

ABC Secondary School

Invitation of Quotation for Provision of Plagiarism Detection Service

1. With a view to prevent plagiarism in our school, we aim to detect if there is any plagiarism in students' assignments. Your company / organisation is invited to submit quotation for provision of plagiarism detection service as per specifications in Appendix to our school for a period of 3 years starting from 1 September 20xx to 31 August 20xx.

2. The specifications given at Appendix are mandatory requirements. Offers failing to meet any one of the mandatory requirements will not be considered.

4. If your company / organisation is interested in offering the required service, please send us your price quotation in HK dollars and supplementary information (if any) on or before xx:xx am / pm of dd.mmm.yyyy via fax at (852) xxxx xxxx by dd.mmm.yyyy at 17:00 (HK Time). Late submission will not be considered.

5. For enquiries, please contact Mr XXX at (852) xxxx xxxx or xxx@email.com

Yours sincerely,

(Mr XXX)
for Principal of
ABC Secondary School

Encl.

Specifications of the Service

Specifications	Mandatory Requirements
<ul style="list-style-type: none"> Detect plagiarism from students' assignments in common digital text format (including Word, Powerpoint, Excel, PDF) presented in English, Traditional Chinese and Simplified Chinese, which will be sampled from / submitted by xxxx students. 	Yes
<ul style="list-style-type: none"> Compare assignments in common digital text format (including Word, Powerpoint, Excel, PDF) presented in Traditional Chinese with the documents kept in the data repository of the service provider or those resources available on the Internet that are presented in Simplified Chinese for the purpose of plagiarism detection and vice versa. 	Yes
<ul style="list-style-type: none"> Storing electronic copies of students' assignments provided by schools from the last x years in its own data repository to facilitate plagiarism detection. 	Yes
<ul style="list-style-type: none"> Upon notification by our school through e-mail or any other means, the service provider should provide to the school all specified assignments stored in its data repository within 7 calendar days. 	Yes
<ul style="list-style-type: none"> Upon notification by our school through e-mail or any other means, the service provider should delete specified students' assignments and personal data stored in its data repository within 7 calendar days. 	Yes
<ul style="list-style-type: none"> Set up centralized teachers and students account management as well as teacher-course-student relationship management. 	Yes
<ul style="list-style-type: none"> Availability of email / telephone enquiry / on-site technical support service by the service provider. 	Yes
<ul style="list-style-type: none"> Availability of essential features including controllable routings of students' assignment and detection report before and after the submission and detection that can meet schools' assessment policy. 	Yes
<ul style="list-style-type: none"> Availability of convenient feature(s) for our teachers to make professional judgment in deciding the extent of similarity in students' assignments. 	Yes
<ul style="list-style-type: none"> Availability of features to notify our school of any suspected plagiarism case involving other schools and the contact information of the schools. 	Yes
<ul style="list-style-type: none"> The service provider should ensure that the assignments and personal data of the students will not be collected for any purpose other than plagiarism detection. 	Yes

Remarks: Schools may make reference to the above list in making their school-based criteria.