**Tender  
for  
Provision of e-Workflow System**

**For The Hong Kong Council of Social Service**

**Tender no.: HKCSS/IT/EWS**

**Tender enquires**

Q1. For point 2.6.4.1.23, is it required to have the checking in [Payment Requisition] also? (or just required to have the checking in [Purchase Requisition] ?

A1. Yes, it is. Purchase and payment requisition are two different process flows. Perhaps, there are payment requisitions that need not to go through the process of purchase requisition first

Q2. For the number of fixed users (totally 33), is it meaning that those users are counted as concurrent user, seems approver will not login the system all the time?

A2. Approver, accounting staff, system administrator and reviewer were classified as fixed users. Unlike concurrent users, fixed users are users that have privilege to access the system. They can login the system without waiting.

Q3. The function of the size limitation of attachment uploaded to the system by different file types is it a must to include?

A3. Yes, it is.

Q4. Is it a must to support to preview the upload document by mouse on?

A4. Yes, it is unless this requirement is technically infeasible.

Q5. Is it a must to support the resize of JPG / PNG file to pre-defined size?

A5. No, it is not. Please refer to Point 2.6.3.1.9 & 2.6.4.1.16.

Q6. If the functions in above 3 – 5 are NOT a must to include, is it OK to quote in the optional part?

A6. Please refer to the reply of Q3, Q4 & Q5.

Q7. About data migration - what kind of data existed, in what format?

A7. Data that are used for setups such as “Job codes and Dept” are in MS Excel format. Outstanding purchase requisitions are in MS Word format. Outstanding payment requisitions are in paper form.

Q8. About data migration - how many data need to migrate?

A8. It is not predictable. Total number of outstanding requisitions changes from time to time.

Q9. Is it a must to put the application on cloud? (remarks: application support put on cloud, while we concern about the total cost related to the cloud service)

A9. Yes, it is.

Q10. About off-site backups: Is it a must for the project? May I know any expectation on the off-site backup location?

A10. Yes, it is. HKCSS is planning to conduct the offsite backup using a portable hard disk.

Q11. About firewall: What layer of the firewall is expected in this project?

A11. The setting must comply with SRAA and the system should be free from common internet security attack such as SQL injection, cross site scripting, HTTTP header attack, etc.

Q12. About Whitelisting: How many route need to set?

A12. HKCSS only subscribes 1 broadband. Please refer to Section 2.8.

Q13. About anti-virus protection mechanism: Are there any expected anti-virus applications in HKCSS?

A13. No preference.