

## **Tender Notice**

### **T/2018/014: Access Switches Replacement**

Hong Kong Cyberport Management Company Limited (“HKCMCL”) invites interested parties to submit tender for the Access Switches Replacement. The goal of this project is to replace Access switches that will soon reach the end of their expected service lifetime in the current Cyberport campus network so that it can support in terms of stability and connection speed. Refer to Annex A (enclosed) for the tender brief.

Interested parties with relevant experience shall obtain the tender document on HKCMCL website in the “Tender Notice” Section. Please sign and return the Confidentiality and Non-Disclosure Agreement (enclosed) and contact Mr Sunny Ho at 3166 3813 or Mr Carmel Lee at 3166 3730 for obtaining a password to open the tender document. The tender closing date is 4 January 2019 at 3:00 pm (Hong Kong Time).

To ensure that the tender complies with the requirements of the tender document, a tender briefing session to Cyberport will be conducted by HKCMCL for the Tenderers on 12 December 2018. Tenderers are strongly recommended to attend this session. A maximum of two representatives from each Tenderer would be entertained for the briefing. Tenderers who wish to participate are requested to complete the reply slip for the tender briefing session in the “Notes to Tenderers” and email it to [procurement@cyberport.hk](mailto:procurement@cyberport.hk) and [carmellee@cyberport.hk](mailto:carmellee@cyberport.hk) on or before 11 December 2018.

If the company does not submit a tender or decline for submission after having replied to this notice, the company may be suspended from quotation for a period of time.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKCMCL.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKCMCL. HKCMCL is not bound to award any contract to any of those parties which have replied to this notice.

Date of Issue: 7 December 2018

## NON-DISCLOSURE AGREEMENT

THIS AGREEMENT dated the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

BETWEEN:

**HONG KONG CYBERPORT MANAGEMENT COMPANY LIMITED** (香港數碼港管理有限公司), a company incorporated in Hong Kong having its registered office at Units 1102-4, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong (“**HKCMCL**”);

and

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a company incorporated in \_\_\_\_\_ having its registered office at \_\_\_\_\_ (the “**Potential Service Provider**”).

The above parties shall hereinafter together referred to as “the Parties”, each a “Party”.

WHEREAS

- A. For the purposes of negotiating and concluding a possible business relationship between the Parties, the Potential Service Provider may have access to the Confidential Information (as defined below).
- B. The Parties have therefore agreed to enter into this non-disclosure agreement (“**this Agreement**”) in respect of the use and protection of the Confidential Information.

NOW IT IS HEREBY AGREED as follows:

### Definition of Confidential Information

- 1. For the purpose of this Agreement, “**Confidential Information**” shall include the information and materials below regardless of the medium in which they are stored:
  - (a) any information relating to the business affairs, finances, transactions, technology or technical processes of HKCMCL or its affiliates, clients or any third parties to whom HKCMCL owes a duty of confidentiality (collectively, “**HKCMCL Related Parties**”) or any information relating to any project of any HKCMCL Related Parties (including without limitation to the Cyberport project); and
  - (b) any inventions, ideas, concepts, trade secrets, technical know-how, product specifications, systems, plans, processes (both technical and business), procedures, techniques, methods, processes, drawings, diagrams, designs, formulae, analysis, customer and vendor lists, prospect lists, transaction data, pricing information of or owned by any HKCMCL Related Parties,

disclosed or furnished by HKCMCL (or any of its directors, employees, agents or representatives) to the Potential Service Provider (or any of its directors, employees, agents or representatives).

### **Permitted Use & Non-Disclosure**

2. Confidential Information provided to the Potential Service Provider shall be used exclusively by the Potential Service Provider in connection with its preparation of proposal in response to the request for proposal ("**TENDER**") in relation to which the Confidential Information is provided (the "**Permitted Purpose**"). The Potential Service Provider shall not use the Confidential Information for any other purpose.
3. The Potential Service Provider shall hold the Confidential Information in strict confidence and shall not copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give or disclose any Confidential Information to any third party (including any partner, employee, agent or representative of HKCMCL) except to those directors, employees, agents and advisors of the Potential Service Provider who need to have the Confidential Information in order to further the Permitted Purpose and who have been apprised of the confidential nature of the Confidential Information.
4. The Potential Service Provider shall ensure that its directors, employees, agents, representatives and advisors to whom any Confidential Information is disclosed comply with the terms of this Agreement.
5. Upon completion of the Tender process, the Potential Service Provider shall return to HKCMCL all documents, records and materials containing any Confidential Information that have been furnished to the Potential Service Provider, accompanied by any copies thereof created by the Potential Service Provider.

