



Ref. No.: PS84/TENDER/08/22

Date: 14 July 2023

By Registered Mail

The Manager

Dear Sirs,

INVITATION TO TENDER
TENDER FOR THE SUPPLY/SERVICE of
Photocopiers and Printing Management System

1. You are invited to tender for the supply of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.
2. 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.
3. If you are unable or do not wish to tender, please sign and return P.5 of this letter to the school through mail or fax at your earliest convenience.
4. Tenders will be accepted on an *'overall'/'group'/'itemized' basis.
5. The school and its staff will not accept advantages in any way from suppliers and contractors.
6. Your sealed tender, in duplicate, should be clearly marked on the outside envelope:
Tender for the supply / service of **Photocopiers and Printing Management System.**

The envelope should be addressed to Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon and forwarded to arrive not later than Date: 21/ 8 / 2023
Time: 2:00 p.m. .d / m / yyyy

7. Please be reminded not to identify your company on the envelope. Failure to comply might result in the tender being null and void. You are advised to use our schools' return envelope to send in your tender.
8. Please be reminded that "The bidder, its employees and agents shall not offer any advantage (as defined in the Prevention of Bribery Ordinance, Cap. 201) to the school employees, SMC/IMC members, or any parent or student representative in a committee responsible for considering any matters in relation to this contract. Any such offer by the bidder 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."

Cont' P.2...



...Cont'

Ref. No.: PS84/TENDER/08/22

9. The Contractor(see Note) shall require the Contractor Employees to
- declare in the job application form and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, and to provide the details; and
 - undergo the Sexual Conviction Record Check with the Hong Kong Police Force.
 - The Contractor shall seek the consent of the employees to pass the information regarding (a) and (b) to the School for its consideration of the suitability of the Contractor's prospective employees.

Note:

The Contractor shall inform the employees of the following:

- It is obligatory for the employees to provide the information required;
 - Refusing to disclose the required information or intentionally providing false information and/or withholding any material information may render them unsuitable for the post(s);
 - The information provided by the employees is used by the School for the consideration of their suitability for the post(s);
 - Any conviction of criminal offence(s) may not necessarily render them unsuitable for the post(s); and
 - The employees have the right to request for access and correction of the information provided by sending a written request to the Contractor.
10. This letter requires the Principal's signature with pen or ball pen. Principal's chop is invalid.

Yours sincerely,



Signature: Ming Yan

Lam Ming Yan

Principal

*Please delete as appropriate

For School use:

- This letter contains:
 - 10 points,
 - with a clause on anti-corruption (Clause 8) &
 - Reply to Tender Invitation & Tender Schedule.
- This letter is sent by Registered Mail.
- Teacher for this tender exercise

Name: Yan Kam Shing

Signature: KS/c

Name of clerk: Ng Ka Fung

Signature: Forene



Ref. No.: PS84/TENDER/08/22

Reply to Tender Invitation

TENDER FORM FOR THE SUPPLY / SERVICE of Photocopiers and Printing Management System

Name and Address of School Po Leung Kuk Ho Yuk Ching (1984) College, No.2, Chap Fuk Road, Tseung Kwan O, Kowloon.

School Ref. No.(to be entered by school) PS84/TENDER/08/22

Tender Closing Date and Time(to be entered by school) Date: 21 / 8 / 2023
d / m / yyyy

Time: 2:00 p.m.

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 schools. 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.

The undersigned also declares during the 5-year period immediately preceding the tender closing date, it did NOT have the below-mentioned conviction OR three or more demerit points over a rolling period of three years:

- (i) any conviction of the following Ordinances—
 - (a) the Employment Ordinance (Cap.57) and the Employees' Compensation Ordinance (Cap. 282). [convictions in respect of these two Ordinances which individually carry maximum fines corresponding to Level 5 or higher within the meaning of Schedule 8 to the Criminal Procedure Ordinance (Cap. 221) will count];
 - (a) the Immigration Ordinance (Cap. 115). [convictions under Section 17I(1), Cap. 115 (offence to be employer of a person who is not lawfully employable) will count];
 - (b) Section 89, Cap. 221 and Section 41, Cap. 115 (aiding and abetting another person to breach his condition of stay);
 - (c) Section 38A(4), Cap. 115 (offence of the construction site controller if a person not lawfully employable takes employment on a construction site); or
 - (d) the Mandatory Provident Fund Schemes Ordinance (Cap. 485) [convictions under Section 7 (employer to arrange for employees to become Scheme members), Section 7A (employer and relevant employees required to contribute to registered scheme) and section 43E (making false or misleading statement), Cap. 485 will count]; or
- (ii) three or more demerit points under the demerit point system over a rolling period of three years for breaching contractual obligations in respect of wages, daily maximum working hours, signing of standard employment contracts with and wage payment by means of autopay to non-skilled workers employed for the carrying out of the contract with the Government.

