate machine operation)	Yes/No	
23	Duty Cycle: 3,600,000 Prints	Yes/No	
24	Dimension: Not Larger than 2,700 mm x 900 mm x 1,800 mm	Yes/No	
Printing Features			
1	Printer Language: At least PCL5c, PCL6, PDF Direct Print	Yes/No	
2	Print Resolution: At least 2,400 x 4,800 dpi	Yes/No	
3	Windows environments: Windows Server 2019 / 10/ 11 or above Mac – OS 10 or above Android & iOS	Yes/No	
4	Support WIFI Printing	Yes/No	
5	Support USB and SD Card Direct Print	Yes/No	

Item	Descriptions	Applicable (Yes/No)	If Not: Please specify
Scanning Features			
1	Scanning Speed At least 220 images (B/W and Colour) per minute	Yes/No	
2	Scan Resolution: Support up to 600dpi	Yes/No	
3	Scan Format: At Least JPEG, PDF, TIFF	Yes/No	
4	Scan to Email: Folder	Yes/No	
5	Support USB and SD Card Direct Scan	Yes/No	
Accessories			
1	Remote Access Control: System administration and control over network without direct access to engine	Yes/No	
Booklet Finisher			
1	Support at least 100 sheets corner or edge staple finishing	Yes/No	
2	Support at least 30 sheets booklet finishing	Yes/No	
3	2 Hole or 4 Hole Punch finishing	Yes/No	
4	Half Folding without Stapling	Yes/No	
5	Non-standard paper size finishing support	Yes/No	
6	Support Stack and Cross sorting	Yes/No	
Environmental and Safety Certified:			
1	Environmental and Safety Certified: Eg. Blue Angel, Energy Star, ROHS... etc	Yes/No	
2	Energy Saving: 香港機電工程署能源效益標籤	Yes/No	
3	Ozone (O ₃) _____ ppbv / per hour		
4	Please provide Hong Kong government approved data analysis data (indoor air quality index data O ₃ , PM ₁₀ , PM _{2.5} , PM ₁)		
4.1	Respirable suspended particles (PM ₁₀) _____ µg/m ³		
4.2	Fine suspended particles (PM _{2.5}) _____ µg/m ³		
4.3	Fine suspended particles (PM ₁) _____ µg/m ³		
5	After the photocopier is installed, the supplier can provide free air quality index testing to prove that the data provided by your company is accurate	Yes/No	

PART I – 1.2

Three units of “Brand New” Colour Digital Multi-Function Copier

Locations: **Staff Room** × 2 units , **General Office** × 1 unit

Model Name: _____

Place of Manufacture: _____

Mandatory Requirements

Item	Descriptions	Applicable (Yes / No)	If not : please specify
Main Features			
1	Copying / Printing Speed for both B&W / Color: At least 70 pages per minute (A4)	Yes/No	
2	Scanning Speed for both Color and B&W: At least 300 sheets per minute (A4)	Yes/No	
3	Paper weight : Minimum 60 – 300 gsm	Yes/No	
4	Paper Trays : Minimum 4 Trays	Yes/No	
5	Manual Bypass Trays : Minimum 100 sheets	Yes/No	
6	Paper Capacity : Minimum 2,300 sheet capacity A4, A3, F4A (8.5” x 13.5”)	Yes/No	
7	Paper Size : Minimum A5 to SRA3	Yes/No	
8	Warm up time : Not more than 25 sec. or less	Yes/No	
9	Magnification : Preset + Zoom (25 – 400%) By 1%	Yes/No	
10	Copy / Print Quantity : 1 – 999 set of jobs	Yes/No	
11	Touch Panel Interface : Traditional Chinese + English	Yes/No	
12	One-Touch Job Memory Key : Minimum 30 User Password Control: Minimum 1,000	Yes/No	
13	System Memory : Minimum 4 GB RAM + Minimum 200 GB Hard Disc	Yes/No	

