

Sept 13, 2024  
By Registered Mail

Dear Sirs/Madams,

**INVITATION TO TENDER**  
**TENDER FOR DIRECT-TO-GARMENT PRINTER**

**(Suppliers should be reminded not to identify their companies on the envelopes)**

You are invited to tender for the supply and/or undertaking services of the items as specified in the enclosed tender schedule.

1. Your sealed tender, in duplicate, should be clearly marked on the envelope:

**TENDER FOR Direct-to-Garment Printer**

The envelope should be addressed to Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon and arrive not later than 12:00 noon on 30<sup>th</sup> Sept, 2024. Late tenders will not be accepted. Your tender will remain open for 90 days from the "Closing Date", and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

2. If you are unable or do not wish to tender, it would be appreciated if you return the statement of expression of no interest for the tender with reason to the above address at your earliest convenience.
3. Tender will be accepted on an overall basis.
4. The tenderer, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the School employees, Tender Board members, or any parent or student representative in a committee responsible for considering any matter in relation to this contract. Any such offer by the tenderer or its employees or agent may constitute an offence under the Prevention of Bribery Ordinance and may render the contract null and void. The School may also cancel the contract awarded and hold the bidder liable for any loss or damage the School may sustain.

For enquiry, please contact Mr. Ng Wai Lim at [ngwailim@sbchcsms.edu.hk](mailto:ngwailim@sbchcsms.edu.hk) or by phone at 27794016.

Yours sincerely,

CHAN WAI CHI  
Principal

# **PART A DIRECT-TO-GARMENT PRINTER REQUIREMENTS SPECIFICATION**

## **1. Introduction**

The Contractor is invited to

- Provide Direct-to-Garment Printer ; and
- Setup Direct-to-Garment Printer in three different school

## **2. Background**

Quality Education Fund Thematic Network (QTN) :

The proposed project aims to enhance the secondary school Home Economics and Technology & Living curriculum by incorporating innovative teaching methods and advanced technologies. With the increasing relevance of STEAM (Science, Technology, Engineering, Arts, and Mathematics) education, this project seeks to connect traditional learning elements of Home Economics, such as textiles and apparel design, with modern techniques like digital printing. By integrating Direct-to-Garment (DTG) printing technology into the curriculum, the project aims to provide students with hands-on experience that bridges the gap between theoretical knowledge and practical application. DTG printing will not only serve as a tool for creative expression in fashion design but also as a means for students to understand the technological and scientific aspects of the materials they work with. This project will be implemented across three participating schools, with the intention of developing school-based curricula that foster innovation, creativity, and a deeper understanding of the intersection between technology and traditional Home Economics subjects.

## **3. User Requirements**

The Direct-to-Garment (DTG) printer to be provided must meet the following user requirements:

- **Ease of Use** : The printer should have a user-friendly interface, allowing students and teachers to operate it with minimal training. The software should be intuitive, with clear instructions for setting up print jobs and adjusting settings.
- **High-Quality Printing** : The printer must be capable of producing high-resolution prints on a variety of fabrics, ensuring that the final products are of professional quality. It should handle detailed designs with accurate color reproduction.
- **Compatibility** : The printer should be compatible with common design software such as Adobe Photoshop, Illustrator, and other digital design tools, allowing students to seamlessly transfer their designs from the computer to the printer.
- **Safety Features** : The printer should come equipped with safety features that adhere to school safety standards. This includes proper ventilation, fire safety mechanisms, and easy-to-follow maintenance procedures.
- **Durability and Reliability** : The printer needs to be robust and reliable for consistent use in an educational environment. It should be able to handle frequent usage without significant

downtime for repairs or maintenance.

