



Hong Kong Academy of Medicine

Hong Kong Jockey Club
Disaster Preparedness and Response Institute

**Tender Document for the Development of an
“Online Community Engagement and Public Education Portal
for Disaster Preparedness and Response”**

INSTRUCTIONS TO TENDERER

Housed in the Academy of Medicine, the Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) was launched in September 2014 with a funding support from the Hong Kong Jockey Club Charities Trust.

The stated mission of HKJCDPRI is to establish Hong Kong as a regional and an international leader in disaster preparedness and response training, and to promote community resilience in Hong Kong.

Through the development of a one-stop “Online Community Engagement and Public Education Portal for Disaster Preparedness and Response”, HKJCDPRI hopes to enable a holistic approach in increasing the community’s awareness of disaster risks, as well as knowledge and skills for individual disaster preparedness.

This tender document comprises the following:

- (i) Invitation to Tender
- (ii) Part I: Terms of Tender
- (iii) Part II: Tender Brief
- (iv) Part III: Technical Proposal
- (v) Part IV: Fee Proposal
- (vii) Part V: Offer

To be acceptable as a tender, Part III, Part IV and Part V of this document shall be properly completed by the tenderer.

For any enquiries, please contact the below:

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Hong Kong Jockey Club Disaster Preparedness and Response Institute
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Email: hkjcdpri@hkam.org.hk

INVITATION TO TENDER

1. Invitation

Tenders are invited for the development of the “Online Community Engagement and Public Education Portal for Disaster Preparedness and Response” (hereafter, “Community Portal”), expected to be launched by September 2018.

2. Lodging of Tender

Tender could be lodged either by hand/post or electronic submission.

a. Tender Lodging by Hand/Post:

- i. Duplicated set of completed Part III shall be submitted in a sealed envelope marked “*Part III [Restricted]*”, while duplicated set of Part IV and Part V shall be submitted in another sealed envelope marked “*Part IV&V [Restricted]*”.
- ii. Both envelopes shall be put into a third sealed envelope marked “*Tender for HKJCDPRI Community Portal [Restricted]*”, and be handed/sent to the tender box during office hour (i.e. 9am to 5pm) **on or before 8 May 2018 (Tues)** at the below address:

Hong Kong Academy of Medicine
10/F, Hong Kong Academy of Medicine Jockey Club Building,
99 Wong Chuk Hang Road, Aberdeen, Hong Kong

b. Tender Lodging by Electronic Submission

- i. Completed Part III shall be zipped under file name “*Part III [Restricted]*”, while Part IV and Part V shall be zipped under file name “*Part IV&V [Restricted]*”.
- ii. Both zip files shall be sent **at or before 1700 Hong Kong time, on 8 May 2018 (Tues)** via email, under the subject “*Tender for HKJCDPRI Community Portal [Restricted]*” to tender@hkam.org.hk.

3. Late tenders will not be considered.

PART I - TERMS OF TENDER

1. Completion of Tender

The documents submitted for the purpose of this tender shall be completed in ink or typescript and submitted in the manner stipulated. Unless a tenderer completes all required documents in the manner stipulated, provides information as requested in the tender and returns the tender before the Tender Closing Time, its tender **will not** be considered.

2. Tenderers' Response to the Academy's Inquiries

In the event the Academy determines that clarification of any tender is necessary, it will advise the concerned tenderer in writing, indicating whether the concerned tenderer shall supplement its tender. The concerned tenderer shall submit such information requested within the time as required or specified by the Academy.

3. Accuracy of Tender Information

The tenderers are required to declare the accuracy of the tender information. If any material particulars or information in the tender of the successful tenderer are subsequently found to be inaccurate, the Academy may terminate the provision of the successful tenderer who shall then be liable for any loss and damage suffered by the Academy as a consequence of the termination.

4. Accuracy of Fee Proposal

Tenderers shall make certain that fees and/or rates quoted are accurate before submitting their tenders. The Academy will not accept any request for adjustment of the fees and/or the rates quoted on the ground that a mistake has been made in the tender.

5. Assessment of Tender

The tender will be assessed based on the pre-defined assessment criteria as agreed by the Academy. Both technical competency and the consultancy fee will be the factors for consideration. The Fee Proposal will not be considered unless the Academy is satisfied with respective Technical Proposal.

