

**HONG KONG COLLEGE OF RADIOLOGISTS
E-PORTFOLIO SYSTEM
TENDER BRIEF**

1. BACKGROUND

Hong Kong College of Radiologists (“HKCR”) is established with the objectives to encourage the study and advancement of the science and practice of radiology, as well as to maintain the good practice of radiology by ensuring the highest professional standards of competence and ethical integrity. It encompasses three specialties, Radiology, Clinical Oncology and Nuclear Medicine and two subspecialties, Palliative Medicine, and Interventional Radiology. It has the delegated statutory power to hold professional examinations for those who satisfy the requirement of supervised training, and to accredit continuing medical education in the specialties of radiology.

HKCR is dedicated to monitoring the specialist training of radiologists and supporting their ongoing medical education and professional development. The Secretariat of HKCR plays a crucial administrative role in facilitating trainees and Fellows to document their training records in an organized and comprehensive manner. Trainees are required to submit their training logbook at three key checkpoints: after passing Joint Final (Part B) / Final Examination, after the first year of Higher Training, and when attempting exit assessment. Upon fulfilling certain criteria, trainees will undergo an exit assessment to attain Fellowship qualification. Eligible HKCR Fellows may enter post-HKCR Fellowship training programmes for further subspecialty training in Interventional Radiology and Palliative Medicine.

Currently, HKCR relies on two primary platforms – HKCR’s logbooks and eHKAM Learning Management System (PMS) / International Network for Continuing Medical Education & Continuous Professional Development (iCMECPD), to track training progress of trainees and Fellows. Trainees must submit their compiled HKCR logbooks along with a USB drive containing all necessary documents to the College. To achieve the benefits of simplified submission process, centralised documentation, enhanced efficiency, real-time updates, comprehensive tracking, and data security, HKCR is seeking to establish an E-portfolio System.

2. SERVICES REQUIRED

Tenders are invited from the Contractors to provide a full range of services for the development of the HKCR E-Portfolio System. This integrated system will enable HKCR to effectively track records of training, examination activities, and iCMECPD for trainees and Fellows, as well as facilitate membership management.

The Contractors are invited to tender for the provision of the following requirements. The list of requested requirements is not necessarily exhaustive, and Tenderers are welcome to incorporate additional solutions for consideration which they believe would be required for the best practice and operation of the HKCR E-Portfolio System.

The E-Portfolio System is expected to be developed in four phases. The first phase is

appointment of contractor; the second phase is the development of web-based E-Portfolio System; the third phase is the development of an application, using web app, hybrid app or native app approach, for the System; the fourth phase is the activation of a payment system through the System.

Tenderers shall indicate their capability to provide all the areas of services required, or the Tenderers must indicate both the fee and respective proposals in case they would sub-contract any or part of the roles. Tenderers shall provide a realistic timeline for the provision of services to fulfil the following requirements.

2.1 User Requirements

2.1.1 General Requirements

- a. The System shall support the following browsers in both desktop and mobile environments: Apple Safari, Google Chrome, Mozilla Firefox and Microsoft Edge and allow access from HKSAR, mainland China and other parts of the world.
- b. The System shall support Apple iOS and Google Android operating systems for smartphones and tablets.
- c. The System shall adopt a responsive web design that can be easily navigated in different sized devices, such as desktops, laptops, mobile phones, and tablets.
- d. The System shall be deployed to the testing environment for testing purposes before its deployment to the production environment for production usage.
- e. The Contractor shall develop an application, using web app, hybrid app or native app approach, for the E-Portfolio System compatible with two types of mobile operating systems: Apple's iOS and Google's Android.
- f. The Contractor shall provide end to end hosting solutions on a cloud server including installation, maintenance, securing, monitoring, and reporting of the System and ensure compliance with local laws and regulations.
- g. Https shall be enabled for the website, SSL certificate shall be installed from trusted source.
- h. The IP address of the System website shall be made accessible by HKCR.
- i. The ownership and intellectual property rights of all the content and data shall be vested in and belong to the HKCR. The Contractor shall ensure that no intellectual property rights of any third party have been and/or will be infringed and shall indemnify the HKCR against any claims for breach of intellectual property rights.
- j. The copyright of all information provided by the HKCR shall be and remains the exclusive property of the HKCR and shall vest in the HKCR at the time it is generated.

2.1.2 System Layout Design

- a. Develop the design layout (produce three user-friendly layout styles for selection) of landing page, homepage, and subpages, including typography – font selection and hierarchy; colour scheme – colour palette and contrast; and imagery – graphics and icons.
- b. The layout design set should include:
 1. 1 x landing page on which users will enter login id and password
 2. 1 x homepage (The first page after users log in, which should contain a

- dashboard)
- 3. 1 x subpage
- 4. 6 x modular components (3 table & list designs + 1 menu design + 1 form design + 2 calendar design-month format and list format)
- 5. 47 x Button (5 text button designs + 40 icon button designs + 1 FPS payment button + 1 Paypal button)
- c. Allow ongoing update and maintenance for the latest browsers and OS
- d. The primary language for the System shall be English, with Chinese included as a supported language, such as for Chinese names.

