



沙田圍胡素貞博士紀念學校

SHA TIN WAI DR. CATHERINE F. WOO MEMORIAL SCHOOL

沙田乙明邨街二號

電話：2646 8926

傳真：2686 9969

學校檔號：GR2526008

供應商名稱：

地址：

執事先生：

招標

承投：「2026 至 2029 年度租賃無線及有線網絡服務項目」

現誠邀貴供應商/承辦商承投投標附表上所列的項目。倘 貴供應商/承辦商不擬接納部分服務內容，請於投標附表上清楚註明。

投標表格必須填具一式兩份，並放置信封內封密。信封面應清楚註明投標書，投標書應寄往：沙田圍胡素貞博士紀念學校 沙田乙明邨街2號；請供應商/承辦商切勿在招標書封面上顯示供應商/承辦商身份，並須於2026年6月8日(星期一)下午一時或以前送達上述地址。

逾期的投標，概不受理。 貴供應商/承辦商的投標書有效期為90天，由上述截標日期起計。如在該90天內仍未接訂單，則是次投標視作落選論。另外亦請注意，貴供應商/承辦商必須填妥投標表格所有適用部份，否則標書概不受理。

倘 貴供應商/承辦商未能或不擬投標，亦煩請儘快填妥表格 I 交回本校，並列明不擬投標的原因。學校招標承投所需物品時，會以「整批」形式考慮接受供應商/承辦商的投標。

上述招標及審標程序按教育局指引行事，並受學校專責委員會監察，以確保審批合約過程公平妥善。投標者如認為其標書未獲公平處理或在投標過程中未獲公平對待，可向該專責委員會反映，或與教育局所屬地區高級學校發展主任聯絡。

報價者不應向本校僱員給予或提供任何《防止賄賂條例》所定義的利益，也應確保供應商/承辦商代表

及僱員不會向本校僱員給予或提供該等利益。報價者亦不得以任何形式（例如：圍標）在報價過程中與其他競投人士串通。報價資料需保密處理，並承諾不會在未經授權下披露有關報價資料。若報價者違反或不遵從本條文，將導致報價者的報價無效，但報價者仍需承擔該等缺失及行為的責任。

如發現供應商/承辦商或任何供應商/承辦商之僱員或代表就這項投標或合約觸犯了《防止賄賂條例》所訂罪行，本校可終止有關合約，而無須向該供應商/承辦商作出任何賠償。該供應商/承辦商須為本校因終止合約所招致的一切損失和開支負責。

為保障學生之福祉及維護國家安全，承辦商所委派到本校工作之員工均須通過性罪行定罪紀錄之查核。

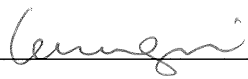
每名投標者只可遞交一份投標書，否則本校可決定取消其所有標書的資格。

利益申報：投標者與本校辦學團體或本校現任或前任校董、校長、教職員及學生有連繫者，須另附頁明確申報有關資料。

如有查詢，請致電2646 8926與陳法存老師聯絡。

沙田圍胡素貞博士紀念學校




校長：梁文慧 謹啟

日期：二零二六年五月十八日

備註：若在截標當日發出黑色暴雨警告或8號熱帶氣旋警告信號或更高警告信號仍然生效時，該項書面報價的截止時間，將順延至下一個工作日 13:00，星期六、星期日及公眾假期除外。學校不會接受經香港郵政投寄但郵資不足的郵件，有關郵件會由香港郵政按其程序根據回郵地址退回寄件人或予以銷毀。為免派遞延誤或失誤，請確保投寄予學校的郵件已支付足夠郵資。

投標商號承諾書

承辦沙田圍胡素貞博士紀念學校「2026至2029年度租賃無線及 有線網絡服務」項目

截標日期及時間：2026年6月8日(星期一) 下午一時正

第一部分

本人願意按照報價(其他費用全免)及將依校方服務條件及細則之規定。此招標由上述截標日期起90天內仍屬有效。校方有權不接納出價最低或任何一份投標，並可保留權利在投標有效期內接受任何投標之全部或一部份。本人保證本公司之商業登記現今仍然有效，而本公司所供應之服務，完全符合教育局之要求標準，及無侵犯任何註冊專利權。

第二部分

重新確定投標之有效期

文件第一部分之承諾，本人重新確定本公司之投標有效期仍為90天。本人同意一旦標書逾期，本公司之投標表格內已列明之條款將不適用。

簽署人：_____

職銜：_____

日期：_____年_____月_____日

(請註明職位，例如董事、經理、秘書等)

上方簽署人已獲授權，代表：

_____ 機構簽署投標書，該機構在香港註冊的辦事處

地址：_____

電話號碼：_____

傳真號碼：_____

沙田圍胡素貞博士紀念學校

「2026至2029年度租賃無線及有線網絡服務項目」招標

如 貴機構不擬接納投標，請填寫此部份並寄回本校或傳真至 2686 9969

致：沙田圍胡素貞博士紀念學校

有關 貴校的招標邀請(學校檔案：GR2526008)，公司未能投標，理由如下：
(請於適用方格內加上別號)

原因

備註 (如需填寫)

未能符合投標規格

未能按照投標日期出標

其他理由(請說明)

公司/機構名稱：_____ 簽署人姓名：_____

職銜：_____

(職位)

日期：_____年_____月_____日

上方簽署人已獲授權，代表：_____機構簽署投標書，該機構在香港註冊的辦事處

地址：_____

電話號碼：_____

傳真號碼：_____

投標表格

承投供應「2026至2029年度租賃無線及有線網絡服務項目」

學校名稱： 沙田圍胡素貞博士紀念學校

學校地址： 沙田乙明邨街2號

學校檔號(由校方填寫)： GR2526008

截標日期 / 時間(由校方填寫)：須於 2026年6月8日13:00或之前送達上述地址

第 I 部分

下方簽署人願意按照正式訂單上訂明的項目及所列出的價格，包括勞工、材料及其他所有費用，以及校方所提出的細則，提供投標附表上所列項目的貨品/服務。下方簽署人知悉，若中標後未能提供正式訂單上所列的貨品/服務，須負責賠償校方一切有關之損失。所有未經特別註明的項目，均須按照該細則的規定提供貨品/服務；投標書由上述截標日期起計 90 天內仍屬有效；校方不一定採納索價最低的投標書或任何一份投標書，並有權在投標書的有效期內，採納某份投標書的全部或部份內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效，而其公司所提供的貨品/服務不會損壞學校的校舍。

