

學校檔案：PK-WIFI-20240612/0702

培基小學法團校董會
提供學校固網寬頻及 WiFi 服務
2024 年 9 月 1 日至 2027 年 8 月 31 日 (共 3 年) 的書面報價

敬啟者：

現誠邀 貴公司提供隨附的「書面報價附件」上所列的服務。倘 貴公司未能或不擬報價，亦煩請盡快把附件之「不擬報價通知書」傳真至 2697 3808 或寄回本校，並列明不擬報價的原因。

書面報價必須連同填妥的「報價機構承諾書」及「書面報價附件」必須填具一式兩份，放置信封內封密。信封面上須清楚註明「提供 2024 年 9 月 1 日至 2027 年 8 月 31 日(共 3 年)學校固網寬頻及 WiFi 服務書面報價」，並須於 2024 年 7 月 2 日(星期二)中午十二時正前送達新界火炭樂霞坊貳號培基小學。逾期送達之書面報價或資料不齊備者概不受理。 貴機構之書面報價有效期為 90 天，由上述截止日期起計。逾期仍未接獲本校通知者，可視作已經落選。茲請注意：報價機構必須填妥承諾書第二部分，否則書面報價概不受理；並請報價者勿將身份寫在書面報價信封面。

本校將考慮報價者所提供之項目或及質素為重點，並保留選擇承辦商之最終決定權。任何書面報價及有關文件一概不會發還。如有查詢，請致電 2602 5353 與本校周偉豪先生(資訊科技系統支援技術員)聯絡。

此致

各學校固網寬頻及 WiFi 服務供應商負責人



培基小學法團校董會

(黃清江 校長 代行)

日期：二零二四年六月十二日
附件：1. 報價機構承諾書
2. 書面報價附件
3. 不擬報價通知書

報價機構承諾書(需填妥一式兩份)

提供學校固網寬頻及 WiFi 服務

2024年9月1日至2027年8月31日 (共3年)

學校名稱及地址： 培基小學 新界火炭樂霞坊貳號
學校檔號： PK-WIFI-20240612/0702
截止日期/時間： 2024年7月2日(星期二)中午十二時正

第一部

下方簽署人願意按照所列的日期及價格(其他費用全免)，以及校方提出的要求，提供夾附的書面報價附表上所列全部或部分項目的產品。而提供服務日期將於正式合約上註明。下方簽署人知悉，所有未經特別註明的項目，均須按照該細則的規定提供服務；書面報價由上述截止日期起計 90 天內仍屬有效，校方不一定採納索價最低的書面報價或任何一份書面報價，並有權在書面報價有效期內，採納某份書面報價的全部或部分內容。下方簽署人亦保證其機構的商業/非牟利註冊證明及僱員補償保險均屬有效，而其機構所提供的服務不會損壞學校的聲譽及校產。

第二部

再確定書面報價之有效期

就有關本書面報價之第一部，茲再確定本公司之書面報價有效期由 2024 年 7 月 2 日仍為 90 天。下方簽署人並同意書面報價之有效期一經確定後，其公司先前刊印於書面報價表格上註明有關此事之條款，即不再適用。

簽署人及機構蓋印： ()

職銜： (請註明職位，例如董事/經理/秘書...等)

(署名於上方者已獲授權代表下列公司簽署本書面報價)

公司名稱：

註冊辦事處之地址：

電話號碼：

日期： 2024 年 月 日

II. 《防止賄賂條例》

1. 根據《防止賄賂條例》，在學校採購過程中，如學校員工接受供應商和承辦商提供的利益，或供應商和承辦商向學校員工提供利益，均屬違法。學校不容許供應商和承辦商透過任何形式的利益（包括捐贈）影響學校的選擇。
2. 學校員工或供應商和承辦商任何一方或雙方如有干犯上述違法行為，有關書面報價將不獲考慮；即使已獲委聘，所簽訂的有關合約亦會被宣告無效。

