

學校檔號： 3401-1819TSS

執事先生／女士：

### 邀請書面報價

#### 承辦 2018-2019 駐校技術支援服務(TSS)書面報價

本校現誠邀 貴公司承辦隨附的書面報價單附表上所列的項目。倘 貴公司不接納部分條款，請於書面報價單附表上清楚註明。

1. 書面報價單表格必須填具一式兩份，並放置信封內封密。信封面應清楚註明：承辦駐校技術支援服務(TSS)書面報價單，(承辦商請勿在書面報價單信封封面上顯示公司的身份)，書面報價單請郵寄或由專人送「新界大埔富善邨第一小學校舍，三水同鄉會禰景榮學校駐校技術支援服務(TSS)書面報價委員會收」，並須於 2018 年 6 月 26 日中午 12 時前郵寄或專人送交上述地址。並請附上最新商業登記副本、具體計劃書、公司簡介及有關參考資料。逾期的書面報價單，本校概不受理。 貴公司的書面報價單報價有效期為 90 天，由上述日期起計。如在該 90 天內仍未接獲訂單，則是次書面報價可視作落選論。另外亦請注意， 貴公司必須填妥書面報價單第 II 部份，否則書面報價單概不受理。
2. 附上「承辦 2018-2019 駐校技術支援服務(TSS)書面報價書條款」一份，若經本校選為指定承辦商，便必須遵守上述「書面報價條款」內的細則，作為合約的條文。
3. 倘 貴公司未能或不擬書面報價，亦煩請儘快把本函及書面報價表格寄回上述地址，並列明不擬 書面報價的原因。

如對上述事宜有任何查詢，可致電 2661 9383查詢。



三水同鄉會禰景榮學校法團校董會

2018 年 6 月 4 日

## 承辦服務書面報價

### 承辦 2018-2019 駐校技術支援服務(TSS)書面報價表格

學校名稱及地址：三水同鄉會禰景榮學校；新界大埔富善邨第一小學校舍

學校檔號(由校方填寫)：

截止書面報價的日期和時間(由校方填寫)：2018 年 6 月 26 日 中午 12 時

#### 第 I 部分

下方簽署人願意按照正式訂單上訂明的日期及所列的價格，包括勞工、材料及其他所有費用，以及校方所提出的細則，提供書面報價附表上所 列項目的服務。下方簽署人知悉，所有未經特別註明的項目，均須按照該細則的規定提供服務；書面報價由上述截止日期起計90天內仍屬有效；校方不一定採納索價最低的書面報價單，並有權在書面報價單的有效期內，採納某份書面報價單的全部或部分內容。下方簽署人亦保證其公司的商業登記及僱員補償保險均屬有效，而其公司所提供的服務不會損壞學校的校舍。

#### 第 II 部分

##### 再行確定投書面報價的有效期

有關本書面報價的第 I 部份，現再確定本公司的書面報價有效期為 90 天。

下方簽署人亦同意，書面報價的有效期一經再行確定，其公司就該事項註明於書面報價表格內 的預印條文，即不再適用。

日期：2018 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

簽署人：\_\_\_\_\_

職銜：\_\_\_\_\_

(請註明職位：如董事/經理/秘書等)

上方簽署人已獲授權，代表：

\_\_\_\_\_公司簽署書面報價，該公司在香港註冊的辦事處地址為：

\_\_\_\_\_

\_\_\_\_\_

電話號碼：\_\_\_\_\_

傳真號碼：\_\_\_\_\_

書面報價附表 (須填具一式兩份)

**TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

(column 3,4,5 & 6 to be completed by tender)

| (1)<br>Item<br>No. | (2)<br>Description/ Specification   | (3)<br>Comply key<br>requirements<br>(YES or NO) | (4)<br>Remarks (If any) |
|--------------------|---|--|-------------------------|
| 1.                 | <b>Technical Support Services</b><br>For the period Twelve(12) months from<br>1 <sup>st</sup> September 2018 to 31 <sup>st</sup> August 2019<br><b><u>(Please read appendix for details)</u></b>  | —  |                         |
| 2.                 | <b>Service Hour Requirements</b><br>Basic Servicing Hours: 44 hours per week<br>Back-end Supporting Hours: at least 48 hours per year<br>Emergency Support Hours: at least 48 hours per year  | —  |                         |
| 3.                 | <b>TSS Qualifications Requirements 1:</b><br>1. Completion of <b><u>Higher Diploma in IT discipline</u></b> or above<br>or equivalent;<br>2. Holder of Professional Certificates on Microsoft or above or<br>equivalent is highly preferred;<br>3. At least 1-year relevant experience in Windows or Network<br>Support in WAN/LAN is highly preferred. | —  |                         |
| 4.                 | <b>TSS Qualifications Requirements 2:</b><br><b><u>Sexual Conviction Record Check Scheme (SGRC)</u></b><br>System Engineer shall undergo the Sexual Conviction Record<br>Check Scheme (SCRC), Contractor shall report the checking<br>result to the school after the consent of the staff upon request<br>by the School.                                | —  |                         |
| 5.                 | <b>TSS Qualifications Requirements 4:</b><br><b><u>Compliance with Statutory Minimum Wage</u></b><br>System Engineer shall comply Statutory Minimum Wage<br>effective on May 2017 and the initial rate is \$34.5 per hour.  | —  |                         |
| 6.                 | <b>Contractor Qualifications Requirements 1:</b><br>Contractor should have at least <b><u>5 years</u></b> in providing technical<br>support services for clients in educational sector. <b>Otherwise,<br/>will not consider.</b>  | —  |                         |
| 7.                 | <b>Contractor Qualifications Requirements 2:</b><br>Contractor should <b><u>provide a reference/clients list</u></b> for<br>performing full-time technical support services and related<br>service to more than 100 clients for the past twenty-four (24)<br>months.  | —  |                         |
| 8.                 | <b>Contractor Qualifications Requirements 3:</b><br>Contractor should be included in the EDB supplier list in IT<br>related categories. <b>Otherwise, will not consider.</b>  | —  |                         |
| 9.                 | <b>Contractor Qualifications Requirements 4:</b><br>Contractor should be included in The Office of the<br>Government Chief Information Officer, HKSAR supplier list<br>in IT Contract Staff Services. <b>Otherwise, will not consider.</b>  | —  |                         |



|     |  |       |  |
|-----|--|-------|--|
| 10. | <b>Contractor Qualifications Requirements 5:</b><br>Contractor should be accredited by Microsoft with the fulfillment at least 6 competencies out of 10. <b>Otherwise, will not consider.</b> (please tick the appropriate box) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Desktops Platform</div> <div style="width: 50%;"><input type="checkbox"/> Networking Infrastructure</div> <div style="width: 50%;"><input type="checkbox"/> Server Platform</div> <div style="width: 50%;"><input type="checkbox"/> Information Workers</div> <div style="width: 50%;"><input type="checkbox"/> System Management</div> <div style="width: 50%;"><input type="checkbox"/> Data Management</div> <div style="width: 50%;"><input type="checkbox"/> Security Systems</div> <div style="width: 50%;"><input type="checkbox"/> SOA &amp; Business Process</div> <div style="width: 50%;"><input type="checkbox"/> Business Intelligence</div> <div style="width: 50%;"><input type="checkbox"/> Small Business Specialist</div> </div> | _____ |  |
| 11. | <b>Contractor Qualifications Requirements 5:</b><br>Contractor should have valid public liability insurance policy for no less than \$500,000 for loss of or damage to property of school arising out of the Technical Support Services.<br><br>Name of underwriter: _____<br>Policy Number: _____   | _____ |  |
| 12. | <b>Corporate Social Responsibility Requirement:</b><br>Contractor shall have proofs for their contributions to society.<br><br><input type="checkbox"/> Caring Company Award (5 years or above)<br><input type="checkbox"/> Others: (pls specify): _____   | _____ |  |
| 13. | <b>Emergency Support Requirements 1:</b><br>Contractor should provide FREE on-loan equipments for up to 14 days for any server and network related hardware failure.   | _____ |  |
| 14. | <b>Emergency Support Requirements 2:</b><br>Contractor should provide 7 x 24 monitoring for total up to 5 servers with external IP. Instant SMS or email notification is required.   | _____ |  |
| 15. | <b>Emergency Support Requirements 3:</b><br>Contractor should provide same-day senior engineer on-site emergency support for critical server outage.   | _____ |  |
| 16. | <b>Supporting in Web 2.0 e-Learning Platform:</b><br>Contractor should provide additional technical support in e-learning platform and schools' community.   | _____ |  |

