聖士提反堂中學
招標啟事

現誠邀特約供應商為本校提供

1. 學校內聯網行政系統軟件
2. 智能咭點名系統軟件
3. 門禁出入控制系統

投標者可登入本校網頁 (http://www.sscce.edu.hk) 下載投標說明及表格，並把標書以書面形式（封口蓋上公司蓋章）在 2011 年 4 月 8 日下午 4 時前送抵：

香港薄扶林道 62 號
聖士提反堂中學校長收
(封面請註明 “招標文件 003/2011”)

查詢電話：25461111(內線 26) 謝先生
Dear Sir/Madam,

INVITATION TO TENDER

TENDER FOR
SCHOOL ADMINISTRATION SYSTEM INTRANET MODULES;
SMARTCARD ATTENDANCE TRACKING SYSTEM &
DOOR ACCESS CONTROL 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 outside envelope:

“Tendering Document 003/2011”

The envelope should be addressed to The Principal, St. Stephen’s Church College, No. 62 Pokfulam Road, HK and forwarded to arrive not later than 4:00 p.m. on 8 April 2011. Late tenders will not be accepted. Your tender will remain open for 90 days from the “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 Part II of tender form is completed, the tender will not be considered.

Tenders will be accepted on an overall / group / itemized basis.

Yours faithfully

Chan Yuen Ling (Ms)
Principal
TENDER FOR
SCHOOL ADMINISTRATION SYSTEM INTRANET MODULES;
SMARTCARD ATTENDANCE TRACKING SYSTEM &
DOOR ACCESS CONTROL SYSTEM

Name and Address of School  St. Stephen’s Church College
No. 62 Pokfulam Road, HK

School Reference No. 003/2011

Tender Closing Date and Time  4:00 p.m. on 8 April 2011

Part I
The undersigned hereby offers to undertake the service as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be provided in accordance with such detail; 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 tenders remain 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 _________________________.

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.

Date this ____________________ day of ____________ 20_____

Signature ______________________ in the capacity of ______________________________
(State official position, e.g. Director, Manager, Secretary, etc)

Duly authorized to sign tenders for and on behalf of:

____________________________________________________________________________

whose registered office is situated at

____________________________________________________________________________

____________________________________________________________________________ Hong Kong.

Telephone No. : __________________ Fax No. : __________________________
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Description / Specification</th>
<th>Quantity required</th>
<th>Unit Rate (HK$)</th>
<th>Total Amount (HK$)</th>
<th>Delivery Offered</th>
</tr>
</thead>
</table>
| 1       | SmartCard Attendance Tracking System  
* Independent attendance-taking schedule for specified date/cycle day/weekday  
* Laptop portability for sports meeting and out-campus activities  
* Online attendance taking (teachers)  
* Online attendance inspection (parents)  
* Alert parents of student attendance via SMS integration  
* Export attendance data compatible with WebSAMS System integration with IP, iPortfolio and other school administration modules | 1 System & 950 Cards |  |  |  |
| 2       | SmartCard Reader  
* RFID SmartCard Reader  
  3-year hardware warranty | 3 |  |  |  |
| 3       | Door Access Control System  
**Location:**  
1. G/F Staffroom  
2. 1/F Staffroom  
3. 2/F Staffroom  
4. 3/F Staffroom  
5. 4/F Staffroom  
6. 5/F Staffroom  
7. EXT Staffroom | 7 |  |  |  |
| 4       | School Administration System Intranet Modules  
**School Management**  
* Resource booking  
* Publicly accessible assignment schedule  
* Campus Communication  
* Electronic announcement  
* Electronic student/staff circular  
* Online community tools, such as public timetable, group-based questionnaire, file-sharing and activity announcement  
* Centralized user and system management via backend Administration Console  
* Centralized online classroom management via integrated management console  
**Learning Content Management**  
* Support multimedia content  
* Learning content delivery at pre-determined time | 1 |  |  |  |
- Learning Assessment Tools
- Automatic marking, scoring and results processing
- Generate summary of submitted/not submitted assignments
- Record test answer patterns for analysis
- Electronic answer sheets that support both traditional/electronic question paper
- Online assignment submission
- Tools to support project-based learning and collaborative learning
- Online questionnaire
- Group-based student management and communication

**School Communication**
- Webmail functions
- Integration with intranet
- Receive mail from internal and external

| 5 | Cabling Job for Installing the Smartcard Readers | 1 |

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

Name of Tenderer : ________________________________

Signature of
Person Authorized
To Sign Tender : ________________________________

Date : ________________________________

Company Chop