

學校檔號： 2426/LIFT/001

日期：6/2/2023
掛號郵件

公司名稱及地址：

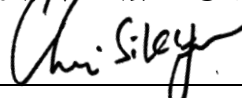
執事先生或小姐：

招 標
承投校園升降機維修保養服務

現誠邀 貴公司承投提供投標附表上所列的項目。倘 貴公司不擬提供部份項目，請於投標附表上清楚註明。

1. 投標表格必須一式兩份，置於密封信封內，信封面清楚註明：『校園升降機維修保養服務』。並於截標日期 2023 年 2 月 27 日(星期一) 中午 12 時前交往或寄往新界天水圍天澤邨宣道會葉紹蔭紀念小學。逾期投標，概不受理。
貴公司的投標書有效期為 90 天，由上述截標日期起計。如在有效期內仍未接獲通知，則是次投標可視作落選論。另外亦請注意， 貴公司必須填妥投標表格第 II 部分，否則概不受理。
2. 倘 貴公司未能或不擬投標，亦煩請盡快把本函寄回上述地址，並列明不擬投標的原因。
3. 學校招標承投所需物品/服務時，會以*「整批」、「分批」或「分項」形式考慮接受供應商的投標。
4. 競投人、其僱員及代理人不得向學校僱員、法團校董會成員，或負責考慮與本合約相關事宜的有關委員會任何家長或學生代表提供利益(香港法例第 201 章《防止賄賂條例》所界定的「利益」)。競投人、其僱員或代理人向有關人士提供任何利益，根據《防止賄賂條例》可構成罪行，並可導致合約無效。學校亦可取消批出的合約，而競投人須為學校所蒙受的任何損失或損害負上法律責任。

宣道會葉紹蔭紀念小學校長



(徐式怡)

謹啟

2023 年 2 月 6 日

*請刪去不適用者

(投標商不可在招標書封面顯示該公司的身份)

投標附表 1

宣道會葉紹蔭紀念小學
2024-2026 年度升降機維修保養服務投標表格及參考文件

服務內容：

合約期限：2024 年 1 月 1 日 至 2026 年 12 月 31 日，為期三年。

甲部份

項目	服務說明	各項目之總價格		
		2024 年度	2025 年度	2026 年度
1.	提供恆常升降機維修保養服務〔見 The Scope of Services〕	每月 _____元	每月 _____元	每月 _____元
2.	Elite Services 遙距監察系統	每月 _____元	每月 _____元	每月 _____元
3.	特別保養 (每半年 1 次，每年 2 次)	每次 _____元	每月 _____元	每月 _____元
總金額				
年付金額折扣		折扣 %	折扣 %	折扣 %
年付金額(減折扣)				

乙部份

項目	服務說明	各項目之總價格		
		2024 年度	2025 年度	2026 年度
4.	升降機年度檢查 (每年 1 次) 每年年檢後，承辦商負責申領升降機「准用證」、及繳付相關費用。	每年 _____元	每年 _____元	每年 _____元

請於投標時附上下列文件，以作參考。〔如書寫位置不足，可按點另函填寫〕

1. 公司的規模〔請附上商業登記影印本〕

2. 公司的升降機註冊承建商編號及牌照〔請附上影印本〕

3. 公司的負責的保險範圍及金額〔請附上影印本〕

4. 公司擁有國際認可的服務認證〔請附上影印本〕

5. 現時提供校園升降機維修保養服務的**天水圍**學校數目、部分名單及推薦信

6. 特殊情況的到校支援服務，如被困於升降機內、8號或以上風球懸掛時及/或黑色暴雨警告生效時的安排

7. 公司的 24 小時支援中心(請列明支援中心地點、前往需支援地方之時間)

8. 與學校會議的次數

9. 要求終止合約的方法

10. 其他(如適用)

本公司 / 本人明白，如成為中標公司，便有責任履行投標書〔包括 The Scope of Services〕及機電工程署網頁：升降機及自動梯保養服務的採購參考文件升降機/自動梯的全面及全責任承包維修保養採購規格樣本的條款。如未能履行條款，貴校有權追討因此招致之損失。

