

# Tender for Provision of “Hi-Cook” Electric Air Force Oven

電加熱熱風蒸烤機

(Ref: SM00080)

*Mar 2020*

## Part I – General Specification

### 1. Introduction

Hong Kong Productivity Council (hereinafter referred to as “HKPC”) is a statutory organization established in 1967 to promote productivity excellence and enhance the value-added content of products and services.

HKPC is now looking for qualified supplier(s) (hereinafter referred to as “the Supplier” / “Tenderer”) to supply “Hi-Cook” Electric Air Force Oven (hereinafter referred to as “the Services / the Items”).

HKPC will go through an open tender to invite qualified Suppliers and will enter into contract with the selected Supplier based on the terms and conditions of this tender document (hereinafter referred to as “the Tender”).

### 2. Tender Procedures

#### 2.1. Clarification of Tender

For enquiries, please contact the following person:

Ms. Alice CHAN, (Officer, Procurement)

Finance and Procurement Division

Tel: (852) 2788 5362

Email: [alicechan@hkpc.org](mailto:alicechan@hkpc.org)

Mr. Timothy TO, (Manager, Procurement)

Finance and Procurement Division

Tel: (852) 2788 5643

Email: [timothyto@hkpc.org](mailto:timothyto@hkpc.org)

Any clarification questions must be sent by using the Annex 1 – Clarification Question from Tenderer via email to [alicechan@hkpc.org](mailto:alicechan@hkpc.org) on or **before 2 April 2020 (HK Time)**. The questions with the answers will be posted on HKPC’s website [www.hkpc.org](http://www.hkpc.org). In this event

anonymity will be maintained. Late enquiries may not be considered.

## 2.2. Submission of Tender Proposals

Based on “Part II – Technical Specification” and “Part III – Fee Specification”, your tender should be completed in two proposals, namely “Technical Proposal” and “Fee Proposal” with **one set of original document, one set of duplicate document** and **one soft copy on CD ROM/USB Drive for each Proposal**, which should be:

- sealed and returned by hand in two plain envelopes with the provided Cover Sheet stuck on each of the two envelopes;
- marked with “Technical Proposal” or “Fee Proposal” on the envelopes;
- marked with the tender reference and closing date on the envelopes; and
- **submitted not later than 12:00noon, 15 April 2020 (HK Time).**

Both the hard copies and soft copy of the documents must be submitted in their separate envelopes of Technical and Fee Proposal respectively.

Late tenders may not be accepted.

### 2.2.1. The Technical Proposal should include at least the following:

- Tender Submission Form
- Copy of valid Business Registration Certificate or equivalent documents
- Copy of insurance certificates such as Public Liability, Employee Compensation listed on Section 5
- Annex 2 - Confirmation Letter for Compliance with Anti-Collusion Clauses
- Documents and information required in “Part II – Technical Specification”
- Copy of audited financial statements for the last three financial years, such as income statement and balance sheets, directors and auditors reports, cash flow statements
- Application Form for Inclusion in HKPC Suppliers List (if you are not registered to HKPC suppliers list), you may submit the application via our online registration system (website: <https://www.hkpc.org/en/about-us/tender-information/supplier-registration>)
- NO PRICE OR COST should be included in “Technical Proposal”, otherwise the tender may not be considered

### 2.2.2. The Fee Proposal should include at least the following:

- Schedule and Offer Form
- Reply to “Part III – Fee Specification”

### **3. General Requirements**

#### **3.1. Terms of Payment**

Payment will be made by electronic means (e.g. bank transfer with 30 days credit against invoice) after completion of goods / services delivery supported by HKPC's acceptance, unless otherwise specified.

#### **3.2. Validity of Quoted Fees**

The fees provided by the Supplier in "Part III - Fee Specification" shall be valid from date of tender submission to the end of the tender appointment period. No change shall be made without the prior consent of HKPC.

#### **3.3. Termination Policy**

The appointment may be terminated by HKPC on giving one month prior written notice to the Supplier.

Without prejudice to any other remedy HKPC may have against the Supplier, HKPC shall have the right to terminate the contract immediately if the Supplier:

- (a) is wound up or is petitioned to be wound up, commits an act of bankruptcy or compound or arrange with its creditors or have a receiving order made against it or being a limited supplier enters into compulsory or voluntary liquidation (except for the purposes of amalgamation or restructure only).
- (b) refuses or prevents the furnishing of services / goods under the contract.
- (c) breaches or violates any of the terms and requirements contained in the contract.