|     |   |       |  |
|-----|---|-------|--|
| 17. | <b>Add-on Support Requirements 1:</b><br><u><b>Extended Support for .edu.hk domain name</b></u><br>Contractor shall provide extended services for .edu.hk domain name(s) not limited to the School website, email accounts, DNS, etc. Accredited registrar of .hk domain name or equivalent is preferred. | _____ |  |
| 18. | <b>Add-on Support Requirements 2:</b><br><u><b>Annual Preventive Check-up &amp; Report</b></u><br>Contractor should provide a FREE annual network and system health check-up report to school by senior system engineers.<br><u><b>A report sample MUST be attached.</b></u>                              | _____ |  |



|  |                                  |
|--|----------------------------------|
| <b>TENDER SCHEDULE (CON'T)</b>   |                                  |
| <b>Summary for complying key requirements: (5)</b><br>(please calculate the no. of fulfillment, the no. shall not greater than <u>17</u> ) | <u>          </u><br>(out of 18) |
| <b>Monthly Service Rate: (6)</b>   | <b>HKS</b>                       |

We/ I understand that if we/I fail to supply the stores as offered in our/my tender upon accepting school's order, we are/ I am prepared to pay the price difference to the school if such stores are obtained from elsewhere:

Name of Tenderer : \_\_\_\_\_

Signature of Person Authorized to Sign Tender: \_\_\_\_\_

Date: \_\_\_\_\_

Company Chop

## **TECHNICAL SUPPORT SERVICES - REQUIREMENTS AND SPECIFICATIONS**

### **1. INTRODUCTION**

This guideline serves to provide information for tender about the requirements and specifications of providing technical support services (TSS).

### **2. OBJECTIVES**

The objectives of providing the Technical Support Services to schools are:-

- a) to provide a single point of contact to schools for resolving all problems and support issues arising from the usage of the computer facilities;
- b) to offload schools on the day-to-day administration, operation and management of the computer facilities; and
- c) to support schools in setting up and/or configuring hardware and software for specific purposes.

### **3. SERVICES TO BE PROVIDED BY CONTRACTOR**

#### **I. Basic Requirement of Contractor on technical support experience**

##### **Requirement Experience of the Contractor**

- Contractor should have **at least 5 years** in providing technical support services for clients in educational sector.
- Contractor must perform technical support related services for **more than 100 clients** in educational sector (esp. primary and secondary schools) in past twenty-four (24) months. **Customer reference and project reference lists related to educational sectors is required to submit with the tender proposal.**
- Contractor should be inclusion in the **EDB supplier list** in order to ensure that the technical support services provided to school is qualified.
- Contractor should be inclusion in the **The Office of the Government Chief Information Officer, HKSAR supplier list** in order to ensure that the technical support services provided to school is qualified.
- Contractor should be accredited by Microsoft and Cisco System in order to ensure that the technical support services provided to school is qualified.