*The above numbers are for estimation purposes only. The exact figures will depend on actual needs.

2.1.3 Database Management System

- a. Build up a new Database Management System
- b. Centralise and migrate all current databases into the new Database Management System. Current databases are as follows:

Database	Data
Trainee database	Specialty, Title, Last Name, First Name, Year of Birth, Age, Gender, Training Centre, Email, Local / Non-local Trainee, Remarks, Address, Membership Type, Date of Admission, Date of Registration, Date of Commencement of Post-registration Clinical Experience Outside Specialty, Date of Commencement of Training, Registration Form Submission, Action History, MCHK Registration No., Absence Record, Course Attending Record etc.
Main database	Title, Last Name, First Name, Chinese Name, Specialty, Membership Type, Private/Public Practitioner, Centre, Gender, Date of Birth, Address (for directory), Tel. No. (for directory), Fax No. (for directory), Email (for directory), Mailing Address, Local / Oversea, Second Address, Tel No., Fax No., Mobile/Pager, Email, Email Broadcast Email, Email Address for Homepage, Login ID, Photo, HKCR Admission Date, HKAM Admission Date, CME Cycle, HKAM Membership No., Registration with MCHK, MCHK No., Specialist Registration No., Remarks, Preference of Receiving Information, Annual Subscription Rate, Payment Record (Payment Date, Cheque No., Credit Card No., Payment Method, Amount, Deposit Date, Official Receipt No., Receipt Sent Date), Other Membership etc.

- c. Data transfer with two platforms including the eHKAM LMS and iCMECPD

2.1.4 Content Management System for Administrator

- a. Create member and new member type
- b. Login page can enable/disable CAPTCHA
- c. Assign functional modules to each member type
- d. Batch send the account activation email to members (Filtering function required*)

- e. Customizable notice, reminder, pop-up message for members (Filtering function required*)
- f. Manage all members' data including personal information, examination, training record, etc
- g. Manage payment record
- h. Document management system
- i. Edit and create new Online Fillable Form[#]
- j. Fetch data from the database and export into Excel and PDF files (Filtering function required*)
- k. Batch import and export information with sorting function (Filtering function required*)
- l. Generate various reports (e.g. Training report) (Filtering function required*)
For example: A **Training report** shows trainee's status on completion of workplace-based assessments, half-yearly assessments (with rating, no. of days absent) etc...

**Allow Administrator to select target group (e.g. by membership nature, admission date, etc...) and applicable fields (e.g. name, hospital, etc...) to generate the report*

[#]Existing PDF / Word / Excel forms shall be converted into online fillable forms to fit the need of different functional modules

2.1.5 Administrator and Member Types (Subject to change)

- a. Administrator
 - Super Admin (Full Access to all systems); College Admins (Access right subject to Super Admin's delegation)
- b. Members (Multiple types of members in one person is possible), e.g.
 - Basic Trainee (BT); Higher Trainee (HT); CME Event Organizer; Department Secretary; Ordinary Member; Fellow; Trainer; Examiner; Training Supervisor; COS; Research Report Reviewer; Committee Member; Working Group Member

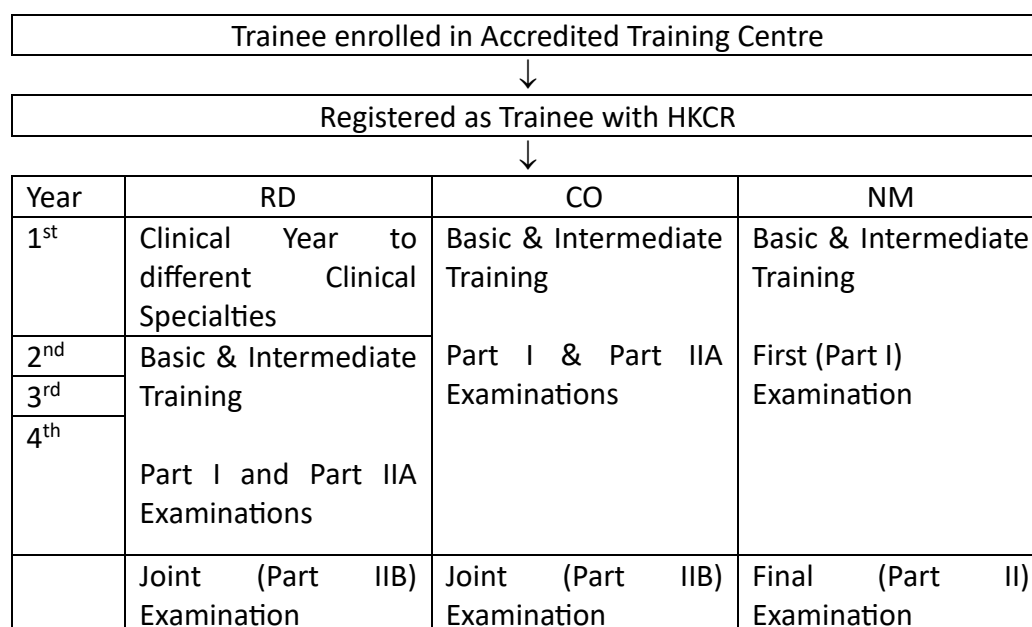
2.1.6 Functional Modules

The System shall include below functional modules. Below information is provided to facilitate tenderers' understanding of each of the functional modules and the scope of the project. Details of which may be subject to change.