#### **3.4. Confidentiality**

The Supplier shall at all times keep confidential (and to procure that its respective employees shall keep confidential) any confidential information which it may acquire in relation to HKPC, its clients, business or affairs and shall not use or disclose such information except with the consent of HKPC or in accordance with the order of a court of competent jurisdiction provided that the obligations of the Supplier contained in this clause shall cease to apply to any information coming into the public domain otherwise than by breach by the Supplier of its obligations contained in this clause and that nothing herein shall prevent the

Supplier from disclosing any such information to the extent required in or in connection with legal proceedings arising out of the agreement / contract between the Supplier and HKPC.

#### **4. Statutory Obligations**

##### **4.1. Working hours, rates of wages etc.**

The Supplier shall comply with any current legislation or regulations regarding working conditions, working hours, or rates of payment to employees and accept the risk of any impending legislation or other conditions, which alters any obligations or imposes new obligations.

##### **4.2. Compliance with Laws and Regulations**

The Supplier shall ensure full compliance in accordance with the laws and regulations of the Hong Kong Special Administrative Region ("Hong Kong").

##### **4.3. Where applicable, the Supplier (and its sub-contractors, if any) shall ensure that all staff, labour and workers employed and engaged in the supply of the Services to HKPC are legally entitled to be so employed and engaged, and that all necessary qualification, registration, visas, licenses and permits have been obtained. The Supplier shall indemnify HKPC on demand from any losses, liabilities, costs and claims resulting from violation of or failure to comply with any terms or conditions of any qualification, registration, permits, licenses or visas or any applicable requirements of Hong Kong laws, ordinances, rules and regulations by staff, labour or workers (e.g. the "Designated workers for designated skills" provision under the Construction Workers Registration Ordinance). From time to time HKPC may require the Supplier (and its sub-contractors) to demonstrate that all necessary qualification, registration, visas, licenses and permits have been obtained for the lawful employment and engagement of staff, labour and workers in connection with the supply of the Services.**

##### **4.4. Safety precautions**

The Supplier shall comply with the Labour Department's regulations for safety and health. The Supplier shall be liable for, and shall indemnify HKPC against, any expense, liability, loss, claim or proceedings whichever arising under any statute or at the common law in respect of personal injury to or death of any person, or in respect of any injury or damage

whatsoever to any real or personal property in so far as such injury or damage whomever arising out of or in the course of or caused by the carrying out of the works.

HKPC premises operate an Occupational Health & Safety Management System (OHSMS) that complies with OHSAS 18001 / ISO 45001 standard.

HKPC is implementing the 'Hong Kong Productivity Council Occupational Health and Safety Policy' which can be viewed at the following link. Supplier is welcomed to contact HKPC for any queries or feedback regarding to the Policy as well as the OHSMS.

*[English Version: [https://www.hkpc.org/images/stories/corp\\_info/hkpc\\_ohs\\_en.pdf](https://www.hkpc.org/images/stories/corp_info/hkpc_ohs_en.pdf)]*

*OR*

*[Traditional Chinese Version:*

*[https://www.hkpc.org/images/stories/corp\\_info/hkpc\\_ohs\\_hk.pdf](https://www.hkpc.org/images/stories/corp_info/hkpc_ohs_hk.pdf)]*

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*[https://www.hkpc.org/images/stories/corp\\_info/hkpc\\_ohs\\_cn.pdf](https://www.hkpc.org/images/stories/corp_info/hkpc_ohs_cn.pdf)]*

The Supplier shall be deemed to be aware of the 'Hong Kong Productivity Council Occupational Health and Safety Policy' and shall use its reasonable endeavour to prevent injury and ill health resulting from our operations and services,

HKPC manages its various processes fully in accordance with the requirements of the OHSAS 18001/ISO45001 standard, whilst controlling subcontractors' work processes that affect HKPC's own services conformity with requirements.

## **5. Insurance**

### **5.1. Employees' Compensation Insurance**

HKPC shall not be liable for or in respect of any damages or compensation payable at law in respect of or in consequence of any accident or injury to any person in the employment of the Supplier, save and except an accident or injury resulting from the negligence of HKPC, its agents or servants. The Supplier shall indemnify and keep indemnified HKPC against all such damages and compensation save and except as aforesaid, and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

Compliance with the insurance provisions of this clause shall not limit or modify the Supplier's liability under the indemnity aforesaid.

