

Munsang College

Tender No. : T-1617-IR-005

Tender : For The Supply Of Budget, Procurement and
Reimbursement System

Details : As attached including

1. Invitation Letter (*for reference only*)
2. Tender Schedule
3. Tender Form for Services/Stores

Closing Date : 12:00 noon on 24th January, 2017

Contact Person : Mr. Wong Cheuk Hang (Tel: 36553354)

For Reference Only

School Ref. No.: T-1617-IR-005

4th January, 2017

Dear Sir,

INVITATION TO TENDER
TENDER FOR THE SUPPLY OF
Budget, Procurement and Reimbursement System

You are invited to tender for the supply and/or undertaking services 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.

Your sealed tender, in duplicate, should have the attached label adhered and delivered by hand or by mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 24th January, 2017**. Late tenders will not be accepted. Your tender will remain open for 90 days from the above 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.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

If you are unable or do not wish to tender, it would be appreciated if you return this letter and the tender forms with reason to the above address at your earliest convenience.

Kuby CHAN
Principal

Munsang College

Tender Schedule for Budget, Procurement and Reimbursement System

School Ref. No.: T-1617-IR-005

(Columns 3 and 4 to be completed by Tenderer)

(1) Item No.	(2) Description / Specification	(3) Total Amount (HK\$)	(4) Delivery Offered
1	<u>General Requirement</u>		
1.1	The solution should consist of a website in responsive design with at least 2 different resolutions for PC and mobile users		
1.2	The website should be able to be viewed in various popular browsers such as Microsoft Edge/IE, Google Chrome, Safari, Firefox etc <ul style="list-style-type: none"> ● Page Length: A4 (Approximately 30cm) ● Program Language: <i>Please specify</i> ● Database engine: <i>Please specify</i> ● Compatibility: <i>Please specify</i> 		
1.4	Webpages should be with a menu bar (i.e. linking to various functions within the website)		
1.5	The solution should be constructed in English		
1.6	Single-sign on is required. The users could use their own AD account to log in		
1.7	The hosting of the whole solution is on-premise		

1.8	Data migration of the budget record of academic year 2015-2016 is required		
1.9	There are 7 levels of access right hierarchy in the solution: Teacher, Senior Teacher, Committee, Office, Principal, I.T. Department, Account Department		
1.10	Audit Trail is required for every critical action		
1.11	Accounting Department accesses the system for checking and updating payment status		
1.12	Data transfers and administration of the environments must be done using secure protocols. SSH, SFTP and HTTPS must be mandatory for application maintenance		
1.13	Administration of the system must be done via internal or private networks. External access to admin interfaces is suggested to be protected by two-factor authentication		
1.14	Application environments used for testing functionality and staging releases must be separated. Developers must not have access to production client data in non-production environments		
1.15	Ensure developers are validating all user-supplied data into the application. Ensure all data provided by the users, beyond that submitted in form fields, is properly sanitized and verified before being processed by the application		
1.16	Security controls in applications must address equally the confidentiality, integrity and availability of an application		
1.17	Data validation and verification must be applied on every input. An alert message should be shown if any suspected unreasonable input is found, e.g. duplicated invoice number, same amount of money transfer to the same company in a short period of time, etc		

2	<u>Functional Requirement</u>		
2.1	A. Core Modules (Year Budget + Procurement + Reimbursement) <u>Year Budget</u>		
2.1.1	The overall budget plan could be prepared in an organized manner		
2.1.2	The overall budget plan consists of three parts: Funding Source, Budget Request form and Special Budget Form; <ul style="list-style-type: none"> ○ Budget Request Form <ul style="list-style-type: none"> i. Description / Specification, Quantity, Unit Price, Estimated Amount, Budget Category, Budget Division, Source of Fund ○ Special Budget Form <ul style="list-style-type: none"> i. Special approval could be applied during the calendar year ii. Date of claiming, Company, Invoice No, Model, Description, Quantity (PCS), Unit Price, Amount, Category, Funding Source, Total, Items, Remaining, Overall Remaining, Remarks iii. The remaining balance of the special budget item could be carried forward to the next year 		
2.1.3	Teachers could view / add / edit / delete any of the items in the above 2 forms		
2.1.4	They could put remarks on any of the items for future discussion		
2.1.5	The principal could approve / edit the whole budget plan. Enable access control on the adjustment of the approved budget		
2.1.6	All the record could be exported in CSV and / or PDF file		
2.1.7	The overall budget balance of current year will be updated continuously upon the completion of each reimbursement process		
2.1.8	The overall budget balance of current and previous years can be recorded in an organized manner <ul style="list-style-type: none"> ○ Table for reimbursement 		