- a. Notice and Information
A Dashboard constituted of two main areas:
Notice: News or announcements made by Admins; Reminders; etc.
Information: Calendar, Status of fulfilling training requirement, etc.
- b. Account Management
Members are assigned with unique login account ID and password. Members can change passwords, inquiry to the helpdesk, alter notification alerts for different types of messages, etc...

- c. Personal Profile
Members can input, edit, and view personal profiles including personal information, training record, examination record, payment record, CME records in the System. Some of the fields such as residential and correspondence addresses could be edited by members. Whenever a member updates his/her details, administrators will receive a notification.
- d. Membership level and status
Various tiers of membership shall be available. Membership status will depend on payment of registration or annual subscription. Outstanding payments not settled by the deadline may lead to a suspension of membership status. In such cases, the System will notify both members and college staff.
- e. Forms
HKCR can create various forms at the System.
- Existing forms include (but not limit to): Trainee Registration Form; Declaration of Absence from Basic / Higher Training form; Notification Form for Continuous Absence from Training etc.
- The System shall automatically pre-fill fields with saved information, allowing members to only enter data in fields that require new information to enhance data accuracy and reduce time spent on completing forms.
- f. Functional modules for Basic Specialist Training*
Trainees undergo the following processes during their basic specialist training period. The System shall serve as a platform that allows trainees to upload documents^ and update their training progress, enabling both trainees and their supervisors to track training and examination records at any time.

The usual training path is illustrated as follows. The System shall be prepared to record deviations and accommodate special cases.

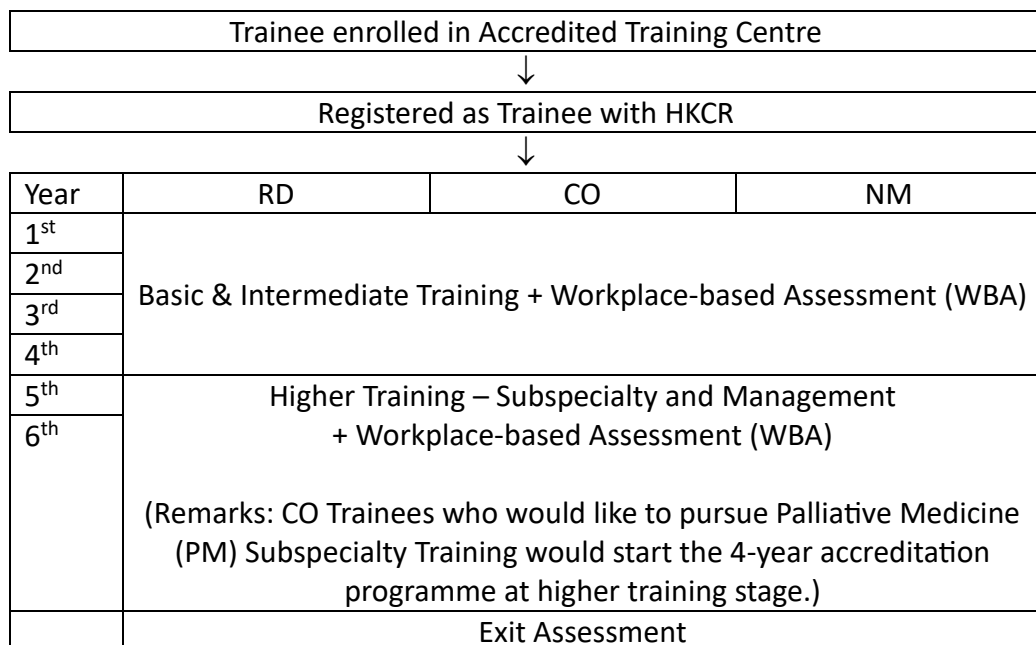


^Half-yearly Assessment; WBA Assessment; Logbook; Research Report; Form for Assessment of Training Record [After Passing Joint Final (Part B)/Final Examination]; Report on Result of FRCR Examination

g. Functional modules for Higher Specialist Training*

Trainees undergo the following processes during their higher specialist training period. The System shall serve as a platform that allows trainees to upload documents^ and update their training progress, enabling both trainees and their supervisors to track training and examination records at any time.

The usual training path is illustrated as follows. The System shall be prepared to record deviations and accommodate special cases.