III. 申訴事宜

上述書面報價及評審程序按教育局指引行事，並受學校的法團校董會監察，以確保審批合約過程公平妥善。報價者如認為其書面報價未獲公平處理或報價過程中未獲公平對待，可向法團校董會反映。

IV. 注意事項

1. 書面報價封面：

寄：新界火炭樂霞坊貳號
培基小學

「提供學校固網寬頻及 WiFi 服務書面報價
2024 年 9 月 1 日至 2027 年 8 月 31 日〔共 3 年〕」

2. 報價者不可在書面報價封面上顯示任何其公司的名稱、標誌或能夠識別其公司的任何文字或記號。
3. 是次書面報價將考慮報價者所提供之項目或服務質素為重點，並保留選擇供應商之最終決定權。任何書面報價表格及有關文件一概不會發還。

V. 意見及查詢

供應商和承投者如有任何疑問或建議，請致電 2602 5353 與本校周偉豪先生（資訊科技系統支援技術員）聯絡。

書面報價：提供學校固網寬頻及 WiFi 服務
2024 年 9 月 1 日至 2027 年 8 月 31 日(共 3 年)

不擬報價通知書

如 貴公司未能承投下列服務，請填妥此表格後，
傳真至 2697 3808 或寄回火炭樂霞坊貳號培基小學

致：培基小學

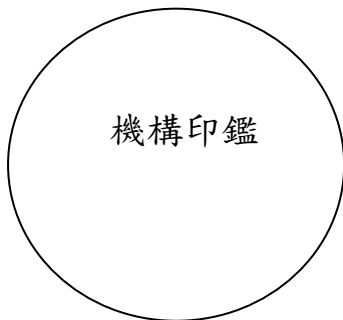
學校檔號：PK-WIFI-20240612/0702

承投：提供學校固網寬頻及 WiFi 服務
2024 年 9 月 1 日至 2027 年 8 月 31 日(共 3 年)

截止日期及時間：2024 年 7 月 2 日 (星期二) 中午十二時正

有關 貴校邀請本公司就以上，現因以下理由未能作出書面報價，特此回覆。
(請在適當的□內加上✓)

- 未能提供報價附表所示產品
- 未能達到書面報價附表所示要求或規格
- 未能於指定日期完成
- 未能於截止限期內遞交書面報價
- 其他(請註明)_____



簽 署：_____

簽署人姓名：_____

公 司：_____

日 期：_____

1. Introduction

The Contractor is invited to

- Build up a WiFi network in Stewards Pooi Kei Primary School; and
- Provide and maintain a WiFi service through subscription modes.

2. Background

The School will **enhance / top up** the IT infrastructure so as to set up the necessary WiFi environment in the school premises (full WiFi coverage in ALL classrooms) for supporting e-learning in class. Regarding the enhancement of WiFi 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

This section specifies the user requirements of the School of the WiFi network. The Contractor shall be capable of supporting the requirements set out below.

3.1 Standard Provision

- **WiFi Internet Connectivity** – use Wi-Fi 5 network or above in a standard classroom. The minimum number of classrooms to be covered shall be at least equal to the number of approved classes for the 2021/22 school year, that is 24 classrooms.
- **Number of Concurrent Connection** – commensurate with the maximum number of students, say 40 students, in a class with at least 2.5Mbps upload / download bandwidth per connection.
- **Number of classrooms using WiFi concurrently.**
- **Authentication Method** – use 802.1x standard based authentication and Hong Kong Education City single sign-on services.
- **Session Control** – Hong Kong Education City authentication service can support one device or multiple devices to connect based on user group (student, teachers).
- **Internet Content Filtering Service** – Cloud based Internet Content filtering profile commonly adopted by most schools and managed by vendors and school.
- **Existing Network Facilities** – not rely on any existing network facilities and cabling of the School, nor interfere with the existing WiFi network of the School. The Wi-Fi network shall be physically separated from the school network.
- **Broadband Network** – use separate broadband for the WiFi service. State otherwise if the existing broadband can be utilized for the service.