The Supplier shall insure against such liability with an authorized Insurer in Hong Kong and shall continue such insurance during the whole of the time that any persons are employed by him on the works and shall, when required produce to HKPC such policy of insurance and the receipt for payment of the current premium.

The Supplier's insurance under this clause shall take the form of an Employees' Compensation Insurance Policy complying with the latest requirements of the Hong Kong Employees' Compensation Ordinance and covering this Common Law liability for an unlimited amount during the period of insurance. The policy shall be in the Supplier's name with an endorsement to cover HKPC's liability under the Employees' Compensation Ordinance as "Principals" (HKPC as the Insured Principal or "Indemnity to Principal" Clause).

## 5.2. Third Party / Public Liability Insurance

The Supplier shall indemnify and keep indemnified HKPC against all losses and claims in respect of injuries to any person or damage to any property whatsoever that may arise out of or in consequence of the provision of the Service and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. Compliance with the insurance provisions of this clause shall not limit or modify the Supplier's liability under the indemnity aforesaid.

The Supplier shall insure in the joint names of HKPC and the Supplier against such liability with reputable Insurer in Hong Kong and shall continue such insurance during the whole of the time that any persons are employed by him on the Service and shall, when required produce to HKPC such policy of insurance and the receipt for payment of the current premium.

The Supplier's insurance shall take the form of a third party / public liability insurance policy covering liability for any material or physical damage, loss or injury that may accidentally occur to any property, including that of HKPC, or to any person including any employee of HKPC that may occur during or arise out of the performance of the Contract. A "Cross Liability Clause" shall be extended in the policy.

The limit of liability in respect of such third party / public liability shall not be less than HK\$20,000,000 any one occurrence and unlimited during the period of insurance.

## **6. Protection of properties**

- 6.1. The Supplier shall take every precaution necessary to protect the public from injury or death during the course of works.
- 6.2. The Supplier shall maintain and protect all public properties of public utility companies and bear all costs incurred in making good any damage caused thereto.
- 6.3. The Supplier shall take every precaution necessary to protect adjoining properties from damage and shall bear all costs incurred in remedying damage caused through lack of proper care on its part.
- 6.4. Special precautions should be taken to protect properties of HKPC and its client(s) from damage and the Supplier shall bear all costs incurred in making good all damages caused through lack of proper care on its part.
- 6.5. The Supplier shall maintain all existing roads, footpaths, steps, etc. and reinstate any damage caused by any reason whatsoever during the progress of the works.
- 6.6. It will be the Supplier's responsibility to ensure that the roads leading to and around HKPC and its client(s) premises shall be kept free from obstruction brought about by the works on the site and in no way shall cause any hindrance to traffic or ancillary works either by its own vehicles or by its workpeople, materials, etc.
- 6.7. The Supplier shall be responsible for repairing damage to private streets and access roads if deterioration occurs during the contract period.
- 6.8. The Supplier shall take all necessary steps to restrict the nuisance of dust and noise.

## **7. Handling of Materials and Garbage (if applicable)**

- 7.1. Loading and unloading of materials



The Supplier shall take every care in the loading and off-loading of materials for the works, ensure that the streets, roads and footpaths are not obstructed or the traffic impeded and conform with the police regulations therewith.

The Supplier shall take all necessary precautions and care to cause minimal disturbances to the occupants and the usual operations of the existing building.

#### 7.2. Removal of garbage

The Supplier shall remove garbage at frequent intervals during the progress of the works and HKPC premises shall be left clean and tidy to the satisfaction of HKPC on completion.

#### 7.3. Treasure trove, coin, etc.

Any treasure trove, coins or objects of antiquity shall become the property of HKPC and shall be carefully removed by the Supplier and handed to HKPC.

### 8. Acceptance

HKPC is entitled to accept either the whole or any part of the tender at its sole discretion. HKPC is entitled to select any kind of Services / Items under the tender to meet its requirement and is not obliged to accept the lowest price bidder and to give any reasons.

### 9. Conditions of Tendering

- 9.1. No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered
- 9.2. No liability will be admitted, nor claim allowed, in respect of errors in the Supplier's tender due to mistakes which should have been rectified in the manner described above.
- 9.3. HKPC is not bound to accept the lowest or any tender it may receive.
- 9.4. HKPC reserves the right to withdraw the invitation before the acceptance of any tender.

- 9.5. HKPC will not be liable for any expenses or losses which may be incurred by the Supplier in the preparation of this tender including any alternative offers.