### **Continuous Performance evaluation**

Contractor should monitor service quality level regularly from time-to-time to maintain a high services quality not limited to the following methods:-

- Quarterly questionnaire on system engineer's performance sent to school, results collected will be used for performance analysis for continuous improvement in quality.
- Regular site visits and performance appraisal performed by senior engineers and managers for the system engineers
- Evaluation meetings with school's representatives

### **Customized Free Add-on Services**

Contractor should provide not less than **Two(2) out of Three(3)** free add-on services to school including in the technical support package.

#### **a. Server Application Monitoring**

- 7 x 24 monitoring for total up to 5 servers (external IP addresses) and Internet connections;
- Monitor the operational status of servers and applications;
- Notification via email/SMS/phone at once if servers and applications are down/out of service.

#### **b. Managed Backup Service and Web-hosting Account**

- At least 5GB online storage;
- Symmetric access with at least 100Mbps for both up & down links;
- Unlimited email accounts (Webmail, IMAP, POP & SMTP);
- Support data backup from any OS (Windows, Mac, Unix / Linux);
- Remote configuration and management through the Web browser (GUI);
- Web report for back up statistic;
- Support SSL encrypted data connections.

#### **c. Network Health Check and Consultation**

Contractor should provide a network check once per year. We will provide one day network analysis and related data collection. An analysis report will be represented by our engineers.

- School network diagram;
- Switches port activity and utilization;
- Server information & performance;
- Server memory / process statistics;
- Security information on user accounts;
- Anti-virus information;
- Suggestion Summary.

### **Regular training sections for System Engineer**

In order to provide quality of service to the school, our, regular trainings for system engineers should be provided by the contractor for their continuous improvement in performance.

The content of training courses including but not limited to following aspects:-

- Window server environment (DNS, DHCP, Active Directory, User management, etc);
- Linux server environment (Web server, Mail server, Proxy Server, etc);
- Essential techniques in WebSAMS ;
- Essential Networking for school's environment;
- Data Backup (Tape drive, MS robocopy, etc);
- Emergency System Recovery;
- Effective communication skill in school's environment.

## **II. On-site Support of System Engineer**

### **Working Schedule**

- Basic Servicing Hours: 44 hours per week
- Ad-hoc Supporting Hours: at least 48 hours per year
- Emergency Support Hours: at least 48 hours per year

### **Qualifications of System Engineer**

The minimum qualifications of the System Engineer are listed below:

- i. Completion of Form 7 or above or equivalent;
- ii. Holder of Microsoft Certified Professional (MCP) on Microsoft Windows 2003 Server Certificate;
- iii. At least 1-year relevant experience in Network Support in WAN/LAN implementation
- iv. Ability on Linux Server (Firewall with DM Zone, Samba, Apache, Web Mail);
- v. Detailed knowledge of network operating systems, network equipment, networking software and other hardware and software;
- vi. Detailed knowledge of communication protocols, e.g. TCP/IP;
- vii. Solid experience in supporting and managing web servers;
- viii. Competent in diagnosing and resolving problems;
- ix. ix. Capable of setting guidelines and procedures for the daily operations of installed WAN/LAN; and
- x. Good command of written and spoken English and Chinese, fluent in spoken Cantonese.



The responsibilities of the System Engineer shall at least include the followings:

- i. As a single point of contact in the Site, liaising with various parties on the operation support of all IT facilities;
- ii. Providing remedial support for resolving all problems and support issues arising from the usage of the computer facilities;
- iii. Carrying out operational support tasks on day-to-day administration, operation and management of the computer facilities;
- iv. Performing the assigned tasks in setting up and/or configuring the computer facilities for specific purposes including assisting users in accepting the newly acquired hardware, software and/or the implementation service;
- v. Compiling the reports when required by the Site including the inventory report for the Software Asset Management;
- vi. Maintain WebSAMS day-to-day operation; and
- vii. Providing technical support to general matters relating the operation of the IT facilities in the Site including the general usage of installed hardware and software.

