**Schedules**

**1 Compliance**

(\*Please tick the appropriate.)

[ ] We confirm that our proposal comply fully with the required specifications.

[ ] We confirm that our proposal does not comply fully with the required

 specifications, in the following aspects:

Please include a detailed explanation of features/functions you can offer. Please also provide details on additional features or functions, exclusive of specified needs that may be requested, that may provide a distinct value to the company.

**2 Risk Management**

Please state your proposed approach for risk management including but not limited to the following aspects:

1. Transaction Data Backup:
2. Solution Backup:
3. Resilience:
4. Security:
5. Contingency:
6. Personal Data Handling:
7. Other risk factors:

**3 Data Migration**

Please describe your proposed data migration approach and plan.

**4 Documentation and Deliverables**

Please state if the following documentation/deliverables will be provided:

|  |  |
| --- | --- |
| **Documentation/ Deliverables** | **Comply (Yes/ No)** |
| Project Initiation Document |  |
| User Requirement Specification/Gap Analysis Report |  |
| Functional Specification |  |
| Technical Specification |  |
| User Acceptance Test Plan |  |
| User Manual |  |
| Application Operation Manual |  |
| Disaster Recovery Plan & Procedures |  |
| Disaster Recovery Drill |  |
| User Training |  |
| Security Risk Assessment and Audit (SRAA) Report |  |
| System Nursing |  |

Please state the documentation/deliverables other than those listed above:

**5 Project Management Methodology**

Please describe the project management methodology which will be adopted.

**6 Project Schedule**

Two phases were planned. For phase 1, workflow and all related functions for purchase requisition must be implemented within 6 months after Project Commencement. The Project (from Project Commencement to System Nursing of Phase 2) must be completed within 12 months.

Please provide the project schedule by Month Number, e.g. Month 1 is the 1st month since the formal project commencement.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Major task/ milestone | From(Month No.) | To(Month No.) |
| 1 | Project Initialization |  |  |
| 2 | Gap Analysis/User Requirement Collection |  |  |
| 3 | Phase 1 (Purchase requisition and corresponding administrative functions) |  |  |
| 3.1 | System Installation/Customization/Development |  |  |
| 3.2 | User Acceptance Test |  |  |
| 3.3 | Security Risk Assessment and Audit (SRAA) |  |  |
| 3.4 | Data Migration |  |  |
| 3.5 | User Training |  |  |
| 3.6 | Phase 1 go live |  |  |
| 3.7 | Nursing period of phase 1 |  |  |
| 4 | Phase 2 (All the rest of workflows and functions) |  |  |
| 4.1 | System Installation/Customization/Development |  |  |
| 4.2 | User Acceptance Test |  |  |
| 4.3 | Security Risk Assessment and Audit (SRAA) |  |  |
| 4.4 | Data Migration |  |  |
| 4.5 | User Training |  |  |
| 4.6 | Phase 2 go live |  |  |
| 4.7 | Nursing period of phase 2 |  |  |

**7 Quotation Breakdown**

Please provide breakdown for core functions and optional items.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item** | **Unit of Measure** | **Quantity** | **Unit Price** | **Total Price** |
|  | The solution |  |  |  |  |
|  | EWS license for preparer (concurrent user) |  |  |  |  |
|  | EWS license for approver (only approve and view reports) |  |  |  |  |
|  | EWS license for accounting staff, system administrator and reviewer |  |  |  |  |
|  | Other license fee (if applicable) |  |  |  |  |
|  | Professional Services |  |  |  |  |
|  | Setup of whole server infrastructure and installation of SSL certificate |  |  |  |  |
|  | System customizations |  |  |  |  |
|  | Others (Please specify) |  |  |  |  |
|  | Security risk assessment and audit (SRAA)(including vulnerability scan, penetration test and compliance check) |  |  |  |  |
|  | **Total:** |  |  |  |  |
|  | Optional Items: |  |  |  |  |
|  | Infrastructure managing service |  |  |  |  |
|  | Solution for Work from home (WFH) |  |  |  |  |
|  | Cost of additional license when number of staff increases |  |  |  |  |
|  | Others |  |  |  |  |

Remarks:

* Unit of Measure can be one of the followings:
	+ Per named user
	+ Per concurrent user
	+ Per server
	+ Per processor
	+ Per instance
	+ Per man-day
	+ Per report/ function/ module

**8 Payment Schedule**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Percentage of Project Sum** | **Indication of milestone completion** |
| Initial Payment | 5 | Contract sign off |
| System Analysis and Design Completion | 25 | Confirmation of Functional Specification or Design Document or Gap Analysis Report |
| Completion of Phase 1 | 25 | Phase 1 Completion Form sign off |
| Completion of Phase 2 | 35 | Phase 2 Completion Form sign off |
| End of nursing period | 10 | End of nursing period |

(\*Please tick the appropriate.)

[ ] I/We confirm that our proposal comply fully with the payment schedule described above.

[ ] I/We confirm that our proposal does not comply fully with the Payment schedule described above in the following aspects:

**9 Infrastructure Managing Service**

Please describe the scope of services in the following aspects:

1. Cloud administration
2. Data backup and monitoring
3. System recovery
4. DNS server administration
5. SSL installation

Please explain in details and quote the price of Infrastructure Managing Service as an optional item in the Quotation Breakdown

**10 System Support and Maintenance**

Please describe the scope of services and service level for the system support and maintenance in the following aspects:

1. Helpdesk services:

(Service hours, Response time of calls should be specified.)

1. Bug-fixing:
2. Free version upgrade and installation of bug-fixing patches, and the corresponding documentation:
3. Refreshment courses on how to use the System:
4. Offers regarding out-scope services:
5. On-site support services:
6. System Maintenance Fee:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item** | **Unit of Measure** | **Quantity** | **Unit Price** | **Total Price** |
|  | Annual Maintenance Fee after free warranty period (1st year) |  |  |  |  |
|  | Annual Maintenance Fee after free warranty period (2nd year) |  |  |  |  |
|  | Annual Maintenance Fee after free warranty period (3rd year) |  |  |  |  |

**11 Free Warranty Period**

The duration of free warranty period upon the completion of the project, i.e. end of system nursing, will be \_\_\_\_\_\_\_\_\_\_ months.

**12 Company profile and resume of Major Project Team Members**

Please supply the company profile and resumes of the major project team members, including but not limited to the Project Director and Project Manager.

**13 Reference Projects**

Please list your reference projects in the table below and provide supplementary details if relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| # | System/ Project Name | Client | Supplementary |
|  |  |  |  |
|  |  |  |  |
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