- **Managed Service** – operate the WiFi network using managed service model, provide end-to-end service with single point of contact including configuration, provisioning of service, proactive monitoring, maintenance and regular reporting.
- **Service Level Agreement** – ensure at least 99.7% availability of the WiFi service, 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, and provide monthly monitoring reports for the School.
- **Contract End Arrangement** – 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. Contractor can remove the network equipment such as switch, routers, and access points.

3.2 Add-on Service (to be aligned with Part 1)

- **WiFi coverage** – to include special rooms and open areas:
 - G/F Covered Playground, Covered Playground1(new wing),
Staff dormitory (independent block)
 - 1/F multi-purple area, Hall, 107-109Office, 106 Headmaster Room,
104,105 two deputy Headmaster Rooms
 - 2/F 211 Student Activity Centre1
 - 3/F 301 Music Room, 302 Art Room, 303 Computer Assisted Learning
Room, 304 STEM Room, 307 Remedial Room, 310-312 Teachers'
Room
 - 4/F 410 Library, 411 Remedial Room, 412 Language Room,
 - 5/F 510 Computer Room, 512 Multi-purpose Room
- **Broadband Service** – provide at least 1Gbps Internet connection at school.
- **Authentication Method** – user account system being used by school .
- **WLAN system access control** – use pre-shared key mechanism.
- **MAC Address Monitoring** – The lists of filtering and filtered MAC addresses are to be monitored by **Stewards Pooi Kei Primary School**.
- **Session Control** – Guest Landing page shall support session control where access time can be changed by school
- **Internet Content Filtering Service** –Cloud based Internet Content filtering profile commonly adopted by most schools with ability to create black/white list filters and managed by vendors and school.
- **Integration of networks** – system integration with existing network with secure design.
- **Internet addresses subscription & configuration** – for Internet access to school internal resources.

- **Monitoring of WiFi network** – specific request on monitoring of WiFi network by School.
- **Redundancy** – increase the availability of the WiFi service.
- **Support hours** – extended support hours and/or reduced time for recovery.
- **Contract End Arrangement** – Other arrangements

3.3. Deliverables

3.3.1 The Contractor is required to provide the following deliverables for the WiFi 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

3.3.2 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

4. Technical Specification (Standard Provision)

4.1 WiFi Network

4.1.1 The Wireless LAN (WLAN) System of the WiFi 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; a backup of the WLAN Controller shall be available.

4.1.2 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.

4.1.3 The WLAN APs shall be compatible Wi-Fi 5 with 802.11a/b/g/n/ac/ac wave 2 standard or above, support dual band of 2x2:2 in 2.4GHz and 5GHz and Internal antennas.

4.1.4 The Contractor shall design the WLAN System to provide the coverage for the required wireless coverage place. The received signal strength measurement from the WiFi Service at the WiFi 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 WiFi client device for testing satisfies the power emission requirement.

4.1.5 The WLAN AP shall support DHCP, PoE, WPA2, IEEE 802.1x and certificate authentication.

4.1.6 The WLAN System shall support automatic channel selection, protocol filtering, multicast/broadcast storm filtering and load balancing.

4.1.7 The WLAN system shall allow single or multiple devices per user account to be authenticated using 802.1x and Hong Kong Education City single sign-on service.

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 even increase the quantity of the WLAN AP 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.

4.1.9 The system shall provide bandwidth control per connection.

4.1.10 The WLAN shall allow different authentications by using Service Set Identifiers (SSIDs).

4.1.11 The SSIDs shall be able to be set hidden from searching by WiFi devices. The devices have to manually set SSID to make connection.

4.1.12 Individual APs shall be allowed to be assigned by more than one SSIDs and up-to eight SSIDs..

4.1.13 Antennas of APs shall be capable of detecting user locations in real time for direction switching while devices in motion.

4.1.14 The DHCP server shall support at least 30 queries/sec.

4.1.15 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.

4.1.16 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.

4.1.17 The WLAN System shall provide termination of idle sessions and control of the duration features.

4.1.18 The WLAN System shall support client roaming across Access Points.

4.1.19 The WLAN system shall cover all areas specified under this tender.

4.1.20 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.