System Engineer shall NOT commit any of the following acts in the School: -

- behave in a manner likely to endanger himself or any other person;
- cause willful damages to any property;
- consume alcoholic beverage;
- enter any area of the school other than those necessary for the Services;
- fail to wear uniform or company identity card whilst on duty upon requested by school;
- fail to follow the instructions on hair style and dressing style requested by school;
- fight;
- gamble, steal or commit any criminal offence;
- smoking; and
- use foul languages

#### **Terms of Employment of System Engineer**

In order to guarantee the quality of the service provided, the system engineer provided by the contractor should be a full time employee of the service provider under direct employment.

Tender will not be considered if the system engineer is sub-contracted to other service provider(s) or company within the contract period. School can terminate the contract without any compensation if the contractor sub-contracts out the technical support services to other service provider I company during the contract period.

#### **III. Support of Web-based School Administration & Management System**

Contractor should demonstrate solid experience and qualifications to provide support of Web-based School Administration & Management System.

#### **IV. Mode of Supplementary Support**

Contractor should provide:

**1. Telephone Hotline**

Contractor should provide the dedicated telephone hotline as a single point of contact to school for all support and administration issues related to the TSS.

**2. Email Enquires and Support**

Contractor should provide the dedicated email address to school for all support and administration issues related to the TSS.

**3. Web-based Support Centre**

Contractor should provide Web-based Support Centre for technical enquiries and support, as well as review of reports (e.g. service call management report, server health checking report, network performance report and inventory report) to school.

**4. Network Security Support**

Contractor should provide installation and configuration services of firewall, intrusion detection and proxy services in order to protect school network. Contractor should also provide daily update services for intrusion detection patterns and websites filtering services, as well as provide network-monitoring services on network security.

**5. Remote Support**

Contractor should provide remote support services for school network e.g. contractor should provide remote support services on firewall when firewall cannot properly function or configuration of firewall is required.

**6. Services Monitoring**

Contractor should demonstrate the services-monitoring procedures in order to provide the committed service level.

#### **V. Type of Services**

Contractor should provide: -

- a) Remedial Support Tasks
- b) Operational Support Tasks
- c) Task-based Support Tasks



### **Remedial Support Tasks**

- i. Trouble-shooting and recovery from network, server or workstation failure with minimum data loss, and in shortest possible period of time so as to minimize disruption of services and inconveniences to users;
- ii. Recommendation and implementation of solutions to failure. The solutions implemented may be of short term nature, in that case, tenderer will indicate clearly to the LAN administrator and propose recommendations on long term solutions;
- iii. Liaison and follow-up, when necessary, with other relevant parties for implementing solutions;
- iv. Initial reporting of the incident and the subsequent progress update of the situation to the users until the case is resolved;
- v. Assisting other contractors to identify the faults regarding issues on technical incompatibility and coordinating contractors to solve the problems;
- vi. Advising LAN administrator(s) to contact various Government departments or equivalent parties for follow up actions if the failure is related to site work and shortage of power supply; and
- vii. Maintaining the details of problem and change logs including the site affected, LAN administrator (name, rank & tel no.), user affected (name, rank & tel no.), category of failure, response time, called/closed date and time, handler (name & title), events, services provided, remedy taken, impact to user, follow-up actions, suggestions for improvements, escalation detail, etc.

### **Operational Support Tasks**

- i. Network Operations
  - Performing preventive investigations, maintenance and monitoring of the overall operations of the network such as checking system logs and fine tuning of software settings;
  - Performing review and reconfigurations on network connections;
  - Providing recommendations for improvement on the performance and reliability on the networks and usage of the system resources;
  - Coordinating various parties such as the Government contractors for network upgrade, restructuring, migration or integration.
- ii. User Accounts and Resources Management
  - Performing user account creation, deletion, properties alternation;
  - Performing necessary hardware and software configurations for resources
  - sharing e.g. file and print;
  - Assigning storage quota for users;
  - Defining necessary system policies and user profile settings;
  - Performing data backup and recovery and provide guideline to user if requested.