第 II 部分

1. 有關本招標書的第 I 部分，現再確定本供應商/承辦商的投標書及投標書內所訂定的內容和價錢有效期由 2026 年 6 月 8 日起為期 90 天。本公司/本人明白，如成為中標公司，便有責任履行投標書的服務內容。如未能履行，須負責賠償學校從其他途徑獲取上述服務的差價。下方簽署人亦同意，投標書的有效期一經再行確定，其公司就該事項註明於投標表格內的預印條文，即不再適用。
2. 本人謹代表本公司聲明，本公司絕不會在此招標過程中，與其他招標人士作出圍標等串通行為。

第 III 部分

基於國家安全而容許本校取消供應商的資格和終止相關合約：

(a) 即使報價／招標文件中有任何相反的規定，學校保留以供應商曾經、正在或有理由相信其供應商曾經或正在作出可能構成或導致發生危害國家安全罪行的行為或活動為由，取消其供應商資格的權利，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關供應商。

(b) 若出現下列任何一種情況，學校可以立即終止合約：

- (i) 承辦商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- (ii) 繼續僱用承辦商或繼續履行合約不利於國家安全；或
- (iii) 學校合理地認為上述任何一種情況即將出現。

供應商需確保所委派之員工均同意遵守並承諾守法（包括：《基本法》、《香港國安法》及所有適用於香港的法律）及保持良好操守，維護國家安全。

競爭條例

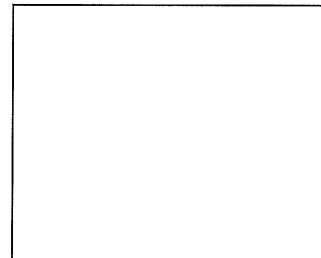
下方簽署人就是次報價/招標作出如下陳述及保證：

(a)報價/標書乃真誠、獨立地撰寫，提交用意是於獲批有關項目的合約時履行有關合約；(b)所擬備報價/標書，並無與任何人士（包括任何其他報價者/投標者或競爭對手）就：(i)價格；(ii)計算價格所用的方法、因素或公式；(iii)提交或不提交報價/標書的意向或決定；(iv)撤回報價/投標的意向或決定；(v)提交不符合是次報價/招標要求的報價/標書；(vi)是次報價/招標涉及的產品或服務的質素、數量、規格或交付詳情；及(vii)報價/標書的條款等事項作出協議、安排、溝通、諒解、許諾或承諾，並承諾在有關項目的合約批出之前，不會作出或從事上述任何行為。

根據《競爭條例》，圍標屬嚴重反競爭行為。下方簽署人明白學校可運用其酌情權，向競爭事務委員會（下稱「競委會」）舉報所有懷疑圍標的情況，並向競委會提供任何有關資料，包括但不限於下方簽署人的報價/標書資料及個人/公司/機構資料。

本人謹代表本公司聲明，本公司明白及願意遵守投標表格內第 I 至第 III 部分，而且絕不會在此招標過程中，與其他招標人士作出圍標等串通行為。

公司印鑑



日期：_____年_____月_____日

簽署人：_____ 職銜及公司蓋章：_____

(例如：董事、經理、秘書等)

上方簽署人已獲授權，代表：_____ (供應商/承辦商名稱) 簽署投標書，
該供應商/承辦商在香港註冊的辦事處地址為：

電話號碼：_____

傳真號碼：_____

電子郵件：_____

承投投標表格
承投「2026至2029年度租賃無線及有線網絡服務項目」的投標附表
(須填具一式兩份)

1. Introduction

The Contractor is invited to

- Build up a Wi-Fi network AND the LAN system in Sha Tin Wai Dr. Catherine F. Woo Memorial School (The School); and
- Provide and maintain a Wi-Fi service and a LAN service through subscription mode.

2. Background

The School will **enhance** or **top up** the IT infrastructure so as to set up the necessary Wi-Fi environment in the school premises (full Wi-Fi coverage in ALL classrooms, special rooms and open areas) for support e-learning in class. Regarding the enhancement of Wi-Fi and LAN service infrastructure, we would like to hire a contractor to design, build, operate and maintain the whole infrastructure; and to pay for the service by subscription thereafter, through a **subscription** model.

3. User Requirements

Part A : School Wi-Fi and LAN Service

Specification :

Item	Descriptions	Comply key requirement (Yes/No)	If not, please provide detail, or remarks (If any)
1	Wi-Fi services start on 1/9/2026		
2	Wi-Fi subscription period <ul style="list-style-type: none"> • 36 months (1/9/2026 to 31/8/2029) 		
3.	Contract requirement <ul style="list-style-type: none"> • Installation and set up of School Wi-Fi and LAN service must be finished on or before 28/8/2026. • Before the start of subscription, a free LAN and Wi-Fi service must be provided during 10/8/2026 – 31/8/2026 for UAT purpose. 		
4.	<i>Wi-Fi Standard and Coverage (1)</i>		
	<ul style="list-style-type: none"> • A separate 1Gbps broadband must be provided • use IEEE 802.11ax network or above in the following rooms • Wi-Fi receiving signal strength should greater than -68dBm 		
Item	Descriptions (3-year contract of Rental Service)	Comply key requirement (Yes/No)	If not, please provide detail, or remarks (If any)
	<ul style="list-style-type: none"> • Wi-Fi system for 24 Classrooms <ul style="list-style-type: none"> ➢ 2/F: 201, 202, 203, 204, 205, 206 ➢ 4/F: 401, 402, 403, 404, 405, 406 ➢ 5/F: 501, 502, 503, 504, 505, 506 ➢ 6/F: 601, 602, 603, 604, 605, 606 		
5	<ul style="list-style-type: none"> • Wi-Fi System should support 40 concurrent connections in each classroom 		
6	<i>Wi-Fi coverage (2) - to include all special rooms and open areas:</i> <ul style="list-style-type: none"> ➢ G/F: Covered Playground 1 (120 connections): provide a plastic box for protecting the APs ➢ G/F: Covered Playground 2 and PTA Room (40 connections) : provide a plastic box for protecting the APs ➢ G/F: Basketball Court (40 connections) : provide a plastic box for protecting the AP ➢ G/F: Lobby (40 connections) ➢ 1/F: Hall (160 connections) ➢ 1/F: Meeting Room 會見室(Room 101 & 102) (10 connections) ➢ 1/F: Social Worker Room (Room 103) (10 connections) 		