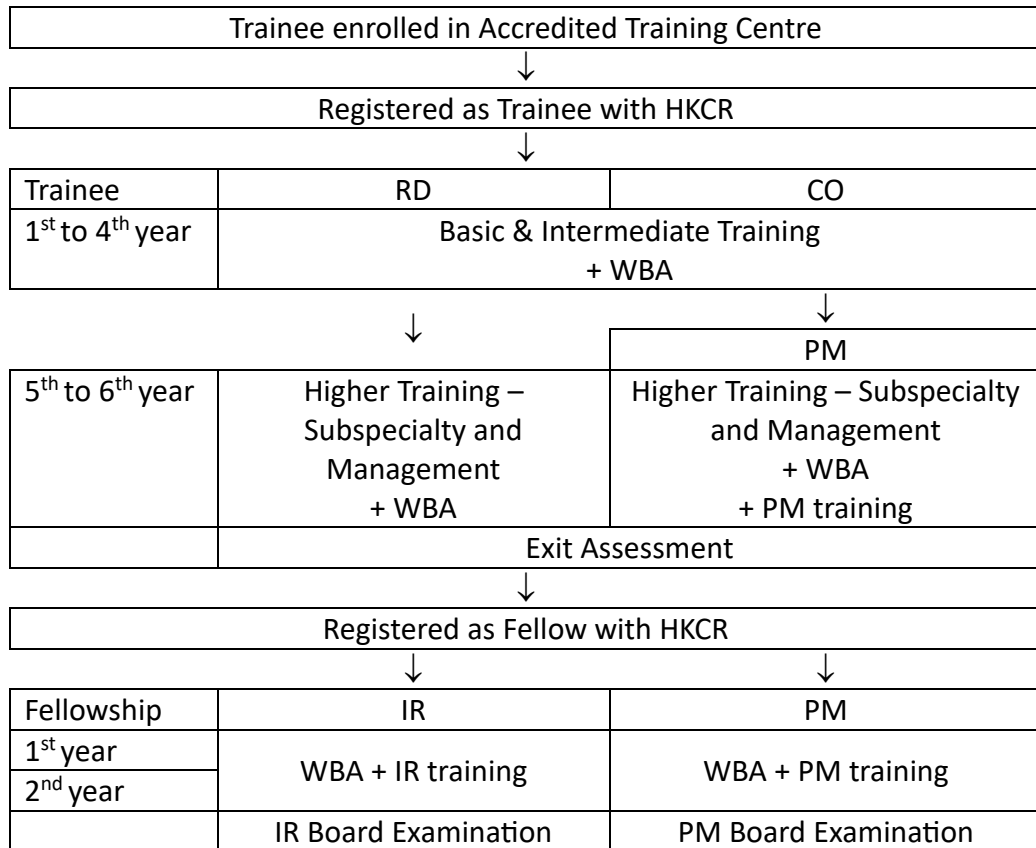
^3-monthly Assessment; WBA Assessment; Logbook; Research Report; Form for Assessment of Training Record [After the First Year of Higher Training]; WBA Report

h. Functional modules for Post-Fellowship Subspecialty Training *

- (1) Radiologists who would like to be an accredited Interventional Radiology (IR) specialist needs to enter IR subspecialty training after obtaining Fellowship of HKCR in Radiology.
- (2) CO Trainees who would like to pursue Palliative Medicine (PM) Subspecialty Training would start the 4-year accreditation programme at higher training stage (usually 2 years) and continue the remaining training after obtaining the Fellowship of HKCR in Clinical Oncology.

The System shall serve as a platform that allows trainees/Fellows to upload documents^ and update their training progress, enabling themselves and their

supervisors to track training and examination records at any time. The usual training path is illustrated as follows. The System shall be prepared to record deviations and accommodate special cases.



^Logbook; WBA Report

**All functional modules listed aligned with training requirements which may change from time to time, thus flexibility shall be set to allow for future change. Submitted documents or completed online forms could be downloaded by the trainees in PDF format.*

Trainees and Fellows may upload documents for other training requirements not stated above as well as keep track of their status in completing the requirement.

Trainers could only view the submission of their trainees for current rotation while **COS** and **Training Supervisors** could view all submissions of their trainees (based on their principal hospitals) or submissions that are done in their hospitals by trainees rotating to their hospitals.

i. Training course registration and attendance

HKCR provides a series of mandatory and non-mandatory training courses for trainees. The System shall be able to provide course registration and attendance taking function. Attendance record shall be open to trainees, trainers, Fellows and college staff for tracking. Ensuring integrity in attendance taking is a top priority. The System must be designed to prevent fraudulent practices.

j. Assignment of rotation and trainer for HT (for Specialty of Radiology) and IR Fellows

HKCR centrally coordinates the rotation of radiology higher trainees to PET-CT centres to fulfil the training requirement by assigning a block training timeslot of 20 full days at one hospital for each trainee.