Item	Descriptions	Applicable (Yes / No)	If not : please specify
14	Banner Printing (min. size: 297mm x 1,200mm)	Yes/No	
16	Fax Function	Yes/No	
17	Fusing Unit Highest Temperature not more than 120 °C	Yes/No	
Copying Features			
1	Watermark Editing Function	Yes/No	
2	Erase Colour include pencil colour	Yes/No	
3	Masking Function Apps	Yes/No	
4	ID Card Copy and Scan Apps	Yes/No	
5	Erase Handwriting function	Yes/No	
Printing Features			
1	Print Controller: Minimum 2.4 GHz CPU	Yes/No	
2	Interface Type: Ethernet 10/100/1000 base TX	Yes/No	
3	Operating System: Windows Server 2019 / 10/ 11 or above MAC – OS10 or above	Yes/No	
4	Network Protocol: TCP/IP (IPv4/IPv6)	Yes/No	
5	PDL: PCL6, PCL5, PostScript 3, XPS	Yes/No	
6	Print Resolution: Support 4,800 dpi x 1,200 dpi	Yes/No	
8	Cheque Printing Apps	Yes/No	
Scanning Features			
1	Scan Format: PDF, Compact PDF, TIFF, JPEG	Yes/No	
2	Scan Resolution: 200 / 300 / 400 / 600 / 1200 dpi selectable	Yes/No	
3	Mobile Scanning through Free Apps	Yes/No	
4	ICR function	Yes/No	
Environmental Protection			
1	Environmental and Safety Certified: e.g. Blue Angle, Energy Star, RoHS...etc	Yes/No	

Item	Descriptions	Applicable (Yes / No)	If not : please specify
2	Energy Saving: 香港機電工程署能源效益標籤	Yes/No	
3	Hong Kong Green Label Certified, Carbon Audit	Yes/No	
4	ECO Info Indicator: Shown and recorded in counter page	Yes/No	
I.T. Security (HDD Protection)			
1	Must include DOSS and HDD encryption	Yes/No	
2	ISO 27001 Certified	Yes/No	

PART I – 1.3

Three Units of Color Digital Multi-Function Copier

Location: **Library** × 1 unit , **G04** × 1 unit, **Printing Room** × 1 unit

Model Name: _____

Place of Manufacture: _____

Mandatory Requirements

Item	Descriptions	Applicable (Yes / No)	If not : please specify
Main Features			
1	Copying / Printing Speed for both B&W / Color: At least 60 pages per minute (A4)	Yes/No	
2	Scanning Speed for both Color and B&W: At least 110 pages per minute (A4)*Simplex	Yes/No	
3	Paper weight: (Tray 1 – Tray 4) Minimum 60 – 300 gsm	Yes/No	
4	Paper Trays: Minimum 4 Trays	Yes/No	
5	Manual Bypass Trays: Minimum 100 sheets	Yes/No	
6	Paper Capacity: Minimum 2,000 sheet capacity A4, A3, F4A (8.5" x 13.5")	Yes/No	
7	Paper Size: Minimum A5 to A3	Yes/No	

Item	Descriptions	Applicable (Yes / No)	If not : please specify
8	Warm up time: Not more than 30 sec. or less	Yes/No	
9	Magnification: Preset + Zoom (25 – 400%) By 1%	Yes/No	
10	Copy / Print Quantity: 1 – 999 set of jobs	Yes/No	
11	Control Panel Interface: Traditional Chinese + English	Yes/No	
12	USB and SD Card Direct Print Function	Yes/No	
13	One-Touch Job Memory Key: Minimum 30 User Password Control: Minimum 1,000	Yes/No	
14	System Memory: Minimum 4 GB RAM Minimum 200 GB Hard Disc	Yes/No	
15	15 sheets (60 pages) Booklet Finishing Function (only one unit for printing room is needed)	Yes/No	
Printing Features			
1	Print Controller: Minimum 1.2 GHz CPU	Yes/No	
2	Interface Type: Ethernet 10/100/1000 base TX	Yes/No	
3	Operating System: Windows Server 2019 /10/ 11 or above MAC – OS10 or above	Yes/No	
4	Network Protocol: TCP/IP (IPv4/IPv6)	Yes/No	
5	PDL: PCL6.PCL5, PostScript 3, XPS	Yes/No	
6	Print Resolution: Support 4,800dpi x 1,200dpi	Yes/No	
Scanning Features			
1	Scan Format: PDF, Compact PDF, TIFF, JPEG	Yes/No	
2	Scan Resolution: 200 / 300 / 400 / 600/ 1200 dpi selectable	Yes/No	
3	Multi-Scanning in one Job	Yes/No	
Environmental Protection			
1	Environmental and Safety Certified: e.g. Blue Angle, Energy Star, RoHS...etc	Yes/No	