The undersigned also hereby declares and undertakes that he shall ensure that his company has not submitted any tender in this purchase together with companies or persons associated with it. If his company has violated the said undertaking, the undersigned understands that all his or such tenders submitted by him shall be treated as void



and at the same time the school may put his Company and all the associated companies or persons in the school's blacklist.

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 Date: 21/8/2023 Time: 2:00 p.m..
d / m / yyyy

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 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 _____ 20_____

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. _____



Reply Slip

(Email : info@plk1984.edu.hk / Fax No. 2704 9602)

Ref.: PS84/TENDER/08/22

Date: _____

The Principal

Po Leung Kuk Ho Yuk Ching (1984) College

2 Chap Fuk Road, Hang Hau,

Tseung Kwan O, Kln., Hong Kong

Dear Principal Lam,

Re: Tender for **Photocopiers and Printing Management System**

We acknowledge receipt of your Invitation to Tender package.

We have received all of the documents listed in the Invitation to Tender without damage and in usable condition.

However, we **are unable /do not wish** to take part in this tendering exercise.

Yours faithfully,

Signature : _____

Authorized Signature & Company Chop

Name : _____

Title : _____

Name of Company : _____

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by the supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
1	Supply and install multifunctional photocopier (black and white) <ul style="list-style-type: none"> ● Outright Purchase ● Basic function: Scan, print and copy ● Brand new, 5 years Full warranty ● Location: Rm102(General office), Rm106 and 115 (Saff Rooms) ● Specification: Appendix A 	3			
2	Supply and install multifunctional photocopier (full color) <ul style="list-style-type: none"> ● Outright Purchase ● Basic function: Scan, print and copy ● Brand new, 5 years Full warranty ● Location: Rm 107 (IT support) ● Specification: appendix B 	1			
3	Supply and install multifunctional photocopier (full color) with electronic payment system <ul style="list-style-type: none"> ● Outright Purchase ● Basic function: Scan, print and copy ● Brand new, 5 years Full warranty ● Location: Rm 306 (Library) ● Photocopier Specification: appendix C1 ● Electronic Payment System Specification: appendix C2 	1			

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by the supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
4	Supply and install Centralized Print Management System <ul style="list-style-type: none"> ● Control and manage copiers, printers and users ● 5 years Full warranty/subscription ● Cope with at least 1,100 users ● Specification: Appendix D ● Now we have PaperCut MF License (Version: 22.0.11) to manage 5 copiers and many printers. (The supplier can supply us with another new set of software, or upgrade, or re-subscript PaperCut MF for further 5 years)	1			
5	Meter charge rate <ul style="list-style-type: none"> ● Frozen 5 Years ● Expected printing volume: B/W: 1,100,000 pages per year Color: 4,000 pages per year (The figures should be treated as reference only; we do not guarantee the printing quantities in the next five years.) 	N/A	(HK\$ per page) B/W: _____ Color: _____	N/A	N/A

PO LEUNG KUK HO YUK CHING (1984) COLLEGE
TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)

(Columns 4, 5 and 6 to be completed by the supplier)

(1) Item No.	(2) Description/Specification	(3) Quantity Required	(4) Unit Rate (HK\$)	(5) Total Amount (HK\$)	(6) Delivery Offered
	<ul style="list-style-type: none"> ● Date of installation: on 12/12/2023 or to be determined by our school ● Trade-in: <ul style="list-style-type: none"> (i) Ricoh MP5055SP (x3) installed on 12/2018 (ii) Ricoh Aficio MPC2004exSP (x1) installed on 1/2018 The machines will be collected after setting up all related items. ● Detailed catalogue/leaflet/booklet for items 1, 2, 3 and 4 must be sent to us with the tender reply. ● Appendix A, B, C1,C2 and D <u>must be</u> completed. ● This tender schedule <u>must be</u> fully filled and completed, any lack of information may cause disqualification. ● Provide existing client list of secondary school in July 2023. ● Rental scheme will not be considered in this tender. 		On-site maintenance service response time: within _____ hours Grand Total HK\$ (item 1 + item 2 + item 3 + item4) _____		