## **Part II – Technical Specification**

### **1. Obligations of the Supplier**

- 1.1. Subcontracting and / or out-sourcing the works to other sub-supplier(s) without the prior consent from HKPC is not allowed.
- 1.2. The Supplier shall meet all the terms and requirements set out in this tender document.
- 1.3. The Supplier shall complete the Section 3 – “Mandatory Requirements” and Section 4 – “Information to be provided by the Supplier” in this tender document.
- 1.4. The Supplier shall provide labours, materials, equipment and tools to complete the whole project according to the schedule approved by HKPC.
- 1.5. All Items/Services are suitable for the intended purpose and shall be new and merchantable of good quality and free from all defects in design, materials, construction and workmanship.
- 1.6. The Supplier shall have progress meeting with HKPC periodically. The meeting venue will be in HKPC or PRC or conference being confirmed by HKPC.
- 1.7. All Items/Services do not violate or infringe any third party's patent, copyright (including portrait rights and moral rights), trade secret, trademark or other intellectual property rights.
- 1.8. The Supplier shall provide at least 1 year warranty period including hardware, and on-site maintenance after the satisfactory acceptance and delivery of whole system.

## 2. Scopes of Service

### 第一部分 項目需求

#### 2.1 項目需求

本項目的主要目的是建立現代化中式湯水生產流程，完成煲湯、冷卻、分油、封裝等工序。

現生產力局需要尋找有能力和經驗的合格設備設計製作供應商，依據生產力局所提供的設備規格，完成以下生產設備設計與製作。

其中具體工作包括：結構設計、控制系統、加工製作和安裝調試、交付至指定的使用者現場並完成安裝和驗收等。並以生產力局實際最終使用驗收測試通過為收貨確認。

生產力局將與最終所選定的供應商簽署項目合同，由該供應商按照以下規格、性能要求、條款、交貨時限實施。該供應商應對本功能規格和需求書中約定的項目向生產力局負責，承擔所有相關約定的技術和法律責任。若項目出現任何包括技術、品質、交貨期等相關問題，而導致生產力局遭受任何損失，該供應商須向生產力局承擔賠償責任及其他一切法律責任。

### 第二部分 項目主要內容

#### 2.2 項目範圍：

本項目設備的實際使用為位於香港大埔工業邨指定廠房。

設備共一項

代號	名稱	數量	交期
B1	電加熱熱風蒸烤機	1	2 個月

### 第三部分 項目交付內容

#### 2.3 項目交付內容

交付項目	內容	數量
B1 電加熱熱風 烘烤機	<p><b>1. 設備用途及基本功能和參數</b></p> <p>該設備是鏈條傳送的通道式連續加熱設備，菜品預調味後，攤平在烤盤。一頭放入，一頭出品，在鏈條的上下方布有均勻的超高溫蒸氣噴口；若只使用熱風加熱，可以完成燒烤的功能，如烤雞翅，烤魚，煎荷包蛋等；若使用超高溫蒸氣可以適用大多數小炒類菜品，如青椒土豆絲，肉片青菜等使用超高溫蒸氣連續加工菜品有一個條件限制，就是盤內放置食材熟化時間相等，如不相等可預加工。</p> <p><b>1.1. 適用產品範圍</b></p> <ul style="list-style-type: none"> <li>適用於：散裝菜品</li> </ul> <p><b>1.2. 基本使用功能</b></p> <ul style="list-style-type: none"> <li>食品加熱，蒸烤肉類和蔬菜</li> <li>沖擊流烘烤機內有運輸鏈條傳送烤盤</li> <li>開機至 250° C，約需要 20 分鐘</li> <li>熱風通過風咀平均上下向食品加熱組合蒸汽噴射系統的濕熱風式烘烤，風咀共 12 排，每排 12 風咀</li> <li>焗身兩邊全面打開，風咀可輕易單人拆裝</li> <li>烤焗時間、兩組溫區、四組風機速度可在控制板面設定</li> <li>可儲存多個菜單和設定名稱，選擇方便快捷</li> <li>運行時，沒有明顯震動</li> <li>高速的熱氣流促進食物材料乾燥，為了防止乾燥現象，在熱氣流中添加蒸氣，雖然是高溫熱氣，也可抑制從表面散發的水分蒸發，作出多汁產品</li> <li>烤焗效果平均，食物口感良好</li> <li>蒸氣量可以通過控制板面調校</li> <li>機身有防熱隔層，表面溫度低於 60 °C</li> </ul> <p><b>2. 設備的相關參數</b></p> <p>外型尺寸：3000 x 1610 x 1830 mm</p> <p>有效加熱尺寸：（闊 x 長）800 x 2000 mm</p> <p>燒焗時間：2-30 分鐘</p>	1 台

