***(General Instructions for Filling this Document:***

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

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

*< Notes for Schools: this document serves as a part of your procurement documents, it sets out the work schedules and technical specifications for the procurement of mobile computer device, schools should take into consideration of all necessary procurement policies and procedures for preparation of this procurement document, detailed information can be found in Part 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*

##### General Information

* 1. Supplier to be invited

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

* 1. School Information

School Name: < School Name >

* 1. Background

*< Notes for Schools: this is to describe the information regarding the events that has led to the identification of the potential required goods and services. >*

The hardware equipment and software services specified in this document are required to support the < School Name > for the implementation of “Bring Your Own Device” (BYOD) policy in the 2023/24 school year.

##### General Requirements

*< Notes for 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 Section 2.1.1 of this part for the said procurement, schools should consider leaving a small quantity of mobile computer devices (e.g. for school use/ for on loan to students) to be acquired at an appropriate time later to offset the devices acquired for the dropped-out students. >*

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

*< Notes for Schools: fill in high-level procurement requirements and implementation plan, schools may refer to the EDB Circular Memorandum No. 85/2023 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 | <50~100> |
| 2. | Up to 3-year basic hardware warranty | <50~100> |
| 3. | Mobile Device Management (MDM) System for managing the proposed mobile computer device  *< Notes for Schools: unlike the purchase quantity of item no. (1) and item no. (2) above, the purchase quantity of MDM may be different from the number of devices to cater for installing the required MDM in the devices already possessed by students. >* | <80~160> |
| 4. | Screen Shield | <50~100> |
| 5. | Protective Cover | <50~100> |
| 6. | Stylus Pen | <50~100> |
| 7. | Detachable Keyboard | <50~100> |

* + 1. Subsequent Order

The contractor will be required to supply the items of Section 2.1.1 of Part 2 in the 2023/24 school year, to cater for newly joined students in BYOD classes. The offered prices set out in Price Schedule of Part 10 shall remain valid or less than the proposed prices for the period stated in Price Validity of Part 8. The school shall have full discretion to decide the quantity of the items to be procured for any subsequent orders.

* 1. The contractor 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 contractor 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 Section 2.2 of Part 2 - General Requirements 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 orders.

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

*< Notes for Schools: Section 3.1 to Section 3.5 of Part 3 are to be adjusted according to the selection results in Section 2.1.1 of Part 2 – General Requirements >*

|  |
| --- |
| *General Notes for Selection of Mobile Computer Device*  *1. The technical specifications set out in Section 3.1 to Section 3.5 of Part 3 are 5 common basic procurement requirements, schools are advised to consider their pedagogical design, use of e-learning resources, students' e-learning needs as well as parents' affordability in determining the required specifications. Besides, schools should have sufficient communication with parents to ensure they understand the reasons for selecting the specific specifications of the device (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 BYOD class levels. In this case, only the appropriate specifications (from 3.1 to 3.5) to be included in the procurement document.*  *(b) for case where devices using different operating systems are suitable to use for BYOD, relevant sets of specifications could be included in the procurement document. Under normal procurement practice, the lowest offer that fulfills the requirements should be accepted to ensure prudent use of public fund.* |

3.1 Mobile Computer Device (iPadOS)

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

|  |  |
| --- | --- |
| Features | Requirements |
| Processor | * A13 chip with 64-bit architecture or above |
| Display | * 10.2-inch (diagonal) LED-backlit Multi-Touch display with   IPS technology or above   * At least 2160-by-1620-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)

Suppliers 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)

Suppliers 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)

Suppliers 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)

Suppliers 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

Suppliers 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

*< Notes for Schools: depending on the needs for e-learning, basic accessories including, stylus pen, detachable keyboard, screen shield, protective cover 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   *< Notes for 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 |

##### Other Requirements

*< Notes for Schools: fill in other requirements that the school deems to be necessary for the successful completion of this project. Other requirements such as security, delivery, basic installation, acceptance, performance criteria, documentation etc. should be included, where appropriate, to formulate the entire overall specifications. >*

4.1 The contractor shall set up the relevant system including all the software, licenses and hardware (if any) for provision of MDM system.

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

##### Warranty Requirements

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

##### Service Requirements

Basic installation and configuration services

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

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

6.1 Configure school’s preferred device enrollment settings;

6.2 Register the devices in the MDM in school for which to manage and control the devices;

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

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

##### Document Preparation and Submission

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

7.1 Quotations are invited for the execution of the whole of the items as described in this document. Except the item in Section 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.

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

7.3 Product information for Item No. 1, 2, 3 and 6 in Section 2.1.1 of Part 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.

7.4 The supplier is required to provide a breakdown on the item costs for each of the items as set out at Section 10 - Price Schedule. Failure in complying with this requirement will render the quotation disqualified.

# applicable only if school requires a particular MDM system

##### Price Validity

< *Notes for Schools: school should assess how long it will take to complete the initial procurement and any subsequent procurements for the BYOD students in the 2023/24 school year and stipulate the required 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 the 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 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  < *Notes for 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. | Detachable Keyboard |  |  | |

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

\* delete as appropriate

* END -