6. Invitation to Offer

This is an invitation to offer. The Academy shall not be bound to accept any offer regardless of the overall score given to the tender containing the offer, and shall not be bound to make any appointment under this tender.

7. Validity Period

Tenderers shall note that their tenders shall remain valid for acceptance not less than 60 days after the date on which the tender was closed (the "Tender Validity Period"). Tenderers are advised that if before the expiry of the Tender Validity Period any

tenderer has withdrawn its offer, due notice will be taken of such action and this may prejudice the future standing of the tenderer as a service provider to the Academy.

8. Preparation of Tender

Tenderers shall note that submission of a tender shall be made on the understanding that the Academy will not be liable to pay any costs arising out of or incidental to any of the preparation, submission, enquiry, presentation, clarification or cancellation of the tender. The Academy shall be under no obligation to disclose or discuss the assessment results with any of the tenderers.

9. Presentation

Tenderers may be required to make presentation(s) to the tender evaluation team, free of charge, to elaborate on the tender or any submissions thereof, within a reasonable period of advance notice from the Academy. Should there be such presentation(s), the person-in-charge / key project members named in the tender submission will be expected to attend. The Academy reserves the right to interview those personnel named in the tender submission to ensure that they have the required experience and expertise.

10. Negotiation

The Academy reserves the right to negotiate with any tenderer about any terms, conditions, clauses, paragraphs or parts of its tender.

11. Appointment

The acceptance of any tenderer's offer and appointment (as defined in the Brief) will be on the basis of that entity appearing to the Academy to be fully capable of the required provision of service and whose tender has been determined by the Academy to be the most advantageous to it.

12. Cancellation of Tender

The Academy shall not be bound to accept any tender regardless of the result of the assessment process and reserves the right to cancel the tender exercise, whether before or after the Tender Closing Time without any compensation to the tenderer(s).

13. Conflict of Interest

The extent of any conflict of interest or potential conflict of interest as anticipated by the tenderers shall be clearly stated in the tenders.

14. Confidentiality

14.1 Tenderers shall keep all information provided by the Academy under the tender strictly confidential and for internal use only.

14.2 Tenderers shall not divulge or communicate to any third party without the prior written consent of the Academy any information provided by the Academy.

15. Personal Data Provided

- 15.1 Personal data provided in the tender will be used for tender evaluation and related purposes. If insufficient or inaccurate information is provided, the tender may not be considered.
- 15.2 Data subjects shall have the right of access and correction with respect to personal data as provided in the Personal Data (Privacy) Ordinance (Cap. 486).

PART II – TENDER BRIEF

The Academy intends to make an appointment for the development of a one-stop “Online Community Engagement and Public Education Portal for Disaster Preparedness and Response”, with the following specifications and requirements.

1. Background

1.1 Hong Kong Jockey Club Disaster Preparedness and Response Institute (hereafter “HKJCDPRI”) was launched in November 2014 as a collaborative initiative, with a mission to establish Hong Kong as a regional and international leader in disaster preparedness and response training, and to promote community resilience.

1.2 Over a 5-year period, HKJCDPRI aims to train around 30,000 healthcare professionals, NGOs workers/ practitioners, teachers/ students and members of the community in Hong Kong on disaster preparedness and responses, and to provide a central platform for ongoing professional education, networking and policy conversations involving China, the broader Asia Pacific region and globally.

1.3 The three stated goals of HKJCDPRI are:

Goal 1	To generate leaders in disaster preparedness and response for the Asia-Pacific region.
Goal 2	To enable total community response by promoting public engagement and community resilience in disaster response in Hong Kong.
Goal 3	To build Hong Kong as an international and regional leader in disaster preparedness and response training.

2. Rationale, Objectives and Scope

2.1 Rationale

- i. As one of the stated institutional goals, HKJCDPRI always believes that engagement of individuals and communities in disaster planning, preparation, response and recovery is one of the keys to achieve total community response.
- ii. Ample disaster lessons and knowledge have been acquired during past traumatic events in Hong Kong, such as the SARS, the Lamma Island ferry collision, the MTR firebomb and most recently, Typhoon Hato.
- iii. Results of various researches revealed significant demand from a majority of the interviewed individuals and communities for more disaster information, especially in face of climate change and urbanization. Yet, information are found to be scattered, and the general public are not aware where to obtain those. Even if they do, there is a lack of motivation to pursue further knowledge given that most are not presented in a laymen way.
- iv. In view of the current situation, HKJCDPRI plans to develop a one-stop online platform, to raise the overall awareness of disaster preparedness and response in Hong Kong by engaging the general public. We are also devoted to enhance the related skills and knowledge amongst individuals and communities by engaging them in a learning process that is simple, interesting and interactive.

