



3 October 2025

Dear Tenderers,

**Tender Reference No. (1004) in P/AE/PUR/AGC**

**Provision of Staff Expense Claim Solution  
for the Construction Industry Council ("The CIC")**

**Tender Query No. 2**

Subsequent to the issuance of the Invitation to Tender on 23 September 2025, tender 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 [ronaldwong@cic.hk](mailto:ronaldwong@cic.hk) **by 13 October 2025.**

Yours sincerely,  
For and on behalf of  
Construction Industry Council

Acknowledged by:

Eric LEE  
Manager  
Procurement

Name:

Position:

Company Name:

Date:

EL/ry

**Tender for Provision of Staff Expense Claim Solution for the Construction Industry Council (“the CIC”)**

Item No.	Tender Reference / Queries	CIC’s Responses
1.	Regarding the 10% annual growth mentioned in point 2.2.4:	
1.1	Does this 10% growth apply to both user count AND transaction volume, or primarily to transaction volume?	The 10% growth assumption applies to transaction volume only.
1.2	In CIC's current manual process, has the number of active expense submitters grown proportionally with overall staff growth, or does it remain relatively stable?	It has remained relatively stable.
2.	For tender evaluation purposes:	
2.1.	How will CIC compare proposals where some vendors price per active user vs. per transaction processed?	For fee evaluation, it will be compared on a fair lumpsum basis that fulfill the usage requirements of CIC (950 users, 200 monthly transactions) irrespective of the differences in pricing models.
2.2	Will CIC normalize pricing models during evaluation to account for the difference between licensing all 950 users vs. charging for 200 monthly transactions?	
3.	With reference to the stated phase 1 implementation timeline:	
3.1	Would the CIC consider a proposal where the phase 1 implementation period is longer than 2 months?	Tenderer should refer to requirement stated in Appendix A 3.7
3.2	Will the proposal still be considered, or is a hard limit of 2 months required regardless of the proposed approach?	

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4.	Procurement arrangement. The proposed RFP response will be submitted by an authorized partner, who will be responsible for the implementation services. At the same time, the required partner's cloud subscription fees will be procured directly from the solution provider and included as part of the bid submission.  Could you please clarify if this arrangement is acceptable to CIC?	This approach is not acceptable. The contractor must cover all fees, including implementation services, licenses, subscriptions, and support/maintenance.
5.	Which service provider (or bank) of Corporate Card going to use?	Bank of China
6.	Considering the relatively short timeline of the project, also we are recommending a SaaS-based solution, some of the deliverables may not be applicable such as “Installation Guide”, can we counter proposed another set of deliverables based on our implementation methodology? Also can identify which deliverables are mandatory?	Tenderer should refer to the Deliverables as specified in the tender for details. For items which are not applicable for a SaaS model, equivalent substitutes must be provided with a clear mapping.
7.	Our solution provides native API for inbound integration, can we assume you will use your own middleware to transform the people's data based on our API specification?	CIC will expose middleware APIs for accessing existing data sources and systems; the contractor is responsible for all data transformation between the solution and these interfaces.

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8.	Regarding Assignment Brief paragraph 3.4.2 Website Requirements:	Section 3.4.2 Website Requirements only apply to potential future development and refinement of website development. It does not apply.
8.1	Could CIC clarify whether these comprehensive website/CMS requirements (including 30+ page layouts, 20+ components, AEM integration) are actually required for the Expense Claim Solution?	This response shall replace the Items 4.1 to 4.3 in Tender Query 1.
8.2	How do these relate to an expense claim system?	
8.3	Could CIC confirm whether Assignment Brief paragraph 3.4.3 applies to this expense claim project for SaaS vendor, or if it was included as standard template language that should be disregarded for this particular tender?	