4.1.21 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.

4.1.22 All access points (AP) shall be certified by OFCA and copy of certificates issued by OFCA shall be attached to the proposals.

4.1.23 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.

4.1.24 The WLAN System shall support Web GUI management.

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

4.1.26 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.

4.3.2 The Access Switch shall consist of 8/12/24/48 x 10/100/1000/2.5GBase-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 WebGUI Management, Access Control Lists (ACLs), DHCP Relay and 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.

4.5 Service Requirements

4.5.1 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.

4.5.2 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.

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4.5.3 Cables shall be labelled with connected port and its device id.

4.5.4 All the equipment shall be labelled with an identifiable id.

4.5.5 The placement of cables, cabinets, racks and appliances shall be shown on the network diagram.

4.5.6 Switches and/or other appliances shall be properly installed into cabinet/rack with appropriate ventilation.

4.5.7 13A power cord(s) shall be bundled with appliance(s).

4.5.8 Cable shall be properly set up onto appropriate cable management guide.

4.5.9 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.

4.6 Service Level Requirements

4.6.1 The Contractor shall provide incident/problem report to the School within 5 working days after each incident and the resolution taken.

4.6.2 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.

4.6.3 Advance 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.

4.6.4 Service Level, expressed in percentage, is the ratio of actual available time to the scheduled available time for the WiFi 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 WiFi 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 deliberately made unavailable to users.

Unscheduled Downtime: The amount of time, in unit of minutes, that the service is unavailable due to equipment failure or other reasons under the responsibility of the Contractor.

4.7 Service Level Rebates

4.7.1 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 4.6 will be used to determine the Service Rebates in Service Availability (S1) and Service Resumption Time (S2).

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

4.7.3 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 WiFi network of the School under the availability agreed:

$\text{Failure Hour} \times [(\text{Yearly Subscription Fee}) / (365 \times 24)] \times 2$, 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.

4.7.4 The Service Rebates of the WiFi network of the School, if any, will be paid by crediting the invoice of the following month.

4.8 Helpdesk Service

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

4.8.2 The Helpdesk Service shall answer enquiries and complaints originated from the School concerning the Service.

4.8.3 The Helpdesk Service shall operate from Mon to Sat 8:00 am to 6:00 pm.

4.8.4 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.

4.8.5 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.

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

4.8.7 The Contractor shall not make use of the Helpdesk Service to transmit any message or conduct any activity to the School, 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.

4.9 User Acceptance Test

4.9.1 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.

4.9.2 The contractor will be required to perform test referring to the User Acceptance Test and System Test documents at www.edb.gov.hk/ited/wifi900. They include the types of testing to be performed, the requirements to be tested, the testing environment, testing tools and pass/fail criteria as reference to the Contractor.

4.9.3 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.

4.9.4 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.

4.9.5 The Contractor shall provide, configure and set up the proper software and hardware for the School to carry out the User Acceptance Test.

4.9.6 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.

4.9.7 The Contractor shall follow the agreed standards as laid down in this specification for the testing methods and procedures.

4.9.8 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.

4.9.9 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.

4.9.10 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.

4.9.11 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.

4.9.12 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.

4.9.13 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.

4.10 Termination of Service

4.10.1 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;

4.10.2 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. Wi-Fi.HK (optional service)

5.1 The implementation of Wi-Fi.HK is advocated by the School, the decision of the implementation will not be served as a basis of discrimination for proposal evaluation.

5.2 To make it easier for the public and visitors to access free Wi-Fi services in Hong Kong, the Government is promoting the free Wi-Fi services offered by the public and private sectors in Hong Kong under a common Wi-Fi brand “Wi-Fi.HK”. It will help the public and visitors find and connect to the public Wi-Fi hotspots throughout Hong Kong. These free hotspots will be promoted under the Wi-Fi.HK brand through various means such as the Wi-Fi.HK thematic website and mobile app. With a common brand in place, it will create more business opportunities for the Wi-Fi.HK participating organizations to promote and deliver their products and services to their customers by leveraging on mobile technologies.

