

萬鈞伯裘書院  
2022-2023 年度  
承投提供學校印刷設備及服務供應商

招標編號：MKPC-T2223-022

項目：承投提供學校印刷設備及服務供應商

附件一

**Basic Requirement**

**MFD Overview**

Model	Printer type	Printer Speed	Qty.	Fax	Booklet & Corner Stapling	Octopus Payment Console	Embedded Card reader
A	Office type A3 4 tray Color MFD	30ppm	8	1	0	1	8
B	Semi-Production type A3 4 tray Color MFD	65ppm	1	0	1	0	1
C	Production type A3 4 tray B/W MFD	125ppm	1	0	1	0	1
D	Office type A4 1 tray Color MFD	35ppm	4	0	0	0	0
E	Office type A4 1 tray B/W printer	62ppm	5	0	0	0	0
F	Office type A4 1 tray Color printer	30ppm	5	0	0	0	0
<b>Total:</b>			<b>24</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>10</b>

- Locations listed are subject to final confirmation by MAN KWAN PAK KAU COLLEGE before installation.
- Specifications of the Printer Types are given as below.
- Speed required is listed as Pages Per Minute.
- All of the machines need to be provided as BRAND NEW.
- All of the machines need to be connected with Centralised Management and Accounting System.  
(Follow-me printing for model A-C, Direct printing for model D-F)
- All of the machines need to be counted by meter and service provider need to provide toner delivery service during contract period.

**\*Please put tick or false near below specs if able to meet or not**

**Model A: 30ppm Multi-Function Device Requirements (Office type A3 4 tray Color MFD)**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Adopted 10.1-inch touch panel with a flexible angle		
2. Touch Screen Panel and able to customize user interface with frequently used icons and feature		
3. Build-in multi-type card reader		
4. Print, Copy, Scan function and 1 unit should have Fax function		
5. Printing Resolution: 2400 x 1200 dpi		
6. Reduction-enlargement percentage covered from 25% to 400%		
7. Handles Paper Weight through Paper Trays: Console MFDs: 52gsm - 300gsm		
8. Handles Paper Size through Paper Trays: maximum 320 x 1,200mm for console MFDs		
9. Support printing using standard printer languages such as PCL and Postscript		
10. Minimum 4 standard paper trays (excluding bypass tray) shall be included for each MFD.		
<b>Printing flow</b>		
1. The MFDs shall support below mode of printing: Users can use "follow-me printing" and select any MFD to output the document. However, users need to be authenticated by the MFD using the staff card before a document is printed.		
2. If a user has more than one follow-me print jobs, the user is able to release the print jobs in one pass or one by one. In addition, the user is also able to cancel a print job, or all print jobs.		
3. If a user prints the document by follow-me printing and forgets to release the print job, the proposed printing solution shall able to provide "auto clean" function after a pre-defined time defined in the system by school IT administrator (e.g. 48 hours) so that forgotten print jobs will be removed automatically.		
4. The MFD shall allow users to tap his/her staff card to the card reader for user authentication. However, if staffs forget to bring his/her staff card, the MFD shall still allow the staff to login at the MFD with the same username and password used in the Active Directory/Local account for user authentication.		
5. Users are able to check their remain printing quota from the MFD console		

Octopus Payment Console Specs		
1. One unit of Model A MFD need to be connect with Octopus Payment Console		
2. Payment method: Accepts payment via valid Octopus cards. The printing or photocopying charge will be deducted from the user's Octopus card before the request is handled on a pay-per - page basis.		
3. Octopus processor: Before connected to individual photocopier for charging of Octopus card, the processor has to be approved by Octopus Holdings Ltd. In Hong Kong.		
4. "Lock Card": Disables those reported loss Octopus cards to function properly in order to reduce discrepancy risks from tampering or cheating.		
5. Termination of Jobs: If there are insufficient values of Octopus card, then the printing or photocopying job be terminated immediately, for example, if the rate of photocopying is \$0.3 per page and there is only \$0.2 in the Octopus card, then the photocopying should be stopped immediately when it drops to -\$0.1. For the printing, the job should not be printed at all if the value in the card is not enough to cover the printing job.		
6. Charge display: Displays charging notification on the terminal's LCD with an acceptable level of clarity by users		
7. Language display: Provides clear bilingual usage guide and copying/printing status messages		
8. Transaction reports: Regular transaction reports on a monthly basis will be provided		
9. Octopus stand: It should be provided for integration of photocopier and Octopus processor for all photocopiers.		
10. Provide a Single, Self-services platform for different users' login to do copying & printing.		
11. Provide USB port for printing and scanning		
12. Support integrating with Centralized Printing Solution (Eg. If users print a job with not enough quota, users can pay by Octopus immediately without resubmit the print job)		