	<ul style="list-style-type: none"> ➤ 1/F: Supervisor Room (Room 104) (10 connections) ➤ 1/F: Principal Room (Room 106) (10 connections) ➤ 1/F: General Office (Room 107) (10 connections) ➤ 1/F: Conference Room 1 (Room 110) (80 connections) ➤ 1/F: Conference Room 2 (Room 109) (20 connections) ➤ 1/F: Cheese Corner (outside Hall) (40 connections) ➤ 2/F: Library 圖書館 (Room 208) (40 connections) ➤ 3/F: Staff Room 1 (Room 301) (40 connections) ➤ 3/F: Staff Room 2(Room 302) (40 connections) ➤ 3/F: Staff Room 3(Room 303) (40 connections) ➤ 3/F: Staff Room 4(Room 304) (40 connections) ➤ 3/F: Art Room (Room 305, 306) (40 connections) ➤ 3/F: Staff Common Room (Room 307A) (40 connections) ➤ 3/F: English Room (Room 307) (40 connections) 		
	<ul style="list-style-type: none"> ➤ 3/F: Special Room 1 特別室 (Room 308) (40 connections) ➤ 4/F: Computer Room 電腦室 (Room 408) (40 connections) ➤ 5/F: Music Room 音樂室 (Room 508A, 508B) (40 connections) ➤ 6/F: iLab (Room 607 and 608) (80 connections) ➤ 7/F: 活動平台 (40 connections) 		
7	<ul style="list-style-type: none"> • using IEEE 802.11 b/g/n/ac/ax network or above in all standard classrooms, special rooms and venues in the school campus 		
8	<ul style="list-style-type: none"> • Number of concurrent connections - shall commensurate with 40 concurrent users in a normal classroom with at least 2.5 Mbps upload / download bandwidth per connection. 		
9	<ul style="list-style-type: none"> • Broadband Network (for Wi-Fi network) <ul style="list-style-type: none"> – use separate broadband for the Wi-Fi service. – provide at least 1 Gbps Internet connection at school and allow upgrade to 2 Gbps. Existing Broadband will not be used to support the Wi-Fi network 		
10	<ul style="list-style-type: none"> • Monitoring of Wi-Fi network <ul style="list-style-type: none"> – specific request on monitoring of Wi-Fi network by School 		
11	<ul style="list-style-type: none"> • Authentication Method <ul style="list-style-type: none"> – use 802.1x standard based authentication and Hong Kong Education City single sign-on services. The controller shall have guest mode, allowing guest device to connect Wi-Fi Network via redirect to the login web page 		

12	<ul style="list-style-type: none"> • Session Control <ul style="list-style-type: none"> – The Wi-Fi controller authentication can support one device or multiple devices to connect based on user group (student, teachers) 		
13	<ul style="list-style-type: none"> • WLAN system access control <ul style="list-style-type: none"> – specific request on MAC address filtering 		
14	<ul style="list-style-type: none"> • Internet Content Filtering Service <ul style="list-style-type: none"> – based on filtering profile commonly adopted by most schools and managed by vendors and school 		
15	<ul style="list-style-type: none"> • Existing Network Facilities <ul style="list-style-type: none"> – not rely on any existing network facilities and cabling of the School, nor interfere with the existing Wi-Fi network of the School. The Wi-Fi network shall be physically separated from the school network 		
16	<ul style="list-style-type: none"> • Managed Service <ul style="list-style-type: none"> – Operate the Wi-Fi network using managed service model, provide end-to-end service <u>with single point of contact</u> including configuration, provision of service and proactive monitoring service, maintenance and regular reporting 		
17	<ul style="list-style-type: none"> • A pair of WLAN controller must be provided for redundancy purpose 		
18	<ul style="list-style-type: none"> • Service Level Agreement <ul style="list-style-type: none"> – Ensure at least 99.7% availability of the Wi-Fi service. (That implies at most 24 hours downtime per year.) – Support four-hour response time and four-hour service recovery with active monitoring. – Helpdesk support with support hours from Mon to Sat 8:00 am to 6:00 pm. – Provide monthly monitoring reports for the School 		
19	<ul style="list-style-type: none"> • Contract End Arrangement <ul style="list-style-type: none"> – All provisions of trunks, conduits, cables, LAN ports and power points shall be considered as fixture of the School and shall become the property of the School. The contractor shall remove or keep those provisions according to the instruction of the School 		

20	<p><u>The 2nd Broadband Service (LAN service)</u></p> <ul style="list-style-type: none"> – provide at least 1 Gbps Internet connection at school and allow upgrade to 2 Gbps – use separate broadband for the Wi-Fi service 		
	<ul style="list-style-type: none"> • Service Level Agreement <ul style="list-style-type: none"> – Ensure at least 99.7% availability of the LAN service. (That implies at most 24 hours downtime per year.) – Support four-hour response time and four-hour service recovery with active monitoring. – Helpdesk support with support hours from Mon to Sat 8:00 am to 6:00 pm. – Provide monthly monitoring reports for the School. 		
	<ul style="list-style-type: none"> • MAC Address Monitoring - The list of filtering and filtered MAC addresses are to be monitored by service provider. 		
	<ul style="list-style-type: none"> • Internet Content Filtering Service <ul style="list-style-type: none"> – based on filtering profile commonly adopted by most schools, and/or suggested by the school, and managed by vendor 		
	<p><u>Add-on Service (to be aligned with Part A)</u></p>		
21	<ul style="list-style-type: none"> • MAC Address Monitoring <ul style="list-style-type: none"> – The lists of filtering and filtered MAC addresses are to be monitored by the School 		
22	<ul style="list-style-type: none"> • Internet addresses subscription & configuration <ul style="list-style-type: none"> – for Internet access to school internal resources 		
23	<ul style="list-style-type: none"> • Support hours <ul style="list-style-type: none"> – extended support hours and/or reduced time for recovery 		
24	<ul style="list-style-type: none"> • Upgrade Existing Network Facilities <ul style="list-style-type: none"> – provide new core switch or PoE switch for top up the WLAN if necessary 		
25	<ul style="list-style-type: none"> • Redundancy <ul style="list-style-type: none"> – Redundant WLAN controller shall be provided 		
26	<ul style="list-style-type: none"> • Integration of networks <ul style="list-style-type: none"> – system integration with existing network with secure design WHEN DEMAND FROM THE SCHOOL 		

27	<u>Technical Detail</u>		
	Please refer to the information below.		