For example:

Radiology Trainee	Radiology Training Centre	PET-CT Rotation Period	Assessed by Nuclear Medicine Trainer at Assigned Nuclear Medicine Training Centre	
Dr. A	QEH	1 Apr – 2 May 2025	Dr. B	TMH

A similar rotation arrangement applies to IR Subspecialty Training as well.

k. Scrutiny record

HKCR centrally coordinates the assignment of trainers and trainees for scrutiny exercises. Trainees are required to upload documents and forms to compose a complete logbook at specific training stage. Trainers are then responsible to assess the content and give necessary comments. After collecting comments from trainers and endorsement of convenors, HKCR will issue a result letter for each trainee and notify respective COS and Training Supervisor. The workflow is illustrated as follows.

Trainees input their training records and upload relevant documents, such as log sheets, assessment records, and certificates, to the System at any time during the training period.



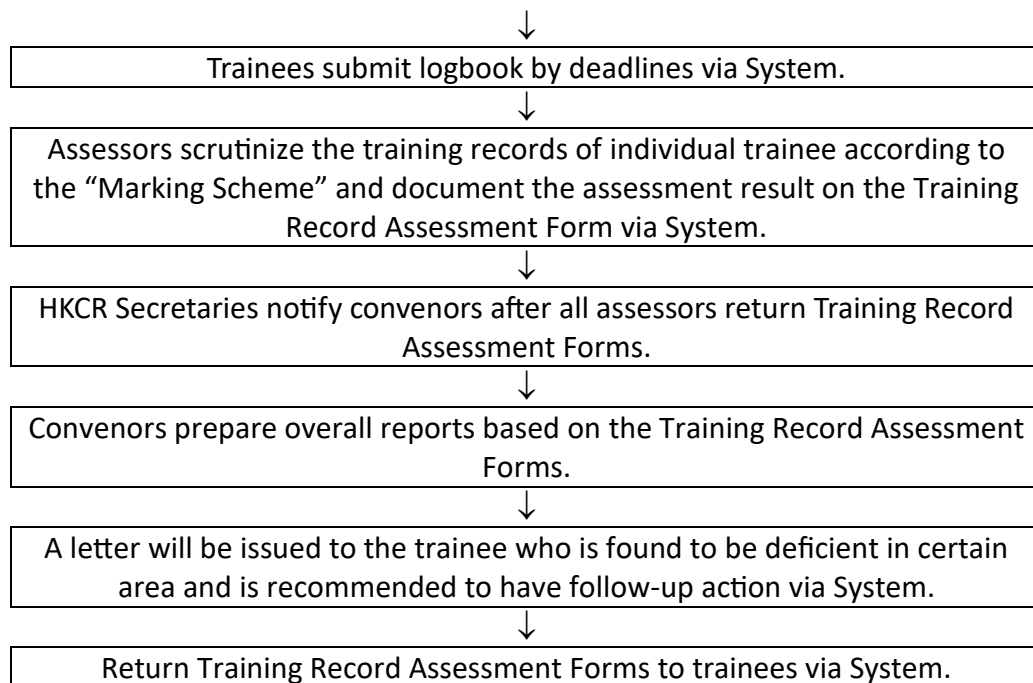
HKCR sends email to COS and training heads of training centres to remind trainees* to submit training logbooks^.

*Trainees are required to submit logbooks at three checkpoints:

1. after passing Joint Final (Part B) / Final Examination
2. after the first year of Higher Training
3. when attempting exit assessment

^A logbook contains:

1. completed form of ASSESSMENT OF TRAINING RECORD
2. all training log book sections, including the completed training assessment forms of both Basic Training and Higher Training
3. result letter regarding scrutiny of Trainee's Logbook
4. all audit projects, published papers and presentations
5. manual logs of workload *if applicable*
6. scanned copies of certificates of satisfactory attendance of HKCR Training Courses
7. signed form of Declaration of Absence from Basic Training
8. record of continuous *if applicable*
9. Record of Training Record Assessment Form



I. Workplace-based Assessment record

Workplace-based assessments (WBA) are essential training components to drive self-directed learning through formative feedback by trainers and reflection by trainees. Record of WBA shall be kept in the System.

m. Examination record

HKCR organizes examinations for trainees at different stages of their trainings. It inputs or edits examination results for trainees. For examinations taken outside HKCR, trainees can provide supplementary information and certificates.

n. Payment via System

Payment shall be processed through the System and initiated by either (i) a payment request from HKCR or (ii) members selecting various payment items within the System. A standard price list will be input to the System to automatically calculate the amounts for Fellows, members, or trainees. Payment items will include the annual subscription fee, course registration fee, examination fee etc. The System shall be able to indicate the payment item, payment deadline, and payment amount, while administrators can track transaction records. The tenderer shall bridge HKCR's FPS and PayPal accounts with the System. Issuance of payment receipts shall be handled by System.

2.1.7 Support Functions

- a. **Workflow.** Submission of certain forms or logbooks requires endorsement and comments by trainers and training heads. Trainers and training heads will receive email notification whenever their trainees submit a request or provide new information.
- b. **Report generation.** The System shall support two methods for report generation method, template reports and customised reports, for HKCR. For template reports, the System will include pre-defined that are commonly used, allowing

for quick and easy access to essential data. For customised reports, college admins are able to export customised reports in Excel or PDF format by specifying criteria tailored to their specific needs.