Scanning Specs		
1. Automatically rotate document by text direction		
2. Scanning Format: TIFF/JPEG/Searchable PDF/XPS		
3. All MFDs support OCR scanning (English, Traditional & Simplified Chinese)		
4. Support preview function when scanning		
5. Automatic duplexing feeder with one pass dual scan		
6. Automatically skip blank page		
7. Support Scan to email. If a user taps his/her staff card for authentication, the MFD shall be able to scan the document and send it to the staff's email account without the need of manual entering email address.		
8. Support scanning by sending an URL to the authenticated user via e-mail		
9. Scanning speed: 160ppm		
Security		
1. Enable to default and generate watermark on print documents to ensure document security		
2. Support scanning through SMB v2 & v3 protocol		
3. For security reason, document printed, copied, scanned or faxed shall not be kept in the MFD. The document image shall be deleted automatically and immediately after the job is completed.		
4. MFD should provide Trusted Platform Module (TPM) which was standardized by International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) as ISO/IEC 11889.		
Green		
1. Environmentally friendly design: LED scanner and print head, EA-Eco toner		
2. Energy Star, RoHS, Energy Label (EMSD), Material Safety Data Sheet, Data Security certificate		
3. ISO certificates (E.g. ISO27001, ISO22301, ISO140001, ISO20400 etc.)		
4. Service provider must provide zero ozone emission and zero landfill certificates		
Health and Safety		
1. Replaceable air-filtering system		
2. Power cord with inlet bracket to ensure electric safety		

**Model B: 65ppm Multi-Function Device Requirements (Semi-Production type A3 4 tray Color MFD)**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Adopted 10.1-inch touch panel with a flexible angle		
2. Touch Screen Panel and able to customize user interface with frequently used icons and feature		
3. Build-in multi-type card reader		
4. Print, Copy, Scan function		
5. Printing Resolution: 2400 x 2400 dpi		
6. Reduction-enlargement percentage covered from 25% to 400%		
7. Handles Paper Weight through Paper Trays: Console MFDs: 52gsm - 350gsm		
8. Handles Paper Size through Paper Trays: maximum 320 x 1,200mm for console MFDs		
9. Support printing using standard printer languages such as PCL and Postscript		
10. Minimum 4 standard paper trays (excluding bypass tray) shall be included for each MFD.		
11. Support Gloss Printing Mode for photos printing		
12. Replace toner and add paper without stopping the print jobs in progress		
13. High-capacity toner cartridge with 2 x K, 1 x C, 1 x M, 1 x Y toner		
<b>Printing flow</b>		
1. The MFDs shall support below mode of printing: Users can use "follow-me printing" and select any MFD to output the document. However, users need to be authenticated by the MFD using the staff card before a document is printed.		
2. If a user has more than one follow-me print jobs, the user is able to release the print jobs in one pass or one by one. In addition, the user is also able to cancel a print job, or all print jobs.		
3. If a user prints the document by follow-me printing and forgets to release the print job, the proposed printing solution shall able to provide "auto clean" function after a pre-defined time defined in the system by school IT administrator (e.g. 48 hours) so that forgotten print jobs will be removed automatically.		
4. The MFD shall allow users to tap his/her staff card to the card reader for user authentication. However, if staffs forget to bring his/her staff card, the MFD shall still allow the staff to login at the MFD with the same username and password used in the Active Directory/Local account for user authentication.		
5. Users are able to check their remain printing quota from the MFD console		

Scanning Specs		
1. Automatically rotate document by text direction		
2. Scanning Format: TIFF/JPEG/Searchable PDF/XPS		
3. All MFDs support OCR scanning (English, Traditional & Simplified Chinese)		
4. Support preview function when scanning		
5. Automatic duplexing feeder with one pass dual scan		
6. Automatically skip blank page		
7. Support Scan to email. If a user taps his/her staff card for authentication, the MFD shall be able to scan the document and send it to the staff's email account without the need of manual entering email address.		
8. Support scanning by sending an URL to the authenticated user via e-mail		
9. Scanning speed: 270ppm		
Booklet & Corner Finisher Specs		
1. Support Staple, saddle staple and single fold		
2. Saddle Staple: 20 sheets (90 gsm or less) Single Fold: 5 sheets (90 gsm or less) Staple: 50 sheets (90 gsm or less)		
3. Designed with a conveyor belt. Users can print unlimited booklet		
Security		
1. Enable to default and generate watermark on print documents to ensure document security		
2. Support scanning through SMB v2 & v3 protocol		
3. For security reason, document printed, copied, scanned or faxed shall not be kept in the MFD. The document image shall be deleted automatically and immediately after the job is completed.		
4. MFD should provide Trusted Platform Module (TPM) which was standardized by International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) as ISO/IEC 11889.		
Green		
1. Environmentally friendly design: LED scanner and print head, EA-Eco toner		
2. Energy Star, RoHS, Energy Label (EMSD), Material Safety Data Sheet, Data Security certificate		
3. ISO certificates (E.g. ISO27001, ISO22301, ISO140001, ISO20400 etc.)		
4. Service provider must provide zero ozone emission and zero landfill certificates		
Health and Safety		
1. Replaceable air-filtering system		
2. Power cord with inlet bracket to ensure electric safety		