- **Support and Training :** The supplier must provide initial setup and training sessions for teachers and designated staff members at each school. Ongoing technical support should also be available to ensure smooth operation of the equipment.
- **Multi-Fabric Capability :** The printer must be able to print on a wide range of fabric types, such as cotton, polyester, blends, and other materials used in fashion and textile education.
- **Environmental Considerations :** The DTG printer should have features that minimize environmental impact, such as low energy consumption and the use of eco-friendly inks.
- **Size and Portability :** The printer should be compact enough to fit in a typical classroom or design lab without occupying excessive space. It should also be relatively portable, allowing for repositioning within a school if necessary.
- **Cost Efficiency :** The printer should be cost-effective in terms of operation and maintenance. This includes considerations for ink usage, fabric compatibility, and spare parts availability.

By meeting these user requirements, the DTG printer will effectively support the teaching of Home Economics and Technology & Living subjects, enabling students to gain practical experience in fashion design, textile printing, and the integration of technology in creative processes.

### **3.2 Deliverables**

The Contractor is expected to provide the following deliverables as part of the project:

**Direct-to-Garment (DTG) Printers :**

- Supply and deliver three (3) DTG printers, one for each participating school.
- Each printer must meet the user requirements specified in section 3.

**Printer Setup and Installation :**

- Complete installation of the DTG printers at each of the three schools.
- Ensure the printers are fully functional and integrated with the school's existing systems (e.g., computers and design software).
- Provide all necessary accessories, including ink, cleaning kits, and maintenance tools.

**User Training Sessions :**

- Conduct comprehensive training sessions for teachers and staff at each school on how to use and maintain the DTG printers.
- Training should cover basic operation, troubleshooting, and best practices for achieving optimal print quality.
- Provide user manuals and instructional materials for future reference.

**Technical Support and Maintenance :**

- Offer ongoing technical support for a minimum of 12 months after installation to ensure smooth operation.
- Respond to service requests within a reasonable timeframe and provide maintenance services as needed.
- Include regular check-ups and technical assistance to prevent and address potential issues.

### Study Materials

- Provide detailed documentation, including user guides and training materials, to support teachers in the integration of DTG printing technology into the curriculum.
- Include lesson plans or examples of how DTG printing can be used in Home Economics and Technology & Living subjects to enhance learning outcomes.

### Evaluation and Reporting

- Submit a report on the installation process and any challenges encountered.
- Provide an evaluation of the DTG printers' performance after three months of use in each school.
- Include feedback from teachers and students on the usability and educational value of the printers.

### Environmental Compliance Documentation

- Provide documentation showing that the DTG printers meet environmental standards, including energy efficiency and the use of eco-friendly inks and materials.

### Project Completion Report

- Submit a final project report outlining the overall implementation, user feedback, and any recommendations for further improvements or upgrades to the system.

By delivering the items outlined above, the Contractor will ensure that the schools are equipped with the necessary tools and knowledge to effectively integrate DTG printing technology into their curricula, thus enhancing students' learning experiences in Home Economics and Technology & Living subjects.

## **4. Technical Specification (Standard Provision)**

The Direct-to-Garment (DTG) printers provided must meet the following technical specifications to ensure optimal performance and compatibility with the educational environment:

### 4.1 Printing Technology

- Type: Direct-to-Garment (DTG) inkjet printer
- Technology: Piezoelectric or thermal inkjet printing technology
- Print Method: Inkjet-based direct printing on fabric
- Resolution: Minimum 1200 x 1200 DPI (dots per inch) for high-quality output
- Printing Speed: Capable of printing a full-color A4 design on fabric in under 2 minutes

### 4.2 Ink System

- Ink Type: Water-based, eco-friendly pigment inks suitable for textiles
- Color System: CMYK (Cyan, Magenta, Yellow, Black) + White for dark fabrics
- Ink Capacity: Large capacity ink cartridges or refillable ink tanks with automated ink supply
- Ink Durability: Inks must be durable, resistant to fading, and washable without significant loss of color quality

### 4.3 Print Area

- Maximum Print Size: A3 (297mm x 420mm) or larger to accommodate a variety of garment

sizes

- Adjustable Platen: Adjustable to allow printing on different garment sizes and thicknesses (e.g., T-shirts, hoodies, tote bags)
- Fabric Compatibility: Capable of printing on a wide range of fabrics, including cotton, polyester, blends, and other common textiles used in fashion and apparel education