- c. Letter and mailing label template. The System shall support HKCR to upload letter templates and create personalized letters with merged fields. Additionally, the System shall include a function for generating mailing labels.
- d. Mass message. The System shall support HKCR to send standardized messages, such as reminders for annual subscriptions and logbook submissions, to members' email addresses. HKCR can specify criteria tailored to their specific needs for these communications.
- e. eDM message / e-Blast. The System shall support HKCR in sending eDMs, which may include plain text or text with images, to a selected group of members or the entire member database by email. eDMs can be created by HKCR or forwarded messages from other organizations. Users will receive prompts for any unread messages upon logging into the System.

2.1.8 Service Requirements

The Contractor shall provide the following services:

- a. Provide development methodology, project management technique and project plan.
- b. Programming, testing, and debugging.
- c. Adoption of Agile Methodology for E-Portfolio System development project.
- d. Assist HKCR to apply for all necessary licenses (if applicable).
- e. Perform self-security risk assessment before major enhancements and changes associated with the System and related modules.
- f. Software maintenance (e.g. bug fixing) and technical support.
- g. Perform system, program, and database daily backup/restoration.
- h. User Acceptance Test (UAT) shall be included and the test cases shall be provided by the contractor before at least two weeks prior to the official launch.
- i. Training and skill transfer shall be provided with operation manual and training materials before UAT, and two technical training sessions (3 hours per sessions) for HKCR staff during the UAT and after System launch.
- j. Setup and installation of relevant hardware and software.
- k. Update the project status and prepare the production roll-out.

2.1.9 Maintenance Services

- a. Warranty period of the System shall not be less than twelve months free of charge after launch.
- b. During the first month of the warranty period, prompt and efficient maintenance and support services are mandatory.
- c. The Contractor shall provide free maintenance and system trouble shooting services for the System for the first year after written confirmation on completion of the System from the HKCR and chargeable maintenance services for at least ten years after the first year of free maintenance services.
- d. The maintenance and system trouble shooting services shall include:
 - i. Response to inquiries related to the use of the functions and programs
 - ii. Provide investigatory and corrective work for reported issues within the

required response time in accordance with the categorisation of respective incident:

Category	Description	Response Time
Hot Fix	Incident that heavily interrupts the normal operation of the System	Within 8 hour
High	Incident that happens frequently with mild interruption to normal operation of the System	Within 24 hours
Medium	Incident that happens infrequently and can be supplemented by manual procedure	Within 3 days
Low	Incident that rarely happens and does not delay or interrupt the normal operation of the System	Within 1 week

- iii. Other maintenance tasks deemed necessary to the smooth operation of the System as proposed by HKCR.
- e. The Contractor shall provide ad hoc services in maintenance and system trouble shooting activities (such as agreed enhancements, 'firefighting' etc.) on special occasions requested by HKCR. The amount of payment chargeable shall be calculated based on the actual man-days spent and the rates specified in the Proposal concerning the delivery of the required services.
- f. After the first year of free maintenance and system trouble shooting services, HKCR may acquire the maintenance services based on the Annual Fee quoted in the Proposal on an optional basis. HKCR will write to confirm the procurement of the maintenance services one month before the start of each maintenance year.

2.1.10 Security Measures to Protect the Information

- a. Security scan by a third party shall be included to ensure no critical threat after the official launch of the System.
- b. Design the system architecture and security control to deny the unauthorised direct access from the Internet to the System.

2.1.11 Exit Plan

A three-month notice is required to initiate the exit process. Upon termination of service, whether initiated by the Contractor or HKCR, the Contractor must maintain the same quality of service during the transition period. The Contractor shall transfer all data and information to HKCR and subsequently destroy all personal and confidential information. Upon request, the Contractor shall assist HKCR in migrating the System and provide training for knowledge transfer to a replacement service provider with no additional cost. HKCR will not incur penalties for an early exit if it results from the Contractor's failure to perform services. The Contractor is responsible for returning any pre-paid fees for incomplete services.

2.2 Confidential Information

- a. Any confidential information concerning the services, contractual arrangements, dealings, and affairs of HKCR that may come to the Contractor's knowledge in

the course of providing the services may not be disclosed without the consent of HKCR.

- b. The Contractor hereby agrees that it will use such confidential information solely for this project and that it will not, at any time before, during, or after the completion, expiry, or termination of this project use or allow being used the same for any other purposes (whether directly or indirectly) without HKCR's prior written consent.
- c. The Contractor shall ensure that its employees and sub-contractors are aware of and comply with the confidentiality and non-disclosure provisions contained in this Clause and the Contractor shall indemnify HKCR against any loss or damage which HKCR may sustain or incur as a result of any breach of confidence by any of such persons.

2.3 Delivery schedule with timeline

The Tenderer shall include a delivery schedule in technical proposal which outlines the total development lead time and timelines for important milestones.