**Model C: 125ppm Production type A3 4 tray B/W MFD**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Adopted 10.1-inch touch panel with a flexible angle		
2. Touch Screen Panel and able to customize user interface with frequently used icons and feature		
3. Build-in multi-type card reader		
4. Print, Copy, Scan function		
5. Printing Resolution: 2400 x 2400 dpi		
6. Reduction-enlargement percentage covered from 25% to 400%		
7. Handles Paper Weight through Paper Trays: Console MFDs: 52gsm - 350gsm		
8. Support printing using standard printer languages such as PCL and Postscript		
9. Minimum 4 standard paper trays (excluding bypass tray) shall be included for each MFD.		
10. Replace toner and add paper without stopping the print jobs in progress		
11. High-capacity toner cartridge with non-stop printing when changing toner		
12. Can save the copy setting of a completed copy job		
13. Auto Front-Back Registration adjustment		
14. Auto Curl Correction during Printing and can switch from auto mode or manual mode		
<b>Printing flow</b>		
1. The MFDs shall support below mode of printing: Users can use "follow-me printing" and select any MFD to output the document. However, users need to be authenticated by the MFD using the staff card before a document is printed.		
2. If a user has more than one follow-me print jobs, the user is able to release the print jobs in one pass or one by one. In addition, the user is also able to cancel a print job, or all print jobs.		
3. If a user prints the document by follow-me printing and forgets to release the print job, the proposed printing solution shall able to provide "auto clean" function after a pre-defined time defined in the system by school IT administrator (e.g. 48 hours) so that forgotten print jobs will be removed automatically.		
4. The MFD shall allow users to tap his/her staff card to the card reader for user authentication. However, if staffs forget to bring his/her staff card, the MFD shall still allow the staff to login at the MFD with the same username and password used in the Active Directory/Local account for user authentication.		
5. Users are able to check their remain printing quota from the MFD console		

Scanning Specs		
1. Automatically rotate document by text direction		
2. Scanning Format: TIFF/JPEG/Searchable PDF/XPS		
3. All MFDs support OCR scanning (English, Traditional & Simplified Chinese)		
4. Support preview function when scanning		
5. Automatic duplexing feeder with one pass dual scan		
6. Automatically skip blank page		
7. Support Scan to email. If a user taps his/her staff card for authentication, the MFD shall be able to scan the document and send it to the staff's email account without the need of manual entering email address.		
8. Support scanning by sending an URL to the authenticated user via e-mail		
9. Scanning speed: 270ppm		
Booklet & Corner Finisher Specs		
1. Support Staple, saddle staple and single fold		
2. Saddle Staple: 30 sheets (90 gsm or less) Single Fold: 5 sheets (90 gsm or less) Staple: 100 sheets (90 gsm or less)		
3. Designed with a conveyor belt. Users can print unlimited booklet		
4. Individual inserter tray can insert pre-print cover (without meter charge)		
Security		
1. Enable to default and generate watermark on print documents to ensure document security		
2. Support scanning through SMB v2 & v3 protocol		
3. For security reason, document printed, copied, scanned or faxed shall not be kept in the MFD. The document image shall be deleted automatically and immediately after the job is completed.		
4. MFD should provide Trusted Platform Module (TPM) which was standardized by International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) as ISO/IEC 11889.		
Green		
1. Environmentally friendly design: LED scanner and print head, EA-Eco toner		
2. Energy Star, RoHS, Energy Label (EMSD), Material Safety Data Sheet, Data Security certificate		
3. ISO certificates (E.g. ISO27001, ISO22301, ISO140001, ISO20400 etc.)		
4. Service provider must provide zero ozone emission and zero landfill certificates		
Health and Safety		
1. Replaceable air-filtering system		
2. Power cord with inlet bracket to ensure electric safety		



**Model D: 35ppm Office type A4 1 tray Color MFD**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Adopted touch panel with a flexible angle		
2. Touch Screen Panel and able to customize user interface with frequently used icons and feature		
3. Print, Copy, Scan function		
4. Printing Resolution: 2400 x 1200 dpi		
5. Reduction-enlargement percentage covered from 25% to 400%		
6. Handles Paper Weight through Paper Trays: Console MFDs: 60gsm - 220gsm		
7. Support printing using standard printer languages such as PCL and Postscript		
8. Minimum 1 standard paper tray (excluding bypass tray) shall be included		
<b>Printing flow</b>		
1. Direct Print		
<b>Scanning Specs</b>		
1. Scanning Format: TIFF/JPEG/Searchable PDF/XPS		
2. Support preview function when scanning		
3. Scanning speed: 96ppm		

