

INVITATION FOR QUOTATION FOR PROVISION OF PHOTOGRAPHY,
VIDEO PRODUCTION AND WEB DEVELOPMENT SERVICES FOR 2008/09
SECTOR-SPECIFIC IT TRAINING PROGRAMME FOR CHINESE MEDICINE
PRACTITIONERS (CMP)

Dear ALL IT VENDORS,

1. The Hong Kong Government has contracted the Internet Professional Association (iProA) for the implementation of the project, 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners (CMP), in order to advocate the concept of computerization in their workplaces and to help them to understand the eHealth concept. To ensure the successful implementation of this project, iProA has also sought the support of eHealth Consortium Limited (eHCL), in areas of project management and program coordination.
2. A Steering Committee of the Project has been formed by representatives from iProA, Sin-Hua Herbalists' and Herb Dealers' Promotion Society, Association of Hong Kong & Kowloon Practitioners of Chinese Medicine and Hong Kong Registered Chinese Medicine Practitioners Association to oversee the project. The Steering Committee is now looking for a company to offer the required services of this project.
3. You are invited to submit your most competitive quotation for this **Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners** to the Steering Committee.
4. Instructions
 - a) The contract shall be for the full quantity as described in Part I.
 - b) Each vendor shall submit only one quotation.
5. The Steering Committee of the Project will assess each of the quotation received based on various relevant factors including but not limited to the experience of the vendors (including the qualification and experience of crew members), the quality of the proposed services, likelihood to complete the project in time and the price of the quotation etc. This is not an exclusive offer; and the contract will be awarded to one or more than one vendors who can offer high confidence level for the project tasks; and can complete the tasks in time with quality and within the budget (not necessarily the one of lowest bid price).
6. The Steering Committee of the Project reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.



電子健康聯盟
eHealth Consortium Ltd

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27th Floor, 9 Wing Hong Street,
Cheung Sha Wan,
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E-mail: info@ehealth.org.hk
Website: www.ehealth.org.hk

7. Closing Date

You are requested to submit your quotation latest by **17:00 on 10 July 2009** by means of mail to the following address with Remarks of “PROVISION OF PHOTOGRAPHY, VIDEO PRODUCTION and WEB DEVELOPMENT SERVICES FOR 2008/09 SECTOR-SPECIFIC IT TRAINING PROGRAMME FOR CHINESE MEDICINE PRACTITIONERS (CMP)” on the envelop cover:

Attention: Steering Committee of the eHealth Training for CMPs Project
c/o eHealth Consortium Limited

Address: 27th Floor, 9 Wing Hong Street,
Cheung Sha Wan,
Kowloon, Hong Kong

Remarks: PROVISION OF PHOTOGRAPHY, VIDEO PRODUCTION
and WEB DEVELOPMENT SERVICES FOR 2008/09
SECTOR-SPECIFIC IT TRAINING PROGRAMME FOR
CHINESE MEDICINE PRACTITIONERS (CMP)

8. Submission of Quotation

a) Vendor must submit response to Parts II, III and IV of this document

Part II	Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners
Part III	Job Reference
Part IV	Information Summary of Vendor

9. Enquiry

For enquiry, vendor can contact Mr. Dex Tsang at 6105-2662 or send email to dtsang@ehealth.org.hk with subject “Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners”.

Yours truly,

Dex Tsang

Manager, Project

eHealth Consortium Limited



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Part I: Specifications

1. Background for Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners.

1.1. As part of the Digital 21 Strategy, the Office of the Government Chief Information Officer (OGCIO) of the Government of the Hong Kong Special Administrative Region (HKSARG) undertakes to implement the Sector-specific Programme (SSP) to drive e-business and ICT adoption in traditional business sectors, targeting at the Small and Medium Enterprises (SMEs).

1.2. In the beginning of 2009 when the Health Care Voucher scheme was launched, it was revealed that many registered Chinese Medicine Practitioners (CMPs), were not equipped with any computer or did not have the know-how to use IT to help them in their daily work, and hence, they could not participate the said scheme which is the pioneer of future Public Private Partnership (PPP) approach as set by the Food and Health Bureau of the Government. As the Government has planned to introduce a Territory Wide eHealth Record Sharing System (TWeHRSS) in the coming 10 years, the handicap of traditional CMPs (who provide 22% of outpatient services) in using IT is considered as a big barrier to implement the TWeHRSS

1.3. On another hand, after the Financial Tsunami as happened late last year, many Small Medium Enterprises (SMEs) were affected and a certain number of IT professionals lost their job, this provides a very good opportunity to make use of these “surplus” resources to develop Sector Specific IT Training Programs for the particular CMPs