Item	Descriptions	Applicable (Yes / No)	If not : please specify
2	Energy Saving: 香港機電工程署能源效益標籤	Yes/No	
3	Hong Kong Green Label Certified, Carbon Audit	Yes/No	
4	ECO Info Indicator: Shown and recorded in counter page	Yes/No	
I.T. Security (HDD Protection)			
1	Must include DOSS and HDD encryption	Yes/No	
2	ISO 27001 Certified	Yes/No	

PART I – 1.4

One unit of “Brand New” B/W Digital Printer

Location: Staff Room

Model Name: _____

Place of Manufacture: _____

Mandatory Requirements

Item	Descriptions	Applicable (Yes/No)	If Not: Please specify
Main Features			
1	Desktop Design Machine	Yes/No	
2	Printing Speed At least 60 pages per minute (A4)	Yes/No	
3	First Output Time not more than 6 Sec.	Yes/No	
4	Paper Tray: Min. 1 Tray + 1 Bypass Tray (Support at least 600 sheets)	Yes/No	
5	Paper Size: Minimum A6 – A4	Yes/No	
6	Paper Weight: Min 60 – 220GSM	Yes/No	
7	Magnification: Preset + Zoom (25-400%)	Yes/No	
8	Monthly Duty Cycle: Support 275,000 prints per month	Yes/No	

Item	Descriptions	Applicable (Yes/No)	If Not: Please specify
9	Duplex unit	Yes/No	
10	Meter Counting Basic	Yes/No	
11	Build in USB Slot: (For Direct Print/Scan)	Yes/No	
12	System Memory: Min. 2 GB RAM	Yes/No	
13	Dimension: Not Larger than 450 x 570 x 470 mm	Yes/No	
Printing Features			
1	Printer Language: At least PCL5c, PCL6, PDF Direct Print	Yes/No	
2	Print Resolution: 1,200 dpi x 1,200 dpi	Yes/No	
3	Interface: USB 2.0, Ethernet 10 base-T/100 base-TX, Ethernet 1000 Base-T	Yes/No	
4	Network Protocol: IPv4, Ipv6, SMB, Apple Talk	Yes/No	
5	Windows environments: Windows Server 2019 / 10/ 11 or above Mac – OS 10 or above	Yes/No	
Environmental and Safety Certified:			
1	Environmental and Safety Certified: Eg. Blue Angel, Energy Star, ROHS... etc	Yes/No	
2	Energy Saving: 香港機電工程署能源效益標籤	Yes/No	
I.T. Security (HDD Protection)			
1	Must include DOSS and HDD encryption	Yes/No	
2	ISO 27001 Certified	Yes/No	

Part II**Centralization Copy & Print Accounting with Card Reader System and integrated software**