### **Non-Promotion**

6. The Potential Service Provider shall not, without the prior written consent of HKCMCL in each instance:
  - (a) use in any advertising or promotional materials or otherwise the name of Cyberport or any HKCMCL Related Parties, or any trade name, trade mark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by any HKCMCL Related Parties; or
  - (b) represent, directly or indirectly, that any product or any service provided by the Potential Service Provider has been approved or endorsed by any HKCMCL Related Parties.

### **Indemnification**

7. The Potential Service Provider agrees to indemnify HKCMCL for damages arising from any breach of the terms of this Agreement by Potential Service Provider or its present or future directors, employees, representatives, agents or advisors. This Clause 7 shall survive the termination or expiration of other obligations of the Potential Service Provider under this Agreement.

### **Equitable Remedies**

8. Without prejudice to any other rights HKCMCL may have, the Potential Service Provider agrees that the Confidential Information is valuable and that damages may not be an adequate remedy for any breach by the Potential Service Provider of this Agreement; accordingly, the Potential Service Provider agrees that HKCMCL shall be entitled to specific performance of the obligations of the Potential Service Provider contained in this Agreement and to the remedies of an injunction and other equitable relief for any actual or threatened breach of the obligations of the Potential Service Provider contained in this Agreement.

### **Continued Obligations**

9. Whether or not the Parties enter into a business relationship, the obligations of the Potential Service Provider under this Agreement shall continue with respect to each item of Confidential Information hereunder until five (5) years following the date of disclosure of such item of Confidential Information to the Potential Service Provider. The restrictions imposed on the Potential Service Provider under Clause 7 shall continue indefinitely unless HKCMCL agrees otherwise.

### **Governing law**

10. This Agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. The courts of Hong Kong shall have jurisdiction to settle any disputes which may arise out of or in connection with this Agreement and accordingly any proceeding, suit or action arising out of or in connection with this Agreement may be brought in such courts.

**IN WITNESS WHEREOF** the Parties have duly executed and delivered this Agreement on the day and year first above written.

Signed by )  
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for and on behalf of )  
**Hong Kong Cyberport** )  
**Management Company Limited** )  
(香港數碼港管理有限公司) )  
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## **Background & Tender Brief**

### **1 Background**

- 1.1 Cyberport is an innovative digital community with 1000 digital tech companies. It is managed by Hong Kong Cyberport Management Company Limited, which is wholly owned by the Hong Kong SAR Government. With the vision to become a main force in developing the digital tech industry as a key economic driver of Hong Kong, Cyberport is committed to nurturing youth, start-ups and entrepreneurs to grow in the digital industry by connecting them to strategic partners and investors, driving collaboration with local and international business partners to create new opportunities, and accelerating digital adoption amongst corporates and SME.
- 1.2 Cyberport campus network uses 3 tiers network architecture. Access switches provide the last mile end users connection on every floor. Distribution switches link all access switches in a given building. Core switches link all distribution switches to form the campus network.
- 1.3 In order to ensure smooth operation of the Cyberport network, Cyberport plans for a replacement for those access switches approaching the end of their expected service lifetime.

### **2 Tender Brief**

- 2.1 The scope of the proposed project shall include:
  - Comprehensive site survey - cabling plan and rack space;
  - Detailed design - confirmation firmware version and associated testing;
  - Replacing switches in a one-by-one manner;
  - Testing;
  - Documentation: compilation of Design Report, Implementation Plan, Migration Plan, Operation Manual, training materials and handover report.
- 2.2 The replacement works of the access switches is expected to take around 12 months to complete. The project will proceed in two phases:
  - The first phase is to replace one hundred and forty-five (145) access switches and two (2) distribution switches.
  - The second phase is to complete installation and configuration of one (1) gateway router and EVPN enablement and integrated with campus network.

### **3 Tentative Schedule**

December 2018 – January 2019	Tender Exercise
January 2019	Contract award
February to March 2019	Order, Delivery and Pre-production configuration
April 2019 to September 2019	System Implementation
October 2019 to Mar 2020	Nursing