交付項目	內容	數量																
	<p>加熱方式：蒸氣加熱+電加熱</p> <p>設備耗電功率：63.4kW</p> <p>蒸氣消耗量：100kg/h</p> <p>蒸氣壓力：0.3-0.7MPa</p> <p>電壓：380V/50/3+N+E，外置變壓器</p> <p>最高溫度：350℃</p> <p>變壓器：AC 380/200（提供電器控制使用）</p> <p>變壓器外型尺寸：400 x 550 x 980（連散熱風扇）</p> <p>3. 設備開發相關技術規範要求</p> <p>3.1. 環境及通用規範</p> <table><tr><th>項目</th><th>技術規格</th></tr><tr><td>環境溫度</td><td>15-45℃</td></tr><tr><td>相對濕度</td><td>45-95%RH</td></tr><tr><td>環境酸鹼性</td><td>PH6 ~ PH9</td></tr><tr><td>電源</td><td>220V, 50±2 Hz/380V, 50±2 Hz, 3P</td></tr></table> <p>3.2. 製造規範</p> <table><tr><th>項目</th><th>技術規格</th></tr><tr><td>控制系統</td><td>1. 如是 PLC 控制需三菱或同等以上品牌，且 PLC 交流電源側需加裝電抗濾波器。 2. 如是工控系統需研華或同等以上品牌。 3. I/O 須具有 10%以上的冗餘，且具有良好的設備擴展性。</td></tr><tr><td>操作面板</td><td>1. 尺寸需大於:10 英寸 2. 面板上需顯示所有 I/O 的狀態。 3. 所有報警及提示資訊需顯示在操作面板上。</td></tr></table>	項目	技術規格	環境溫度	15-45℃	相對濕度	45-95%RH	環境酸鹼性	PH6 ~ PH9	電源	220V, 50±2 Hz/380V, 50±2 Hz, 3P	項目	技術規格	控制系統	1. 如是 PLC 控制需三菱或同等以上品牌，且 PLC 交流電源側需加裝電抗濾波器。 2. 如是工控系統需研華或同等以上品牌。 3. I/O 須具有 10%以上的冗餘，且具有良好的設備擴展性。	操作面板	1. 尺寸需大於:10 英寸 2. 面板上需顯示所有 I/O 的狀態。 3. 所有報警及提示資訊需顯示在操作面板上。	
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交付項目	內容	數量
配線	<ol style="list-style-type: none"> <li>1. 導線和電纜的截面，顏色等使用規範需符合 (GB/T3956-2008 及 GB/T2681-1981) 標準。</li> <li>2. 所有連接，尤其是保護接地電路的連接應牢固，沒有意外松脫的危險，連接方法應與被連接導線的截面及導線的性質相適應。</li> <li>3. 導線導體一般應為銅質的。</li> <li>4. 所有強電包括接地線需使用 1.5 平方毫米或以上截面的導線。</li> <li>5. 設備電櫃外部的導線應封閉在適當通道（如導線管或電纜管道裝置）中</li> <li>6. 所有導線的端頭與元器件連接時應使用相應的接線端子（見 GB 14048.7）。例，強電需使用 O 型端子。</li> </ol>	
電控安裝板	<ol style="list-style-type: none"> <li>1. 材料為 SS41，厚度為 3 毫米，表面烤漆，安裝孔為 M4。</li> <li>2. 電控安裝板元器件佈局合理，固定牢靠，且便於拆卸維修</li> </ol>	
電氣元器件選型標準	<ol style="list-style-type: none"> <li>1. 感測器需使用基恩士或同等以上品牌；</li> <li>2. 固態接觸器繼電器使用富士電機或同等以上品牌</li> <li>3. 操作按鈕及斷路保護器等需使用施耐德或同等以上品牌。</li> </ol>	
電氣元器件安裝標準	<ol style="list-style-type: none"> <li>1. 所有元器件均應牢固的固定在骨架或支架上</li> <li>2. 所有元器件應按製造廠規定的安裝條件進行安裝。</li> <li>3. 所有元器件需按圖安裝（如果有圖）</li> <li>4. 所有電氣元件和裝置的電氣間隙、爬電距離應符合 GB 規定</li> </ol>	
電氣原理圖	設備需提供和實際配線及軟體程式相一致的電氣原理圖，且圖紙需符合 GB 或 JIS 標準。	
指示燈和按鈕用色的統一規定	<p>指示燈和按鈕顏色應符合 GB/T 4025-2003 的規定，或符合原理圖或接線圖的規定，大致如下：</p> <ol style="list-style-type: none"> <li>1. 指示燈顏色： <ul style="list-style-type: none"> <li>紅：停止；黃：注意警示；綠：正常</li> </ul> </li> <li>2. 按鈕的顏色： <ul style="list-style-type: none"> <li>紅色鈕用於“停止”、“斷電”。</li> <li>綠色鈕優先用於“起動”或“通電”，但也允許選項用黑、白或灰色鈕。</li> </ul> </li> </ol>	