	<ul style="list-style-type: none"> i. Date of claiming, Company, Claim Person, Quotation / Tender No., Invoice No., Invoice Day, Description, Quantity (PCS), Unit Price, Amount, Total, image upload, Category, Funding Source, Section, Items, Section Remaining, Category Remaining, Overall Remaining, Funding source remaining, Overall funding source remaining o Funding Source Summary <ul style="list-style-type: none"> i. Funding Source, Total Amount, Category o Overall Budget Table, Budget Table by at least 3 levels: committee, sub-committee and others <ul style="list-style-type: none"> ii. The opening balance, expenditure and remaining balance of the below items; <ul style="list-style-type: none"> Consumables, Furniture & Equipment, Maintenance and Repair, Membership Fee, Renovation , Service, Software, Swimming Pool, Training o Funding Source Balance Table of different categories of purchasing items: <ul style="list-style-type: none"> i. The opening balance, expenditure and remaining balance of each of the funding sources in the categories; <p><u>Procurement</u></p>		
2.1.9	All procurement processes can be listed in an organized way, with the completion percentage and current steps of each procurement process shown.		
2.1.10	There are 4 stages in the procurement process; (i) New order / Re-order, (ii) Check balance & Confirm order, (ii) Receiving delivery / End of service and (iv) Inventory Control		
2.1.11	<p>New order / Re-order: There are 4 types of quotation methods, which depends on the total project amount:</p> <ul style="list-style-type: none"> a. \$1 ~ \$5,000: at least 1 written / oral quotation <ul style="list-style-type: none"> i. The user needs to provide at least 1 written / oral quotation b. \$5,001 ~ \$50,000: at least 2 written quotations <ul style="list-style-type: none"> i. The user needs to provide at least 2 written quotations and fill in Purchase by Quotation form c. \$50,001 ~ \$200,000: at least 5 written quotations <ul style="list-style-type: none"> i. The teacher could create a new project in the portal; There are 4 stages in the quotation process; 		

	<p>1. Project details: Title, Quotation lead time (Standard lead time: 21 days; Special approval: 14 days), Description & Quantity required;</p> <p><i>ii. Stage 1 - Invitation</i></p> <ol style="list-style-type: none"> 1. The teacher needs to invite at least 5 suppliers to quote this project; The supplier may be chosen from the supplier list; 2. The invitation letters and envelopes will be generated and could be printed for registered mailing <p><i>iii. Stage 2 - Opening & Approving</i></p> <ol style="list-style-type: none"> 1. After the quotation period, a price comparison table will be generated; 2. Remark could be added for each of the items; 3. The signed Tender Schedule, signed Tender Form and signed Declaration statements from the suppliers could be uploaded to the platform; 4. The users need to award the project to the supplier in this stage; For accepting any single offer or not accepting the lowest offer, the users need to fill in the reasons. 5. Summary & Approval Record Report will be generated based on the data input; Price comparison and vendor recommendation will be displayed in this form. <p><i>iv. Stage 3 - Written Quotation finishing</i></p> <ol style="list-style-type: none"> 1. Confirmation / Unsuccessful letter could be generated and printed for registered mailing <p><i>v. Stage 4 - Re-written quotation option (Optional)</i></p> <ol style="list-style-type: none"> 1. The teacher could choose the re-written quotation option after the first round quotation <p>d. >\$200,000: Tender</p> <ol style="list-style-type: none"> i. The user could create a new project in the portal; There are 4 stages in the quotation process; <ol style="list-style-type: none"> 1. Project details: Title, Quotation lead time (Standard lead time: 21 days; Special approval: 14 days), Description & Quantity required; <i>ii. Stage 1 - Invitation</i> <ol style="list-style-type: none"> 1. The teacher need to invite at least 5 suppliers to quote this project; The supplier may be chosen from the supplier list; 2. The invitation letters and envelopes will be generated and could be printed for registered 		
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mailing

