



5 November 2024

Dear Tenderers,

EOI Reference No. (571) in P/AE/PUR/AGC

**Expression of Interest (“EOI”)
Provision of Enterprise Resource Planning (ERP) Solution
for the Construction Industry Council**

EOI Query No. 1

Subsequent to the issuance of the Invitation to EOI on 22 October 2024, the following queries were received. The CIC’s response is hereby distributed to all Tenderers. The question(s) and the CIC’s response(s) are set out in Attachment 1.

Please acknowledge receipt of the aforementioned information by signing below and returning this letter by fax at (852) 2100 9439 or by e-mail to wickychan@cic.hk **by 19 November 2024**.

Yours sincerely,
For and on behalf of
Construction Industry Council

Acknowledged by:

Eric LEE
Manager
Procurement

Name:

Position:

Company Name:

Date:

**Invitation for Expression of Interest (EOI)
Provision of Enterprise Resource Planning (ERP) Solution for the Construction Industry Council**

Item No.	Documents	Section / Tab	Tender Reference / Queries	CIC's Responses
1	Annex 2 – ERP Compliance matrix table	Tab E - PD23	Please clarify integration requirement with more details. E.g. Whether use new ERP system to manage tendering process, then generate tender in 3rd party e-tendering system via integration. OR whether use 3rd party e-tendering system for tendering process and then replicate tender details in new ERP system? Lastly, please explain more details on the expectation for using webhook on this requirement.	The tendering process should be processed in 3rd party e-tendering system. Integration scope shall be subject to BPR result, please provide the capability to integrate sourcing request, Procure to pay, and payment status.
2	Annex 2 – ERP Compliance matrix table	Tab E - PD58	Could you please explain more details on this requirement "Support sequence delivery order to request for delivery from contract." with example?	This is referring to the delivery order for fix price term contracts. The ERP system is required to handle issuing of PO for term contract which unit rates are fixed.
3	Annex 2 – ERP Compliance matrix table	Tab E - PD69	Q1: Is there any supplier integration currently done among 3rd party e-tendering system, ERP and CIAM? If yes, could you please provide As Is integration architect details. Q2: Could you please provide more details on CIAM's role? Q3: In the to be process, does CIAM need to remain as single entry point of supplier registration data? Or it can be replaced by new ERP system's supplier management solution?	1) CIAM is currently integrated with e-tendering system 2) CIAM is treated as identity management of supplier 3) CIAM will still be used as identity management of supplier
4	Annex 2 – ERP Compliance matrix table	Tab E - FI79	Please elaborate when the approval flows will happen and the difference between flows for budgeted and non-budgeted capex.	Approve flows will happen when responsible officer initiates the capex spending. Approval flows depend on amount of the capex item(s) and the approval limit is assigned to different tier's staff, such as: Manager Up to HK\$xxx Senior Manager =< HK\$xxx and > HK\$xxx Assistant Director / Director and Finance > HK\$xxx The flow for budgeted and non-budgeted capex is the same.
5	Annex 2 – ERP Compliance matrix table	Tab E - FI80	Is the estimated annual recurring costs a fixed amount or percentage? Is this amount capitalized to the original asset item?	Estimated amount of recurring items shall be provided by subject officer and not capitalised.
6	Annex 2 – ERP Compliance matrix table	Tab E - FI93	Please elaborate the logic of cost allocation based on data provided by time tracking systems.	Employees from different departments may work for a project(s) and their time involved shall be monitored/captured. HR department calculates the staff cost of employees based on the time captured, and provide total staff cost per project to Finance department for further analysis and/or cost allocation.
7	Annex 2 – ERP Compliance matrix table	Tab E - FI10	Would you please clarify what is RPT transactions or certain criteria?	RPT transactions: intercompany transactions between different CIC entities HKIC, ZCB, and CSILQ, including recharge of expense handled by CIC
8	Annex 2 – ERP Compliance matrix table	Tab E - FI12	Please clarify what is SR. Any fixed payment milestones set?	The payment milestone should be referred to the specific requirement of the project and tender