交付項目	內容		數量
		<p>一鈕雙用的“起動”與“停止”或“通電”與“斷電”，交替按壓後改變功能的，即不能用紅色鈕，也不能用綠色鈕，而應用黑、白或灰色鈕。</p> <p>按壓時運動，抬起時停止運動（如點動、微動），應用黑、白、灰或綠色鈕，最好是黑色鈕，而不能用紅色鈕；</p> <p>復位：單一功能的，用藍、黑、白或灰色鈕；同時有“停止”與“斷電”功能的，用紅色鈕。</p>	
標識	<p>1. 在任何情況下, 字的排列應便於閱讀。它們可以排成列或排成行, 並且應從上到下, 從左到右。</p> <p>2. 所有導線的端頭與元器件連接時清楚標注與電氣原理圖上相一致的標記。</p> <p>3. 所有電氣元件應清楚標注與電氣原理圖上相一致的標記。</p> <p>4. 存在特定危險的位置附近必須貼上相應標籤貼以說明和警告。</p>		
電控櫃通風要求	密閉電控櫃需加裝風扇通風，且風扇電源電壓不高於 24V.		
設備工作噪音	≤75dB（設備工作時在 1M 測量值）		
設備接地	每個工作單元需連接接地		
電源與接地之間的電阻	<100Ω		
安全	<p>符合 EMC 指令，符合機械指令，符合 RoHS 指令</p> <p>安全門和蓋應該有互鎖開關</p> <p>緊急按鈕應符合安全標準（紅色按鈕，黃色外殼）</p> <p>設備出廠前需測試及確認安全裝置和互鎖功能</p>		
設備機架	材料	不銹鋼方通：30*30*2、40*40*3、50*50*4	
	外觀	無劃傷或污漬, 表面拉絲處理	
	附件安裝	下機架需保留固定板，並用於膨脹螺釘固定	
	下料位	下料的設計需滿足 AGV 取放周轉料架時不需要打開設備門	
控制箱	材料	不銹鋼板 SS304	
	表面處理	不銹鋼表面光亮處理，表面光滑	
	安裝要求	1. 電控板用螺絲和墊塊固定, 方便拆	



交付項目	內容			數量
			2. 電箱門需帶鎖 3. 防水，四邊密封膠條	
	設備機架門板	材 料	SUS304	
		表面處理	不銹鋼表面光亮處理，表面光滑	
	感測器支架	材 料	SUS304	
	結構件	金屬材料	SUS304（包括包鏈條）	
		非金屬材料	賽鋼、尼龍、鐵氟龍、有機玻璃	
		安裝要求	便於拆卸、維護	
		互換性	對於易損件需要考慮零件的互換性	
	電機部分	伺服電機	松下或同等以上品牌	
		步進電機	雷賽或同等以上品牌	
		調速電機	東方或同等以上品牌	
	氣動元件部分	氣缸	SMC 或同等以上品牌	
		磁性開關		
		電磁閥		
		限流閥		
		調壓閥		
	滑動部件	直線模組	Hiwin 或同等以上品牌	
		直線導軌		
		直線軸承	NSK 或同等以上品牌	
	滾動部件	軸承	NSK 或同等以上品牌	
	安全防護	防護欄	烤漆黃顏色	
		門開關	安全門和蓋應該有互鎖開關	
		緊急按鈕	緊急按鈕應符合安全標準（紅色按鈕，黃色外殼）	
		安全光柵	安全防護等級：4 級	
			防水等級：IP67	
		防護高度要求	參照 GB4053.3-2009《鋼直梯、鋼斜梯、工業護欄》中規定，設備的防護欄高度不低於 1050mm。	
	運動部件固定螺栓	材質	SS304	
		性能等級	8.8 級	
		（具有防腐時環境下螺栓採用不銹鋼材質）		

