



12 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. 2

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 - F147	(1) Would you please clarify whether budget planning process is currently handled outside ERP system and what is the expectation in the future? (2) How many users will use budget planning capability?	(1) Budgeting process currently handled outside ERP system, and we input the budget amount by department & COA into ERP system after the budget are determined. The following tasks are expected to be handled by the ERP system as long as feasible: -Integrate the entire budget planning process within the ERP system. -Provide a standardised template for users to input departmental budgets, measurable targets, and operations data. -Enable the ERP system to consolidate all data and calculate the comprehensive budget with detailed breakdowns (e.g. Training figures/Events and Publicities/GnA/Capex Lists). -ERP system can pull real-time data from various departments to keep the budget planning process up-to-date. -Budget adjustment: Include tools for scenario analysis to allow users to model different budget scenarios and their potential impacts. -Add collaboration tools to enable multiple users to work on the budget simultaneously, with version control and change tracking. -Implement automated reporting features that generate insights and summaries for department review or record. -Budget comparison: ERP system can easily compare the current budget with last year's budget, reforecast, and actual figures. It also includes an explanation cell for user comments. (2) Core Budget team is less than 10 users. 3-5 department users from each department to involve in budget planning process.
2	Annex 2 – ERP Compliance matrix table	Tab E - F154	Would you please elaborate the methodology for budget forecast currently using and what is the expectation in the future?	Currently rely on each department to manually fill in a budget workbook in form of excel to obtain the forecast of next year budget. The expectation in the future is to combine this process into ERP. The ERP system should be capable of generating historical data and projecting committed amounts from the procurement module. Additionally, the system should support rolling forecasts. Based on this information, the users can estimate budget reforecasts using ERP data. The system can also consolidate all data and calculate the rolling forecasts.
3	Annex 2 – ERP Compliance matrix table	Tab E - F195	Would you please clarify what is the expected income processing means? Please provide some example if available.	Integration with other systems with course fee income data (Campus, course code, etc.), course fee income should be uploaded regularly for monthly closing.
4	Annex 2 – ERP Compliance matrix table	Tab E - F1110	Regarding OCR capability: (1) What is the estimated annual volume of documents (measured by page) to be processed? (2) How many languages will be present in the documents to be extracted and what language? (3) How many users will access the platform for reviewing and validating documents? (4) Is document archival required? If so, please specify the duration of the retention period.	Able to integrate with existing OCR (1) no. of invoice pages: 120,000 (2) mainly English & Traditional Chinese (3) current ERP has 260 users with Purchase Invoice creation permission, 100 users as Purchase Invoice Approver (4) min 7 years
5	Annex 2 – ERP Compliance matrix table	Tab E - PD02	Please advice a current total estimated attachment size per year, or what is the exoectation in the future?	404GB since system launch in 2016
6	Annex 2 – ERP Compliance matrix table	Tab E - line 235	Line 235 states "... Please describe whether the ERP and HR systems in same system or separate. If they are two systems, please describe the integration approach.". Would you please clarify the following: (1) Is AI/new technology capabilities in HR system expected in the answer of RM01 to RM03? (2) Which requirement should we describe the integration of ERP and HR systems?	1) Describe AI/ New Technologies capbility of the system - ERP, HR, and if these systems are integrated 2) Describe in technology aspect the possibility and approach for ERP and HR integration