



8 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. 3

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 **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 to "Annex C - C Functional Requirement" FR-WF28, 31, 35 and AR-AI11, those function should relate to "Payment", and also count as Core Phase 1, we wonder our quote should quote the "Account Payable" or relevant module license with the implementation Service at Phase 1?	In Annex C – C.Functional Requirement, Tenderer should map the module in column F "Product/Module to Fulfil the Requirement"
2.	Regarding to "Annex C - C Functional Requirement" FR-AI02, 03, 04, those function should relate to "General Ledger", and also count as Core Phase 1, we wonder our quote should quote the "Account Payable" or relevant module license with the implementation Service at Phase 1?	In Assignment Brief - Section 3.2 defines functional requirement for Phase 1 and Phase 2 - Section 3.9.11 defines timeline for each project phase
3.	Regarding to "Annex C - C Functional Requirement" FR-AI02, this function should relate to "General Ledger", and count as Core Phase 1, we wonder our quote should quote the "General Ledger" or relevant module license with the implementation Service at Phase 1?	Tenderer should refer to Annex D, A.Implementation Quotation Cell A6 for quoting instruction.
4.	Regarding to "Annex C - C Functional Requirement" FR-AI03, 04, those function should relate to "General Ledger", and count as "Optional - Future", we wonder we should quote this optional function, the "General Ledger" or relevant module license with the implementation Service at year 1, year 2 or year year 3?	
5A	Regarding to "Annex C - C Functional Requirement" FR-AI12, 13, 14, those function should relate to "Bank Payment Integration", and count as "Core Phase 2", we wonder we should quote this function, the module relevant module license with the implementation Service at year 1, year 2 or year year 3?	
5B	Regarding to "Annex C - C Functional Requirement" FR-AI12, 13, 14, relate to Bank Payment Integration, Pls provide the estimation of the lumpsum of the monthly no. of payment transaction and the amount subjected to each payment interface	Assuming that each staff member submits only one claim per month, there are 200 unique individuals claims per month.

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Item No.	Tender Reference / Queries	CIC's Responses
6	Regarding to "Annex C - C Functional Requirement" FR-AT01, FR-WF01, WF03, those requirement related to OCR, And those requirement are marked as Core Phase 1. We wonder if our quote should cover OCR license and relevant Service as Phase 1. And pls provide the estimation of the lumpsum of the monthly no. of OCR transaction and no, of page for the OCR interface	In Annex C – C.Functional Requirement, Tenderer should map the Additional License/ Subscription in column J "Additional Licensing/ Subscription Name for requirements fulfilled with OF and EX". Assuming that each staff member submits only one claim per month, there are 200 unique individuals claims per month.