4. Technical Detail of the required Wi-Fi Infrastructure (Equipment & detail of Services)

4.1 Wi-Fi network

- 4.1.1 The Wireless LAN (WLAN) System of the Wi-Fi network shall support simultaneous dual-operation-mode that is FAT Access Point (AP) and Thin Access Point are both supported together with WLAN Controller. WLAN Controller shall be capable of fully centralized provisioning, configuration and monitoring all APs functionalities.
- 4.1.2 A pair of WLAN controllers shall be provided for redundancy purpose and the failover from the primary WLAN controller to secondary WLAN controller can be achieved without any manual interruption.
- 4.1.3 The thin client WLAN Access Point (AP) shall be a high performance wireless network access device, which shall be connected with the Power over Ethernet (PoE) Access Switches via Structured Cabling System. Appropriate type of connection cables between WLAN APs and the antenna shall be provided.
- 4.1.4 The WLAN APs shall be configured with IEEE 802.11 b/g/n/ac/ax standard, support dual band of 2.4 GHz and 5 GHz.
- 4.1.5 The Contractor should the WLAN System to provide the coverage for the required wireless coverage place.) The received signal strength measurement from the Wi-Fi Service at the Wi-Fi client device (such as tablet PC or notebook computer) is no worse than -68 dBm. The Contractor shall provide certificate or test report to illustrate that the Wi-Fi client device for testing satisfies the power emission requirement.
- 4.1.6 The WLAN AP shall support DHCP, PoE, WPA2, IEEE 802.1x and certificate authentication.
- 4.1.7 The WLAN System shall support Automatic channel selection, Static MAC address filtering), protocol filtering, multicast/broadcast storm filtering, load balancing.
- 4.1.8 Each WLAN AP shall be able to support at least concurrent 40 users connecting to the network simultaneously. In no circumstance shall the speed of data transmission symmetrically fall below the data rate requirement at any place or any corner or any highly congested area within the areas being covered. In case the transmission speed is below the said data rates, the Contractor shall be responsible for all remedial measures to rectify or configure fine-tuning of antenna or increase the quantity of the WLAN AP, or even change the network equipment at Contractor's own costs in order to meet the data rate requirement as mentioned in the Specification. A complete set of catalogues with brand and model shall be submitted and highlighted for reference. The catalogues shall show all the features and technical specifications of the products and systems.

The system shall provide bandwidth control per *connection*.

- 4.1.10 The WLAN shall allow different authentication methods by using Service Set Identifiers (SSIDs), including and not limited to WPA3.
- 4.1.11 - Individual APs shall be allowed to be assigned by more than one SSIDs.
- 4.1.12 Antennas of APs shall be capable of detecting user locations in real time for direction switching while devices in motion.
- 4.1.13 The DHCP server shall support at least 30 queries/sec.
- 4.1.14 - The WLAN system shall suspend the session of the user once the session control is expired and the suspension time shall be configured by the school.
- The Contractor shall provide a Captive Portal so that a landing page shall display on the user's browser when the user starts a browser session with the Wi-Fi Service on the Wi-Fi client device.
- 4.1.15 The Contractor shall in provision of the service comply with non-interference requirements of and shall not cause interference prohibited under the Telecommunication Ordinance (Cap 106) or any other laws or regulation of Hong Kong.
- 4.1.16 The WLAN System shall provide termination of idle sessions and control of the duration features.
- 4.1.17 The WLAN System shall support client roaming across Access Points
- 4.1.18 The WLAN system shall cover all areas specified under this tender.
- 4.1.19 The quotation shall include the cost to provide sufficient quantity and its cabling work required, including but not limited to supply and install the Fibre optics, Cat 6 cable, Conduit, cable patch panel, cable faceplate, Cable patch cord.
- 4.1.20 The Contractor shall provide complete set of WLAN Systems which consist of Wireless Access Point, Connection Cable, Authentication System, Wireless LAN Controller, PoE Switch, horizontal UTP Cat 6 cable/OM3 Fiber, patch cable UTP Cat 6 / OM3 Fiber Optics, any required license and all associated accessories.
- 4.1.21 The WLAN System, including all access points (AP) shall be certified by OFCA and copy of certificates issued by OFCA shall be attached to the proposals.

4.1.22 The Contractor shall ensure that there is no interference between WLAN Access Points due to limited non-overlapping channels assignment when the WLAN AP is installed. The Contractor shall be responsible at his own costs for providing solution to eliminate the interferences including but not limited to reassignment of the non-overlapping channels, adding extra APs with lower transmission power and/or replacement of the WLAN AP.

4.1.23 The WLAN System shall support Web GUI management.

4.1.24 FTP service shall not be allowed in the Wi-Fi network (to avoid exchanging credential and files in plain text without any encryption).

4.1.25 The WLAN System shall support IPv6 addressing method.

4.2 Core Switch

4.2.1 The Core Switch would be responsible for connecting all PoE access switches in typical floors for WLAN AP.

4.2.2 The Core Switch shall be capable of providing the required bandwidth, QoS, and policy-based routing to carry all sorts of information including video, voice, data, image, etc.