Any amendment made should bear a company chop and a signature from an authorized person. The use of correction pen or fluid would render the whole document invalid.
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: _____

d / m / yyyy


 Company Chop

Appendix A

Item No.1 - Requirement (Compatible or Equivalent):

Supply and Installation of Brand New 60ppm or above B&W Multifunction Copier

Yes	No
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	Description / Specification	Please circle Yes or No		If “no”, please specify
Machine General Features				
1	Laser Printing Black and White Multifunctional Copier	Yes	No	
2	System Memory 2GB	Yes	No	
3	HDD Storage 320GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 60 or up A4 pages per minute (B&W)	/		pages per minute
10	First Copy Output Time in less than 2.3 sec (B&W)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
Printer Features				
13	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
14	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
15	Max Printing Resolution 1,200 x 1,200 dpi	Yes	No	
16	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
17	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
18	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
19	Scanning Speed 120 / 240 images per minute (Simplex / Duplex)	Yes	No	
20	Scan to Email / Network Folder	Yes	No	
21	Scan to USB and SD card storage device	Yes	No	
22	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
23	Scan Resolution up to 600 x 600 dpi	Yes	No	
Environmental & Security Standard				
24	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
25	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
26	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
27	Must include DOSS and HDD encryption	Yes	No	
Others				
28	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert	Yes	No	

Appendix B

Item No.2 - Requirement (Compatible or Equivalent):

Supply and Installation of Brand New 45ppm or above Color Multifunction Copier

Yes

No

	Description / Specification	Please circle Yes or No		If “no”, please specify
Machine General Features				
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 8GB	Yes	No	
3	SSD Storage 256GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
Copier Features				
9	Minimum: 45 / 45 or up A4 pages per minute (B&W / Color)	/		pages per minute
10	First Copy Output Time in less than 3.2 / 5.2 sec (B&W / Color)	Yes	No	
11	Auto Duplex Unit	Yes	No	
12	Magnification 25-400% in 1% step	Yes	No	
13	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
14	Single Color Removal in Black and White Meter Count	Yes	No	
Printer Features				
15	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
16	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
17	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
18	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
19	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
20	Single Pass Dual Scan Feeder (SPDF)	Yes	No	
21	Scanning Speed 150 / 300 images per minute (Simplex / Duplex)	Yes	No	
22	Scan to Email / Network Folder	Yes	No	
23	Scan to USB and SD card storage device	Yes	No	
24	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
25	Scan Resolution up to 600 x 600 dpi	Yes	No	
Environmental & Security Standard				
26	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
27	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
28	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
29	Must include DOSS and HDD encryption	Yes	No	
Others				
30	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert	Yes	No	

Appendix C1

Item No.3 - Requirement (Compatible or Equivalent):

