

Tender Notice

Invitation for Expression of Interest

T/2018/001: Request for Proposal (RFP) - e-Procurement System

Hong Kong Cyberport Management Company Limited 香港數碼港管理有限公司 (“HKCMCL”) invites service providers from interested organisations with proven experience and capability for the provision of the Design, Supply, Installation, Implementation and Maintenance of e-Procurement System. The proposed system shall encompass an operating life not less than 10 years.

The system should cater the entire procurement process at Cyberport. It should consist of at least six (6) main processes as follows:

- Vendor Registration and Vendor Performance Evaluation
- Request for Quotation (RFQ) and Variation Order (VO) Procedure
- Tender Procedure
- Standing Order
- Security & Audit
- Reports

Interested parties with relevant experience shall fill in the **Reply to Tender Notice** (enclosed), and send it to the following **on or before 7 March 2018 (Hong Kong Time)**.

By post:

Hong Kong Cyberport Management Company Limited
Units 1102-04, Level 11, Cyberport 2,
100 Cyberport Road,
Hong Kong

Attn: Manager – Compliance and Procurement

Or by email: procurement@cyberport.hk AND sunnyho@cyberport.hk

Or by fax: (852) 3027 0385

One set of tender document will be sent to the interested parties.

If the company does not submit a tender or decline for submission after having replied to this notice, the company may be suspended from quotation for a period of time.

All costs and expenses incurred for or in connection with any response to this invitation, including the preparation of any submission, shall be borne entirely by the party concerned without recourse to HKCMCL.

Please note that submissions are being invited on a non-committal basis and this Invitation does not constitute any part of an offer by HKCMCL. HKCMCL is not bound to award any contract to any of those parties which have replied to this notice.

Date of Issue: 28 February 2018

Reply to Tender Notice

T/2018/001: Request for Proposal (RFP) - e-Procurement System

*Please complete and return this form to HKCMCL by email, by fax or by post **no later than 7 March 2018.***

By post : Units 1102-1104, Level 11, Cyberport 2, 100 Cyberport Road, Hong Kong
By fax : (852) 3027 0385
By email : procurement@cyberport.hk AND sunnyho@cyberport.hk

We are interested to tender. Please send us one set of tender document.

(If a tenderer does not submit a tender or declines for submission after having replied to HKCMCL with this form, the tenderer will be suspended from quotation for 3 months.)

Name in block letters:

Company name:

Company address:

Tel. no.:

Fax. no.:

E-mail address:

Signature and company chop

Date: _____