3. PROJECT MANAGEMENT AND ASSURANCE

- a. The Contractor shall be responsible for the overall project management and assurance.
- b. A Project Manager shall be assigned by the Contractor as the single contact person for all project activities including project progress monitoring and coordination with other external parties such as product vendor(s). The Project Manager shall have at least five years IT application development project management experience.
- c. A detailed project plan shall be provided by the Contractor to ensure that the implementation will be carried out with well preparation and sufficient controls.
- d. The Contractor shall provide proper solutions for all technical issues encountered during the entire project life cycle, and shall act as an overall technical leader and shall proactively work with relevant parties to come up with the solutions.
- e. The Contractor shall oversee and monitor the progress of various activities during the project life cycle to ensure that these activities are completed according to the implementation schedule and meet with the requirements.
- f. The Contractor shall plan and schedule project meetings at appropriate time points over the project period, prepare meeting agenda, and be responsible for keeping records for all the meetings.
- g. The Contractor shall report progress, follow up all outstanding issues with all related parties, suggest solutions and resolve difficulties throughout the project. A formal escalation procedure to reach the Contractor's management when needed shall be defined.
- h. The Contractor shall ensure that the quality of the System and all project deliverables are delivered to HKCR in a professional manner.
- i. HKCR reserves the right to modify the project schedule. Timetable stated in this Tender Brief is of tentative nature and may be changed from time to time by HKCR after service commencement. Proposal submitted must cater for these dynamics. A flexible resource planning, design and timetable are also expected

in case the requirements from HKCR are changed.

- j. HKCR may, at its sole discretion and without any additional payment, give one month's advance notice to the Contractor to extend the contract upon the same terms and conditions of this Tender Brief.

4. TENDER EVALUATION CRITERIA AND PROCEDURE

The successful Tenderer shall be capable of providing all of the services as specified in Section 2. The Tenderer shall demonstrate their ability through the submission of tender.

4.1 Key Deliverables of Tender Submission

4.1.1 Fee Proposal

- a. Tenderers shall provide the solid amount as well as the breakdown, unit rate, and the number of man-hours required as detailed as possible for each of the service areas where appropriate. The fees for different application development approaches—web app, hybrid app, and native app—shall be clearly listed.
- b. Tenderers shall provide the amount of Annual maintenance service fee for each of the 10 years after the first year of free maintenance service.
- c. The fee proposal shall include all the fees and costs involved in the project, including all service fees, design fees, and license fees if necessary.
- d. Tenderers shall indicate the receiving of commission from outside suppliers. Under such circumstances, HKCR may request the contractor to adjust the fees proportionally.
- e. Tenderers shall provide a payment schedule which specifies the timing and amounts of payments they expect.

4.1.2 Technical Proposal*

- a. Tenderers shall provide a feasibility study with detailed recommendations on the best solutions to fulfil the requirements in section 2.
- b. Tenderers shall provide a realistic timeline for the provision of services to fulfil the requirements in section 2.
- c. Tenders shall provide the breakdown of the timeline as detailed as possible for each of the service areas where appropriate.
- d. Tenderers shall provide company and project team profiles, including
 - i. Name and registered address of the company
 - ii. Company's legal status, including name(s) of managing directors, partners or sole proprietor (whichever the case may be), a copy of the Memorandum and Articles of Association or other relevant documents evidencing its business status

- iii. Company's organisation chart, total number of employees and technical support staff in Hong Kong currently and for last two (2) years
- iv. A copy of the valid Business Registration Certificate
- v. Company's track record of similar work. Tenderers are required to demonstrate their experience by providing the information on the system(s) they have developed with details of the work carried out by the Tenderers.
- vi. Size and structure of the project team dedicated to this corporate project with a description of the team members' responsibilities and degree of involvement.
- vii. The calibre of the proposed team with biographies and relevant experience of key team members.

** Tenderers shall exclude all fee information from the technical proposal. Whenever any fee is included in the technical proposal, the submission will be disqualified.*

4.2 Evaluation Criteria*

Tenderers shall note that the appointment of the official contractor and the awarding of the contract will not be solely dependent upon the fee quoted but also the proven ability of the Contractor in showcasing their solutions in delivering all the requirements as stated in the tender.

Fee Assessment Score

The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$30 \times \frac{\text{Lowest total fee amount of all tenders}}{\text{Total fee amount of the subject tenders}}$$

Technical Assessment Score

The technical proposal shall be assessed by following criteria:

Evaluation Criteria	Maximum Scores
a. Detailed recommendations on the best solutions to fulfil the requirements in section 2	60%
b. A realistic timeline for the provision of services to fulfil the requirements in section 2	20%
c. Company and project team profiles	20%
Total technical assessment score:	100%

The weighted technical assessment score of the tender proposal shall be determined in accordance with the following formula:

$$70 \times \frac{\text{Technical assessment score of the subject tender}}{\text{Highest technical assessment score of all tenders}}$$

Calculation of Combined Scores

The combined assessment score of the tender proposal shall be the sum of the weighted fee assessment score and weighted technical assessment score.