5.3 Contractor is invited to provide free Wi-Fi service riding on the same Wi-Fi network infrastructure using the Wi-Fi.HK SSID for school visitors such as parents to access the Internet in schools and such services shall incur no additional charge to the School.

5.4 The following are the requirements of the Wi-Fi.HK scheme:

- Aggregated total of at least 30 minutes free access time per day per device;
- Service available 24 hours x 7 days **or as long as the venue is accessible to the user**;
- All Access Points providing public Wi-Fi service be registered with OFCA;
- SSID of Access Points be presented in “Wi-Fi.HK via <designated name of service provider>” format;
- Landing page with Wi-Fi.HK logo, terms and conditions and disclaimers for user to accept for connection but no need for user to login using username or password;
- Hotline service, contact email or on-site support be provided for public enquiry and technical support; and
- Preferably with installation of digital server certificate issued by recognized certificate authority on the landing page so that users can easily discern the legitimacy of the Wi-Fi services.

5.5 The network for supporting Wi-Fi.HK shall not be allowed to have direct access to the School’s network. Connections via Wi-Fi.HK shall have access to the Internet only.

5.6 Content filtering is not a requirement for Wi-Fi.HK.

5.7 When the School terminates all or part of the Service, the Wi-Fi.HK service of the related area will be terminated together. The School also reserves the right to request the Contractor to terminate or suspend the Wi-Fi.HK service at any time.

5.8 More details of the scheme can be found at Wi-Fi.HK thematic website (<http://www.wi-fi.hk>).

6. Sub-Contracts

6.1 The Tenderer shall be the prime Contractor for all the services specified in Part 1 and Part 2 of this contract. The Tenderer shall be the single point of contact for all contractual matters.

6.2 The Tenderer shall be liable for the performance or breach of any provisions of the contract by Sub-Contractors.

6.3 The Tenderer shall provide details of the sub-contract service for the Wifi operation and maintenance of the Sub-Contractors in the format listed on Section 5 of Part 2. The hierarchy of the sub-contracting shall also be clearly stated below. If there are no Sub-Contractors, please enter nil.

6.4 No Sub-Contractor(s) specified in Section 5 of Part 2 shall be replaced unless prior written consent has been given by the School.

6.5 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;

6.6 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).

7. Schedule of Work

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

Phase	Items	Starting Date	Ending Date	Service fee
I	Build up of WiFi network	On or before 1 June 2021	15 Aug 2021	0
II	Subscription of service	1 Sep 2021	31 Aug 2024	Quoted price

8. Delay of Schedule

8.1 If the Contractor fails to provide any part of the WiFi service which shall be ready for use in the School within 60 days after the target Ending Date specified in Section 8 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.

8.2 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.

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

9. Terms of Payment

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

10. Price Proposal

10.1 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 **PART 2 - PRICE SCHEDULE**. Failure in complying with this requirement will render the quotation disqualified.

10.2 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.

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

11. Invitation for Quotations

11.1 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.

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

12. Tender Preparation and Submission

12.1 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.
- WiFi 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.

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
- Other useful information

14. Enquiry

For enquiry, please contact Mr. Yuen Wai Kwong of the School at wkyuen@pooikei.edu.hk by phone at 26025353.

PART 2 - PRICE SCHEDULE

1. Price details for Standard Provision

Standard Provision	3 years		School's choice on confirmation
	Monthly price	Annual price	
WiFi Service Subscription (Requirement as stated in Part 1) Classroom 201, 202, 203, 204, 205, 206, 401, 402, 403, 404, 405, 406, 501, 502, 503, 504, 505, 506, 601, 602, 603, 604, 605, 606 Total 24 Classrooms The WiFi System shall support 40 concurrent connections at least			
Total in HK\$			