#### 4.4 Software and Connectivity

- Design Software Compatibility: Compatible with major design software such as Adobe Photoshop, Illustrator, and CorelDRAW
- Operating System Support: Compatible with both Windows and MacOS
- File Formats Supported: Support for common image file formats, including PNG, JPEG, TIFF, and PDF
- Connectivity: USB 2.0/3.0, Ethernet, and Wi-Fi options for flexible connections to school networks and computers

#### 4.5 Machine Dimensions and Weight

- Size: Compact enough to fit comfortably in a classroom or design lab environment
- Weight: Lightweight and portable enough to be moved between classrooms if necessary, while still being stable during operation
- Footprint: Maximum width of 1.5 meters to minimize space usage

#### 4.6 Power and Environmental Requirements

- Power Supply: 220-240V AC, 50/60Hz
- Power Consumption: Low energy consumption, with energy-saving modes when idle
- Operating Environment: Temperature range of 15-30°C and humidity range of 30-70% (non-condensing)
- Noise Level: Must operate at a noise level below 60 dB to avoid disrupting classroom activities

#### 4.7 Maintenance and Durability

- Self-Cleaning Mechanism: Equipped with an automatic cleaning function to reduce maintenance time
- Durability: Built to withstand daily use in a school environment, with minimal downtime and a long operational life
- Replacement Parts: Easily available replacement parts (e.g., print heads, ink cartridges) to ensure timely repairs and maintenance

#### 4.8 Safety Features

- Safety Certification: Must comply with international safety standards (e.g., CE, FCC, RoHS) to ensure safe use in schools
- Ventilation: Adequate ventilation or filtration systems to ensure safe operation in indoor environments, especially when using inks
- Fire Safety: The printer should have fire-retardant materials and automatic shutdown features in case of overheating

#### 4.9 Additional Features

- Pre-Treatment Capability: Option to include or connect with a pre-treatment machine for

printing on dark fabrics

- Touchscreen Interface: A user-friendly, color touchscreen interface for ease of operation and quick access to settings
- Garment Curing: Integrated or compatible with a heat press or curing system for setting the ink after printing

#### 4.10 Warranty and Support

- Warranty: Minimum 12-month warranty covering parts, labor, and on-site repairs
- Technical Support: Access to 24/7 technical support via phone or online, with a dedicated technician for on-site support if needed
- Training: Comprehensive user training and instructional materials provided, including manuals, video tutorials, and on-site demonstrations

By adhering to these technical specifications, the DTG printers will meet the educational needs of the schools, providing a reliable and effective tool for enhancing the Home Economics and Technology & Living curriculum through practical, hands-on learning in textile printing.

### **4.1. Service Requirements**

The Contractor must fulfill the following service requirements to ensure seamless installation, operation, and maintenance of the Direct-to-Garment (DTG) printers across the three participating schools:

#### 4.1.1 Installation and Setup

- On-Site Installation: The Contractor must ensure proper installation of the DTG printers at each of the three schools. This includes:
  - Unpacking and assembling the printer units.
  - Configuring the printers with the necessary software and network connections.
  - Ensuring the printers are fully operational and integrated with existing school systems and design software.
  - Installation of all necessary accessories, such as ink cartridges, platen fixtures, and any other required components.
- Testing: Perform a full system test post-installation to verify the printers are functioning correctly, including print tests on a variety of fabrics to demonstrate quality and performance.

#### 4.1.2 Training and User Assistance

- Initial User Training: The Contractor must provide comprehensive training for teachers, staff, and select students at each school. The training should cover:
  - Basic printer operation and settings.
  - Maintenance procedures, including cleaning and replacing ink cartridges.
  - Troubleshooting common issues.
  - Best practices for achieving high-quality prints.
- Training Materials: The Contractor should also provide user manuals, video tutorials, and other instructional resources for future reference, ensuring that all users can operate the printers

independently.