### iii. Software Update and Upgrade

- Updating the system and application software with the necessary service packs, patches, fixes and etc, e.g. updating the signature files of anti-virus software;
- Performing version upgrade for software such as Network Operating System, software driver, anti-virus software and LAN-based application software;
- Carrying out small-scale software installation, customizations and configurations.

### iv. Server and Workstation Housekeeping

- Monitoring and maintaining the configuration of server and workstation machines;
- Checking housekeeping job reports, system and error logs;
- Performing virus checking and assisting user to recover system/data;
- Helping user to perform the data files backup before upgrade and reload data files after installation and providing guideline and upgrade plan to users if requested.

### v. Peripherals Housekeeping

- Performing driver updates;
- Replacing printer toner and cartridge.

### vi. Internet Services

- Coordinating various parties such as the Internet Services Provider (ISP) of the Site for the support, maintenance and performance monitoring of the Internet connection of the network;
- Supporting and maintaining the Internet services servers, e.g. web servers, proxy servers, email servers and etc.

### vii. Security

- Maintaining the security of the network;
- Implementing necessary security policies to protect the network.

### viii. User Support

- Assisting users to set up the network environment for teaching and learning/school administration;
- Providing support to users on the general usage of installed hardware and software.

### ix. Software Asset Management (SAM) and Reporting

- Performing initial inventory keeping at the commencement of the Services;
- Performing regular inventory keeping, especially on the software items, in order to assist the users in ensuring no illegal software is installed on any machines in the Site;
- Preparing and updating the network diagram and other system documentation to reflect the implemented solution and upgrade of hardware and software;
- Preparing management report, technical support service report and inventory report for each individual Site.



x. School Website Update and Maintenance

- Performing school website update and maintenance according to the School's requirements.

xi. Video Editing

- Performing video editing to different formats according to the School's requirements.

xii. Teaching Assistance

- Performing teaching assistance to help teachers on lessons when necessary.

**Task-based Support Tasks**

- Large scale hardware and software installation, customizations and configurations;
- Carrying out acceptance tests on behalf of users for newly acquired hardware and software to be installed into the networks by various Government contractors;
- Equipment relocation and system reconfiguration;
- Hands-on briefing/training to the new LAN administrator(s) upon personnel change;
- Data migration services; and
- Any other activities which are necessary for achieving the service requirements.

**Service Level**

| Items   | Minimum Service Level |
|---|-----------------------|
| Response time for phone call                                    | less than 15 seconds  |
| Response time for voice mail via phone call and email enquiries | less than 10 minutes  |
| Response time for user complaints and enquiries                 | within same day       |

**Remedial Support**

| Items  | Minimum Service Level |
|--|-----------------------|
| Elapsed time to provide solution or workarounds to resume normal operations from critical system/network failure or major system/network failure | no more than 4 hours  |
| Elapsed time to provide solution or workarounds to resume normal operations from general system/network failure                                  | no more than 10 hours |

**Operational Support**

| Items |   | Minimum Service Level         |
|-------|---|-------------------------------|
| LAN   | Number of outage in a month             | no more than 3 times          |
|       | Accumulative hours of outage in a month | no more than 10 hours         |
|       | Notice in advance for scheduled outage  | at least 7 days before outage |

|                           |  |                       |
|---------------------------|--|-----------------------|
| Each individual equipment | Number of outage per each equipment in a month             | no more than 3 times  |
|                           | Accumulative hours of outage per each equipment in a month | no more than 10 hours |
| Backup & Recovery         | Number of unsuccessful backup in a month                   | no more than 1 time   |
|                           | Redo of unsuccessful backup                                | within 1 day          |
|                           | Successful rate of backup and recovery reliability tests   | 100%                  |