9	Annex 2 – ERP Compliance matrix table	Tab E - FI57	Please provide example of expenses that cannot be reallocated into non-reallocated and reallocated balances for easier understanding.	Examples are staff costs, trainee allowances, depreciation, capital expenditure and one-off non-operating expenses (COVID-19 measures, Caring Campaign, etc.).
10	Annex 2 – ERP Compliance matrix table	Tab E - FI59	Please advise the special handling of souvenir items	Details and photo of souvenir items are provided by various departments. Finance team consolidates and reviews all information, comments and submits for Top management's approval.
11	Annex 2 – ERP Compliance matrix table	Tab D	How many Expense Claim Reports (a report with multiple expense types e.g. Airfare, Hotel, Taxi, Entertainment, etc will treat as 1 report) are processed averagely per month? Please provide the volume of expense reports by locations.	Expenses report volume : no. of claims: 150 to 200 per month with multiple transactions (average 20 line items per claim, but it may be over 100 items for claims related to special event). All claims are for HKG staff.
12	Annex 2 – ERP Compliance matrix table	Tab E - FI75	Please advise which corporate credit card issued for employees by location, if yes, please provide the issuance bank & type for each location. (e.g. HK - HSBC Master, SG - AMEX)	Bank for issuing corporate credit card: BOC HK - Visa
13	Annex 2 – ERP Compliance matrix table	Tab E - PD65	Please specify the criteria when determining supplier's class	For existing practice, the user needs to assess and provide performance score at invoice stage by a scoring scheme of 0 to 5 or N/A in different area, e.g. quality and time. The average score will determine the supplier classes. Suppliers below certain scores will fall into watchlist. The system shall support procurement team to identify suppliers with low score and put them into watchlist.
14	Annex 2 – ERP Compliance matrix table	Table E - FI23	Please specify (1) which banks need to be integrated with new ERP system for payment processing, and (2) number of payment transactions goes through bank integration monthly.	Bank to be integrated with ERP: HSBC (HSBCNet) and BOC (iGTB); No. of transaction go through bank: HSBC: 800 transactions per month (exclude payroll and trainee allowance); BOC: cashier order & ACH payment (CITF) : 800 transactions; All bank transactions are included with multiple invoices
15	Invitation for EOI for Provision of ERP	Section 2.2	Will all 260 users raise procurement request also create supplier invoice? How many of them are overlapping with users in c (Inventory users) and e (Approvers)?	Currently procurement requestor also creates AP invoice. All of them are overlapping with inventory users. Approvers are not overlapped.
16	Annex 2 - ERP Compliance Matrix Table	Tab E - FI21	Can you please elaborate the expectation of this requirement and provide the related details and scenario	Each movements of Accounts Payable account should match with all relevant project / tender, so that users can easily track the billing progress & settlement progress of each project / tender
17	Annex 2 - ERP Compliance Matrix Table	Tab E - FI26	What's the expected way to input payment milestone data into ERP system? Can you please explain	Incorporate the payment terms details (instalment, percentage of completion, submission/issuance of certificates) before obtaining approval to issue PO.
18	Annex 2 - ERP Compliance Matrix Table	Tab E - FI38	Can you please explain how will urgent request get into ERP?	Urgent payment should be indicated for FIN to prioritize the payment.
19	Annex 2 - ERP Compliance Matrix Table	Tab E - OT16	How shall the historical data be handled? Can you please elaborate	Historical data should be kept for future reference: After restructuring of business units and re-grouping of chart of accounts, the system should be able to support users to generate reports under the old structure/grouping as well as under the revised structure/grouping. Therefore, users can generate different reports under different scenario depending on operations need.
20	Annex 2 - ERP Compliance Matrix Table	Tab E - FI22	Please specify the bank(s) needs to be integrated	HSBCNet and BOC iGTB