#### 4.1.3 Technical Support and Maintenance

- Ongoing Support:
  - Provide technical support for a minimum of 12 months from the date of installation. This includes both remote support (via phone or online) and on-site support when necessary.
  - Response time for support requests should not exceed 24 hours for remote assistance and 48 hours for on-site support.
- Preventive Maintenance:
  - Schedule routine maintenance visits (at least once every six months) to ensure that the printers are functioning optimally. This includes checking for wear and tear, replacing parts as needed, and performing system updates.
- Emergency Repairs:
  - In the event of a printer malfunction, the Contractor must provide emergency repair services to minimize downtime. The goal is to restore the printer to full functionality within 72 hours of the reported issue.

#### 4.1.4 Updates and Upgrades

- Firmware and Software Updates:
  - The Contractor must provide periodic firmware and software updates to improve printer performance and ensure compatibility with the latest design software.
- Hardware Upgrades:
  - If necessary, the Contractor should offer optional hardware upgrades or additional accessories (e.g., platens for different fabric types, pre-treatment units) to enhance the printer's capabilities.

#### 4.1.5 Replacement Parts and Consumables

- Spare Parts Availability:
  - The Contractor must ensure the availability of essential spare parts (e.g., print heads, ink cartridges, cleaning kits) throughout the warranty period and beyond. Parts should be delivered within 5 business days of placement of an order.
- Consumables Supply:
  - The Contractor should offer a reliable supply chain for consumables, such as inks and cleaning agents, ensuring schools have continuous access to required materials.

#### 4.1.6 Warranty and Service Contract

- Warranty Coverage:
  - Provide a minimum 12-month warranty covering all parts, labor, and on-site support. The warranty should also cover any potential manufacturing defects or issues that arise from normal use of the printer.
- Extended Service Contract:
  - Offer options for extended service contracts beyond the initial warranty period, including continued technical support, maintenance, and supply of consumables.

#### 4.1.7 Environmental and Safety Compliance

- Compliance with Regulations:
  - Ensure that all equipment and services comply with local environmental and safety regulations, including the safe disposal of old parts and consumables.
- Eco-Friendly Practices:
  - Encourage the use of eco-friendly inks and materials, and minimize waste during the installation and operation of the printers.

By adhering to these service requirements, the Contractor will ensure that the DTG printers are installed, maintained, and supported in a manner that facilitates smooth integration into the schools' curricula, providing long-term value and enhancing the learning experience for students.

### 5. Schedule of Work

5.1 The Contractor shall provide the service according to the following schedule.

Phase	Items	Starting Date	Ending Date	Service fee
1	<ul style="list-style-type: none"><li>• Delivery of DTG Printers to the three schools</li><li>• On-Site Installation and Setup</li></ul>	After 15 OCT 2024	30 OCT 2024	Quoted price
2	User Training for Teachers and Staff	After 15 OCT 2024	30 OCT 2024	Quoted price
3	<ul style="list-style-type: none"><li>• Initial Testing and Quality Assurance</li><li>• Provision of Consumables (inks, cleaning kits)</li></ul>	After 15 OCT 2024	30 OCT 2024	Quoted price

### 6. Delay of Schedule

#### 6.1 Termination for Delay

- If the Contractor fails to deliver or install any part of the Direct-to-Garment (DTG) printers, which must be ready for use in the School within 60 days after the target Ending Date specified in Section 5 of the Schedule of Work, the School shall have the right to terminate this Contract immediately by providing written notice to the Contractor.
- Upon termination, the School shall be entitled to recover from the Contractor any and all damages and losses suffered as a result of the failure to meet the deadline, including but not limited to damages and losses arising from the termination of related service orders.

#### 6.2 Collection of Hardware and Software

- Within one (1) week after the termination of this Contract, the Contractor shall be responsible



for collecting its own Hardware and Software from the School at its own expense.

- Before collection, the Contractor must ensure that all School Data has been securely removed from the Hardware.