iii. Stage 2 - Opening & Approving

1. After the quotation period, a price comparison table will be generated;
2. Remark could be added for each of the items;
3. The signed Tender Schedule, signed Tender Form and signed Declaration statements from the suppliers could be uploaded to the platform;
4. Tender review meeting will be arranged; New review meeting request could be created;
 - a. Meeting invitation requests could be generated and sent out to the Tender Approving Committee members
 - b. The Tender Approving Committee members could return available timeslots in this portal;
5. Meeting reminder could be generated and sent out to the Tender Approving Committee members
6. The below forms could be downloaded from the portal for tender reviewing purpose;
 - a. Marking Scheme
 - i. Factors (e.g. Pricing, Tender Details, Track Record) with its' corresponding weighting could be created; Each of the Tender Approving Committee member need to give the rank & score of the factor of each vendor
 - b. Marking Result
 - i. The summary of Marking Scheme; The total score of each of the vendor will be displayed in this report
 - ii. E-signature function is required;
 - iii. Vendor recommendation will be displayed in this form
 - c. The teacher needs to fill in the reasons for accepting any single offer;

iv. Stage 3 - Tender finishing

1. After completing the whole process, the below email notification will be sent out to the suppliers

	<ul style="list-style-type: none"> a. Unsuccessful letter b. Confirmation v. Re-tender option 		
2.1.12	<p>Check balance & Confirm order</p> <ul style="list-style-type: none"> a. The users could reserve the budget at the related category b. The signed quotation could be uploaded to the portal as the supporting document 		
2.1.13	<p>Receiving delivery / End of service</p> <ul style="list-style-type: none"> a. The user could upload the image of the service / delivery as the proof at the mobile version 		
2.1.14	<p>Inventory Control</p> <ul style="list-style-type: none"> a. The user could scan the barcode of the goods and record it at the mobile version 		
2.1.15	<p>Process Tracking: All reimbursement processes can be listed in an organized way, with the completion percentage and current steps of each reimbursement process shown</p>		
2.1.16	<p>Report: The below reports will be generated automatically in the portal</p> <ul style="list-style-type: none"> a. Monthly Report <ul style="list-style-type: none"> i. Purchase by Quotation (>\$5,000) Monthly Report b. Quarter Report <ul style="list-style-type: none"> i. (SSB)Written Quotation Summary Report ii. Written Quotation Summary Report iii. (SSB) Tender Summary Report iv. Tender Summary Report v. Venue Booking Summary Report vi. Disposal and Write-off Summary Report c. Annual Report 		

	<u>Reimbursement</u>		
2.1.17	Help users to prepare the reimbursement form after completing the procurement process		
2.1.18	<p>Reimbursement Form</p> <ol style="list-style-type: none"> a. Date of claiming, Company, Claim Person, Quotation / Tender No., Invoice No., Invoice Day, Description , Quantity (PCS), Unit Price, Amount, Total, Category, Funding Source, Section, Items b. The below amount will then be calculated and displayed at the form and report <ol style="list-style-type: none"> i. Section Remaining, Category Remaining, Overall Remaining, Funding source remaining, Overall funding source remaining c. All the documents involved in the same project could be printed together with reimbursement form 		
2.2	B. Supplier Management / Supplier Quotation Portal		
2.2.1	Supplier list can be imported by CSV file		
2.2.2	<p>Supplier information can be compiled and updated continuously in system and can be listed according to the product type</p> <ul style="list-style-type: none"> o Contact person, company name, product type, contact no., remark 		
2.2.3	Teacher is able to check the supplier's tenders or services history		
2.2.4	Suppliers can see available tenders and submit Quotation thru System		
2.2.5	System will generate Comparison Table according to Supplier submitted Quotation		
2.3	C. Meeting Management		
2.3.1	Teacher can arrange a meeting in CMS		
2.3.2	Request email will be sent to participants		

2.3.3	Participants can choose available timeslots for the meeting		
2.3.4	Result email will be sent to organizer as notification		
2.3.5	Reminder email will be sent to all participants before the meeting		
2.4	D. Appraisal Management		
2.4.1	Teacher can define marking scheme for every tender		
2.4.2	Judge can do the appraisal according to marking scheme for all suppliers		
2.4.3	Result will be calculated according to the appraisal		
3	<u>Quotation Requirement</u>		
3.1	The submitted quotation should contain the following items <ul style="list-style-type: none"> a. Development cost for Item A, B, C and D b. Annual Support and Maintenance cost c. Payment terms and arrangement d. Project overall time line (if possible) 		
4	<u>Timetable and Deliverables</u>		
4.1	The project is expected to start in January. Suppliers shall provide estimated completion date with software requirements according to Munsang College. Suppliers should suggest the relevant project completion dates in phases		
4.2	Below is a list of the key deliverables signoff by the milestones dates as set out in the proposed project schedule in the		

proposal:

- a. Project Plan
- b. Design Specification
- c. Customer Acceptance Test Plan
- d. Migration Plan
- e. Operations and Administrations Guide
- f. Customer Training Manual

5 **Nursery, Warranty and Maintenance**

5.1 Supplier should provide three months nursery services without any charges after acceptance for production, i.e. signing of UAT. Nursery services should include integration and resolution of system and performance problems related / caused by the hardware (if any) and assistance on problems troubleshooting.