2. Price details for Add-on Services (Offer will be considered on itemized basis)

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
WiFi coverage for other areas	<ul style="list-style-type: none"> ● G/F Covered Playground (The WiFi System shall support 164 concurrent connections at least) ● G/F Covered Playground1(new wing) (The WiFi System shall support 164 concurrent connections at least) ● G/F Staff dormitory (independent block) (The WiFi System shall support 20 concurrent connections at least) ● 1/F multi-purple area (The WiFi System shall support 164 concurrent connections at least) ● 1/F Hall (The WiFi System shall support 164 concurrent connections at least) ● 1/F 107-109 Office (The WiFi System shall 			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
	<p>support 20 concurrent connections at least)</p> <ul style="list-style-type: none"> ● 1/F 106 Headmaster Room (The WiFi System shall support 20 concurrent connections at least) ● 1/F 104 Deputy Headmaster Room I (The WiFi System shall support 20 concurrent connections at least) ● 1/F 105 Deputy Headmaster Room II (The WiFi System shall support 20 concurrent connections at least) ● 2/F211 Student Activity Centre (The WiFi System shall support 164 concurrent connections at least) ● 2/F212 Student Activity Centre (The WiFi System shall support 40 concurrent connections at least) 			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
	<ul style="list-style-type: none"> ● 3/F 301 Music Room (The WiFi System shall support 40 concurrent connections at least) ● 3/F 302 Visual Art Room (The WiFi System shall support 40 concurrent connections at least) ● 3/F 303 Computer Assisted Learning Room (The WiFi System shall support 40 concurrent connections at least) ● 3/F 304 STEM Room (The WiFi System shall support 40 concurrent connections at least) ● 3/F 307 Remedial Room (The WiFi System shall support 30 concurrent connections at least) ● 3/F 310-312 Teachers' Room (The WiFi System shall support 100 concurrent connections at least) 			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
	<ul style="list-style-type: none"> ● 4/F 410 Library (The WiFi System shall support 80 concurrent connections at least) ● 4/F 411 Remedial Room (The WiFi System shall support 30 concurrent connections at least) ● 4/F 412 Language Room (The WiFi System shall support 40 concurrent connections at least) ● 5/F 510 Computer Room (The WiFi System shall support 40 concurrent connections at least) ● 5/F 512 Multi-purpose Room (The WiFi System shall support 30 concurrent connections at least) 			
Broadband service	<ul style="list-style-type: none"> ● At least 1000Mbps bandwidth 			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
Authentication Method	<ul style="list-style-type: none"> ● 802.1x standard based authentication ● 			
MAC Address Monitoring	<ul style="list-style-type: none"> ● The lists of filtering and filtered MAC addresses are to be monitored by Stewards Pooi Kei Primary School 			
WLAN Access Control	<ul style="list-style-type: none"> ● Use pre-shared key mechanic,.(Roaming SSID) 			
Internet Content Filtering Service	<ul style="list-style-type: none"> ● based on filtering profile commonly adopted by most schools and managed by vendors. 			
Integration of networks	<ul style="list-style-type: none"> ● System integration with existing network with secure design. 			
Monitoring of	<ul style="list-style-type: none"> ● Managed service model, 			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
WiFi network	provide end-to-end service including configuration provisioning of service, proactive monitoring maintenance and regular reporting.			
Redundancy	● 99% availability redundancy.			
WiFi Service Recovery	● Support four-hour response time and four-hour service recovery.			
Support hours	● From Mon to Sat 8:00 to 18:00.			
Reporting	● Provide monthly monitoring reports for the School.			
Contract End Arrangements	● All provisions of trunks, conduits, cables, LAN			

Add-on Service		3 years		School's choice on confirmation
Item	Description	Additional monthly price	Additional annual price	
	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. Contractor can remove the network equipment such as switch, routers, and access points.			