### 6.3 Reinstatement of School Premises

- After removing the hardware from the School, the Contractor shall be responsible for reinstating and restoring the affected area to its original condition.
- The reinstatement must be completed to the satisfaction of the School, ensuring that no damage or disruption is left behind after the removal of the equipment.

These conditions ensure that the School has the right to take immediate action in the event of significant delays while safeguarding its premises and recovering any losses resulting from the Contractor's failure to meet the agreed timeline.

## 7. Terms of Payment

7.1 The subscription will be paid in arrears of each month during the subscription period.

## 8. Price Proposal

8.1 The Service Provider is required to provide a breakdown on the service charges for each of the service items as set out in the Price Proposal at **PART B - PRICE SCHEDULE**. Failure in complying with this requirement will render the quotation disqualified.

8.2 Please note that due to resources constraint or other operational considerations of the School, the School has the absolute discretion to accept the whole of the Services or just part of the Services as listed out by items in the Price Proposal.

8.3 Set up cost will not be considered as a part of the cost in subscription mode.

## 9. Invitation for Quotations

9.1 Quotations are invited for the execution of the whole of the Services as described in this document. Quotations for part but not all of the Services will not be considered.

9.2 Please provide two sets of quotation documents for processing of the quotation.

## 10. Tender Preparation and Submission

10.1 The Service Provider is required to submit the following information and document.

- A Statement of Compliance to provide response that the quotation complies with all requirements stated in this Specification.
- Price Schedule
- No upfront cost or one off cost schools shall be paid throughout the entire subscription period.

## **11. Selection and Payment**

School is looking for a contractor based on the following criteria

- Proposed pricing
- Proposed solution
- Equipment and services level
- Case reference
- Other useful information

## **12. Enquiry**

For enquiry, please contact Mr. Ng Wai Lim of the School at [ngwailim@sbchcsms.edu.hk](mailto:ngwailim@sbchcsms.edu.hk) or by phone at 93600797 / 27794016.

**Society of Boys' Centres Hui Chung Sing Memorial School**

**Subject: Direct-to-Garment Printer for Society of Boys' Centres Hui Chung Sing Memorial School**

**TENDER FORM (to be completed in duplicate)**

**PART B - PRICE SCHEDULE**

**1. Price details for Standard Provision**

<b>Standard Provision</b>	<b>Price</b>	<b>School's choice on confirmation</b>
<b>Direct-to-Garment Printer Subscription (Requirement as stated in Part A)</b> <b>Machinery</b> <ul style="list-style-type: none"><li>• Garment Printer stand 1 include</li><li>• With free set up and 3 hours operation training include</li><li>• Pretreatment machine (made in Korea or Japan)</li><li>• 40" x 50" heat press machine (made in Europe)</li><li>• Acculine Alignment system</li></ul> <b>Printing Supplies</b> <ul style="list-style-type: none"><li>• Garment Printer with CMYK &amp; white</li><li>• Pretreatment solution 5kg</li><li>• 14" x 16" platen 1 include</li><li>• Graphic software (DTG and DTF) 1 include</li><li>• Basic tools - Telford sheet x 5, parch paper x 5, pretreatment roller x 1</li><li>• spray bottle x 1, DTF film x 10, Melting powder x 1kg</li></ul>		
<b>Total in HK\$</b>		

**2. Contractor Clarification for key requirements (To be filled by Contractor)**

Items	Complies (Yes/No)
<p><b>Machinery</b></p> <ul style="list-style-type: none"> <li>• Garment Printer stand 1 include</li> <li>• With free set up and 3 hours operation training include</li> <li>• Pretreatment machine (made in Korea or Japan)</li> <li>• 40" x 50" heat press machine (made in Europe)</li> <li>• Acculine Alignment system</li> </ul>	
<p><b>Printing Supplies</b></p> <ul style="list-style-type: none"> <li>• Garment Printer with CMYK &amp; white</li> <li>• Pretreatment solution 5kg</li> <li>• 14" x 16" platen 1 include</li> <li>• Graphic software (DTG and DTF) 1 include</li> <li>• Basic tools - Telford sheet x 5, parch paper x 5, pretreatment roller x 1 spray bottle x 1, DTF film x 10, Melting powder x 1kg</li> </ul>	

