

To: Permanent Secretary for Education
(Attn: Systems & Information Management Section)

(Form SAMSMS001_R)

Request for Maintenance Services for WebSAMS Equipment

Part A (To be completed by school)

This is to inform you that our school has invited quotations for the maintenance services of WebSAMS equipment in accordance with the “Guidelines on Procurement Procedures in Aided Schools” attached to the EDBC004/2013. Information of which is provided below.

School Name: _____

School Code:

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Service Charge

Service provider recommended: _____

Period: _____ to _____
(starting date) (ending date)

Item No.	Type of Equipment (e.g. Server/Workstation)	Qty.	Brand/Model Name (e.g. Compaq/IBM)	Serial Number (e.g. 6B25JW3ZF056)	Maintenance Cost* per annum (HK\$)
1					
2					
3					
4					
5					
Total:					

* The aggregate maintenance fees for WebSAMS equipment **must NOT exceed 3%** of school's entitled cash grant for procuring SAMS equipment under the Infrastructure Enhancement Project.

Our school confirms that

- (i) the above items are running on WebSAMS LAN and are entitled for claiming maintenance service charges from EDB;
- (ii) with the inclusion of the above maintenance cost, the aggregate maintenance fees claimed for WebSAMS equipment do not exceed school's maintenance fee entitlement.

Important Notice

Please DO NOT place order before receiving the reply from the Education Bureau

Supplementary Information on Procurement of Services:

[Please put a '✓' against the appropriate box(es)]

At least two service providers are invited for providing the services. The quotation summary is as follows:

Quotation Summary:								
Service Provider(s)	Item No.	1	2	3	4	5	Total Amount (HK\$)	Item Recommended /Accepted
	Quantity							
1	Unit Rate (HK\$)							
	Sub-total (HK\$)							
2	Unit Rate (HK\$)							
	Sub-total (HK\$)							
3	Unit Rate (HK\$)							
	Sub-total (HK\$)							

The recommended service provider has offered the lowest price and conformed to all service requirements.

The lowest offer from the other bidding service provider is not recommended because _____

Only one service provider is invited for providing the services because :

- there is only one potential service provider capable of providing the requisite services.
- the services to be purchased have to meet requirements of compatibility or interchangeability with existing equipment or services.
- for technical reasons, the services can only be supplied by a particular service provider.
- others _____

Please provide reasons below if the last successful service provider was not invited for providing the services, e.g. poor performance:

Principal / Head's

Signature: _____

Name: _____

Tel. No: _____

Fax No: _____

Date: _____

School Chop

Part B (To be completed by EDB)

EDB's Reference No.: SAM/ /2016/Q0

To: Principal / Head _____ Date: _____
(School: _____)

Funds are available for procurement of the maintenance services in Part A. School may proceed and submit the original copy of the invoice(s) together with Part C for arrangement of payment by the EDB.

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for Permanent Secretary for Education

Important Notice
Please complete Part C and place order after receiving the reply from the Education Bureau in Part B

Part C (To be completed and returned with the original copy of invoice(s) by school)

To: Permanent Secretary for Education
(Attn: Systems & Information Management Section)

Our school has placed order to _____ and the original invoice(s) for the maintenance service(s) from the period _____ to _____ is / are attached for arrangement of payment.

Confirmation for Services Delivered

The service provider confirms that the committed maintenance services to be delivered to the school meet all the school's requirements.

Company Representative
Authorized
Signature: _____
Name: _____
Tel. No.: _____
Position: _____
Date: _____

The school confirms that the maintenance services to be provided by the service provider meet school's requirements.

Principal / Head's
Signature: _____
Name: _____
Tel. No: _____
Date: _____

Company Chop

School Chop