CIRCULAR MEMORANDUM NO. 569/2000

From: Director of Education
To: Heads of Government and Aided Primary and Secondary schools

Ref: ED/IS/IT/PRO/28
Date: 12 December 2000

(Note: This circular memorandum should be read by Heads of all Government and Aided Primary and Secondary Schools except ESF schools, DSS schools, IT Pilot Schools, and bi-sessional schools with the other session participating in the IT Pilot Scheme.)

Information Technology in Education Project
Maintenance Arrangement for Projection Systems

Summary

The purpose of this circular is to inform Heads of schools about the maintenance arrangement for the projection systems in schools under the IT in Education project.

Background

2. Under the "IT in Education" project, schools have been provided with projection systems starting from December 1999, through (i) the Education Department’s central tender (model NEC MT1040) or; (ii) cash grant for self-arranged tender. Since the one-year free warranty period will expire starting from December 2000 onwards, continuous maintenance services for the projection systems have to be arranged.

Details

3. Under the central tender, the projection systems were delivered to schools in batches from December 1999 to December 2000. The free warranty periods of the items at different batches are as follows:

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Free Warranty Period</th>
<th>Maintenance Services Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/1999 – 31/1/2000</td>
<td>From date of delivery to 31/1/2001</td>
<td>1/2/2001</td>
</tr>
<tr>
<td>On or after 1/10/2000</td>
<td>From date of delivery to 15/12/2001</td>
<td>16/12/2001</td>
</tr>
</tbody>
</table>

4. The Education Department has arranged with the contractor, NEC Hong Kong Ltd., to provide maintenance services for the projection systems - NEC MT1040 at the cost of HK$ 1,405 (about 7.5% of the unit cost of a projection system) per set for the first year after the free warranty period. Details of the service agreement are attached at Appendix A.
5. The Education Department will be responsible for settling the maintenance cost with NEC Hong Kong Ltd. direct of the “entitled” projection systems provided through the central tender. The entitlement of each type of school is tabulated below:

<table>
<thead>
<tr>
<th>Type</th>
<th>Entitled Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary School (except pilot schools)</td>
<td>3</td>
</tr>
<tr>
<td>Secondary School (except pilot schools)</td>
<td>6</td>
</tr>
<tr>
<td>Special School with 14 or less operation classes in 1999/2000 s.y.</td>
<td>3</td>
</tr>
<tr>
<td>Special School with 15 or more operation classes in 1999/2000 s.y.</td>
<td>5</td>
</tr>
</tbody>
</table>

For Brought Place Scheme schools, they should refer to the details of the facsimile messages sent to them in December 1999.

6. For schools that opted for cash grant (part or all) in the provision of projection systems, the Education Department will also be responsible for settling the maintenance cost (limited to HK$1,405 per set per annum) of these projection systems. Details of the maintenance arrangement are given in Appendix B. For maintenance of other projection systems, please also refer to Appendix B for details.

Enquiry

7. For enquiries, please contact the Information Technology Education Resource Centre on 3123 8111.

(H.C. POON)
for Director of Education

c.c. Heads of Sections – for information
NEC Hong Kong Ltd.
Appendix A

Maintenance of Projection Systems
Provided by NEC Hong Kong Ltd.
(for school’s reference only)

The NEC HK Ltd. (NECHK) will provide maintenance services under the terms and conditions as follows:

A. Scope of Services

Product: NEC LCD Projection Systems MT-1040

- The warranty covers on site service for all defects in material and workmanship, but except lamp bulb.
- One routine check be performed on site.
- The NECHK shall provide standby projector on loan to school free of charge in case the projector is required to be overhauled in their workshop.

B. Meantime to Repair
- The NECHK is obliged to response to any service call within 12 hours.

C. Limitation of Warranty
Schools are reminded that the NECHK shall not be liable for damage, deterioration or malfunction resulting from:

- Accident, misuse, abuse, neglect, fire, water, lightning or other acts of nature, unauthorized product modification, or failure to follow instructions supplied with the product.
- Repair of attempted repair by anyone not authorized by the NECHK.
- Any other cause which does not relate to a product defect.
- Cartons, carrying cases, batteries, external cabinet, or any accessories used in the connection with the projector.