聯絡人姓名： _____

獲授權簽署投標書的代表簽署： _____

日期： _____



公司印鑑

不擬投標 / 書面報價通知書

如 貴公司未能承投 2024-2026 年度校園升降機維修保養服務，請填妥此表格後，寄回新界天水圍天澤邨宣道會葉紹蔭紀念小學。

致：宣道會葉紹蔭紀念小學校長
承投 2024-2026 年度校園升降機維修保養服務
招標編號：
截止日期：2023 年 2 月 27 日(一)，中午 12:00

有關 貴校邀請本公司承投以上服務，現因以下理由未能承投，特此回覆。

(請在適當的□內加上✓)

- 未能提供書面報價所示產品或服務
- 未能達到書面報價所示要求規格
- 未能於指定日期送貨
- 未能於截止限期內遞交書面報價
- 暫時缺貨
- 貨品要求數量太少
- 貨品要求數量太多
- 其他(請註明)_____

簽 署： _____

簽署人姓名： _____ 職銜 _____
(請註明職位)

上方簽署人已獲授權，代表： _____ (公司名稱) 不擬投標。

日 期： _____

The Scope of Services

Maintenance Frequency: Weekly routine maintenance

Contractor **have to setup an remote monitoring system at Contractor 24 hours customer service centre** to ensure the lift update status data could be collect 24 hours at the remote monitoring system for lift condition analysis.

Contractor should assign a well trained engineer to monitor the remote monitoring system at office hours that any emergency condition or change at lift system could be observe immediately besides the routine maintenance period.

Contractor will use its reasonable endeavours to ensure that an engineer shall, following receipt of a call from the Customer (via Contractor' remote monitoring system or from Contractorline), commence advanced diagnostics on the Equipment within the average Elite engineer response time for the Service Level applicable to the Customer.

Contractor guarantees that over a 12 month period, the Equipment will be available for use for not less than the uptime target and the response time of the Elite engineer on average shall not longer than the average Elite engineer response time target for the Service Level applicable to the Customer (as specified in the Contract Schedule). The uptime and the average Elite engineer response time targets shall be measured by reference to the performance of all units comprised in the Equipment over a period of 12 months. Contractor shall notify the Customer of the results of the uptime performance and the average Elite engineer response time as soon as practicable following each anniversary of the Commencement Date.

Contractor will send the Customer, by email (to the email address supplied by the Customer for this purpose) at the frequency set out in the Contract Schedule for the Service Level applicable to the Customer, a health check report on the Equipment setting out the key performance information gathered from Contractor.

Contractor will provide the flexible functionality in accordance with the Service Level applicable to the Customer (as specified in the Contract Schedule). The provision of flexible functionality enables Contractor to adjust certain lift parameters to improve the performance of the lift and traffic flow through the building upon Customer' s request.

The systems will keep the Customer informed via email each time an Elite engineer connects to the unit and when the issue has been rectified, providing a summary of any actions taken.

TRAINED PERSONNEL CONTRACTOR will use trained personnel which it directly employs and/or supervises. They will be qualified to keep

THE EQUIPMENT properly adjusted, and they will use all reasonable care to maintain THE EQUIPMENT in proper and safe operating condition.

PLANNED MAINTENANCE

CONTRACTOR will, in accordance with their terms hereof, examine, lubricate and adjust THE EQUIPMENT and generally carry out planned maintenance in a systematic and controlled manner using CONTRACTOR developed techniques and expertise.

REPAIR OR REPLACE PARTS CONTRACTOR will, at its option, repair or replace any parts detailed in the covered equipment session, which, in CONTRACTOR' sole opinion, are defective. **All replace parts should be original manufactory parts (OTIS).**

COVERED EQUIPMENT CONTRACTOR will, without limiting the generality of the statement in repair or replace parts session