## 第四部分 安裝，交付及保養

### 2.4.1 設備安裝和交付時間：

- 1) 供應商需要負責安裝和調試；安裝過程中所產生了物料費用及人工均由供應商負責；
- 2) 需要在生產力局下採購單後在指定要求的時間內交付所有設備設備到現場，並在交付後1個星期內完成現場設備安裝和測試；及
- 3) 負責運輸到指定的安裝 / 測試地點：香港。詳細地址會之後確實。

### 2.4.2 驗收標準

- 1) 需滿足上述列出條件的所有要求，外觀無明顯損傷
- 2) 設備送達生產力局指定現場前完成出廠前驗收（工廠驗收測試：FAT），並以生產力局驗收合格證明為依據；
- 3) 最終用戶驗收測試(UAT)需要在調試後，運作一個月後在使用現場進行，並以生產力局驗收合格證明為依據；
- 4) 為生產力局提供詳細的設備設備安裝指引檔(繁體中文1份)；及
- 5) 提供電路設計圖紙，檔以 DWG 格式。

### 2.4.3 售後服務要求：

- 1) 提供最少1年設備的維護和保養，由最終用戶驗收測試(UAT)後開始計算；
- 2) 承諾當出現故障導致無法使用，影響正常工作時，需即使處理；當設備出現故障時，需在48小時內及時解決；

## 3. Mandatory Requirements

The supplier is mandatory to complete the following table which requires full compliance in order to be considered further.

描述/要求	完全遵守
3.1 完全理解並接受合同的一般條件和招標條款及要求(Section 2 of Part II - Tender Specification)。	是/否

3.2 供應商應能夠根據以下要求完成服務/項目，並提交 • 設計草圖和主要零部件的品牌	是/否
3.3 供應商應向 HKPC 提供圖紙，操作和安全手冊。	是/否
3.4 在未獲得生產力促進局事先書面同意的情況下，在完成或終止採購訂單後的 5 年內，供應商不得直接或間接與項目最終用戶聯繫，或徵求任何業務。	是/否
3.5 因研發該系統可交付成果而產生的知識產權（IPR）應歸香港生產力促進局所有。 IPR 還應包括可編輯的設計檔，電氣圖，3D CAD 圖和可交付成果的測試報告。	是/否
3.6 供應商應通過用戶驗收後，為整個設備提供壹年保修期和現場維護。	是/否
3.7 供應商應向生產力局及最終客戶提供售後服務和用戶培訓	是/否
3.8 供應商須要提供場地和適當的設施，進行出廠前驗收。安裝完成後，在生產力局現場指導調試及完成最終用戶驗收測試(UAT)。	是/否
3.9 供應商為直接生產廠家，不屬於代理或貿易公司（如屬，請提供委託授權書）	是/否
3.10 貿易條件 Delivery Duty Paid (DDP) 香港 供應商報價須包含運輸費、報關費及保險費用至香港大埔區的指定工場	是/否

#### 4. Information to be Provided by the Supplier

A total score of 100 will be assigned in this Section. The passing mark is 60. Only tender(s) getting at least 60 marks will be considered further.

<b>4.1. 供應商資料 (15 分)</b>
<p>i. 請提供您的公司訊息，包括公司背景資料、成立年份、規模架構及員工人數等。（5 分）</p> <p>公司背景：_____</p> <p>成立年份：_____</p> <p>規模架構：_____</p> <p>員工人數：_____</p>
<p>ii. 請闡釋您公司的業務範疇、強項、相關設備等，以勝任本項目。（10 分）</p> <p>業務範疇：_____</p>

強項：

相關設備：

#### 4.2. 過往項目參考 (15 分)

請提供兩個最近 5 年 的相關/相似的工作/項目，而項目總值不少於港幣 500,000 元的參考。資料應包括客戶資料、項目金額、項目開始及完成時間。(15 分)

供應商需要提供但不限於以下證據：

- 客戶名稱，以及公司的簡要資訊，例如業務性質，產品/服務，網站等。
- 項目工作描述/項目組合/工作範圍
- 系統合同及配套照片或客戶推薦信的副本

項目一：

客戶名稱：\_\_\_\_\_

公司的簡要資訊、業務性質、產品/服務：\_\_\_\_\_

客戶網站：\_\_\_\_\_

項目開始及完成時間：\_\_\_\_\_

項目金額：\_\_\_\_\_

項目工作描述/項目組合/工作範圍：

附有系統合同及配套照片或客戶推薦信的副本：(有/沒有)