### Operational Support Task List

| Task/Activity   | Minimum Frequency                           |
|---|---|
| <i>Network monitoring and tuning</i>  |   |
| System operation status (e.g. print queue, equipment power, n/w service)  | Daily                                       |
| Server logs checking (e.g. RAID, UPS, System)   | Daily                                       |
| System logs (e.g. applications access)  | Daily                                       |
| External connections (e.g. Internet, remote access, proxy cache)  | Weekly                                      |
| Network traffic (e.g. switches/hubs performance)  | Daily                                       |
| Resources usage (e.g. disk space usage)   | Monthly                                     |
| Server time synchronization   | Weekly                                      |
| Intruder monitoring   | Daily                                       |
| Server performance (e.g. CPU usage, memory paging rate)   | Weekly                                      |
| Network connections and reconfiguration (e.g. plugging and unplugging the network cables, configuring machine network settings, network equipment and remote connections) | Monthly                                     |
| <i>User account and resources management</i>  |   |
| Small-scale user account creation, deletion and reconfiguration & grouping of user accounts (e.g. reset password, configuring login scripts)                              | Weekly                                      |
| Large-scale user account creation, reconfiguration, deletion & grouping   | Quarterly                                   |
| Review user profile and system policy settings  | Weekly                                      |
| Review disk quota allocation  | Bi-weekly                                   |
| Configure file and print sharing  | Weekly                                      |
| <i>Data backup</i>  |   |
| Perform data backup   | according to the predefined backup schedule |
| Check backup logs   | Daily                                       |
| Label, replace and store of backup tape   | Weekly                                      |

|  |           |
|--|-----------|
| Perform backup and recovery reliability tests                                    | Quarterly |
| <i>Software update</i>   |           |
| Signature files of anti-virus software   | Bi-weekly |
| Service packs, patch, fixes for software   | Monthly   |
| Small scale software installation, configuration and customization               | Monthly   |
| <i>Housekeeping</i>  |           |
| Check (and replacing if required) laser printer toners, inkjet printer ink boxes | Bi-weekly |
| Workstation housekeeping (e.g. optimizing hard disk, tune system clock)          | Monthly   |
| Monitor and maintain the configuration of student workstations                   | Weekly    |
| Monitor virus scanning (e.g. examine log)  | Weekly    |
| BIOS updates   | Quarterly |
| <i>Reporting</i>   |           |
| Review and update Documents as specified in Specification                        | Monthly   |
| Update of network diagram and other system documentation                         | Monthly   |
| <i>Inventory taking</i>  |           |
| Inventory database update  | Monthly   |
| Inventory reports preparation  | Monthly   |



## 行為守則

### 駐校技術支援服務人員每天工作時間

|    |   |
|----|---|
| 1. | 任職日期：二零一八年九月一日至二零一九年八月三十一日<br>(到校進行交接時間按實際情況另訂。)              |
| 2. | 上班時間：<br>上午八時三十分至中午十二時，下午一時至下午五時三十分(星期一至五)；<br>上午九時至下午一時(星期六) |
| 3. | 假期：將根據勞工假期放假。   |

若駐校技術支援服務人員休假或病假時，服務供應商必須安排人員替假。

技術支援服務人員不得在學校作出下列行為：

- 作出任何有可能危及本身或他人安全的行為；
- 蓄意損壞任何財物；
- 飲用含酒精的飲料；
- 進入學校範圍內任何無須提供服務的地方；
- 值勤期間沒有穿制服或佩戴公司職員證；
- 打架；
- 賭博、偷竊或作出任何刑事罪行；
- 吸煙；
- 使用粗言穢語。

一、請簡述以下各項於書面報價內：

- 機構服務範圍。
- 曾為其他學校提供相關服務或產品之經驗。
- 若駐校技術支援服務人員休假或病假時，服務供應商安排人員替假所需的時間。
- 列明書面報價單項目所能提供之額外服務(如有)。

二、注意事項

如獲接納書面報價之合約服務供應商未能提供書面報價全部或部份服務或產品，本校有權單方面中止合約而不作任何賠償。