- (a) Renew all wire ropes and chains (where fitted) as often as appears necessary to maintain an adequate factor of safety, to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoistway and machine room elevator wiring.
- (b) Furnish lubricants compounded to CONTRACTOR' stringent specifications.
- (c) Systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:
Machine, Worm, Gear, Thrust Bearings, Drive Sheave, Drive Sheave Bearings, Brake Coil, Brake Contact, Linings and Component Parts. Motor and Motor Generator or Direct Drive Converter, Motor Windings, Rotating Element, Commutator, Brushes, Brush Holders and Bearings, Plunger Packings, Plunger and Hydraulic Valves and Motor, Exposed Piping and Open Tanks. Controller, Selector and Dispatching Equipment. Levelling Devices and Cams, all Relays, Solid State Components, Transducers, Resistors, Condensers, Power Amplifiers, Transformers, Contacts, Leads, Dashpots, Timing Devices, Computer Devices, Microcomputer, Steel Selector Tape and Mechanical and Electrical Driving Equipment. Resistance for Operating and Motor Circuits and Operating Circuit Rectifiers. Governor, Governor Sheave and Shaft Assembly, Bearings, Contacts and Governor Jaws. Car and Hall Mechanical Buttons, Electronic Touch Buttons, Car and Hall Position Indicators, Hall Lanterns, Car Direction Indicators and all other Car and Landing Signal Fixtures, and Ventilating Unit as installed by CONTRACTOR. Deflector or Secondary Sheave Bearings, Car and Counterweight Guide Rails and Buffers, Top and Bottom Limit Switches, Governor Tension Sheave Assembly, Compensating Sheave Assembly. Car, Counterweight and Counterweight Guide Shoes including Rollers or Gibs. Hoistway Door Interlocks, Hoistway Door Hangers, Guides and Auxiliary Door Closing Devices. Automatic Power Operated Door Operator, Car Door Hanger, Car Door Contact, Door Protective Device, Load Weighting Equipment, Carframe, Car Safety Mechanism and Platform.
- (d) Examine periodically all safety devices and governors and make the customary safety tests.

MAINTENANCE OF SAFETY STANDARDS

CONTRACTOR will, in accordance with the terms hereof, maintain THE EQUIPMENT to the safety standards of the original equipment and will, at THE Customer' s request, advise on any changes required by, amongst others, governmental authorities, codes and/or regulations.

MAINTENANCE OF PERFORMANCE

CONTRACTOR will, where applicable, maintain the performance characteristics of THE EQUIPMENT as originally designed and installed by CONTRACTOR or as amended by mutual written agreement between THE CUSTOMER and CONTRACTOR.

PRIORITY

CONTRACTOR will give priority in its service, repair and manufacturing facilities to restoring THE EQUIPMENT to normal service.

GROUP SUPERVISORY SYSTEMS

CONTRACTOR will, where applicable, check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by CONTRACTOR.

WIRING DIAGRAMS

CONTRACTOR will maintain current CONTRACTOR engineering wiring diagrams for the term of this Agreement.

CONTRACTOR MAINTENANCE AREAS

CONTRACTOR will clean the machine rooms and secondary levels, internal ledges, sills, separating beams and hoistway pits (excluding rubbish originating from outside these areas).

SURVEY/REPORT

CONTRACTOR will carry out at annual intervals (or when reasonably required) a survey of the equipment by a qualified

CONTRACTOR representative and give a written report to THE CUSTOMER on any items that require repair, alteration or change beyond the scope of this Agreement.

SPARE PARTS INVENTORY

CONTRACTOR will maintain a reasonable supply of CONTRACTOR spare lending and replacement parts in its warehouse inventory.

WORK AT THE CUSTOMER EXPENSE

CONTRACTOR is prepared to carry out work at THE CUSTOMER expense in connection with THE EQUIPMENT falling outside the scope of this Agreement. Such work would be carried out under the terms and conditions of this Agreement and, where such work is estimated by CONTRACTOR to be of less than 8 hours duration, no separate order or agreement from THE CUSTOMER is required.

TIME OF PERFORMANCE

All work and services provided for in this Agreement are to be performed during normal working hours on normal working days. Additional costs incurred in carrying out work outside such times will be charged as extra for the overtime premium hours.

PUBLIC HOLIDAYS, ETC

Work and services are not required to be carried out on public holidays or during strikes or lockouts which affects CONTRACTOR performance of this Agreement.

EMERGENCY MINOR CALLBACK SERVICE

CONTRACTOR will provide an emergency minor adjustment callback service at no extra charge under this Agreement. Upon notice by THE CUSTOMER, at any hour of the day or night, CONTRACTOR will attend THE EQUIPMENT as soon as reasonably practicable when, in CONTRACTOR' sole opinion, urgent action is required.

BREAKDOWN & REPAIR SERVICE

In addition, CONTRACTOR will provide, during normal working hours, a breakdown and repair service.