項目二：

客戶名稱：\_\_\_\_\_

公司的簡要資訊、業務性質、產品/服務：\_\_\_\_\_

客戶網站：\_\_\_\_\_

項目開始及完成時間：\_\_\_\_\_

項目金額：\_\_\_\_\_

項目工作描述/項目組合/工作範圍：

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附有系統合同及配套照片或客戶推薦信的副本：（有/沒有）

#### 4.3. 服務團隊（10分）

i. 項目經理（5分）- 請提供本項目經理的履歷，履歷應包括學歷、專項、相關的行業經驗等。

姓名：\_\_\_\_\_

學歷/專業資格：\_\_\_\_\_

專項：

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相關的行業經驗：

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ii. 項目團隊成員（5分）- 請提供不少於兩個項目團隊成員的資料，包括他們為處理該項目而分配的工作角色，職稱，經驗年資等。

項目團隊成員 1：

姓名：\_\_\_\_\_

學歷/專業資格：\_\_\_\_\_

職稱及工作角色： \_\_\_\_\_

經驗年資： \_\_\_\_\_

項目團隊成員 2：

姓名： \_\_\_\_\_

學歷/專業資格： \_\_\_\_\_

職稱及工作角色： \_\_\_\_\_

經驗年資： \_\_\_\_\_

#### 4.4. 項目設計 (60 分)

供應商須提供對設計的完整描述、設計簡圖、設備規格、主要零部件用料、加工工藝等技術參數。

## 5. Tender Evaluation

5.1. A total score of 100 is assigned to “Section 4 Information to be Provided by the Supplier”. Tender with scores less than 60 or failing in any attribute may be regarded as unsuccessful and may not be considered further.

5.2. The technical to fee assessment weight will be 40% and 60% respectively.

Example of the calculating method is as follows:

Scores obtained in Technical Proposal: 75 (which is the 2nd highest, the highest is 80)

Fee offered in Fee Proposal: HK\$ 1,600,000 (which is 2nd lowest, the lowest is HK\$ 1,200,000)

Technical Proposal:  $75/80 \times 40 = 37.5$

Fee Proposal  $HK\$1,200,000/HK\$1,600,000 \times 60 = 45$

Total scores obtained:  $37.5 + 45 = 82.5$

5.3. In principle, HKPC may select one tender with the highest total scores from technical proposal and fee proposal. However, HKPC reserves the right to accept the whole or part of the tender and is not bound to accept the highest scores or any tender.

#### 5.4. Tentative schedule

It is a tentative schedule of the tender process. However, HKPC reserves the right to change the schedule to suit its operation need.

Items	Tentative Schedule
Tender Q&A Submission by Supplier	2 April 2020
Posting of Q&A Reply from HKPC	3 April 2020
Tender Closing	12:00noon, 15 April 2020
Tender Evaluation	Mid of April 2020
Tender Award / Issue Purchase Order	Mid of April 2020
Project Commencement	Mid of April 2020
Project Completion	Mid of June 2020

#### 6. All documents / materials submitted to HKPC will not be returned.

## Part III – Fee Specification

Please submit “Fee Proposal” with **one set of original documents, one set of duplicate documents** and **one soft copy on CD ROM/USB Drive**, which should be sealed in separate plain envelope.

The Supplier shall complete the tables below to show the prices / fees for the provision of the Services / the Items. All other associated costs shall be specified (if any).

### 1. Prices

#### 1.1 Price Table (Please provide information in additional sheet, if necessary)

代號	項目描述	數量	價錢
B1	電加熱熱風烘烤機  (請參閱 Part II - Technical Specification 第 3.1-3.10 節)	1 台	
Grand Total (Please specify the currency: _____)			

#### 1.2 Other cost, if any (please specify)

### 2. Payment terms

Please state your acceptance of our payment term in below table.

項目描述	
收貨並通過最終驗收(用戶測試：UAT)後三十天內支付全 款	接受 / 不接受 (如不接受，請提出建議)

### 3. Validity of Quoted Prices

The offer provided above shall be valid from date of tender submission to the end of the tender appointment period. No change shall be made without the prior consent of HKPC.

Remarks:



The submitted fee proposal must comply with the submitted technical proposal in accordance with those requirements set by HKPC in “Part I – General Specification” and “Part II –Technical Specification”.