D. Exclusion of Damages
The NECHK’s liability for any defective product is limited to repair or replacement. The NECHK shall not be liable for:

- Damage to other property caused by any defects in this product, damages based upon inconvenience, loss of use of the product, loss of time, commercial loss; or
- Any other damages, whether incidental, consequential or other otherwise.
Appendix B

Maintenance of Projection systems

**Procured through school’s own tender**

For schools that purchased projection systems through their own tender, schools are reminded to arrange by themselves the necessary maintenance services. Schools must follow proper tendering procedures in acquiring the maintenance services as set out in Administration Circular No. 30/99 issued on 4 August 1999 and the Code of Aid / School Management Initiative Handbook / Store and Procurement Regulations.

2. Please note that the maintenance charge of the projection system under central tender is **HK$ 1,405 per set for the first year.** In line with the advice from ICAC, school heads are requested to provide justifications to and seek approval from the School Management Committees before recommending the acquisition of annual maintenance service of the projection system(s) costing more than HK$1,405 per set.

3. To ensure the continuity of the maintenance services, school heads are requested to arrange with their own contractors to acquire the maintenance services before the expiry of the warranty period. The Education Department will process school’s annual maintenance request on a monthly basis. **The cut-off date will be the first working day of each month.** Hence, all documents must be forwarded to the Education Department on or before the cut-off date of the preceding month. Please address all documents to the Principal Inspector (ITERC), Room 546, 5/F., Kai Tak Government Building, 5 Arrivals Road, Kowloon City, Kowloon.

4. To process schools' request for maintenance services, schools are requested to submit the following documents:

- completed Acceptance Form PSMS001 (Appendix B1)
- original copy of the invoice
- copy of tender and/or related document for the procurement of the said projection systems*
- copy of tender and/or related document for the acquisition of the maintenance services of the said projection systems*
- copy of relevant page(s) in the ledger accounts for “Non-recurrent Grants for Furniture & Equipment Received” and “Fixed Assets for Furniture & Equipment” showing the record of the said item.
- copy of relevant page(s) in the school “Capital Assets Register” showing the record of the said item.
- copy of approval from the School Management Committee, if the annual maintenance service costs of the said projection system(s) is more than HK$1,405.00 per set.

*Note: Without proper tendering documents, the payment for maintenance services will not be processed (Same principle applies to the maintenance of all IT facilities).
Procured in excess of school’s entitlement

5. Schools have been given the flexibility to use the surplus of IT equipment cash grant, the balance of the training cash grant and/or site preparation cash grant for other IT-related purpose. Schools are advised that the Education Department will also be responsible for settling the maintenance cost of IT equipment, including the projection systems procured using the aforesaid government funds. *For maintenance of projection systems not purchased through the aforesaid government funds, the school concerned would have to settle the payment using its own funds.*

(a) Additional projection system(s) acquired through central tender

School that acquired additional projection system(s) through the central tender are requested to complete Acceptance Form PSMS002 (Appendix B2). The completed form together with the original invoice should reach the Education Department **on or before the cut-off date of the month preceding the expiry of the current warrant period** (the cut-off date is the first working day of each month). For example, if the current warranty period expires on 5 February, the invoice and acceptance form should reach ED on or before 1 January for payment so as to ensure that there will be no break in the maintenance service. Invoices received after the cut-off date will be processed with the next batch in the following month.

(b) Additional projection system(s) procured through self-arranged tender

The procedures mentioned in paragraph nos. 1 to 4 of this appendix would apply.

New School

6. For newly established schools which have started operation in or after September 1999, they have been provided with a furniture and equipment (F&E) list appropriate to their schools by Building Section as a reference to acquire the necessary items to commence operations. In this connection, the Education Department will be responsible for settling the maintenance cost of the projection systems limited to the quantity specified in the F&E list (or approved quantity) according to their school type. To ensure the proper use of public money, schools must follow the procedures mentioned in paragraph nos. 1 to 4 of this appendix to arrange the maintenance services.