4.2.3 Each Core Switch shall provide a Gigabit Ethernet connection to each PoE Access Switch in typical floors.

4.2.4 The Core Switch shall support Layer 2 and Layer 3 switching and capable of providing the wired speed performance.

4.2.5 The Core Switch shall support basic IP unicast routing protocols, Static route, Routing Information Protocol (RIPv1, RIPv2), inter VLAN routing.

4.2.6 The Core Switch shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control, Spanning-Tree Protocol.

4.2.7 The Core Switch shall support WebGUI Management, Access Control Lists (ACLs), DHCP Interface and SNMP.

4.2.8 The Core Switch shall support VLANs including support for IEEE 802.1Q and IEEE 802.1p.

4.3 PoE Access Switch

- 4.3.1 The Access Switches shall be deployed to provide high performance interconnectivity between the Core Switches and the WLAN APs on typical floor(s).
- 4.3.2 The Access Switch shall consist of 8/12/24/48 x 10/100/1000Base-T Ethernet ports, with minimum of 1 x 1000Base-T / 1000Base-SX SFP Gigabit Ethernet uplink ports connected with the Core Switch.
- 4.3.3 The Access Switch shall be used for connecting the WLAN APs. The Contractor shall determine the Maximum power loading of the devices to be connected with the PoE Access Switches. The Contractor shall provide additional PoE Access Switch(es) if the total power loading summed up from the PoE devices exceeds the maximum power loading capacity of the PoE Access Switch.
- 4.3.4 The Access Switches shall support VLAN configuration.
- 4.3.5 The Access Switches shall be at wired speed.
- 4.3.6 The Access Switches shall be provided sufficient port density to meet all the required links.
- 4.3.7 The Access Switches shall support PoE and shall conform to IEEE 802.af / IEEE 802.3af standard, which delivers power over single copper UTP cable for WLAN AP.
- 4.3.8 The Access Switches shall support Internet Group Management Protocol (IGMP) snooping and multicast and unicast storm control, IEEE 802.1D Spanning-Tree Protocol.
- 4.3.9 The Access Switches shall support Virtual local area network (VLANs) including support for IEEE 802.1Q and IEEE 802.1p.
- 4.3.10 The Access Switches shall support Web GUI Management, Access Control Lists (ACLs), DHCP Relay, SNMP.

4.4 Firewall

- 4.4.1 The performance of the Firewall shall not be degraded with 100% Internet bandwidth utilization.
- 4.4.2 Network Address Translation (NAT) is required.
- 4.4.3 Access control Policy is required.
- 4.4.4 The configuration settings of the appliance shall be allowed to export to files for backup and restore for rapid recovery and shall control all incoming and outgoing Internet traffic, serving as the sole entry and exit point between the Internet and the WLANs in all locations.

- 4.4.5 The configuration settings of the appliance shall support blocking specific network ports, including ports of Transmission Control Protocol (TCP) and User Datagram Protocol (UDP). Blocking denial of service (DoS) attacks and malformed packet attacks shall also be configured.
- 4.4.6 The firewall policy should be applied to control network traffic such that public users should be prohibited to access the internal network segments of the School.
- 4.4.7 The firewall shall be scalable to support broadband over 1 Gbps without performance degrade. If it cannot be supported in the future, the contractor shall bear all the hardware, software and service cost for replacement.

4.5 WAN Requirement

- 4.5.1 The Contractor shall provide at least 1 Gbps which will be upgradeable to 2 Gbps for expansion.
- 4.5.2 8 Public IP addresses shall be provided.
- 4.5.3 The Web Content Filtering Service shall be capable of monitoring all network traffic between the Wi-Fi client devices and the Internet and support URL filtering on common network communication protocols, including but not limited to Hypertext transfer protocol (HTTP) and Hypertext transfer protocol over Secure Sockets layer (HTTPS).

4.6 Service Requirements

- 4.6.1 The Contractor shall be responsible for the total project management and shall assign a person to act as the single contact point to the School regarding all related activities of the contract. This single contact point cannot be transferred to a sub-contractor unless explicitly agreed by the School. Contractor should formally inform the School in writing if there is a change of contact point. The project manager shall attend the project meeting before completion of the project
- 4.6.2 For the new/renewal of contract, if the service provider can replace /updates on requirements, such as replace/ updates the existing APs, please state in the quotation.
- 4.6.3 The Contractor shall provide rack/cabinet or use existing school rack if there is available rack space. All switches/firewall shall be properly installed into wall mounted cabinet or rack.
- 4.6.4 Cables shall be labelled with connected port and its device id.
- 4.6.5 All the equipment shall be labelled with an identifiable id.
- 4.6.6 The placement of cables, cabinets, racks and appliances shall be shown on the network diagram.
- 4.6.7 Switches and/or other appliances shall be properly installed into cabinet/rack with appropriate ventilation.
- 4.6.8 Cable length shall not be excessive nor too short in which preventing door opening or closing.
- 4.6.9 A power cord shall be bundled with appliance(s).
- 4.6.10 Cable shall be properly set up onto appropriate cable management guide.
- 4.6.11 Contractor should make sure that the actual environment is suitable for the installation and operation of equipment with School agreement in advance, and make necessary suggestions, if any.

4.7 Sub-Contracts

- 4.7.1 The Contractor shall be responsible for the total project management and shall assign a person to act as the single contact point to the School regarding all related activities of the contract. This single contact point cannot be transferred to a sub-contractor unless explicitly agreed by the School. Contractor should formally inform the School in writing if there is a change of contact point.
- 4.7.2 The project manager shall attend the project meeting before completion of the project.
- 4.7.3 The Tenderer shall be the prime Contractor for all the services specified in Part II and Part III of this contract. The Tenderer shall be the single point of contact for all contractual matters.
- 4.7.4 The Tenderer shall be liable for the performance or breach of any provisions of the contract by Sub-Contractors
- 4.7.5 The Tenderer shall provide details of the sub-contract service for the Wi-Fi operation and maintenance of the Sub-Contractors in the format listed on Section 5 of Part III. The hierarchy of the sub-contracting shall also be clearly stated below. If there are no Sub-Contractors, please enter nil.
- 4.7.6 No Sub-Contractor(s) specified in Section 5 of Part III shall be replaced unless prior written consent has been given by the School.
- 4.7.8 The Tenderer shall ensure that the quality of the service rendered by the Tenderer shall not be affected due to any change of Sub-Contractors;
- 4.7.9 The Tenderer shall not be relieved from any of its obligations hereunder by entering into any sub-contract for the performance of any part of this contract. If request by the School, the Tenderer shall describe which part of the service shall be performed by the Sub-Contractor(s) in the sub-contract(s) between the tenderer and its Sub-Contractor(s).