5.2 Supplier should Provide maintenance service in the form of customer hotline and email support

5.3 Defects in the developed applications are to be fixed free of charge

5.4 Business hour support includes Monday to Friday at 9:00 am to 6:00pm and Saturday 9:00 am to 1:00 pm (while Sundays and Public Holidays in Hong Kong are excluded.

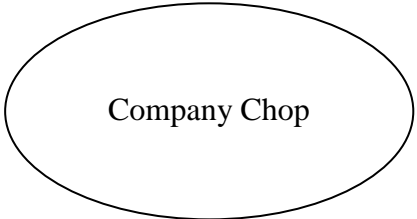
5.5 Response Level - The targeted response time frame is mentioned below

Severity Level	First Response	Action Response	Escalation Response
High	2 Working Hours	8 Working Hours	8 Working Hours
Medium	8 Working Hours	2 Working Days	2 Working Days
Low	2 Working Days	5 Working Days	2 Working Days

<p>6</p> <p>6.1</p> <p>6.2</p>	<p>a. “High” means an incident, which is critical to the client’s operation and as a consequence of which the app can’t be restarted and there is no temporary solution.</p> <p>b. “Medium” means an incident which is serious, but not critical to the client’s operation and as a consequence of which important functionality of the app is not available and there is no direction as how to avoid the error.</p> <p>c. “Low” mean an incident, which is serious, but not critical to the client’s operation and as a consequence of which important functionality of the app is not available and there is direction as how to avoid the error.</p> <p>d. “First Response” is the time the support team shall acknowledge the call and start gathering the information from the client.</p> <p>e. “Action Response” means the time from support team receiving sufficient information from the Customer to recreate the problem, to when support team, with the assistance of the Customer, starts work to take or progress corrective action. In the event of an Incident being reported outside support team’s Normal Operating Hours, the “Action Response” time will be calculated from the next commencement of Normal Operating Hours.</p> <p>f. "Escalation Response" means the time a senior manager shall respond to the customer’s issue with a qualified response.</p> <p>g. The expected resolution time depends on the complexity of the issue that has been logged in with support team. A workaround, temporary patch or a documentation support should be acceptable to the customer. Major Fix to the problem shall be released only with the next release of the Software.</p> <p><u>Optional Items</u></p> <p>The solution may include a mobile application version</p> <p>The solution may include an access right for vendors such that the following could be achieved for Stage 1 and Stage 3 of the written quotation and tendering process</p> <p style="padding-left: 40px;"><i>i. Stage 1 - Invitation</i></p> <p style="padding-left: 80px;">1. The invitation requested will be generated and sent out to the supplier's' email; The</p>		
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	<p>suppliers could log in to the system to fill in the below E-forms;</p> <ol style="list-style-type: none"> a. Written Quotation Schedule b. Written Quotation Form c. Declaration Statement <ol style="list-style-type: none"> 2. A reminder email will be sent to the suppliers' email 3 days in advance; 3. The session will be closed after the quotation period; 4. No user is allowed to access the portal before the session end; <p><i>ii. Stage 3 - Written Quotation finishing</i></p> <ol style="list-style-type: none"> 1. Confirmation / Unsuccessful letter could be generated and sent out to the supplier's email 		
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We/I understand that if we/I fail to supply the stores or services 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 or services are obtained from elsewhere.



Name of Supplier: _____

Name and Signature of Person authorized to sign Tender:

Name (in block letter): _____

Signature: _____

Date : _____

TENDER FORM FOR
BUDGET, PROCUREMENT AND REIMBURSEMENT SYSTEM

Name and Address of School: Munsang College

8 Dumbarton Road, Kowloon City, Kowloon

School Ref. No.: T-1617-IR-005

Tender Closing Date and Time: 12:00 noon on 24th January, 2017

PART I

The undersigned hereby offers to undertake the services as described in the tender schedule within the period of time as specified therein from the date of a firm order placed by the school at the price or the prices quoted in the tender schedule including labour, materials, all other charges and in accordance with the details provided by the schools. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with such details; tenders 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 tenders remains open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

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 24th January, 2017.

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.

Dated this _____ day of _____ 20____.

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.: _____