Supply and Installation of Brand New 20ppm or above Color Multifunction Copier

Yes

No

	Description / Specification	Please circle Yes or No		If “no”, please specify
Machine General Features				
1	Laser Printing Color Multifunctional Copier	Yes	No	
2	System Memory 6GB	Yes	No	
3	SSD Storage 256GB	Yes	No	
4	Built-in with 4 Paper Trays total 2,200-Sheet Capacity	Yes	No	
5	One Multi-Bypass Tray with 100-Sheet Capacity	Yes	No	
6	Paper Tray Support Paper Weight 52-300gsm	Yes	No	
7	Supported Paper Size from A5-A3, F4	Yes	No	
8	Touch Screen Color Panel in Multiple Language	Yes	No	
9	Paper Cassette Lock and Machine Front Door Lock	Yes	No	
Copier Features				
10	Minimum: 20 / 20 or up A4 pages per minute (B&W / Color)	/		pages per minute
11	First Copy Output Time in less than 5.1 / 7.4 sec (B&W / Color)	Yes	No	
12	Auto Duplex Unit	Yes	No	
13	Magnification 25-400% in 1% step	Yes	No	
14	Single Color Removal for Education Document Photocopying (Red)	Yes	No	
15	Single Color Removal in Black and White Meter Count	Yes	No	
Printer Features				
16	Network Printing with Ethernet 1,000 Base-T Connection	Yes	No	
17	Printer Language include PCL, Postscript 3 and PDF Direct Print	Yes	No	
18	Max Printing Resolution 4,800 x 1,200 dpi	Yes	No	
19	Support Windows 7-10, Mac OS X V10 or above	Yes	No	
20	Print directly from USB and SD card storage device	Yes	No	
Scanner Features				
21	Auto Reverse Document Feeder	Yes	No	
22	Scanning Speed 80 image per minute	Yes	No	
23	Scan to Email / Network Folder	Yes	No	
24	Scan to USB and SD card storage device	Yes	No	
25	Support for PDF, JPEG, TIFF, High Compression PDF, Encrypted PDF, PDF/A	Yes	No	
26	Scan Resolution up to 600 x 600 dpi	Yes	No	
Environmental & Security Standard				
27	Compliance with European Union Standard for Restriction of Hazardous Substances Directive (RoHs)	Yes	No	
28	Energy Star Recognition V2.0 and EMSD Energy Label	Yes	No	
29	Machine production by biomass plastic (e.g. BP plastic)	Yes	No	
30	Must include DOSS and HDD encryption	Yes	No	
Others				
31	Auto Meter Reporting, Auto Toner Replenishment, Auto Fault Alert	Yes	No	

Appendix C2

Item No.3 – Requirement (Compatible or Equivalent):

Supply and Installation of Electronic Payment System

Octopus Charging Unit with Centralized Print Management System (CMS)

Integration

Yes

No

	Description / Specification	Please circle Yes or No		If not, Please Specify
Machine General Features				
1	Fully Support with CMS Embedded Application Function & Features	Yes	No	
2	Self-Serviced Machine Usage for Students	Yes	No	
3	LCD Color Display Touch Panel	Yes	No	
4	Bilingual Display with Traditional Chinese & English Simultaneously	Yes	No	
5	Lock Card Mechanism to Prevent Card Removal before Charging	Yes	No	
6	LAN Data Line & WIFI Auto Transaction Data Upload	Yes	No	
7	Built-in UPS Battery to Complete Charging Process when MFD Accidentally Power Off	Yes	No	
8	Acceptable Card Thickness up to 0.8mm	Yes	No	
Copier Charging				
9	Perform Guest Copying with Anonymous Octopus Card Payment	Yes	No	
10	Accept Octopus on Pay-Per-Page Basis without Quota Top-up	Yes	No	
11	Differential Charging by MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
12	Payment Alternative for CMS User by Authentication at MFD Panel with eClass Smart Card Login	Yes	No	
13	Quota Deduction to CMS Balance after User Authentication	Yes	No	
14	Charge to Inserted Octopus Card if CMS User Quota is Empty	Yes	No	
Printer Charging				
15	AD User Print Submission at Library PC after Windows Login	Yes	No	
16	Pop-up Authentication Dialog Box for Library Public Workstation	Yes	No	
17	eClass Smart Card, PIN, Windows AD Login at MFD Panel to Release Submitted Print Job	Yes	No	
18	Quota Deduction to CMS Account Balance After Print Release	Yes	No	
19	Charge to Inserted Octopus Card if CMS User Quota is Empty	Yes	No	
20	Available to Charge to Octopus Card on Pay-Per-Page Basis for both Guest and AD User without Quota Top-up	Yes	No	
Scanner Charging				
21	Available to Set Scan Charge or Provide Free Service to Students	Yes	No	
22	Differential Charging According to MFDs, Page Sizes, Duplex & Color	Yes	No	
23	eClass Smart Card, PIN, Windows AD, Google Login at MFD Panel to Perform “ Scan to Me ”	Yes	No	
24	Scan to Me including Student Google Drive, OneDrive, SharePoint, Dropbox, BOX, Evernote and pCloud with Single Sign-on (SSO)	Yes	No	
25	OCR Text Recognition – Scan to Word and Searchable PDF	Yes	No	
26	Multiple language OCR support including but not limited to English, Traditional Chinese and Simplified Chinese	Yes	No	
27	Image Enhancement with Auto Rotate, Blank Page Removal, etc.	Yes	No	
Reporting				
28	Automated Email for Daily Transaction Record to School	Yes	No	
29	Monthly Statement with Consolidated Octopus Payment and Daily Breakdown	Yes	No	
30	Autopay Monthly Surplus Amount to the School Provided Bank Account after OCL Handing Charge Deduction	Yes	No	
Security Standard				
31	Valid OCL Type Approval Certificate	Yes	No	
32	Encrypted Connection for LAN / WIFI Data Upload	Yes	No	