**Model E: 62ppm Office type A4 1 tray B/W printer**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Print function		
2. Printing Resolution: 1200 x 1200 dpi		
3. Handles Paper Weight through Paper Trays: Console MFDs: 60gsm - 220gsm		
4. Support printing using standard printer languages such as PCL and Postscript		
5. Minimum 1 standard paper tray (excluding bypass tray) shall be included		
6. Memory Capacity: 4GB		
7. Storage Device Capacity: 3.6GB		
<b>Printing flow</b>		
1. Direct Print		

**Model F: 30ppm Office type A4 1 tray Color printer**

General Specs/Paper Handling	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Print function		
2. Printing Resolution: 1200 x 1200 dpi		
3. Handles Paper Weight through Paper Trays: Console MFDs: 60gsm - 176gsm		
4. Support printing using standard printer languages such as PCL and Postscript		
5. Minimum 1 standard paper tray (excluding bypass tray) shall be included		
6. Memory Capacity: 512MB		
<b>Printing flow</b>		
1. Direct Print		

## Supply and Installation of Centralized Printing Solution

Centralized Printing Solution	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. Web based management with unlimited user license		
2. Support scanning to different designated locations at same time		
3. Allow to set printing rules to minimize heavy loading in low-end machines		
4. Support manually input folder path to be added into private or public address for scanning		
5. Support quota management and assign different functions for users		
6. Quota management can be by Pages and Amount		
7. Copy/Print count based on user, user group, department, or function events		
8. Able to integrate with Microsoft Active Directory domain login (Users use same set of usernames and passwords)		
9. Support printing from Bring Your Own Device (BYOD) including iOS (Airprint), Android, Windows, MacOSX and Chromebook		
10. Allow creating guest user account into system for short-term usage		
11. Address book, Functions & Features, Devices access and Security control based on user groups / users		
12. Report generation by date and in CSV, PDF, and Excel with automated scheduled generation		
13. Support email alert to admin when consumable lower than pre-set level		
14. Generate various type of report by configuration (full detail and summary)		
15. Real time monitoring on device status including tray, drum, and toner		
16. Detailed Logging by Document Name, No. of Pages, Who & Where, Load of each printer/copier and Report Template.		
17. MFD screen on printing should display the saving cost if print in B/W when choose printing in color & the saving paper if print in Duplex when choose in Simplex.		
18. Must support Force B/W & Force Duplex & Keep after printing		
19. Support Print + Image Logging (select user to track, email alert to admin, stop using MFD when keyword is matched)		
20. Support Fax Route (Only using 1 fax line and model A-C MFD can fax out)		
21. Support transferring data from existing printing solution		

## Service & Warranty

Service & Warranty	Supplier Offer (Please tick the box if provided)	If cannot be met/provided, please specify options/alternatives here.
1. 5 years maintenance services shall cover all hardware and software, which include all spare parts & labor costs		
2. The maintenance service shall be provided from 9:00am to 6:00 pm, Monday to Friday, excluding Public Holiday with a maximum response time of 4 hour.		
3. The regular preventive maintenance service shall include onsite visit minimum once a year which includes: a. Regular cleaning of the case, keypad, platen glass, etc. of MFDs b. Lubricating the MFDs c. Perform health check of MFDs d. Provide necessary repair service and replacement parts if faulty device is found during the onsite visit.		
4. The copier will be replaced at no charge, with an identical model of a copier with comparable features and capabilities if the performance of equipment is not satisfied within 5 years (or 3 years for purchase plan). A brand-new machine will be substituted for a new copier that requires replacement within 3 months of original purchase. (Must print in the terms and condition on the contract without any extra cost or contract extension)		
5. Free on-loan machine as a backup support in case of accidental happen		
6. Auto meter reporting, proactive fault alert, consumable management, and green reporting		
7. Provide Remote Device Health Check (Predict when and where potential failures could occur by analyzing gathered data by using Machine Learning and Artificial Intelligence (AI))		
8. 24-hour service call placing by mobile apps from Smart Device		
9. The service supplier should provide consumable recycling box and collect back used-up toner cartridge and waste bottles by weekly/monthly		

**Price Schedule**

	Rental Plan
Monthly Service Fee	HKD\$ _____
Service Period	60 months
Monthly Volumes	B/W: 140,000 pages Color: 5,000 pages
Excess Meter Rates	B/W: HK\$ _____ (A3) B/W: HK\$ _____ (A4)  Color: HK\$ _____ (A3) Color: HK\$ _____ (A4)
Delivery & Installation Fee (If any)	HKD\$ _____
Any price increment throughout the contract period including the monthly rental price	