1.4. To that end, the eHealth Consortium Limited (eHC), in cooperation with the Sin Hua Herbalists' and Herb Dealers' Promotion Society Ltd. (新華中醫中藥促進會), Association of Hong Kong & Kowloon Practitioners of Chinese Medicine Ltd. (港九中醫師公會) and Hong Kong Registered Chinese Medicine Practitioners Association Ltd. (香港註冊中醫學會), is going to conduct eHealth Training Programmes for SME CMPs with the intent to uplift their IT capability and enhance their competitiveness in facing the future trend of applying IT and eHealth Record

2. Project Summary

2.1. There are 2 different series (i.e. basic level and advanced level) of training courses in terms of lectures and workshops to be provided to the CMPs. The lectures will be held during weekends (Saturday and/or Sunday afternoons);

whilst the workshops will be held during weekdays (Monday to Friday night). Lectures and workshops will be held in different districts of Hong Kong, to the convenience of the CMPs.

- 2.2. The basic level of training course consists of 2 lectures (3 hours each) and 3 workshops (2 hours each). This basic level of training programme is designed to be held in 2 batches, in order to train around 300 CMPs (~ 150 CMPs per batch). The lectures will be held in the period between mid-Aug and mid-Sep 2009; whilst the workshops will be held in the period from early Sep 2009 to late Dec 2009 tentatively.
 - 2.3. The advanced level of training course consists of 3 lectures (3 hours each) and 2 workshops (2 hours each). This advanced level of training programme is expected to train around 150 CMPs in one single batch. The lectures will be held in the period between late Dec 2009 and mid-Jan 2010; whilst the workshops will be held from mid-Jan 2010 to mid-Mar 2010.
 - 2.4. The training materials for both the basic and advanced level of training course will be provided by eHCL. These training materials, as well as the photographs and video clips taken in lectures and workshops (for both the basic and advanced level of training programme) will be uploaded and published to the project corner in the eHCL's website after each respective series of the courses.
 - 2.5. The whole Training Programme has commenced in Apr 2009 and will end in May 2010. The target audiences are CMPs who would like to know and learn about IT adoption in their workplace. A project team has been formed by members of eHCL, Sin-Hua Herbalists' and Herb Dealers' Promotion Society, Association of Hong Kong & Kowloon Practitioners of Chinese Medicine and Hong Kong Registered Chinese Medicine Practitioners Association to finalize the details.
3. Successful contractor is required to provide the following details:
 - 3.1. Provide Professional Photography, Video Services for Lectures, with Post-Production Services and DVD Authoring
 - 3.1.1. Organize pre-production works, including on-site visits, production equipments and manpower allocation
 - 3.1.2. Provide on-location photography and live filming (using at least 2 video cameras) for lectures (3 hours each), with the use and provision of additional lighting and audio/microphone packages deemed necessary
 - 3.1.3. Produce at least 30 photographs for each lecture
 - 3.1.4. Provide video editing, visual effect, transition effect, sound effect and

- etc, to the videos taken in the lectures, in combination/synchronisation with the powerpoint materials presented in the workshop
- 3.1.5. Provide DVD authoring and convert them to video clip format suitable for online viewing via eHCL Company Website
- 3.2. Provide Professional Photography and Video Services for Workshops, with Post-Production Services and DVD Authoring
 - 3.2.1. Organize pre-production works, including on-site visits, production equipments and manpower allocation
 - 3.2.2. Provide on-location photography and live filming (using at least 2 video cameras) for workshops (2 hours each), with the use and provision of additional lighting and audio/microphone packages deemed necessary
 - 3.2.3. Produce at least 20 photographs for each workshop (each photo should have a resolution of at least 10M pixels)
 - 3.2.4. Provide video editing, visual effect, transition effect, sound effect and etc, to the videos taken in the workshops, in combination/synchronisation with the powerpoint materials presented in the workshop
 - 3.2.5. Provide DVD authoring and convert them to video clip suitable for online viewing via eHCL Company Website
 - 3.3. Provide Professional Website Design, Development and Implementation
 - 3.3.1. Design and implement a new Website corner under the eHCL Company Website, for the promotion of the training programme, dissemination of training materials, plus publication of the photographs and videos taken in the lectures and workshops of both the Basic and Advanced Level training course
 - 3.3.2. The new Website corner should be easy to navigate, support browser viewing from both PC and Mac platform. Common browsers, such as but not limited to Internet Explorer, Firefox and Safari, should be supported
 - 3.4. Coordination with eHCL
 - 3.4.1. Hold regular meetings with the eHCL and other related parties during the project period as specified in Section 2.5
 - 3.4.2. Prepare related documents which are required for the meetings and which are requested by the eHCL
- #### 4. Key Project Deliverables and Due Dates

Successful contractor is required to provide the following deliverables on or before



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the due dates specified as below.