3. Details of equipment to be proposed in the Buildup of WiFi network in the School

Items	Quantity	Model
WiFi Controllers		
Access Points		

Router/Firewall		
Core Switch		
Access PoE Switches		
LAN Cables		
Others (please specify)		

4. 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

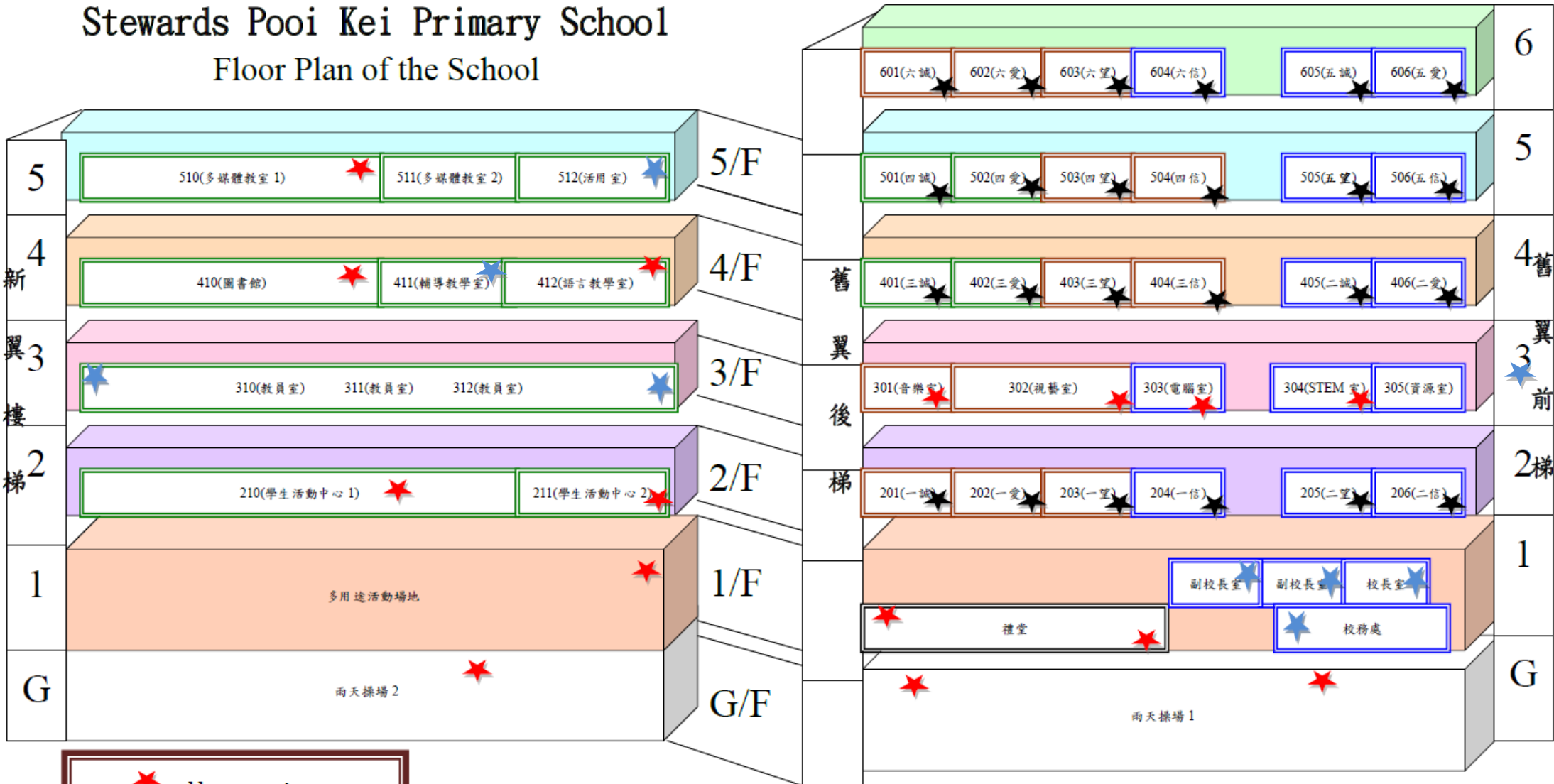
Name of Sub-Contractor	Sub-contract service	Roles and responsibility

5. The Tenderer to provide case reference of past deployment in WiFi100/WiFi900 with Sub-Contractors details in the format listed below

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

Stewards Pooi Kei Primary School

Floor Plan of the School



	add-on service
	standard provision
	new add on service