

CHRISTIAN ALLIANCE INTERNATIONAL SCHOOL TENDER IMPORTANT NOTICE

Updated on 2020-02-04

Tender Reference:	CAIS-ICT2019-02														
Department:	ICT Department														
Subject:	Provision of School Multi-Function Printer Rental Services														
Description:	To provide multi-function printer rental services for 3-year period (2020-2023) with possible extension for another 2 years (2023-2025)														
Capacity:	Please refer to tender documents														
Enquiries:	Christian Alliance International School Attn: Mr Keith Iu 33 King Lam Street, Lai Chi Kok Tel: 3699 3899														
Tender Closing Date/Time:	15:00 (Hong Kong time) on 27 March 2020 (The school is closed due to coronavirus, the Tender Closing Date is postponed.) Important Dates: <table> <tr> <td>Tender opens</td> <td>21 January 2020</td> </tr> <tr> <td>Tendering Briefing Session</td> <td>17 March 2020</td> </tr> <tr> <td>Tendering Closing Date & Time</td> <td>15:00 on 27 March 2020</td> </tr> <tr> <td>Tender presentation by selected tenderers</td> <td>7 or 8 April 2020</td> </tr> <tr> <td>Expected tender award date</td> <td>End May 2020</td> </tr> <tr> <td>Expected contract signing date</td> <td>End May 2020</td> </tr> <tr> <td>Service commences</td> <td>28 July 2020</td> </tr> </table> These dates overwrite the original dates written in Page 6 of the tender document CAIS-ICT2019-02.	Tender opens	21 January 2020	Tendering Briefing Session	17 March 2020	Tendering Closing Date & Time	15:00 on 27 March 2020	Tender presentation by selected tenderers	7 or 8 April 2020	Expected tender award date	End May 2020	Expected contract signing date	End May 2020	Service commences	28 July 2020
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Collection of Tender Documents:	Tender documents are obtainable during office hours from the General Office, 3/F, 33 King Lam Street, Lai Chi Kok from 21 January 2020. Request for tender documents can be sent via e-mail together with the softcopy of valid Business Registration Certificate and name card of the person in charge to iuk@caisbv.edu.hk during the tendering period.														
Submission of Tenders:	A tender must be submitted in duplicate and in two separate sealed envelopes, one for the technical specifications and the other for the price proposal. Tenders must be clearly marked with the tender reference, the subject of the tender on the outside of the sealed envelopes (but should not bear any indication which may relate the tender to the tenderer) and the tender closing date. Tender must be deposited in the appropriate Tender Box situated on the 3/F General Office, 33 King Lam Street, Lai Chi Kok before 15:00 (Hong Kong time) on 27 March 2020 . Tenders must be deposited in the tender box as specified in this tender notice ("Specified Tender Box") before the tender closing time. Late tenders or tenders not deposited in the Specified Tender Box will not be considered. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or a Black Rainstorm Warning Signal or "extreme conditions after super typhoons" announced by the Government is/are in force, for any duration between 09:00 and 15:00 (Hong Kong time) on the Tender Closing Date, the Tender Closing Date and time will be extended to 15:00 (Hong Kong time) on the first working day after the Tropical Cyclone Warning Signal No. 8 is lowered, or the Black Rainstorm Warning Signal or the "extreme conditions after super typhoons" announced by the Government has/have ceased to be in force.														

Remarks:

1. Open tendering is adopted. All interested contractors/suppliers/service providers are invited to tender.
2. Christian Alliance International School does not bind itself to accept the tender with the highest score or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.

CHRISTIAN ALLIANCE INTERNATIONAL SCHOOL TENDER BRIEFING SESSION NOTICE

Updated on 2020-02-04

Tender Reference:	CAIS-ICT2019-02
Department:	ICT Department
Subject:	Provision of School Multi-Function Printer Rental Services
Date:	17 March 2020 (Tuesday) (The school is closed due to coronavirus, the Tender Briefing Session Date is postponed.)
Time:	15:00 – 17:00 (Hong Kong time)
Venue:	Room 452, Christian Alliance International School 33 King Lam Street, Lai Chi Kok, Kowloon, Hong Kong
Attendance:	At most 2 persons per company
Parking Space	NOT provided
Remarks:	For all interested contractors/suppliers/service providers, please feel free to call Ms. May Cheung at 36993821 or email to cheungmkm@caisbv.edu.hk for reservation.