

The Brief (Draft)

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1 Introduction

This Brief is to be read in conjunction with the Tender Invitation Letter and the General Terms and Conditions for Purchase Orders.

1.1 Hong Kong-Shenzhen Innovation and Technology Park Limited (“HSITPL”)

- 1.1.1 On 3 January 2017, Hong Kong Special Administrative Region Government and the Shenzhen Municipal People’s Government signed a Memorandum of Understanding on the development of a Hong Kong-Shenzhen Innovation and Technology Park (the “**Park**”) at the Lok Ma Chau Loop in Hong Kong.
- 1.1.2 HSITPL is a subsidiary of Hong Kong Science and Technology Parks Corporation (“**HKSTP**”), and is responsible for building the superstructure and management, operation and maintenance of the Park.

1.2 The Park

- 1.2.1 The Park is located at the northern fringe of the New Territories of Hong Kong. It is bounded by the bank of Shenzhen River in the northwest, fish ponds of Hoo Hok Wai in the northeast, Lok Ma Chau and Tai Law Hau in the south, the Lok Ma Chau Control Point and Lok Ma Chau Spur Line Control Point in the southwest, as well as the Mai Po Nature Reserve in the further southwest. There are associated environmental specific requirements to be observed.
- 1.2.2 The development intention of the Park is to establish a key base for co-operation in scientific research, through liaising with top-tier enterprises, research and development (R&D) institutions as well as higher education institutions in the Mainland and overseas in establishing a base for co-operation in scientific research, exchanging and co-operating with excellent quality research talents from all over the world. As a global hub of R&D, the Park provides players in innovation and technology (I&T) industry with physical space and a conducive environment for R&D, and allows them to tap into the I&T talent pool, supply chain capabilities and markets in Hong Kong and the neighboring Greater Bay Area conveniently.
- 1.2.3 The Park, with a total gross floor area (GFA) of about 1,200,000m², will be developed in batches. The first development batch, Batch 1, has been further sub-divided into Batches 1A, 1B and 1C.

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2 The Project

- 2.1 HSITPL is planning to purchase a comprehensive Enterprise Resources Planning (“ERP”) system to support HSITPL’s finance and procurement operations.
- 2.2 Currently, HSITPL shares an ERP system with HKSTP and does not have its own ERP application. Given the unique business operational model of HSITPL, a new independent ERP system with more comprehensive features is essential to support HSITPL’s distinct needs and facilitate future growth.
- 2.3 The tenderer is required to propose an ERP solution for HSITPL that meets current operations, enhances automation for streamlined operations, and improves operational effectiveness. Additionally, the solution should provide flexibility for future enhancements and integration with other systems. Strengthening data security governance is another crucial goal, as well as ensuring the protection of sensitive finance and procurement data.
- 2.4 The implementation of the new ERP solution and data migration from HKSTP’s existing ERP solution are required to be completed by the end of March 2025, unless otherwise agreed by HSITPL.

3 Objectives of this Assignment

- 3.1 Propose a robust ERP solution to support HSITPL’s finance and procurement operations.
- 3.2 Recommend the system design and develop a detailed implementation plan of the proposed ERP system.
- 3.3 Incorporate comprehensive features to meet HSITPL’s current business needs and future requirements.
- 3.4 Implement the proposed ERP system which is in line with HSITPL’s standards and guidelines to ensure high-quality deliverables.
- 3.5 Set up and configure the system environment for HSITPL.
- 3.6 Migrate data from the current ERP system of HKSTP to the new independent ERP system, ensuring compliance with HKSTP and HSITPL application security and data security requirements.
- 3.7 Provide ongoing support and training to HSITPL.
- 3.8 Adhere to the recommendations provided by the external quality assurance consultant (see paragraph 5 below) throughout the implementation process.

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4 Services to be Provided by the Vendor

- 4.1 A comprehensive ERP solution for HSITPL covering financial and procurement operations.
- 4.2 Provide an implementation service for ensuring successful deployment of proposed system and corresponding deliverables.
- 4.3 Plan and execute data migration from the current ERP system of HKSTP to the new independent ERP system.
- 4.4 Maintenance and support services for post implementation and ongoing support.
- 4.5 Adopt industry best practices for security hardening during application implementation phase to protect sensitive data and maintain system integrity.

5 Independent Consultant

- 5.1 An independent 3rd party consultant, Deloitte Advisory (Hong Kong) Ltd ("**Independent Consultant**"), has been nominated by HSITPL. Regular review meetings shall be scheduled with the Independent Consultant to assess the project status, design verification, alignment with project goals and benefits, etc., as well as the realization of the business case.

6 Project Timeline (Tentative)

Tender invite	22 November 2024
Tender submission deadline	5 December 2024
Tender presentation	Week of 9 December 2024
Tender evaluation	Week of 9 December 2024
Tender award	Week of 9 December 2024
Project kick-off	Week of 9 December 2024
Project completion and closure	End of March 2025

7 Payment Terms

- 7.1 Subject to the work done to the satisfaction of HSITPL, payments will be made as per the following payment schedule (“**Payment Schedule**”). Please note the Payment Schedule is for reference only and does not amount to any representation and warranties. Tenderers shall not rely on any information set out in the Payment Schedule.
- 7.2 Any deliverables by the successful Tenderer shall be reviewed and approved by HSITPL to ensure they meet HSITPL’s satisfaction level, which is at the sole and final discretion of HSITPL.