Item	Descriptions	Applicable (Yes / No)	If not: please specify
Job accounting system which includes:			
1	Unlimited Users license	Yes/No	
2	Card Reader(s) for MFP	Yes/No	
Features:			
1	Job and Quota accounting on copy	Yes/No	
2	Job and Quota accounting on print	Yes/No	
3	Online Accounting by Output: A4, A3, Duplex, Color, B/W Accounting	Yes/No	
4	Integration of Active Directory for Authentication	Yes/No	
5	Follow me Printing	Yes/No	
6	Support Scan to Me By Card Login or Password	Yes/No	
7	Create Shared Accounts for departments or functions with sub-group counting	Yes/No	
8	Job Management via web interface or MFP Panel	Yes/No	
9	Mobile Printing: - Send job directly from mobile devices	Yes/No	
10	User authentication by Card, PIN, User name and Password	Yes/No	
11	Definition of access rights and permitted printing methods	Yes/No	
12	Centralized Print Quota: Centralized the user print quota for all printing devices	Yes/No	
13	Immediate overview of who is printing, what documents and which device	Yes/No	
14	All Printing Device must have card reader	Yes/No	
15	Support BYOD (Mobile Print and Scan)	Yes/No	
16	Cloud Base OCR Function	Yes/No	
17	Web Cashier function for top-up account	Yes/No	

Item	Descriptions	Applicable (Yes / No)	If not: please specify
Supported Devices			
1	Part 1.2 – Part 1.4	Yes/No	
Report Format:			
1	Set of standard reports on users, Department by user groups.	Yes/No	
2	Able to generate specific reports customized to different criteria	Yes/No	
3	Automatic generated report to Folder or Email	Yes/No	
4	Report output format: html, xls, xml, csv, pdf	Yes/No	

PART III

Equipment Requirements

A. Consumable Requirements

Please include the consumable cost of the (Toner Cartridge, Waste Toner Bottle, Transfer Unit and Maintenance Kit etc.) for the hardware equipment separately from their net price for evaluation.

B. Maintenance Requirement

Item	Descriptions	Applicable (Yes/ No)	If not, please provide detail
1	Hardware Maintenance for three years included (Including hardware, labour and parts under normal wear & tear)	Yes/ No	
2	Automatic toner replenishment	Yes/ No	
3	Automatic meter reporting through computer network	Yes/ No	
4	Automatic delivery consumable	Yes/ No	
5	4 Hours Respond Service Call	Yes/ No	

Part IV

A. Service Requirements

1. Basic hardware installation service is required.
2. Software installation service is required.
 - Centralize Print Accounting System
 - OCR Solution
 - Printer Drivers in Windows-based Print Server
3. Network Cabling and conduit installation if necessary

B. Printing Scheme

The school is looking for a financial scheme with

1. monthly rental for **36 months**,
2. meter charge by 36 months contractual period,
3. provide buyback arrangement for existing machines, and
4. provide buyout arrangement for the rental machines by school after 36 months.
5. meter charge by monthly basis after buyout.

C. Total Service Guarantee

1. If the performance of MFP is not satisfied within the contract period, an identical model of MFP with comparable features and capabilities would be swapped.
2. Including hardware, labour, all spare parts and consumable but not limited to toner, developers fusing rollers, fusing oil or any item required to make the system run.
3. Normal operating supplies DOES NOT INCLUDE throughput materials, likes, paper, transparency, staple ... etc.

D. Financial Scheme

1. Monthly Rental HK\$ _____ per month
2. A3/ Other Size same as A4 Meter Charge: Yes / No (If no please specify _____)
3. Meter Rate:
 - B/W HK\$ _____ per copy or print
 - Full Color HK\$ _____ per copy or print

The quoted monthly rental and meter rates must remain fixed and flat for the entire 36-month duration, with zero annual percentage escalation

4. Staple Price

▪ Corner Staple HK\$ _____

▪ Booklet Stapler HK\$ _____

5. Buyback for existing machines: HK\$ _____

- Ricoh IM C6000 x 3 unit
- Ricoh SP 5310DN x 1 units
- Ricoh MP C4504exSP x 1 unit
- Ricoh MP C6004exSP x 1 unit
- Ricoh Pro 8310S x 1 unit

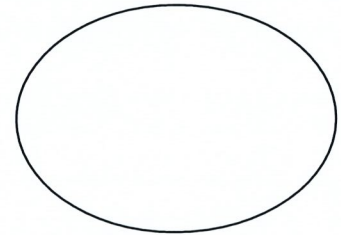
6. Buyout for all rental machines by school after 36 months HK\$ _____

The buyout price after 36 months must be a nominal fixed fee or clearly defined residual value.