**3. The Tenderer to provide details of the sub-contract service involved in the proposal for the project implementation, service operation and maintenance in the format listed below**

Name of Sub-Contractor	Sub-contract service	Roles and responsibility

**4. The Tenderer to provide case reference of past deployment in Direct-to-Garment Printer with Sub-Contractors details in the format listed below**

Name of School	Name of Sub-Contractor	Sub-contract service	Roles and responsibility

**5. A floor plan (provided by the School) is attached.**

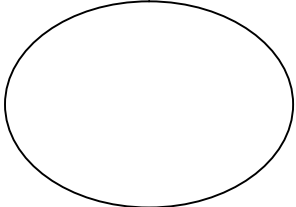
We / I understand that if we/I fail to supply the stores as offered in our / my tender upon accepting school's order, we are / I am prepared to pay the price difference to the school if such stores are obtained from elsewhere.

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

Name and Signature of Person authorized to sign Tender:

Name (in block letters): \_\_\_\_\_ Signature: \_\_\_\_\_

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



Company Chop

## **TENDER FOR DIRECT-TO-GARMENT PRINTER**

Name and Address of School : Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No.: HCSMS/2425/ TENDER FOR Direct-to-Garment Printer

Tender Closing Date and Time: **30<sup>th</sup> Sept, 2024 12:00 noon**

### **Part I**

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery term quoted therein against the date of a firm order placed by the school at the price or the prices quoted in the tender schedule free of all other charges and in accordance with any drawings and / or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tender shall REMAIN OPEN FOR 90 DAYS after the Closing Date; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tender remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

### **PART II**

#### **RECONFIRMATION OF TENDER VALIDITY**

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days from **30<sup>th</sup> Sept, 2024**.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

### **PART III**

#### **SAFEGUARDING NATIONAL SECURITY**

The undersigned acknowledges that notwithstanding anything to the contrary in the quotation/tender documents, the school reserves the right to disqualify this company on the grounds that this company has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The undersigned also acknowledges that the school may immediately terminate the contract upon the occurrence of any of the following events:

- (a) this company has engaged or is engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

- (b) the continued engagement of this company or the continued performance of the contract is contrary to the interest of national security; or
- (c) the school reasonably believes that any of the events mentioned above is about to occur.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Name (in block letters): \_\_\_\_\_

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_ (state official position, e.g. Director, Manager, Secretary, etc.).

Duly authorized to sign tenders for and on behalf of: -

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_ Hong Kong.

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**TENDER FOR DIRECT-TO-GARMENT PRINTER**

**STATEMENT OF EXPRESSION OF NO INTEREST FOR TENDER SUBMISSION**

Name and Address of School: Society of Boys' Centres Hui Chung Sing Memorial School at 150 Pratas Street, Cheung Sha Wan, Kowloon

School Ref. No.: HCSMS/2425/ TENDER FOR Direct-to-Garment Printer

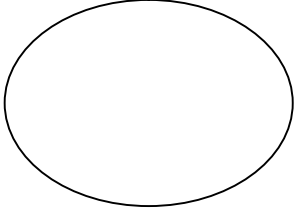
Tender Closing Date and Time: **30<sup>th</sup> Sept, 2024 12:00 noon**

Our company will not submit the tender for DIRECT-TO-GARMENT PRINTER.

Please explain the reason(s) :

- Unable to provide the stores or services as specified in the tender.
- Unable to meet the requirements or specifications as listed in the tender.
- Unable to submit the tender on time.
- Others: \_\_\_\_\_  
\_\_\_\_\_

Please tick (✓) in the appropriate box .

<p>Name of Supplier: _____</p> <p>Name and Signature of Person authorized to sign Tender:</p> <p>Name (in block letters): _____</p> <p>Signature: _____</p> <p>Date: _____</p>	  Company Chop
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