● **Part I – Payment Schedule of implementation service:**

Item No.	Task	% of payment of Part I
1	Upon kick off the project	5%
2	Sign-off of requirement study	20%
3	Sign-off of User Acceptance Testing (UAT)	40%
4	Sign-off of data migration	20%
5	Sign-off of system go live	5%
6	Completion of 1 month nursing period	10%
Total		100%

- **Part II – Payment Schedule for first year licenses**

Item No.	Task	% of payment of Part II
1	Upon activation of all licenses for the first year	100%

- **Part III – Payment Schedule for maintenance and support of the first year (months 1 to 12)**

Item No.	Task	% of payment of Part III
1	Upon commencement of maintenance and support services for the first year	100%

- **Part IV – Payment Schedule for second year licenses**

Item No.	Task	% of payment of Part IV
1	Upon activation of all licenses for the second year	100%

- **Part V – Payment Schedule for maintenance and support of the second year (months 13 to 24)**

Item No.	Task	% of payment of Part V
1	Upon commencement of maintenance and support services for the second year	100%

Proforma

Statement for Expression of Interest

We hereby write to express our interest in undertaking the < **ERP Solution and Implementation Services** >. By submission of the following completed Proforma for Expression of Interest, we confirm our understanding and agreement to the conditions as stipulated in the “Invitation Letter for Expression of Interest Proposal” and the associated Annexes.

(Name of Vendor)

(Signature)

(Name and Post of the Signatory)

(Date)

Assessment Criteria for Expression of Interest Proposal

The tenderer acknowledges and agrees that participation in this Tender requires compliance with the Selection Criteria for Shortlisting outlined at this part. By responding with “Y”, the tenderer hereby confirms that they meet all the Selection Criteria for Shortlisting specified in the table below. Please submit supporting documents and declarations as required. Failure to do so may result in the disqualification of the tenderer.

Item	Selection Criteria for Shortlisting	Y/N
1.	<p>Able to provide certifications or valid authorization letters as proof that the tenderer is an existing official partner of the proposed ERP system.</p> <p>Document(s): certifications / valid authorization letters</p>	
2.	<p>Experience in providing ERP implementation in Hong Kong, with details of these projects, including scope, outcomes and references to be provided. Requirements are as below:</p> <ul style="list-style-type: none"> - A minimum of 20 cases of ERP projects completed successfully in the past 3 years, which must include: <ul style="list-style-type: none"> a. At least 1 case of ERP project on property, leasing or innovative and technology park industry; b. At least 1 case of ERP project with sum value more than HK\$2.5 million; and c. At least 3 cases of ERP projects for quasi-government corporations, public institutions or non-governmental organizations (NGOs) or similar organizations. <p>Document(s): relevant documents as proof of experience above</p>	
3.	<p>Experienced consultants responsible for this project must include:</p> <ul style="list-style-type: none"> - 1 project manager: at least 7+ years’ relevant experience in performing consulting services and is a certified consultant of any top tier solution; - 3 implementation consultants: 5+ years’ relevant experience in performing implementation services and are certified consultants of any top-tier solution; and - 1 financial specialist: qualification of Certified Public Accounts (CPA) or at least 7+ years’ relevant experience in providing financial accounting and management re-engineering or technical consultancy services on financial and costing solutions. <p>Documents: curriculum vitae as proof of experience above</p>	
4.	<p>Able to provide an audit report dated within 2 years</p> <p>Document(s): audit report within 2 years</p>	

5.	<p>Able to provide a declaration stating the following:</p> <ul style="list-style-type: none"> • The tenderer has no affiliation (e.g., parent company, subsidiary, joint venture) with the Independent Consultant; • The tenderer has no undisclosed information or connections that could give rise to a conflict of interest with the Independent Consultant; and • The tenderer has no financial, personal, or business relationships with the Independent Consultant that could be perceived by HSITPL as a conflict of interest. <p>By filling “Y” in the box to the right, the tenderer declares that the above statements are true and accurate.</p>	
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Remarks:

1. If any conflict of interest arises, HSITPL reserves the right to disqualify any tenderer at any point in the evaluation process.
2. HSITPL shall have the sole and final discretion in determining what constitutes “conflict of interest” in this Invitation Letter for EOI Proposal and its Annexes.
3. In the event any conflict of interest arises after award of the tender to the successful tenderer, HSITPL reserves the right to terminate the contract with the successful tenderer and seek damages and/or compensation from the successful tenderer. HSITPL shall have the sole and final discretion in determining what constitutes “conflict of interest”.
4. The tenderer is reminded that all written information must be entered in the correct location of the proforma. HSITPL will not be responsible for consolidating the information in the submission. Marks will only be given to relevant information in their respective entry fields.
5. Documents stated in the Selection Criteria for Shortlisting table above shall be submitted as an attachment along with the statement marked as "Y".

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We hereby declare that the information given in this EOI submission is true and correct to the best of our knowledge and belief. If there are any discrepancies between the information in our EOI submission and attachments, the information in the EOI submission shall prevail.

(Name of the Vendor) : _____

(Signature) : _____

(Name and Post of the Signatory) : _____

(Date) : _____