Other IT initiatives

7. Schools may be provided with projection systems under other IT initiatives, schools are advised to consult the relevant sections for details on the maintenance arrangement.

<table>
<thead>
<tr>
<th>Project</th>
<th>Section/Division</th>
<th>Enquiry Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Studies Scheme</td>
<td>Technology Education Section</td>
<td>Mr. TANG Kin-hung</td>
</tr>
<tr>
<td>Sixth Form Computer Subjects</td>
<td>Curriculum Development Institute</td>
<td>Senior Curriculum Development Officer</td>
</tr>
<tr>
<td>Computer Education in Special Schools</td>
<td></td>
<td>(2762 2216)</td>
</tr>
<tr>
<td></td>
<td>Secondary Schools Section</td>
<td>Mrs. WONG LIU S.Y., Anissa</td>
</tr>
<tr>
<td>Multi-media Learning Centre</td>
<td>Education Services Division (2)</td>
<td>Education Officer</td>
</tr>
</tbody>
</table>
| Information Technology Learning Centre | Technology Education Section Curriculum Development Institute | Mr. CHAU Wai-kau  
Senior Curriculum Development Officer  
(2762 2757) |
| Technological Subjects Computer Laboratory  
• New Technical Curriculum | Technology Education Section Curriculum Development Institute | Mr. FUNG Lap-ming  
Senior Curriculum Development Officer  
(2762 0175) |
Acceptance Form
Maintenance Services for Projection System(s)
(Arranged by self-tender)

Contractor Name: ________________________________

School Name: ________________________________

School Code: ________________________________

**Service Charge**

Period: _______________ to _______________

(starting date) (ending date)

<table>
<thead>
<tr>
<th>Brand/Model Name</th>
<th>Serial Number</th>
<th>Unit Price (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-total: ________________________________

**Confirmation for Services Delivered**

The contractor confirms that the maintenance services delivered to the school meet all the school's requirements. The school confirms that

(i) the maintenance services provided by the contractor and the related service charge shown above are in order and meet school's requirement; and

(ii) the items are procured using IT equipment, training, and/or site preparation cash grant(s).

**Company Representative**
Authorized
Signature: ________________________________

Name: ________________________________

(Please print in BLOCK LETTERS)

Tel. No.: ________________________________

Position: ________________________________

Date: ________________________________

**School Representative**
Authorized
Signature: ________________________________

Name: ________________________________

(Please print in BLOCK LETTERS)

Tel. No.: ________________________________

Position: ________________________________

Date: ________________________________

Company Chop

School Chop
Acceptance Form
Maintenance Services for Projection System(s)
(Quantity exceeded entitlement and acquired through central tender)
Central Tender Ref. C0536/99

Contractor Name: NEC Hong Kong Ltd.
School Name: ________________________________
School Code: ________________________________

Service Charge

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

<table>
<thead>
<tr>
<th>Brand/Model Name</th>
<th>Serial Number</th>
<th>Unit Price (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT 1040</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-total: ____________________________

Confirmation for Services Delivered
The contractor confirms that the maintenance services delivered to the school meet all the school's requirements.

The school confirms that
(i) the maintenance services provided by the contractor and the related service charge shown above are in order and meet school's requirement; and
(ii) the said quantity exceeds school's entitlement and are procured using IT equipment, training, and/or site preparation cash grant(s).

Company Representative
Authorized
Signature: ________________________________
Name: ________________________________ (Please print in BLOCK LETTERS)
Tel. No.: ________________________________
Position: ________________________________
Date: ________________________________

School Representative
Authorized
Signature: ________________________________
Name: ________________________________ (Please print in BLOCK LETTERS)
Tel. No.: ________________________________
Position: ________________________________
Date: ________________________________

Company Chop

School Chop