Evaluation Criteria		Maximum Scores
1.	Fee	30%
2.	Technical	70%
Total:		100%

** Tenderers shall note that a maximum of 5% may be deducted from the overall score for missing any of the required information specified in Section 4.*

4.3 Evaluation Procedure

- a. Upon submission, the proposals will be examined to see if all the submission requirements are fulfilled. Only shortlisted Tenderers will be informed to proceed to the next stage of evaluation.
- b. Shortlisted Tenderers will be invited to the HKCR office to present their proposals to the Selection Panel.
- c. The Selection Panel will evaluate the proposals with the marking scheme specified in section 4.2.
- d. HKCR reserves the right to make the final decision.

4.4 Schedule

The E-Portfolio System is expected to be developed in four phases. The first phase is appointment of contractor; the second phase is the development of web-based E-Portfolio System; the third phase is the development of a mobile app for the System; the fourth phase is the activation of a payment system through the System.

4.4.1 Phase 1: Appointment of Contractor

- a. Issuance of Tender 17 April 2025
- b. Deadline of Tender Submission 18:00, 16 May 2025
- c. Panel interview with Tenderers' Presentation by End of May 2025
- d. Appointment Confirmation June 2025
- e. 1st meeting with Appointed Contractor Week of 7 Jul 2025

4.4.2 Phase 2: Development of Web-based E-Portfolio System

- a. System Construction and UAT July 2025 – August 2026
- b. System Launch 1 September 2026
- c. System Warranty Period 12 months after System Launch
- d. System Maintenance 12 months after Warranty Period

4.4.3 Phase 3: Development of an application for the System

- a. App development and UAT September 2026 – October 2026
- b. App Launch 1 November 2026
- c. App Warranty Period 12 months after App Launch
- d. App Maintenance 12 months after Warranty Period

4.4.4 Phase 4: Activation of payment system

- | | | |
|----|------------------------------------|---------------------------------|
| a. | Payment system development and UAT | October 2026 – November 2026 |
| b. | Payment system Launch | 1 December 2026 |
| c. | Warranty Period | 12 months after App Launch |
| d. | Maintenance | 12 months after Warranty Period |

5. **TENDER SUBMISSION**

An electronic copy of the tender shall be sent to the Secretariat of HKCR at admin@hkcr.org (please put “HKCR – Tender for Official Contractor for E-Portfolio System” as the subject of your email). Tenderers shall also submit two sets hard copies of the tender, which include two copies of the fee proposal in a sealed envelope and two copies of technical proposals in a separate sealed envelope. The hard copies of the tender shall be delivered to the following address.

Hong Kong College of Radiologists

Room 909, 9/F

Hong Kong Academy of Medicine Jockey Club Building

99 Wong Chuk Hang Road

Aberdeen, Hong Kong SAR

Both electronic copies and hard copies of the tender shall reach HKCR no later than 18:00 on 16 May 2025. Late submission or failure to comply with the two-envelope approach will render the tender submission void and the proposals will not be considered.

6. **NOTES TO TENDERER**

- a. HKCR reserves the right to appoint the Tenderer for taking up all or part of the services as specified in this tender without unit price alteration to the items or sections accepted. The Tenderer hereby acknowledges that there will not be any loss of profit claim as a result of the reduction in the scope of works.
- b. Tenderers shall note that HKCR would not be responsible for the reimbursement of any cost incurred for the preparation of the proposals.
- c. HKCR may reject a tender that is unreasonably low in terms of price as it may affect the Tenderer’s capacity to carry out and complete the services required. Likewise, HKCR may also reject a tender that is unreasonably high in terms of price as it may reflect the Tenderer’s misinterpretation of the required work scope.
- d. HKCR reserves the right to negotiate with any or all Tenderer(s) on the terms of the tender.
- e. The tender price shall deem to be included all costs incurred.
- f. The Tenderer shall strictly comply with the following anti-collusion clause:
 - i. The Tenderer shall not communicate to any person other than HKCR the amount of the tender price or any part thereof until the Tenderer is notified by HKCR of the outcome of the tender exercise.
 - ii. Further to sub-clause (i), the Tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any

manner whatsoever in the tendering process.

- iii. Any breach of or non-compliance with this sub-clause by the Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, invalidate his tender.

The Tenderer shall indemnify HKCR against all losses, damages, costs, or expenses arising out of or in relation to any breach of or non-compliance with this clause by the Tenderer, including but not limited to additional costs due to price escalation, costs, and expenses of retendering and other costs incurred.

7. CONFIDENTIALITY STATEMENT

Tenderers shall at all times treat the information stated in this tender brief as confidential and shall not disclose, copy, distribute or pass the information to any other person at any time or permit or suffer any of these things to happen. Tenderers shall not use the information for any purpose other than for the purpose of submitting or deciding whether to submit a tender.

8. ENQUIRIES

Requests for further information or clarification of requirements may be directed to HKCR at (852) 2871 8788 or email to admin@hkcr.org