

Tender No: AVS-HKV-Award

Hong Kong Volunteer Award Online System Development

Guidelines on Preparation of Technical Proposal and Assessment Guidelines

The Technical Proposal should be limited to 30 pages in length excluding appendices and should be in A4 size. Any photos, images and sketches for supporting should be placed in the appendices. It should be sensibly but not expensively bound and shall have a plain cover. The substance of the Technical Proposal should be described in accordance with the section heading proposed below. The Tenderer should provide information on all items under each section heading while the information provided should be essential and kept in a simple and concise manner. All practical information included in the proposed plans submitted by the successful Tenderer shall form part of the Agreement. The Tenderer should also **highlight the innovation suggestions** (if any) and explain their benefits in the Technical Proposal to facilitate evaluation. The proposed section headings are as follows:-

Section A – Execution Plan (90%)

Assessment Criterion (A1) – Project Plan (30%)

- (i) To describe the design direction and logistic for the System that can demonstrate a high quality of functions and a high level of security.

Assessment Criterion (A2) – Timeline and Resource Plan (30%)

- (i) To state the key staff and organization of resources for the implementation of Services.
- (ii) To propose a project timeline of the Services and demonstrate the capability to deliver the project in meeting the submission schedule.
- (iii) To propose a management workflow for maintaining quality services.

Assessment Criterion (A3) – User Interface (15%)

Please provide two key visual design options for the website that demonstrate:

- (i) Consistency and branding: maintaining visual consistency with the branding of HKV-Award and facilitating the promotion of volunteerism and establishing recognition and trust.
- (ii) Clarity and readability: ensuring clear and legible typography, organized layout, and intuitive navigation.
- (iii) User-friendliness and engaging visuals: utilizing relevant, innovative and

meaningful visuals, icons, and cues to enhance interaction and stimulation of public sense in visual experience.

Assessment Criterion (A4) – Technical Features (15%)

To provide details to indicate in the table below the descriptions, specifications and details of each offered item/feature which complies with the corresponding feature(s) as specified in clause 4.6 of the CC.

Corresponding Section of CC 4.6	Description	Product Information to be Completed by the Tenderer	Index of Relevant Page of the Supporting Documents (if any)
4.6A	Hardware and Operation System		
4.6B	System Security		
4.6C	PEN Test		
4.6D	Database System		
4.6E	Software		
4.6F	Portal Size		

Section B – Experience (10%)

Assessment Criterion (B) – System Related (10%)

Relevant experience, professional qualifications or certifications in achieving requested system objectives, deliverables and resources as stipulated in clause 4 in CC.

Assessment Guidelines

A 70:30 technical-price weighting is adopted. The assessment consists of two parts, including the technical score in the Technical Proposal will carry a weight of 70%; while the pricing score in Contract Schedule will carry a weight of 30%. Only tenderers who have passed the technical assessment will be considered further.

Tenderers, including but not limited to the core team members, will be invited to present their technical proposals and clarify questions from AVS on the presentation session. Detailed arrangements will be further announced.

END