4.8 Service Level Requirements

- 4.8.1 The Contractor shall provide incident/problem report to the School by the 5th working days after each incident and the resolution taken.
- 4.8.2 The Contractor shall derive mechanism, including forms and reference tables for measuring and recording the Service Level Measures, to ease the administration and monitoring by the School.
- 4.8.3 Advanced notice by at least 2 weeks shall be given to the School prior to all scheduled maintenance. At most 4 scheduled maintenances per year are excluded from the calculation of Service Levels. No more than 1 hour service interruption or an agreed time slot is accepted for each scheduled maintenance.

4.8.4 Service Level, expressed in percentage, is the ratio of actual available time to the scheduled available time for the Wi-Fi network of the School and is calculated according to the following formula:

Service Availability Level = (Schedule Uptime within the month– Unscheduled Downtime within the month) / Scheduled Uptime within the month, where

- Scheduled Uptime: The duration, in unit of minutes, for the Wi-Fi network of the School is scheduled to be available for the month. The duration will exclude the scheduled downtime, which is defined as duration agreed between the School and the Contractor during which the service may be made purposefully unavailable to users.
- Unscheduled Downtime: The amount of time, in unit of minutes, that the service are unavailable due to equipment failure or other reasons under the responsibility of the Contractor.

4.9 Service Level Rebates

4.9.1 The Service Rebates to the School operate as liquidated damages for the performance fallen short of the target service levels over a period of one month. The service measures stipulated in Section 4.7 will be used to determine the Service Rebates in Service Availability (S1) and Service Resumption Time (S2).

4.9.2 The application of the Service Level Rebates adjustment to the monthly charge will commence with effective from the acceptance of the reliability test.

4.9.3 For each month, the Service Rebates for different service measures (S1, S2) will be calculated as below if the Contractor cannot meet the target Service Levels for the Wi-Fi network of the School under the availability agreed:

Failure Hour x [(Yearly Subscription Fee)/ (365 x 24)] x 2, where

Failure Hour: The unscheduled downtime or the time to resume the network due to the failure of hardware or software which is provided by the Contractor. Failure Hour is calculated in the increment of 0.5 Hour.

4.9.4 The Service Rebates of the Wi-Fi network of the School, if any, will be paid by crediting the invoice of the following month.

4.10 Helpdesk Service

4.10.1 The Helpdesk Service shall maintain dedicated hotline, including phone, email and fax, for enquiries and complaints.

4.10.2 The Helpdesk Service shall answer enquiries and complaints originated from the School not only concerning the Service, as well as remote re-configuration of existing firewall, switches, virtual machines, active directory and PC/files management.

4.10.3 The Helpdesk Service shall operate from Mon to Sat 8:00 am to 6:00 pm., or longer hours.

4.10.4 The Helpdesk Service shall maintain call logs on enquiries and complaints. The information shall be included but not be limited to date, time, description of issues, contact information, and follow-up actions. The Contractor shall observe and comply with Personal Data (Privacy) Ordinance in handling all information relating to these enquiries and complaints.

4.10.5 The Contractor shall provide the following information concerning the Helpdesk service related to the implementation of the Service:

- Detailed information of the helpdesk office, such as address, phone number, fax number; and
- Facilities, computer systems and equipment provided in the helpdesk office, such as private branch exchange (PBX), keyline telephone system (KTS), interactive voice response system (IVRS) and voice recording system.

4.10.6 The Contractor shall provide helpdesk staff with the necessary tools, including but not limited to hardware and software, related training for supporting the Service.

4.10.7 The Contractor shall not make use of the Helpdesk Service to transmit any message or conduct any activity which is not connected with the provision of the Service. The School shall have the full discretion to determine whether any such message or activity is in breach of this provision. The Contractor shall forthwith stop transmitting such message or conducting such activity and refrain from doing it further once the School has notified the Contractor in writing or verbally of its determination.

4.11 User Acceptance Test

4.11.1 The Contractor shall conduct tests with the School before the service is officially accepted and subscription started. Tests shall include User Acceptance Test for reliability and performance of the hardware and software, and also the monitoring, operation support and all other aspects related to the Service Level Agreement of the Service. At least 14 school working days of trial period is expected for service monitoring after testing.

4.11.2 The Contractor shall upon request by the School arrange briefings to the School and/or Responsible Parties of the School, with briefing materials, prior to the User Acceptance Test when required.

4.11.3 The Contractor shall provide detailed acceptance test plan and a step by step testing procedure with expected results against the requirements set out in this specification.

- 4.11.4 The Contractor shall provide, configure and set up the proper software and hardware for the School to carry out the User Acceptance Test.
- 4.11.5 The Contractor shall be required to carry out tests to demonstrate that the equipment and system meet the specification and other contractual requirements. The Contractor shall also be responsible for the timely preparation and compilation of all test schedules, test procedures and test reports.
- 4.11.6 The Contractor shall follow the agreed standards as laid down in this specification for the testing methods and procedures.
- 4.11.7 The Contractor shall submit a schedule of site performance and commissioning tests at least 3 working days prior to the commencement of the scheduled commissioning date.
- 4.11.8 Special tools, test equipment, test objects and simulators required for the demonstration of either bench or commissioning tests shall be made available by the Contractor at no extra charge to the School.
- 4.11.9 All test equipment used by the Contractor shall be properly and periodically calibrated. Measuring standards used in calibration shall be traceable to international or national measurement standards, or to an industry recognized manufacturer's reference, subject to approval of the School.
- 4.11.10 Calibration procedures and results shall be documented and signed by certifying body where applicable. The Contractor may be requested to show evidence of calibration of test equipment by submission of copies of these calibration records prior to conduction of any tests.
- 4.11.11 The Contractor shall submit the User Acceptance Test report within 3 working days. The acceptance of the installation will only be granted after receiving a satisfactorily UAT report from the Contractor.
- 4.11.12 All equipment to be installed may be subject to inspection and bench testing. The Contractor shall meet the cost of deliveries for bench test. Notwithstanding, the Contractor shall have carried out the tests in accordance with the requirements and procedures stipulated in this specification and submitted the associated test reports for inspection.