2.2 Objectives:

To design and develop a Community Portal targeting the general public in Hong Kong in order to increase their awareness, skills and knowledge on disaster preparedness and response.

3 Scope:

- i. To design and develop an online interactive platform, that carries disaster preparedness and response messages of around 10 potential hazards / disaster risks that are most likely faced by the general public in Hong Kong or when they are travelling overseas.
- ii. Based on the platform framework and design, to produce relevant offline learning / training tools and educational materials for further knowledge dissemination.
- iii. To devise a comprehensive promotion strategy for the Community Portal, using channels that includes but not limited to social media, marketing / advertisement campaigns and public educational activities, etc.

3. Organization and Expected Deliverables

3.1 The service for the development of the Community Portal is commissioned and managed by the Hong Kong Academy of Medicine, acting through its HKJCDPRI.

3.2 A designated coordinator from HKJCDPRI will provide overall guidance and oversight for the Community Portal development, with support from HKJCDPRI's Manager (Information Technology) and other team members.

3.3 The development of the Community Portal will be carried out from June 2018 to January 2019 in two phases, with around half (i.e. 5) potential hazards / disaster risks to be covered in each phase.

3.4 Tenderers are expected to submit their proposal based on the timeline and phases as such.

3.5 Expected deliverables are as below:

	Deliverable	Description
1	Overall Work Plan	To provide an overall plan of the Community Portal development, including a description of the proposed contents/creative, tone and manner, site map, as well as an overall promotion strategy.
2	Portal Design and Development	To design and develop the below in the Community Portal: <ul style="list-style-type: none">• Framework and key visual• User interface and experience• Creative, including any artwork, storyboard, infographic, map, scenario, music, etc.• Copywriting and script writing• Offline tools and/or materials for knowledge dissemination
3	Testing and Adaptation	To conduct user acceptance test, portal design / content modification, and adaptation of the Community Portal
4	Promotion and Dissemination	To facilitate the roll out of promotion and dissemination campaigns as appropriate.

PART III – TECHNICAL PROPOSAL

Name of the Institute / Organization: _____

Supplement details of the below on separate sheet(s) if required.

A. Review Proposal:

1. Introduction of the institute / organization, including any track records developing similar online platform.
2. CV of Team Leader and members involved, and the management / institutional arrangement.
3. Description of overall strategy and suggestion for contents.
4. Proposed timeline / schedule of development activities.
5. Any other relevant information deemed important for tender evaluation.

B. Conflict of Interest

Please state if there is any potential, perceived or actual conflict of interest which may arise if the Firm is appointed to act for the Academy or HKJCDPRI.

C. Focal Point

Name	
Position / Title	
Institute / Organization	
Contact Number	
Email Address	

PART IV – FEE PROPOSAL

Name of the Institute / Organization: _____

Supplement details of the below on separate sheet(s) if required.

A. Detailed breakdown of the cost of the development of a one-stop “Online Community Engagement and Public Education Portal for Disaster Preparedness and Response”:

B. Focal Point

Name	
Position / Title	
Institute / Organization	
Contact Number	
Email Address	

PART V - OFFER

1. This tender is submitted on behalf of _____
("the Organization").

2. I am duly authorized to represent and submit this tender on behalf of the Organization.

3. The Organization hereby agrees to its appointment by the Academy for the development of a one-stop "Online Community Engagement and Public Education Portal for Disaster Preparedness and Response" as specified in Part III, and the fees quoted in Part IV.

4. I confirm on behalf of the Organization that all the information submitted in the tender submission is true and accurate.

5. In the event of any queries relating to this tender submission, please contact:

Name: _____

Title: _____

Contact Number: _____

Email Address: _____

Signature with Organization Chop:

Name in Print:

For and on Behalf of:

Date: