***(General Instructions for Completing this Quotation Document:***

***– (1) the notes*** *(in green)* ***describe what needs to be filled out in each paragraph, please remove the notes upon completion of filling this quotation document.***

***– (2) the details written here are provided as examples*** *(in blue)* ***for references purposes only, schools should adjust the content according to their school context.)***

*< Note to schools: this quotation document serves as a part of your procurement documents, it sets out the work schedules and technical specifications for the procurement of mobile computer devices, schools should take into consideration of all necessary procurement policies and procedures for the preparation of this quotation document, detailed information can be found in paragraph 4 - Circular & Guide for Procurement from the website below.*

[*https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/ITE-QEF/qef\_reference.html*](https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/ITE-QEF/qef_reference.html) *>*

##### General Information

* 1. Suppliers to be invited

< Supplier XXX > is invited to bid on the supply of Mobile Computer Devices, Mobile Device Management (MDM) System and basic accessories in this quotation document.

* 1. School Information

School Name: < School Name >

* 1. Background

*< Note to schools: this is to describe the information regarding the events that have led to the identification of the potential required goods and services. >*

The hardware equipment and software services specified in this quotation document are required to support < School Name > for the implementation of e-learning to support the blended mode of learning and teaching.

##### General Requirements

*< Note to schools: Schools are advised to fill in the estimated minimum quantity and maximum quantity (i.e., the range of the quantity) of the items under Estimated Quantity of 2.1.1 of this paragraph for the said procurement. >*

* 1. We invite supplier to submit proposals for the supply of the following mobile computer devices, Mobile Device Management (MDM) System, and basic accessories:

*< Note to schools: Please fill in the high-level procurement requirements and implementation plan. Schools may refer to EDB Circular Memorandum No. 121/2024 - for the list of items covered by the Quality Education Fund e-Learning Funding Programme. >*

* + 1. Items Required

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Description of Required Item** | **Estimated Quantity** |
| 1. | Mobile Computer Device set: | <50 ~ 100> |
|  | a. Mobile Computer Device with 3-year basic hardware warranty |
| b. Screen Shield |
| c. Protective Cover |
| d. Stylus Pen |
| e. Detachable Keyboard |
| f. Mouse |
| g. Headset |
| 2. | A Mobile Device Management (MDM) System with a 3-year usage license to be installed in the proposed mobile computer devices (item 1.a.) and additional devices already owned by students.  *< Note to schools: The purchase quantity of MDM may need to exceed the number of devices to accommodate the installation of the required MDM on the devices already owned by students.>* | <80 ~ 160 licenses> |
| 3. | Additional 1-year license for extending the usage of MDM which will be expired on <dd-mmm> in the 2024/25 school year.  *< Note to schools: Schools could consider purchasing the required 1-year MDM licenses for the mobile computer devices acquired in the 2021/22 school year, which will be loaned to students in the 2024/25 school year. >* | <10 ~ 20 licenses> |

* + 1. Subsequent Order

The successful supplier will be required to supply the items of 2.1.1 of paragraph 2 in the 2024/25 school year to cater to newly joined students in e-learning classes. The offered prices set out in the Price Schedule of paragraph 11 shall remain valid or be less than the proposed prices for the period stated in the Price Validity of paragraph 9. Schools shall have full discretion to decide the quantity of the items to be procured for any subsequent orders.

* 1. The successful supplier shall comply with the following implementation plan:

|  |  |
| --- | --- |
| **Activity Description** | **Completion Date** |
| Hardware Delivery | Within < e.g. 8 weeks > from the date of written order |
| Installation for Hardware and MDM Configurations | - ditto - |

* 1. Delay of Schedule

If the successful supplier fails to provide any item set out in this contract, which shall be ready for use in the school within < e.g., 30 days > after the target Completion Date specified in 2.2 of paragraph 2 - General Requirements, then notwithstanding anything else contained in this contract, the school shall be entitled to terminate this contract forthwith by giving written notice to the successful supplier. The school shall also be entitled to recover from the successful supplier the amount of all damages and losses suffered by the school resulting from such failure, including, without limitation, any damages and losses resulting from the termination of related orders.

##### Technical Requirements of Mobile Computer Device, MDM and Basic Accessories

*< Note to schools: 3.1 to 3.5 of paragraph 3 here are to be adjusted according to the selection results in 2.1.1 of paragraph 2 – General Requirements >*

|  |
| --- |
| *General Notes for Selection of Mobile Computer Device*  *1. The technical specifications set out in 3.1 to 3.5 of paragraph 3 encompass five common basic procurement requirements, schools are advised to consider their pedagogical design, utilization of e-learning resources, students' e-learning needs, as well as parents' affordability when determining the required specifications. Besides, schools should have sufficient communication with parents to ensure their understanding of the reasons behind selecting specific device specifications. Further information can be found at* [*https://www.edb.gov.hk/ited/byod*](https://www.edb.gov.hk/ited/byod).  *2. Schools can consider selecting:*  *(a) A specific type of specifications for all the e-learning class levels. In this case, only the appropriate specifications (from 3.1 to 3.5) to be included in this quotation document.*  *(b) In cases where devices using different operating systems are suitable for use in e-learning, the quotation document should include the relevant sets of specifications for each operating system. Under normal procurement practice, the lowest offer that fulfills the requirements should be accepted to ensure the prudent use of public funds.* |

3.1 Mobile Computer Device (iPadOS)

Supplier shall propose one mobile computer device that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Processor | * A14 Bionic chip with 64-bit architecture or above |
| Display | * 10.9-inch (diagonal) LED-backlit Multi-Touch display with   IPS technology or above   * At least 2360-by-1640-pixel resolution at 264 ppi * Fingerprint-resistant * Supports stylus pen |
| Internal Storage | * At least 64GB |
| Wireless Connectivity | * Supports WLAN (802.11ac or above); dual band (2.4GHz   and 5GHz)   * Bluetooth Technology |
| Camera | * Front and rear camera * Supports video recording |
| Audio Port | * Stereo speaker and microphone |
| Others | * Preloaded with iPadOS * Bundled with all necessary cables |

3.2 Mobile Computer Device (Windows)

Supplier shall propose one mobile computer device that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Processor | * At least dual-core * At least 1.1 GHz |
| System Memory | * At least 4 GB |
| Display | * At least 10 inches * Supports 360-degree flipping in tablet mode * Supports multi-touch screen and stylus pen input |
| Display Resolution | * At least 1366 pixels (in width) |
| Internal Storage | * At least 64 GB |
| Wireless Connectivity | * Supports WLAN 802.11ac or above * Bluetooth Technology |
| Port & Slot | * At least 1 x USB * At least 1 x SD card slot or micro SD card slot * Built-in speaker, audio in and audio out |
| Camera | * Web camera |
| Keyboard | * Built-in or detachable keyboard integrated with touchpad |
| Operating System | * Microsoft Windows |
| Other Accessories | * Power cord, power adapter, charging cable and all necessary   cables |

3.3 Mobile Computer Device (Chrome OS)

Supplier shall propose one mobile computer device that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Processor | * At least dual-core * At least 1.1 GHz |
| System Memory | * At least 4 GB |
| Display | * At least 10 inches * Supports 360-degree flipping in tablet mode * Supports touch display and stylus pen input |
| Display Resolution | * At least 1366 pixels (in width) |
| Internal Storage | * At least 64 GB |
| Wireless Connectivity | * Supports WLAN 802.11ac or above * Bluetooth Technology |
| Port & Slot | * At least 1 x USB * At least 1 x SD card slot or micro SD card slot * Built-in speaker, audio in and audio out |
| Camera | * Web camera |
| Keyboard | * Built-in or detachable keyboard integrated with touchpad |
| Peripherals | * Stylus pen |
| Operating System | * Chrome OS * Supports access to Play Store and install Android Apps |
| Other Accessories | * Power cord, power adapter, charging cable and all necessary   cables |

3.4 Mobile Computer Device (Android)

Supplier shall propose one mobile computer device that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Processor | * At least octa-core * At least 1.7 GHz |
| System Memory | * At least 4 GB |
| Display | * At least 10 inches * Supports multi-touch screen and stylus pen input |
| Display Resolution | * At least 1366 pixels (in width) |
| Internal Storage | * At least 64 GB |
| Wireless Connectivity | * Supports WLAN 802.11ac or above * Bluetooth Technology |
| Port & Slot | * At least 1 x USB * At least 1 x SD card slot or micro SD card slot * Built-in speaker, audio in and audio out |
| Camera | * Web camera |
| Keyboard | * Built-in or detachable keyboard |
| Operating System | * Android OS |
| Other Accessories | * Power cord, power adapter, charging cable and all necessary   cables |

3.5 Mobile Computer Device (HarmonyOS)

Supplier shall propose one mobile computer device that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Processor | * At least octa-core * At least 2.8 GHz |
| System Memory | * At least 6 GB |
| Display | * At least 10 inches * Supports multi-touch screen and stylus pen input |
| Display Resolution | * At least 1366 pixels (in width) |
| Internal Storage | * At least 128 GB |
| Wireless Connectivity | * Supports WLAN 802.11ac or above * Bluetooth Technology |
| Port & Slot | * At least 1 x USB * At least 1 x SD card slot or micro SD card slot or Nano   Memory slot   * Built-in speaker, audio in and audio out |
| Camera | * Web camera |
| Keyboard | * Built-in or detachable keyboard |
| Operating System | * HarmonyOS |
| Other Accessories | * Power cord, power adapter, charging cable and all necessary   cables |

3.6 Mobile Device Management (MDM) System

Supplier shall propose one MDM system that meets the requirements specified below:

|  |  |
| --- | --- |
| **Features** | **Requirements** |
| Administrative Console | * Register and de-register device * Display real-time device statuses, including but not limited   to device serial number, battery life, connectivity and OS  version   * Create device groups for device assignment * Define standardize settings in device policy |
| Manage Apps | * Automatic app installation and app un-installation * Allow app installation for a batch of devices * Automatic keep app up-to-date |
| Manage Settings | * Enable or disable device restrictions, including but not   limited to apps installation, camera, screen capture,  passcode, force encrypted backup, delay software updates,  auto-lock, erase data, app notifications, location tracking   * Allow or dis-allow app removal * Show or hide apps |
| Security | * Enforce minimum OS version * Blacklist or whitelist applications * Passcode lock * Detect if device is compromised |
| Compatibility | * Compatible with the proposed mobile computer device |

3.7 Basic Accessories

*< Note to schools: Depending on the needs for e-learning, basic accessories including, stylus pen, detachable keyboard, screen shield, protective cover, headset and mouse. >*

The basic accessories to be procured and their specifications are as follows:

* + 1. Stylus Pen

|  |  |
| --- | --- |
| Features | * Allow to write and draw on a touch screen   *< Note to schools: the following are the optional requirements, schools are advised to adjust according to the e-learning needs of students. >*   * Built-in electronic pressure sensors to detect at least   1024 levels of pressure   * Enable palm rejection technology by allowing the hand to   rest on the display screen of the proposed mobile computer  device while writing without making unwanted marks from  the hand touching the screen |
| Compatibility | * Compatible with the proposed mobile computer device |

* + 1. Detachable Keyboard

|  |  |
| --- | --- |
| Features | * Mechanical QWERTY Keyboard |
| Compatibility | * Compatible with the proposed mobile computer device |

* + 1. Screen Shield

|  |  |
| --- | --- |
| Features | * Clear and anti-glare * Protect the device against scratches |
| Compatibility | * Compatible with the proposed mobile computer device |

* + 1. Protective Cover

|  |  |
| --- | --- |
| Features | * Protect the front of the device |
| Compatibility | * Compatible with the proposed mobile computer device |

##### Trade-in of Mobile Computer Devices Acquired in the 2021/22 School Year

* 1. Suppliers have the option to provide a trade-in price for the trade-in devices as part of this proposal.
  2. If suppliers wish to provide a trade-in price, they can indicate the trade-in price per unit of the trade-in devices in the last column of the 4.6 The Trade-in Information Table below. The description of the trade-in devices and estimated quantity range are provided by the school.
  3. The trade-in price offered by the supplier for the trade-in devices listed in the table below shall be considered the final trade-in price and cannot be adjusted thereafter.
  4. School reserves the sole discretion to determine whether to accept or decline any trade-in offers received.
  5. The successful supplier shall be responsible for all cost incurred from packaging, collection and removal of the trade-in devices.

*< Note to schools: Schools should fill in the description of the trade-in mobile computer device and the range quantity of trade-in devices below. If there are multiple types of mobile computer device to be included in the trade-in, the trade-in devices should be listed separately by different item number. Further trade-in examples can be found in* [*https://www.edb.gov.hk/ited/qeffp/replace*](https://www.edb.gov.hk/ited/qeffp/replace)*>*

* 1. The Trade-in Information Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Number** | **Description of the Trade-in Mobile Computer Device** | **Estimated Quantity Range** | **Supplier to offer Trade-in Price per unit of the Trade-in Device (HK$)** |
| A01 | Example  Apple iPad Gen 8 32GB Wi-Fi The devices are in good condition, they can be powered on and operated normally, as well as meet the requirements below:-   * The display has only minor scratches, discoloration and/or white spots and no obvious liquid under the display * The buttons are functioning normally * The enclosure has only minor scratches, dents and bends * The camera lens are intact and undamaged | Example  20 ~ 30 |  |

* 1. Schools can determine the supplier by calculating and comparing the total cost using the upper limit of the device quantity range. The method is as follows:

maximum number of new devices (e.g. 100 as stated in paragraph 2.1.1) × unit price (as quoted in paragraph 11) ̵ maximum number of old devices to be traded-in × unit trade-in price (as quoted as above)

##### Other Requirements

*< Note to schools: Please fill in any additional requirements that schools deem necessary for the successful completion of this project. Such requirements may include security measures, delivery arrangements, basic installation, acceptance criteria, performance criteria, documentation etc. should be included, where appropriate, to formulate the entire overall specifications. >*

5.1 The successful supplier shall set up the relevant system, including all the software, licenses and hardware (if applicable), for the provision of the MDM system.

5.2 The successful supplier shall provide details of the installation test and functional test of the MDM system to ensure that all the hardware (if applicable) and software items are correctly installed and functioning as expected.

##### Warranty Requirements

6.1 The warranty period shall be up to < 36 months > inclusive of at least 12-month free warranty period. The warranty shall cover both labor and parts for the proposed mobile computer devices.

##### Service Requirements

Basic installation and configuration services

*< Note to schools: Please fill in the requirements for the required services and deliverables, the requirements for installation and configuration services may be included in the unit purchase price, and the unit licence fee for the items should not be separately requested or payable as support services. Detailed requirements should be set out here. >*

The successful supplier is required to provide the following device registration and configuration services at no extra cost:

7.1 Configure school’s preferred device enrollment settings;

7.2 Register the devices in the school's MDM system to manage and control them;

7.3 Deploy a defined set of profiles to the devices; and

7.4 Deploy a defined set of school apps and other device restriction settings upon request by the school.

##### Document Preparation and Submission

The supplier is required to submit the following information and documents.

8.1 Quotations are invited for the execution of the whole of the items as described in this quotation document. Except the item in 3.6#, which can be excluded from the whole of the items. Quotations for part but not all of the items will not be considered.

8.2 A Statement of Compliance to provide response that the quotation complies with all requirements stated in this requirement specification.

8.3 Product information for Item No. 1, 2 and 3 in 2.1.1 of paragraph 2, including technical and descriptive literature and catalogues. Information provided by the manufacturer shall be able to substantiate that the products offered to meet the mandatory requirement specification.

8.4 The supplier is required to provide a breakdown on the item costs for each of the items as set out at Section 11 - Price Schedule. Failure in complying with this requirement will render the quotation disqualified.

# applicable only if school requires a particular MDM system

##### Price Validity

< *Note to schools: Schools should assess the time required to complete the initial procurement and any subsequent procurements for the e-learning students in the 2024/25 school year and stipulate the necessary price validity period. >*

The offered prices shall remain valid from the date of submission of proposal and thereafter for a period of e.g. 7 months from the date of acceptance of proposal.

##### Basis of Acceptance

Please note that school has the absolute discretion to accept the whole of the items or just part of the items as listed out by items in this quotation document.

The supplier should note that the unit price of each proposed item includes delivery and basic installation.

**Enquiry**

For enquiry, please contact < Teacher Name > of < School Name > at < Phone > or email to < Email Address >.

##### Price Schedule

| Item No. | Name of Item | Brand and Description | Unit Price (HK$) | |
| --- | --- | --- | --- | --- |
| 1. | \*iPadOS/ Windows/  Chrome OS/ Android/ HarmonyOS mobile computer device |  |  | |
| 2. | Mobile Device Management (MDM) System for managing the proposed mobile computer device |  | 1-year |  |
| 2-year |  |
| 3-year |  |
| 3. | Extend the basic hardware warranty up to 3 years  < *Note to schools: Some hardware manufacturers do offer protection plan to extend free one year hardware warranty to three years, e.g. for iPadOS devices, Apple offers an “AppleCare” for iPad. For Surface devices, Microsoft offers an “Extended Hardware Service” plan. >* |  |  | |
| 4. | Screen Shield |  |  | |
| 5. | Protective Cover |  |  | |
| 6. | Stylus Pen |  |  | |
| 7. | Mouse |  |  | |
| 8. | Detachable Keyboard |  |  | |
| 9. | Headset |  |  | |

Notes: The supplier is required to fill in the Brand and Description and Unit Price (HK$).

\* delete as appropriate

* END -