4.12 Termination of Service

- 4.12.1 The School reserves the right to terminate all or part of the Service at any time with written notice of 10 working days in advance if:
- The Contractor fails to meet the target service levels under Service Level Requirements for two consecutive months, or three months in total within the committed subscription period;
 - The School suspects that unauthorized activity has occurred or is occurring in relation to the Service;
 - The provision of the Service will cause the School to be in breach of any applicable law;

4.12.2 The Contractor shall provide to the School and implement the Exit Plan in accordance with:

- The Contractor shall provide to the School an Exit Plan with feasible arrangements before the committed subscription contract date;
- If the School considers the Exit Plan as not satisfactory, it will notify the Contractor with comments. The Contractor shall revise the Exit Plan by taking into consideration of the School's comments and provide to the School with five (5) working days after the date of receiving the School's comments. If the Exit Plan has been considered as not satisfactory for three or more times, the School shall have the right to terminate this Contract by giving 10 days' notice in writing;
- Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
- The Exit Plan shall aim at enabling the School or its authorized parties to perform in substitution for the Contractor and to eliminate or minimize any disruption or deterioration of the Service. The Exit Plan shall contain, but not limited to the following information:
 - Detailed exit procedures, disengagement timetable and actions to be taken by both the Contractor and the School for smooth termination of all or any part of the Service;
 - Any information that is necessary for the School or a new service provider to continue the provision of the Service;
 - Details of the Contractor's personnel and other resources that will assist the School or the School's authorized parties during the handover;
 - All provisions of facilities such as trunks, conduits, cables, LAN ports and power points, shall be considered as fixture of the School venues and shall become the property of the School. The Contractor shall remove or keep those provisions according to the instruction of the School. Contractor can remove the network equipment such as switch, routers, and access points.
- The Contractor shall be responsible for the implementation and execution of the Exit Plan and shall ensure that the exit plan is carried out in a timely and orderly manner.

5. Schedule of Work

5.1 The Contractor shall provide the service according to the following schedule.

Phase	Items	Starting Date	Ending Date	Service fee
I	Build up of Wi-Fi network	On or before 20 July 2026	28 Aug 2026	0
II	Subscription of service	1 Sep 2026	31 Aug 2029	Quoted price

5.2 The Contractor shall start working (Monday to Saturday) on or before 20st July 2026 to 14th August 2026 at 8:30 a.m. As we will start our school earlier this summer on 15th August, therefore from 17th August 2026 to 28th August 2026, any noises, which may affect the school daily lessons, should be restricted from 8:00 a.m. to 1:00 p.m. on weekdays.

6. Delay of Schedule

6.1 If the Contractor fails to provide any part of the Wi-Fi service which shall be ready for use in the School within 60 days after the target Ending Date specified in Section 5 of Schedule of Work, then notwithstanding anything else contained in this Contract the School shall be entitled to terminate this Contract with forthwith by giving written notice to the Contractor and to recover from the Contractor the amount of all damages and loss suffered by the School resulting from such failure, including without limitation to any damages and loss resulting from the termination of related service orders.

6.2 Within one (1) week of the termination of this Contract, the Contractor shall collect its own Hardware and Software at his own cost after the contractor has removed the School Data in the Hardware.

6.3 The Contractor shall reinstate and make good the concerned area of the School to the satisfaction of the School after removal of the hardware.

7. Deliverables

7.1 The Contractor is required to provide the following deliverables for the Wi-Fi network design:

- Master Activity Plan
- Network Configuration Report and Network Diagram
- Network Test Plan and Network Test Result Report
- Operation Manual for End User
- User Acceptance Test Plan
- Exit Plan

7.2 The Contractor is required to provide the monthly monitoring report with the following items:

- Network Health Report
- Network Usage Report
- Reporting of security incidents
- Reporting on trend and statistics of incident and their analysis
- Reporting of the failure rate for all equipment with detailed fault analysis
- Problem log and incident log for critical failure of the network
- Statistical report on the type and no. of calls
- Summary of the outstanding enquiry for the month-to-date

8. Terms of Payment

8.1 The subscription will be paid in arrears of each month during the subscription period.

9. Price Proposal

9.1 The Service Provider is required to provide a breakdown on the service charges for each of the service items as set out in the Price Proposal at **PRICE SCHEDULE**. Failure in complying with this requirement will render the quotation disqualified.

9.2 Please note that, the School has the absolute discretion to accept the whole of the Services or just part of the Services as listed out by items in the Price Proposal.

9.3 Set up cost will not be considered as a part of the cost in subscription mode.

10. Invitation for Quotations

10.1 Quotations are invited for the execution of the whole of the Services as described in this document. Quotations for part but not all of the Services will not be considered.

10.2 Please provide two sets of quotation documents for processing of the quotation.

11. Tender Preparation and Submission

11.1 The Service Provider is required to submit the following information and document.

- A Statement of Compliance to provide response that the quotation complies with all requirements stated in this Specification.
- Price Schedule
- No upfront cost or one off cost schools shall be paid throughout the entire subscription period.
- Proposed AP location mark on the Floor plan
- Proposed Network infrastructure show on the Network Diagram
- Implementation Plan
- WLAN system including Wi-Fi Access Point, certificates issued by OFCA
- Product information including technical and descriptive literature and catalogues. Information provided by the manufacturer shall be able to substantiate that the products offered meet the mandatory Technical Specification.

12. Site Visit

12.1 To facilitate the Service Provider to propose the quotation, a site visit is arranged as follows. The Service Provider must attend the site visit and carry out Wi-Fi survey with appropriate tools.

Date: 26 May, 2026

Time: 3:15 p.m. – 4:30 p.m.

Venue: the School (2 Jat Min Chuen Street, Sha Tin, N.T., H.K.)