	Deliverable	Due Date
1	Website Design Specification (Basic Level)	24 July 2009
2	Photos and DVDs for Basic Level Lectures and Workshops (2 Lectures + 3 Workshops)	17 Jan 2010
3	Website Implementation for Basic Level Lectures and Workshops	17 Jan 2010
4	Website Design Specification (Advanced Level)	25 Sep 2009
5	Photos and DVDs for Advanced Level Lectures and Workshops (3 Lectures + 2 Workshops)	28 Mar 2010
6	Website Implementation for Advanced Level Lectures and Workshops	28 Mar 2010

5. Project Timeline:

The tentative project timeline is listed as follows:

	Task/Activity	Start	Finish
	Basic Level Training Course		
1	Website design and development	27 Jul 2009	16 Aug 2009
2	Conduct Lectures	10 Aug 2009	6 Sep 2009
3	Conduct Workshops	7 Sep 2009	27 Dec 2009
4	Photos, DVD/Video Authoring and Website implementation	10 Aug 2009	17 Jan 2010
	Advanced Level Training Course		
5	Website design and development	28 Sep 2009	8 Nov 2009
6	Conduct Lectures	28 Dec 2009	17 Jan 2010
7	Conduct Workshops	18 Jan 2010	14 Mar 2010
8	Photos, DVD/Video Authoring and Website implementation	21 Dec 2009	28 Mar 2010

Notice for submission of quotation

Please read this notice before you provide any Personal Data to us.

eHealth Consortium Limited (eHCL) is an organization incorporated under the laws of Hong Kong whose registered office is at 27th Floor, 9 Wing Hong Street, Cheung Sha Wan, Kowloon, Hong Kong. Our staff may ask you to provide your Personal Data for purposes related to evaluation of your quotation/offer of contract.

When you provide Personal Data to us, please make sure that the data is accurate and complete. If you fail to provide us with the information required or if the information provided is inaccurate or incomplete, our evaluation of your quotation/offer of contract will be affected.

Please also note that your Personal Data may be made available to:

- Steering group of this project, including members from iProA, Sin-Hua Herbalists' and Herb Dealers' Promotion Society, Association of Hong Kong & Kowloon Practitioners of Chinese Medicine, Hong Kong Registered Chinese Medicine Practitioners Association and eHealth Consortium Limited
- Appropriate persons in the Office of the Government Chief Information Officer
- Any other relevant parties

who require it for matters related to evaluation of your quotation/offer of contract.

We will only use, disclose or transfer the Personal Data you provide to us:

- for those purposes relating to evaluation of your quotation/offer of contract; or
- directly related purposes; or
- where permitted by law.

We will obtain your consent before using your Personal Data for any other purposes.

If you wish to require access to and/or correction of your Personal Data, you may do so under Personal Data (privacy) Ordinance in writing to:

Executive Director,
eHealth Consortium Limited,
27th Floor, 9 Wing Hong Street,
Cheung Sha Wan, Kowloon, Hong Kong



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Part II: Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners

To: Steering Committee of the eHealth Training for CMPs Project
c/o eHealth Consortium Limited
27th Floor, 9 Wing Hong Street, Cheung Sha Wan, Kowloon, Hong Kong

QUOTATION FOR PROVISION OF PHOTOGRAPHY, VIDEO PRODUCTION and WEB DEVELOPMENT SERVICES FOR 2008/09 SECTOR-SPECIFIC IT TRAINING PROGRAMME FOR CHINESE MEDICINE PRACTITIONERS (CMP)

(Deadline for quotation submission: 17:00 on 10 July 2009)

We agree to supply the above services – Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners in accordance with the specifications and at a contract rate discounted for non-profit organization, breakdown as follows:

	Task/Activity	Normal Unit Cost (HK\$)	Unit Cost for Non-profit Organization (HK\$)
1	Provide Professional Photography, Video Services for one Lecture (each 3 hours), with Post-Production Services and DVD Authoring		
2	Provide Professional Photography, Video Services for one Workshop (each 2 hours), with Post-Production Services and DVD Authoring		
3	Provide Professional Website Design, Development and Implementation		

(Signed by _____ for and on behalf of the Company) (Company Chop)

(Name of Company)

(Date)



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Part III: Job Reference

Vendor must provide (1) job reference and (2) qualification and experience of all project crew members in the Provision of Photography, Video Production and Web Development Services for the 2008/09 Sector-Specific IT Training Programme for Chinese Medicine Practitioners



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Part IV: Information Summary of Vendor

Vendor's name	
Local office address	
Contact Person	
Telephone number	
Fax number	
Company size in HK office	