Appendix D

Item No.4 - Requirement (Compatible or Equivalent):

Supply and installation of Centralized Print Management System

Yes	No
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(Support 5 Machines in Item 1 – 3 for Central Management and all printers)

	Description / Specification	Please circle Yes or No		Please Specify
Authentication Features				
1	eClass Smart Card Login, PIN Login, Windows AD Login, Google Login	Yes	No	
2	Centralized Management AD / Google Address Book Synchronization	Yes	No	
3	Support School Existing Card Type (eClass EM Card) and provided 6 Units Card Reader install to 5 MFDs and 1 for Admin PCs	Yes	No	
4	Logout through Swipe Card Again or Set Predefined Logout Timer	Yes	No	
Print Anywhere (Follow Me Printing)				
5	Setup ONE "Virtual" Print Queue for Users to Submit Print Jobs	Yes	No	
6	Users can Choose "Print All" at MFD to Release all Submitted Print Jobs	Yes	No	
7	Allow Individual or Multiple Print Jobs to be Released and Deleted	Yes	No	
8	Release Print Jobs at any Brand Desktop Printer without Display Panel by QR Code Scanning and Print Job Selection through Mobile Device	Yes	No	
9	Allow Users to Change Print Settings at MFD Panel before Print Release (e.g. Quantity, Duplex, Color, etc.)	Yes	No	
Quota Management				
10	Print Quota Parallel to all Printing Devices within the Campus	Yes	No	
11	Differential Print Charge for MFDs, Printers, Page Sizes, Duplex & Color	Yes	No	
12	Device Functions are limited to Authorized Users or Groups	Yes	No	
13	Shared Quota Group (Subject Accounts, Project Groups, Events, etc.)	Yes	No	
14	Auto Quota Reset (Monthly, Quarterly, Yearly, etc.)	Yes	No	
15	Generate Quota Top-up Voucher for Self-serviced Top-up	Yes	No	
16	Share Quota Group Batch Import by Excel for Management	Yes	No	
Advanced Printing Support				
17	Bring Your Own Device (BYOD) enabled for iOS and MAC, Android, Windows and Chrome OS with Centralized Print Accounting	Yes	No	
18	Provide a Cloud Printing Platform to allow User Submit Print Jobs through Internet from Windows, MAC OS and Chromebook Outside the Campus	Yes	No	
19	Guest Perform Web Print by Uploading Document at Dedicated Web Link	Yes	No	
20	Pop-up Authentication Dialog for Print Submission at Public Workstation	Yes	No	
21	Tracking USB & SD Card Direct Printing through MFD Panel Plugin Slot	Yes	No	
22	Support Auto Color Detection Mode for Quota Deduction	Yes	No	
Scan Workflow				
23	Support "Scan to Me" send to AD Personal Email & Home Directory	Yes	No	
24	Scan to Cloud including Google Drive, OneDrive, SharePoint, Dropbox, BOX, Evernote and pCloud with Single Sign-on (SSO) at MFD Panel	Yes	No	
25	OCR Text Recognition – Scan to Word and Searchable PDF	Yes	No	
26	Multiple language OCR support including but not limited to English, Traditional Chinese and Simplified Chinese	Yes	No	
27	Scan Image Enhancement with Auto Rotate, Blank Page Removal, etc.	Yes	No	
28	Auto Scan Size and Auto Color Detection without Selection	Yes	No	
Reporting and Management				
29	100% Web-based Administration	Yes	No	
30	Support for any Brand Printer and MFD Monitoring	Yes	No	
31	Support Print Managed Policy to Redirect or Deny Huge Print Jobs	Yes	No	
32	Print Script to Prompt Alerts to User for Unreasonable Print Job	Yes	No	
33	Capture Devices Status Information, e.g. toner, paper tray	Yes	No	
34	Email Reminder Alert for Desktop Printer when Toner Level is Low	Yes	No	
35	Report Export as PDF, HTML and Excel with Auto Scheduling	Yes	No	
36	Database Backup to Independent Storage for Disaster Plan and Restore	Yes	No	