

CHRISTIAN ALLIANCE INTERNATIONAL SCHOOL TENDER IMPORTANT NOTICE

Updated on 2020-9-9

Tender Reference:	CAIS-ICT2020-01																						
Department:	ICT Department																						
Subject:	Leasing of Multi-Function Printers																						
Description:	To provide multi-function printer leasing services for 3-year period (2021-2024) with possible extension for another 2 years (2024-2026)																						
Capacity:	Please refer to tender documents																						
Enquiries:	Christian Alliance International School Attn: Mr Alvis Yip 33 King Lam Street, Lai Chi Kok Tel; 3699 3899																						
Tender Closing Date/Time:	15:00 (Hong Kong time) on 12 October 2020 (The school is closed due to coronavirus, the Tender Closing Date is postponed.) Important Dates: <table> <tr> <td>Tender opens</td> <td>21 September 2020</td> </tr> <tr> <td>Tendering Briefing Session</td> <td>28 September 2020</td> </tr> <tr> <td>Tendering Closing Date & Time</td> <td>15:00 on 12 October 2020</td> </tr> <tr> <td>Tender presentation by selected tenderers</td> <td>21 - 22 October 2020</td> </tr> <tr> <td>Proof of concept visit to selected tenders</td> <td>2 - 4 November 2020</td> </tr> <tr> <td>Expected tender award date</td> <td>Early February 2021</td> </tr> <tr> <td>Delivery and Configuration</td> <td>February to March 2021</td> </tr> <tr> <td>Installation</td> <td>7 - 9 April 2021 (Easter Holiday)</td> </tr> <tr> <td>Testing and Trial Period</td> <td>12 - 27 April 2021</td> </tr> <tr> <td>(Use of machines in the Testing and Trial period should be free-of-charge)</td> <td></td> </tr> <tr> <td>Service commences</td> <td>28 April 2021</td> </tr> </table>	Tender opens	21 September 2020	Tendering Briefing Session	28 September 2020	Tendering Closing Date & Time	15:00 on 12 October 2020	Tender presentation by selected tenderers	21 - 22 October 2020	Proof of concept visit to selected tenders	2 - 4 November 2020	Expected tender award date	Early February 2021	Delivery and Configuration	February to March 2021	Installation	7 - 9 April 2021 (Easter Holiday)	Testing and Trial Period	12 - 27 April 2021	(Use of machines in the Testing and Trial period should be free-of-charge)		Service commences	28 April 2021
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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 September 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 yipa@caisbv.edu.hk during the tendering period.																						
Submission of Tenders:	<p>A tender must be submitted in one original copy, one copy of the Tender identical to the original copy and one electronic version of the Tender identical to the original copy. Original copy including the electronic version of the Tender as one set and one copy of the Tender as another set shall be submitted in two separate sealed envelopes.</p> <p>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 12 October 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.</p> <p>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.</p>																						

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 2020-9-9

Tender Reference:	CAIS-ICT2020-01
Department:	ICT Department
Subject:	Leasing of Multi-Function Printers
Date:	28 September 2020 (Monday) (If the school is closed due to coronavirus, the Tender Briefing Session Date will be postponed.)
Time:	14:00 – 17:00 (Hong Kong time)
Venue:	Room 345, 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.