7. Extension of 2 years hardware warranty after 36 months HK\$ _____

8. Meter Charge Review After _____ months

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/ I am prepared to pay the price difference to the school if such stores or services are obtained from elsewhere.



Company Chop

Name of Supplier: _____

Name and Signature of Person authorized to sign Written Quotation/Tender:

Name (in block letters): _____ Signature: _____

Date: _____

This is a blank page.

Written Quotation /Tender for the Rental of Multi-function Printing System for 2026/29

Name of Issuer: The IMC of Po Leung Kuk Lo Kit Sing (1983) College

Address: Po Leung Kuk Lo Kit Sing (1983) College
Cheung Hong Estate, Tsing Yi, N.T.

School Tender Ref.: T4/2526/14

Written Quotation/Tender Closing Date and Time: **18th June 2026 (Thu) , 12:00 noon**

PART I

The undersigned hereby offers to supply all or any part of the items described in the written quotation /tender schedule attached with 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 /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; written quotations /tenders shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any written quotation /tender and reserves the right to accept all or any part of any written quotation /tender within the period during which the written quotation /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 patents.

PART II

RECONFIRMATION OF WRITTEN QUOTATION /TENDER VALIDITY

With reference to Part I of this written quotation /tender document, it is reconfirmed that the validity of written quotation /tender offered by this company remains open for 90 days from **18th June 2026 (Thu)**.

The undersigned hereby declares and undertakes that we shall ensure that we have not submitted any written quotation /tender in this purchase together with companies or persons associated with us. If we have violated the said undertaking, we understand that all our or such written quotations /tenders submitted by us shall be treated as void and at the same time your school may put our company and all the associated companies or persons on your blacklist.

The undersigned also agrees to accept the fact that once the validity of written quotation /tender is reconfirmed, the pre-printed clause specified in the Company's written quotation /tender forms in regard to this nature shall NOT apply.

SAFEGUARDING NATIONAL SECURITY

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender 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:

- (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.

MANDATORY TENDER REQUIREMENT

The undersigned acknowledges that if the tenders and purchases involve wages, the tenderer complies with the requirements of the Statutory Minimum Wage. Wages payable to an employee in respect of any wage period, when averaged over the total number of hours worked in the wage period, should be no less than the Statutory Minimum Wage rate.

The undersigned acknowledges that for service tenders which rely heavily on the deployment of non-skilled workers shall not be considered for a period of five years if the tenderer has had:

- (i) any conviction of the following Ordinances-
 - (a) the Employment Ordinance (Cap. 57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
 - (b) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
 - (c) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
 - (d) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
 - (e) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section

7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or

- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for carrying out of the contract with the Government.

The undersigned declares that during the 5-year period immediately preceding the tender closing date, the tenderer did NOT have the above-mentioned conviction OR three or more demerit points over a rolling period of three years.

COMPLIANCE WITH CHILD PROTECTION POLICIES

The undersigned hereby confirms and undertakes that the Contractor will strictly comply with the Mandatory Reporting of Child Abuse Ordinance and all child protection policies formulated by Po Leung Kuk, and will ensure that all services provided by the Contractor fully comply with the relevant laws of Hong Kong and the child protection requirements of Po Leung Kuk.

Dated this _____ day of _____, 20_____.

Name (in block letters): _____

Signature: _____ in the capacity of _____ .

(State official position, e.g. Director, Manager, etc.).

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

whose registered office is situated at _____

_____ Hong Kong.

Tel No.: _____

Fax No.: _____

學校檔號：T4/2526/14

書面報價/招標承投提供：

**INVITATION TO WRITTEN QUOTATION /TENDER FOR THE RENTAL OF
MULTI-FUNCTION PRINTING SYSTEM FOR 2026/29**

截止日期/時間：2026 年 06 月 18 日，中午十二時正

致：

保良局羅傑承(一九八三)中學

新界青衣長康邨

校長收啟