



19 March 2024

Dear Tenderers,

Tender Reference No. (552) in P/AE/PUR/AGC

**Provision of Consultancy Services on User Experience Study and
Revamp of CIC Website
for the Construction Industry Council ("The CIC")**

Tender Query No. 1

Subsequent to the issuance of the Invitation to Tender on 28 February 2024, 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 kelvinlee@cic.hk **by 28 March 2024.**

Yours sincerely,
For and on behalf of
Construction Industry Council

Acknowledged by:

Eric LEE
Manager
Procurement

Name:

Position:

Company Name:

Date:

EL/

Tender for Provision of Consultancy Services on User Experience Study and Revamp of CIC Website for the Construction Industry Council (“the CIC”)

Item No.	Tender Reference / Queries	CIC’s Responses
1.	<p><i>Referring to Section 2.2.3 of the Assignment Brief (Page AB-8), “Migration of existing static contents, pages and components” –</i></p> <p><i>Please advise may we have more information for the migration format and content components.</i></p>	<p>The existing CIC website was created and maintained by a local vendor homegrown CMS. We will provide tenderer access to the CMS, corresponding DB and server storage for the preparation of the content migration work.</p>
2.	<p><i>Referring to item (c) of Section 3.3.3 of the Assignment Brief (Page AB-13), regards to User Experience (UX) Design, “Conduct at least THREE (3) rounds of public user interviews” -</i></p> <p><i>Please advise may we know the sample size of users for the interview.</i></p> <p><i>Please also advise any specific method is required for the interviews and should the interviews be conducted with quantitative or qualitative measurement.</i></p>	<p>Instead of a target sample size, we are more focused on having sufficient coverage of the various user personas mentioned in the Assignment Brief, including but not limited to workers, industry professionals and the general public. Tenderer may propose a sample size relevant to this project’s scale and nature, also an additional optional fee for further expanding the sample size.</p>
3.	<p><i>Referring to item (c) of Section 3.3.3 of the Assignment Brief (Page AB-13), regards to User Experience (UX) Design, “Conduct at least THREE (3) rounds of public user interviews” -</i></p> <p><i>Please advise will CIC departments provide help for connecting the users with the vendor or does it require the vendor to connect with the users by the vendor themselves.</i></p>	<p>While we expect the tenderer to connect to the user interview participants on their own, we will also try to provide assistance to the tenderer to engage with construction industry specific users like workers, contractors, etc.</p>

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Item No.	Tender Reference / Queries	CIC’s Responses
4.	<p><i>Referring to Section 3.22.5 and 3.22.6 of Page AB-29 of the Assignment Brief, regards to Photo shooting services with all necessary equipment for photo shooting for ONE (1) day & Video shooting services with all necessary equipment for video shooting for ONE (1) day –</i></p> <p><i>Please advise whether it is related to the website launch event or fun fair.</i></p>	<p>We expect that these photos and videos will be used in the website design itself.</p>
5.	<p><i>Referring to Section 3.1(ii)(c) of Page CT-13 of the Appendix A of the Conditions of Tender, regards to detailed method statements - the proposed system design and methodology –</i></p> <p><i>Since the fee proposal does not include hosting fee as the mandatory item, please clarify whether it is required to include the proposed system/hosting design in the tech proposal.</i></p> <p><i>If yes, please advise whether we should provide the hosting fee in the fee proposal.</i></p>	<p>According to the Assignment Brief, tenderer shall use the AEMaCS provided by CIC for the hosting of the website.</p> <p>Additional hosting resources shall be considered only if absolute necessary in order to fulfill certain mandatory requirement. If such happens, please add in additional fee item(s) under the mandatory section, separated from the professional services.</p>