A floor plan of the School will be distributed on site visit day.

13. Selection and Payment

School is looking for a contractor based on the following criteria

- Proposed pricing
- Proposed solution
- Equipment and services level
- Case reference (Please provide details)
- Other useful information

PRICE SCHEDULE

(1) Group	(2) Description/Specification	(3) Quantity Required	(4) Monthly price (HK\$)	(5) Total Amount (HK\$) i.e. (4)x36 months
Part A	租賃無線網絡服務 頻寬速度不少於 1Gbps	1 project		
Part B	租賃有線網絡服務 頻寬速度不少於 1Gbps	1 project		

1. Details of equipment to be used in the Buildup of Wi-Fi network in the School

Items	Quantity	Brand & Model
Wi-Fi Controllers		
Access Points		
Firewall		
Core Switch		
Access PoE Switches		
LAN Cables		
Others (please specify)		

2. Ownership of Wi-Fi equipment after the end of contract period

Items	Ownership
Firewall	
Wi-Fi Controllers	
Access Points	
Core Switch	
Access PoE Switches	
LAN Cables	
Others (please specify)	

3. The Tenderer to provide details of the sub-contract service involved in the proposal for the project implementation, service operation and maintenance in the format listed below

Name of Sub-Contractor	Sub-contract service	Roles and responsibility

4. The Tenderer to provide case reference of past deployment in Wi-Fi100/Wi-Fi900 with Sub-Contractors details in the format listed below:

Name of School	Name of Sub-Contractor	Sub-contract service	Roles and responsibility

5. 實地考察 (必須在以下合適方格別選) *投標機構必須委派代表出席實地考察

本機構將委派職員出席2026年5月26日舉行之實地考察(本校舍)。

本機構不會委派職員出席2026年5月26日舉行之實地考察(本校舍)。

提供招標之供應商及負責人資料 (請以正楷填寫)

公司名稱：	(請另紙提供機構簡介)	商業登記證號碼： <u>(*必須提交商業登記證副本)</u>	
負責人姓名：		職 銜：	
電 話：		傳 真：	

其他服務要求:

1. 根據香港現行法例、勞工條例、工業安全、職安健、環保、<<建築物條例>>及相關法例，包括小型工程、消防及電力裝置法律規例、供應人力、器材工具、運輸及物料完成工程項目。
2. 如相關工程需呈報或獲得政府部門（包括屋宇署、消防處、教育局等）的認可批文，承辦商須協助呈上所需的文件並跟進相關的手續，確保所有工程均符合政府條例。
3. 所有圖則及尺寸只作為參考，應以現場量度為準。
4. 供應商需清楚註明運輸及搬運費（如有）。
5. 學校有權在工程期間加減工程配件、材料及其他物資等。
6. 承辦商須為委派到校的員工提供勞工保險及第三者責任保險。
7. 報價將以總價形式，報價金額須包括所有項目及會牽涉的費用，例如製作費、材料費、運輸費、安裝費、測試費、廢料處理費及保險費等。各項工作所需之材料及配件費用應包括相應項目單價內，包括配件、收口封邊、油漆等所有完善該項工作之材料及工序。
8. 學校不一定採納索價最低者之投標書，且會以「整項」形式考慮接受供應商的投標書。
9. 承辦商須準備一份列有到校工作人員之個人資料，以便校方有需要時查閱。
10. 承辦商須為工作人員準備有效的工作證或制服，於到校工作時戴上或穿上。

11. 所有配件及物料在保養期內若非人為而損壞，承辦商需免費維修及提供物料。
12. 在工程、運送及安裝期間，如有損壞本校任何設施或物品，承辦商必須照價賠償。
13. 如對項目明細表有疑問或發現有矛盾，承建商應盡快知會本校。
14. 施工時，承辦商須做妥工程範圍及運輸通道之一切安全措施及保護工作，包括圍封工程範圍，並須於每日完工後做妥清潔工作。
15. 承建商負責材料運送和清理場地以及其相關費用。
16. 所有派駐員工需完成性罪行定罪記錄查核，並提交查詢密碼供校方審查。而中標承辦商有責任適時查核所有派駐員工的性罪行定罪記錄文件並確保通過。

備註：

1. 有關服務於**2026年9月1日**起生效。
2. 如需延遲工程，公司需向學校作出合理的賠償（以日作單位計算），有關情況必須與學校商討。
3. 請附上產品目錄（如有），以便校方了解各項目之規格。
4. 其他
 - 薪金、強積金及保險安排
 - 到校服務人員之薪金、強積金、福利支出及勞工保險等均由供應商/承辦商自行支付。
 - 供應商/承辦商須自行投保足夠之責任保險，承擔責任及賠償，以保障校方參與者及供應商/承辦商員工；倘有因供應商/承辦商責任而產生之保險訴訟，校方概不負責。
 - 投標者若初步中標，本校會另行個別通知。中標者在收到通知後，須草擬合約，並在指定日期簽署。
 - 校方會考慮承辦商提供之整體服務條件，並對選取或決定不接納任何承辦商無須作任何解釋。
 - 本校保留對一切有關文件的解釋權。

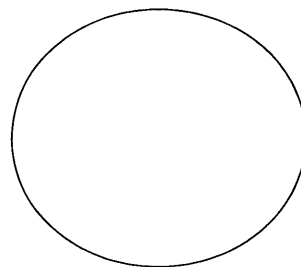
供應商名稱：_____

獲授權簽署投標書的代表簽署：_____

獲授權簽署投標書的代表姓名：_____

日期：_____

*投標供應商/承辦商請勿在招標書封面上顯示供應商/承辦商身份。



公司印鑑

沙田圍乙明邨街2號

沙田圍胡素貞博士紀念學校

校長收啟

「標書」

招標

承投：「2026至2029年度租賃無線及有線網絡服務項目」

招標編號：GR2526008

截標日期：2026年6月8日13:00或之前送達上述地址

[回郵信封封面]

投標備忘

1. 投標者須填具標書一式兩份，然後放入註明「標書」的信封內封密。信封面須註明招標編號和截標日期，並以校長為收件人，但無須加上校長姓名；
2. 投標者請勿將他們的身份寫在標書面。